

**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 MARCH 2017 AT 1.15 PM.**

**Elected Members**

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

**Appointed Members**

**King's Lynn & W N B C**

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

**Fenland District Council**

D Oliver

Present (67%)

Mr J Austen in the Chair

In attendance:

Mr P J Camamile (Chief Executive),  
Mr G Dann (Planning/Enforcement Officer) and Mrs M Creasy (minutes)

<b>ID</b>	<b>King's Lynn IDB, Minute</b>	<b>Action</b>
	<b>20/17 APOLOGIES FOR ABSENCE</b>	
<b>20/17/01</b>	Apologies for absence were received on behalf of Messrs R W Groom, T Matkin, M Riddington, D Oliver, T Wing-Pentelow, D Whitby, Lord Howard of Rising and the Board's Operations Manager Mr G Howe.	
	<b>21/17 TOUR OF INSPECTION AND OPENING OF SEABANK PUMPING STATION</b>	
<b>21/17/01</b>	The Chairman recorded his thanks to Officers and to the Planning/Enforcement Officer in particular for the morning's inspection and successful completion and official opening of the Board's North Lynn Link Scheme's new Seabank Pumping Station.	

**22/17 DECLARATIONS OF INTEREST**

**22/17/01** Mr J Askew declared an interest in the payment recorded in the Schedule of Paid Accounts to Account ASO120, due to his family connection to the account holder. RESOLVED that this be noted.

**22/17/02** Mr K Banham declared an interest in the Engineering Report update on the Wolferton Catchment Flood Risk Management Scheme due to his employment at the Sandringham Estate, which falls within that Catchment. RESOLVED that this be noted.

**23/17 PLANNING REPORT ITEM 1.3  
APPLICATION FOR PERMISSIVE FOOTPATH AND SIGNAGE  
FROM REFFLEY WOOD TO EARSHAM DRIVE, KING'S LYNN**

**23/17/01** The Chairman recorded that Planning Report item 1.3 would be considered at this point in order that Mrs E Nockolds, (KL&WNBC Appointed Member to King's Lynn IDB and King's Lynn & West Norfolk Borough Council Cabinet Member for Culture, Heritage and Health) could participate in the discussion before leaving for another appointment. RESOLVED that this be noted.

**23/17/02** Members considered the application from the King's Lynn Ramblers' Group requesting that the Board allows a permissive footpath together with the installation of six route-marker posts, wooden steps and wooden boardwalk, all across private land owned by the Board between the Black Drain watercourse and Reffley Reservoir, both also owned by the Board, together with the Planning/Enforcement Officer's report outlining potential health and safety issues. Arising therefrom:

**23/17/03** The Chief Executive apprised Members that whilst he had not had the opportunity to discuss this application with the Planning/Enforcement Officer prior to this meeting, he had been involved in recent discussions with the applicant and Mrs E Nockolds about the current usage of this land, which although clearly marked as the Board's private property, was regularly used by the general public including members of the Ramblers' Association and that formally approving one permissive footpath route may help to ensure that members of the public only access that particular area of land owned by the Board. Mrs E Nockolds reported that she had walked the proposed footpath route and in her opinion it is a wonderful open space to be enjoyed by local people, and she supported the applicant's request for the Board to formally allow a permissive footpath.

**23/17/04** It was agreed and thereby RESOLVED to approve in principle to establish a permissive footpath along the route proposed, subject to the following conditions:

- The applicant to provide site-specific risk assessments from a suitably qualified Health and Safety specialist in respect of

the site and proposed path for the Board's consideration;

- The applicant to provide evidence of adequate insurance against all identified risks, to cover the entire period the permissive footpath is in force;
- The applicant will be responsible for all maintenance of the footpath and associated marker posts, steps and boardwalk in perpetuity;
- Construction and surfacing of the footpath, together with positioning of marker posts to be agreed with Board officers so as not to impede on the Board's maintenance of its localised infrastructure;
- The applicant agrees to sign a Deed of Indemnity absolving the Board of all liability howsoever arising.

#### **24/17 MINUTES OF THE LAST MEETING**

**24/17/01** The minutes of the last Board meeting held on 13 January 2017 were approved and signed as a true record. Arising therefrom:

#### **25/17 MATTERS ARISING**

##### **25/17/01 Kettlewell House: Relocation/Redevelopment (06/17/01)**

The Chief Executive reported that contract papers had still not been received for the Board's purchase of King's Lynn & West Norfolk Borough Council, (KL&WNBC) owned land at Nar Ouse Way and email correspondence between each party's solicitors suggested that the NCC solicitor acting for KL&WNBC could not proceed without further instruction from his client. Whilst outline planning advice for the Kettlewell House site and pre-planning application advice for the new site off Nar Ouse Way were both in hand, the Chief Executive reported his reluctance to proceed further before receiving contract papers from the vendor. Mr B Long agreed to follow this up with the appropriate officer at KL&WNBC. RESOLVED that this be noted.

**BL**

##### **25/17/02 Any other Business (06/17/02)**

Although unable to attend the meeting, Mr R W Groom had contacted the office asking that he wished to record that whilst it may be considered that he would have a conflict of interest due to the issue recorded in minute 06/17/02, this was in fact not the case as he had raised this point on behalf of a neighbour. RESOLVED that this be noted.

##### **25/17/03 King's Lynn and West Norfolk Borough Council Development proposals Marsh Lane/Lynnsport – New Road**

**Scheme (08/17/04 – (v))**

In response to Mr S A R Markillie's enquiry the Planning/Enforcement Officer reported that to date no letter had been received from KL&WNBC/NCC confirming their full liability as Public Bodies and Risk Management Authorities and giving any undertaking that as a Public Body(ies) any precedent issues with private developers arising in connection with the development proposals for the New Road Scheme for Marsh Lane/Lynnsport would be their liability. RESOLVED that this be noted.

**25/17/04 King's Lynn and West Norfolk Borough Council  
Development proposals Marsh Lane/Lynnsport – New Road  
Scheme (08/17/04 – (vii))**

The Board's resolution to take legal advice to determine how the Board can avoid any precedent being set following the KL&WNBC/NCC breach in the Agreement concerning the New Road Scheme had not been progressed at the time of this meeting as it was hoped that a letter would be received from KL&WNBC/NCC confirming their liability, which would negate the need for costly legal advice. RESOLVED that this be noted.

**25/17/05** Mrs E Nockolds left the meeting at this point.

**26/17 PLANT AND WORKS COMMITTEE MINUTES**

**26/17/01** The unconfirmed minutes of the Plant and Works Committee meeting held on 17 February 2017, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:

**26/17/02 Gravel Bank Site (03/17/02)**

Members considered the Plant and Works Committee suggestion to give the local community notice of the Board's intention to offer the Gravel Bank site for sale by auction together with the minute recorded in the 13 January 2017, (06/17/03) meeting indicating that KL&WNBC Planning would in all likelihood support development of this site.

**26/17/03** Members considered that the Gravel Bank site would attract a higher value if sold with outline planning permission and therefore agreed that the Planning/Enforcement Officer should make an application for outline planning permission to develop the site before advertising it for sale. RESOLVED that this be noted.

**GRD**

**26/17/04 Wolferton Pumping Station (04/17/02)**

The Planning/Enforcement Officer reported that the refurbishment works authorised by the Plant and Works Committee were now complete with the total cost coming in under £15,000. RESOLVED

that this be noted.

### **27/17 ENGINEERING REPORT**

**27/17/01** The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

#### **27/17/02 Wolferton Catchment Flood Risk Management Scheme (1.4)**

- (i) The Planning/Enforcement Officer reported that Diana Ward, Environmental Consultant was working on behalf of the Board to address the EA National Project Assurance Service, (NPAS), environmental concerns about what impact the Wolferton Catchment Flood Management Scheme may have on the Dersingham Bog, a Special Area of Conservation, (SAC) designated site. RESOLVED that this be noted.
- (ii) The Planning/Enforcement Officer reported that following the Plant and Works Committee approval on 17 February 2017, (using its authority delegated by the Board), the letter of intent awarding the contract for the scheme's mechanical and engineering works to Bedford Pumps had been issued. The award of contract for construction and design works would be brought to the Board for consideration and approval when the environmental concerns raised by NPAS as minuted above, had been resolved and the amount of FDGiA finally decided.

#### **27/17/03 Health and Safety (2.1)**

- (i) There were no incidents to report during this reporting period. RESOLVED that this be noted.
- (ii) Chainsaw training for operatives was noted.

### **28/17 ENVIRONMENTAL REPORT**

**28/17/01** There were no environmental considerations for report during this reporting period.

### **29/17 PLANNING REPORT**

**29/17/01** The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

#### **29/17/02 Application for water abstraction (1.1)**

Members considered the application made to both the Board and the Environment Agency for the construction of a new reservoir and winter, (1 November – 31 March) abstraction licence to abstract water from the Board-maintained West Lynn Drain. It was agreed

and thereby RESOLVED to approve in principle such an abstraction subject to the following conditions:

- The reservoir must be positioned in compliance with Byelaw 10.
- All pipework and the abstraction pump must be located and installed in line with the Board's Officers' requirements.
- The water must be abstracted via a pit that must be constructed and installed at least 9m from the West Lynn Drain and in accordance with the Board's Officers' requirements, at the applicant's cost, so that any required water monitoring is done from the pit rather than directly from the West Lynn Drain.
- The applicant is to be solely responsible for ensuring that water they abstract is suitable for their intended usage, and for any associated "quality" monitoring.
- The applicant is to install a gauge board at a location agreed by the Board's Officers. In conjunction with the Environment Agency, an appropriate level is then to be stipulated for that gauge board, below which abstraction must not occur.

**29/17/03** Messrs C Crofts and B Long left the meeting at this point.

**29/17/04 Application to realign 440m section of watercourse at Terrington Marsh (1.2)**

Members considered the application for approval to realign and straighten a 440m section of the Board-maintained Crooked & Bentineck Drain to an approximate 405m length at Terrington Marsh, (which would include the removal of the trees in situ), in order to improve cropping of land to the north east of the current drain position, and at the same time replace some of the existing underdrainage systems in this land. It was agreed and thereby RESOLVED to approve consent for the realignment of this drain subject to the following conditions:

- The method of works for removal of the trees and realignment of the watercourse is to be previously agreed by the Board's Officers, as the works have the potential to introduce/mobilise large quantities of silt within the watercourse and/or result in its partial infilling, risks which will have to be appropriately mitigated.
- The new drain is to be excavated with its bed level set at a constant gradient between the existing bed levels at either end of the realigned section. The excavation works must also provide a constant bed width and bank gradients no steeper than 1:2 (1 vertical to 2 horizontal) or matching the existing slopes, whichever gives the shallower profile. The newly-excavated banks are to be grass-seeded as soon as possible, to help aid stability. The size, invert level and other details for the

relocated and new culverts are to be set by the Board's Officers.

- The required improvements are to be carried out at the sole cost of the applicant, to the satisfaction of the Board's Officers.
- A protected species survey must be carried out by a suitably-qualified professional, at the applicant's cost, to confirm if there are any protected species or habitats which may be affected by the works. Any required mitigation measures are to be undertaken at the applicant's cost.
- A 5-year "warranty" period is to be applied to the new section of Board-maintained drain, commencing on the date that works are passed as satisfactory by the Board's Officers. In the event of any slip repairs or other works that are not routine maintenance needing to be undertaken by the Board during this period, the full cost of those works is to be payable by the applicant.

**29/17/05** Baron M Chenery of Horsbrugh left the meeting at this point.

**29/17/06 Delegated Consents (2.2)**

- (i) The delegated consents granted by the Chief Executive's Management Committee using its delegated authority were considered in detail and approved. Arising therefrom:
- (ii) The Planning/Enforcement Officer and Chief Executive apprised Members of the increase in the number of applications for consent for the replacement of access culverts as many of these were now ≈20 years old and as such the identification and confirmation of liability for these culverts when located in Board-maintained drains had been included in the Board's objectives for 2017/18, which would be considered under agenda item 11.

**30/17 SCHEDULE OF PAID ACCOUNTS**

**30/17/01** The Schedule of Paid Accounts for the period 1 January 2017 to 28 February 2017, totalling £149,967.41 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

**31/17 FINANCIAL REPORT**

**31/17/01** The Financial Report for the period 1 April 2016 to 28 February 2017, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**31/17/02** The £91,743 debt outstanding between 60 – 90 days had now been paid. RESOLVED that this be noted.

**31/17/03** Of the Board's short term deposits, £300,000 had been reinvested

with the National Counties Building Society for a three month period from 15 March 2017 at an interest rate of 0.44%, which was 0.11% higher than for the previous three months with the same building society. RESOLVED that this be noted.

**31/17/04** The Chief Executive reported that the WMA's new Finance Officer, Miss Sallyanne Jeffrey had taken up her post on 1 March 2017.

### **32/17 MATERIAL CHANGES TO RISK REGISTER**

**32/17/01** Members considered the risk register for those risks with a risk assessment matrix score of  $\geq 6$ . Arising therefrom:

**32/17/02** It was agreed there were no material changes to be made to the risk register during this reporting period. RESOLVED that this be noted.

### **33/17 REVIEW OF OBJECTIVES 2016/17**

**33/17/01** The Performance Review of objectives for 2016/17, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**33/17/02** The objectives for 2016/17 had been achieved or were ongoing where appropriate save for the two objectives noted below that had not been started:

- a) Provision of a five-year asset management plan for the Board's consideration and,
- b) The identification of all free span bridges and culverts that the Board has some legal responsibility for and the production of a risk based inspection programme for these;

These objectives had therefore been rolled over to 2017/18 objectives for the Board's consideration.

### **34/17 OBJECTIVES 2017/18**

**34/17/01** It was agreed and thereby RESOLVED to approve the following objectives for 2017/18:

- (i) To ensure that total expenditure does not exceed the expenditure budget for 2017/18 and plan for subsequent years' rate 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.



ID King's Lynn IDB, Minute	Action
<p>(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.</p> <p>(iv) To devise an indicative 5 year Asset Management Plan for consideration by the Board.</p> <p>(v) 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.</p> <p>(vi) 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.</p> <p>(vii) 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, EWMCIS, NNDC, NCC, NE and our other partners.</p> <p>(viii) To establish a plan and timetable for relocating from Kettlewell House in King's Lynn.</p>	
<p><b>34/17/02</b> Members considered the identification of any responsibility the Board may have for free span bridges and culverts and a risk based programme of inspection for these was an urgent priority that would hopefully be addressed when additional staffing resources were in place. RESOLVED that this be noted.</p>	
<p><b>35/17 CORRESPONDENCE</b></p>	
<p><b>35/17/01</b> The Chairman reported that Mr Andrew Lensen would be standing down as an elected Member of the Board as he was leaving the area to take up a new post. He went on to record his thanks to Mr Lensen for his service to the Board and congratulate him on his new position. If work commitments allowed, it was anticipated that Mr Lensen may be available to attend his last meeting on 19 May 2017. RESOLVED that this be noted.</p>	
<p><b>35/17/02</b> The casual vacancy arising from Mr Lensen's resignation from the Board would be filled in line with the Election of Members' policy guidelines. RESOLVED that this be noted.</p>	
<p><b>36/17 NEXT MEETING</b></p>	
<p><b>36/17/01</b> The next meeting was scheduled for Friday, 19 May 2017 at 9.30 am here at Kettlewell House.</p>	
<p><b>37/17 ANY OTHER BUSINESS</b></p>	

**37/17/01** There was no other business to discuss.

**38/17 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN**

**38/17/01** There were no members of the public present at the meeting.

**39/17 CONSORTIUM MATTERS**

**39/17/01 Issues for discussion at next CMC meeting**

There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 31 March 2017.

**40/17 CONFIDENTIAL BUSINESS**

**40/17/01** It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

**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 FRIDAY, 17 FEBRUARY 2017 AT 9.00 AM**

- |   |  |
|---|--|
| <p><b>Elected Members</b></p> <ul style="list-style-type: none"> <li>* J R Askew</li> <li>* J Austen</li> <li>S A R Markillie</li> <li>* T Matkin</li> <li>* J Symington</li> </ul> | <p><b>Appointed Members</b></p> <p><b>King's Lynn &amp; WNBC</b></p> <p>B Long</p> <p>C Crofts</p> |
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\* Present (57%)

Mr J Askew in the Chair

In attendance:

P J Camamile, (Chief Executive),  
G Howe (Operations Manager) and G R Dann (Planning/Enforcement Officer)

<b>ID</b>	<b>King's Lynn IDB: Plant and Works Committee, Minute</b>	<b>Action</b>
	<b>01/17 APOLOGIES FOR ABSENCE</b>	
<b>01/17/01</b>	Apologies for absence were received from Messrs C Crofts, B Long and S A R Markillie.	
	<b>02/17 DECLARATIONS OF INTEREST</b>	
<b>02/17/01</b>	There were no declarations of interest to record.	
	<b>03/17 MINUTES OF MEETING 27 OCTOBER 2016</b>	
<b>03/17/01</b>	The minutes of the Plant and Works Committee meeting held on 27 October 2016 were approved and signed as a true record. Arising therefrom:	
<b>03/17/02</b>	<b>Gravel Bank Site (16/16/02)</b>	
	Members considered the Board's time and Officer resource taken up with this issue with the general consensus from Members in attendance that the better option may be to put the site up for sale by auction. It was agreed to recommend to the Board that if the site was put to auction for sale that the Board gives the local community six weeks' notice of this intention.	

ID King's Lynn IDB: Plant and Works Committee, Minute	Action
<p><b>04/17 ANY OTHER BUSINESS</b></p>	
<p><b>04/17/01 Technical Support Resource</b></p> <p>Members considered the increase for in-house technical support that had been budgeted for within the 2017/18 financial year. It was agreed that the Planning/Enforcement Officer would prepare a list of duties for this post for consideration by the Plant and Works Committee in order to make a recommendation to the Board. RESOLVED that this be noted.</p>	<p><b>GRD</b></p>
<p><b>04/17/02 Wolferton Pumping Station</b></p> <p>The Operations Manager verbally reported that one of the pumps at Wolferton had been severely damaged due to wear and tear and over-reliance on this particular pump. It was agreed and thereby RESOLVED to approve refurbishment of this pump up to £15,000.</p>	
<p><b>05/17 CONFIDENTIAL BUSINESS</b></p>	
<p><b>05/17/01</b> 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 CATCHMENT MODELLING**

Surveys of the Board-maintained drains leading to Ingleborough Pumping Station and within the former Magdalen IDB district are nearing completion, and work is due to begin on the associated drawings next week.

#### **1.2 NORTH LYNN LINK SCHEME**

As Members will see during the inspection which precedes this meeting, Seabank Pumping Station is now operational. As discussed at previous meetings, works on the second element of the link scheme – to improve the Board's options to divert water from Gaywood River to Bawsey Drain at the southern end of Riverside – will now be carried out starting in June, after the required diversion of UKPN's cables.

#### **1.3 WEST LYNN OUTFALL**

Further to the approval given by the Plant & Works Committee at its meeting on 17 February 2017, an order has now been placed with Martin Childs Limited for the supply and installation of a new flap door, penstock and associated items at this site. The contractor has revisited the site with the Board's Project Manager to confirm measurements, and the final design works and procurement will now be undertaken. It is expected that installation will occur during May.

#### **1.4 WOLFERTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME**

The Board and its consultants are still corresponding with the EA's National Project Assurance Service members regarding this scheme, primarily in relation to questions about Dersingham Bog and the environmental impacts and benefits of our proposed works.

Following the approval given by the Plant & Works Committee at its meeting on 17 February 2017, a letter of intent has been issued to, and accepted by, Bedford Pumps (BPL) in respect of the proposed M&E works for the new station. The letter of intent covers some expenditure being incurred by BPL to have meetings with the Board and Peter Brett Associates – the first of which is scheduled for 22 March – as well as their commencement of design works, but ensures a limit on what money could be due to them ahead of award of a formal contract.

## 2 HEALTH & SAFETY

### 2.1 TRAINING

Three members of the Board's workforce are attending a chainsaw training course on 9 and 10 March. A further four operatives will do similar training in the coming months.

### 2.2 ACCIDENTS AND NEAR-MISSES

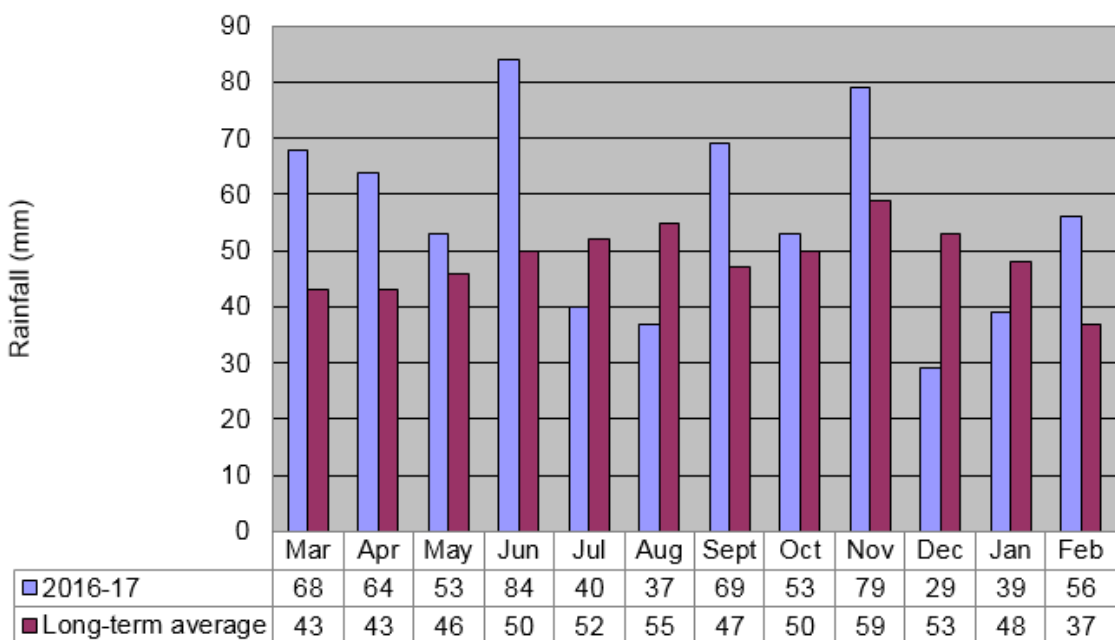
There have been no accidents or near misses during this reporting period.

## 3 RAINFALL

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

LOCATION	JANUARY		FEBRUARY		CUMULATIVE	
	2017	2009-16 Average	2017	2009-16 Average	2017	2009-16 Average
Islington Pumping Station	29	54	49	45	78	99
Pierrepoint Pumping Station	39	55	56	45	95	100
Wolferton Pumping Station	39	57	57	45	96	102

### ACTUAL AND LONG-TERM AVERAGE MONTHLY RAINFALL READINGS KING'S LYNN: MARCH 2016 – FEBRUARY 2017



# PLANNING REPORT

## 1 ITEMS REQUIRING BOARD'S CONSIDERATION:

### 1.1 APPLICATION FOR ABSTRACTION OF WATER FROM A BOARD-MAINTAINED WATERCOURSE IN CONNECTION WITH A PROPOSED RESERVOIR DRAIN AFFECTED – WEST LYNN DRAIN, AN OPEN WATERCOURSE APPLICANT – S & R BROWN FARMS

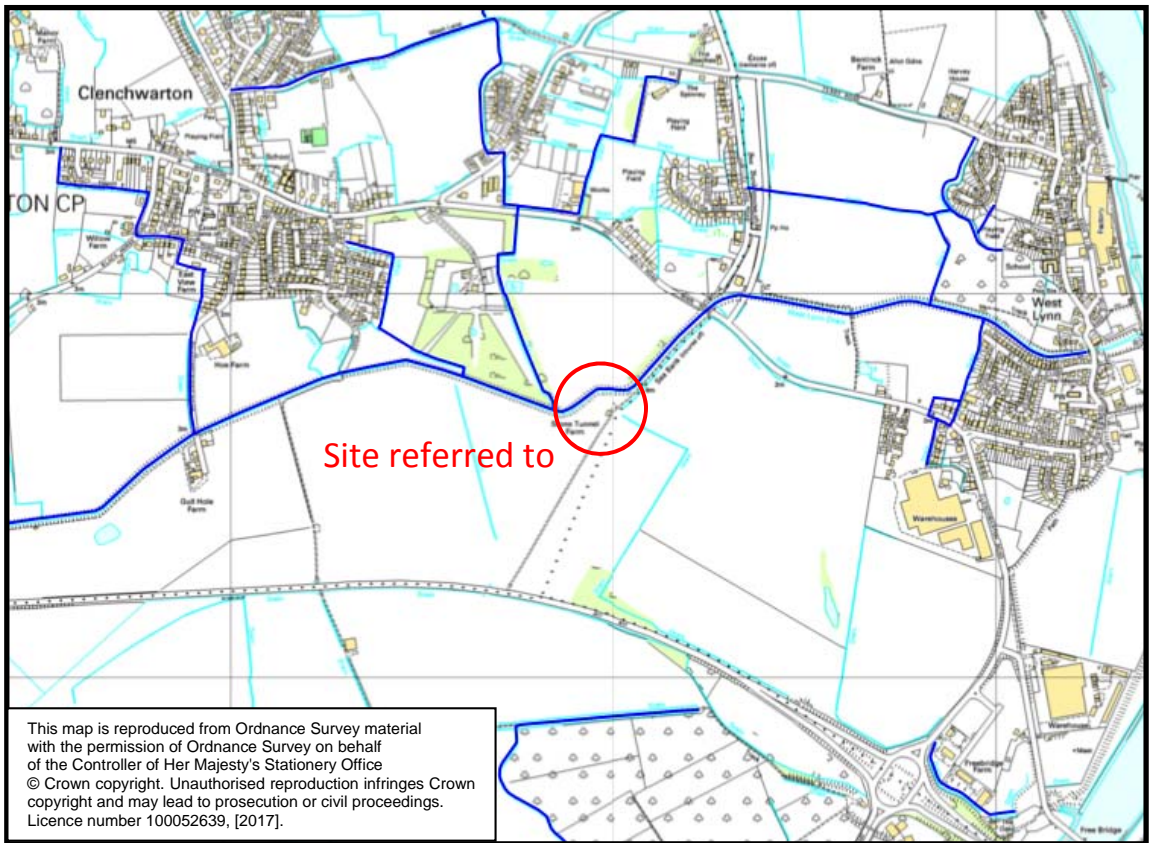
The applicant has submitted proposals to the Environment Agency and the Board regarding the principle of constructing a new reservoir and having a winter abstraction licence from West Lynn Drain to fill it (1 November to 31 March inclusive). No details have been submitted regarding the reservoir's size or exact position, but the application states that abstraction would be at a maximum rate of 6.4 litres per second, with a maximum volume abstracted of 545m<sup>3</sup> per day or 82,240m<sup>3</sup> annually.

Although the Board's Officers do not have any "in principle" objections to an abstraction here, the Board cannot, and does not, guarantee the quality of water in any of its maintained watercourses or that sufficient water would be available to abstract at any time. Other landowners upstream and downstream also have an equal right to the water in West Lynn Drain, and this, combined with environmental considerations, means that appropriate restrictions should be imposed as part of any approvals granted by the Board and the EA, in order to prevent over-abstraction.

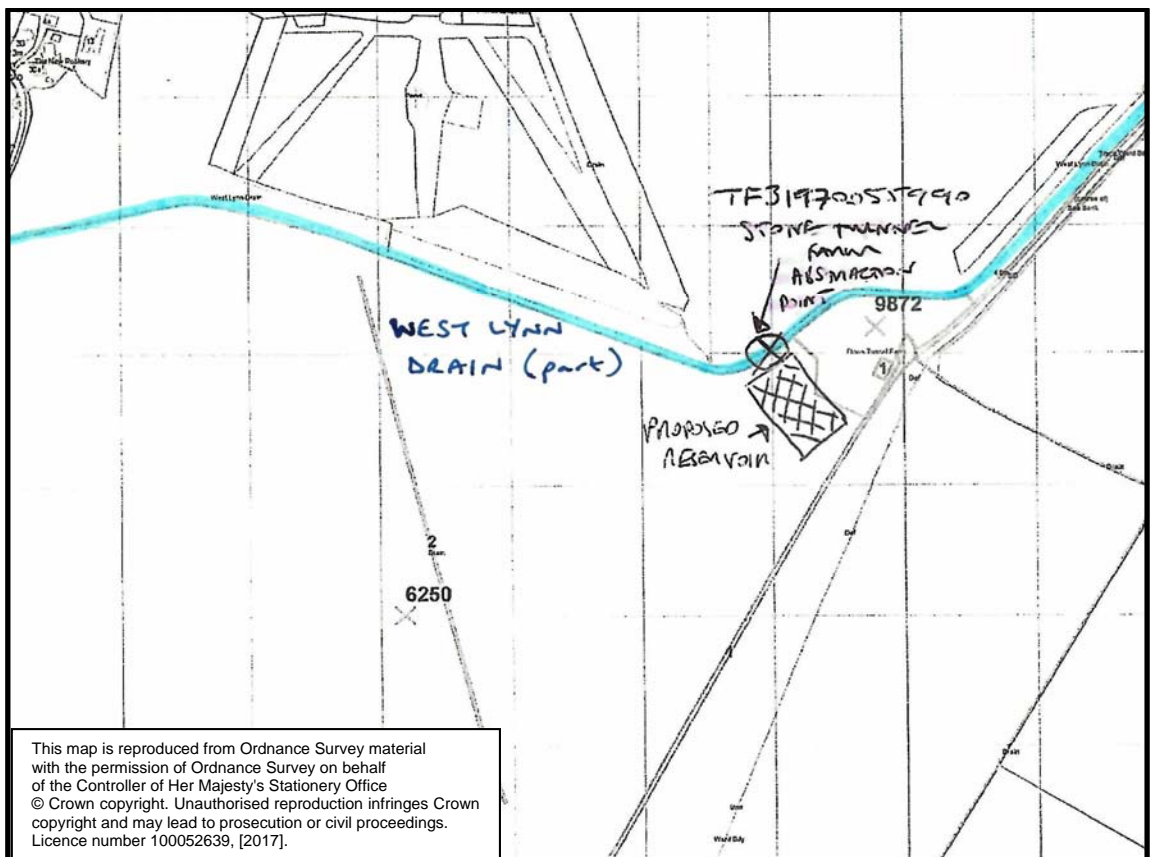
#### **Recommendation**

It is recommended that the Board agrees in principle to an abstraction from West Lynn Drain here, subject to the following conditions:

- The reservoir must be positioned in compliance with Byelaw 10.
- All pipework and the abstraction pump must be located and installed in line with the Board's Officers' requirements.
- The applicant is to be solely responsible for ensuring that water they abstract is suitable for their intended usage, and for any associated "quality" monitoring.
- The applicant is to install a gauge board at a location agreed by the Board's Officers. In conjunction with the Environment Agency, an appropriate level is then to be stipulated for that gauge board, below which abstraction must not occur.



**Location Plan**



**Site plan**



## 1.2

### APPLICATION TO RE-ALIGN PART OF A BOARD-MAINTAINED WATERCOURSE AT TERRINGTON MARSH DRAIN AFFECTED – CROOKED & BENTINECK DRAIN, AN OPEN WATERCOURSE APPLICANT – J S MEANS (TERRINGTON) LTD

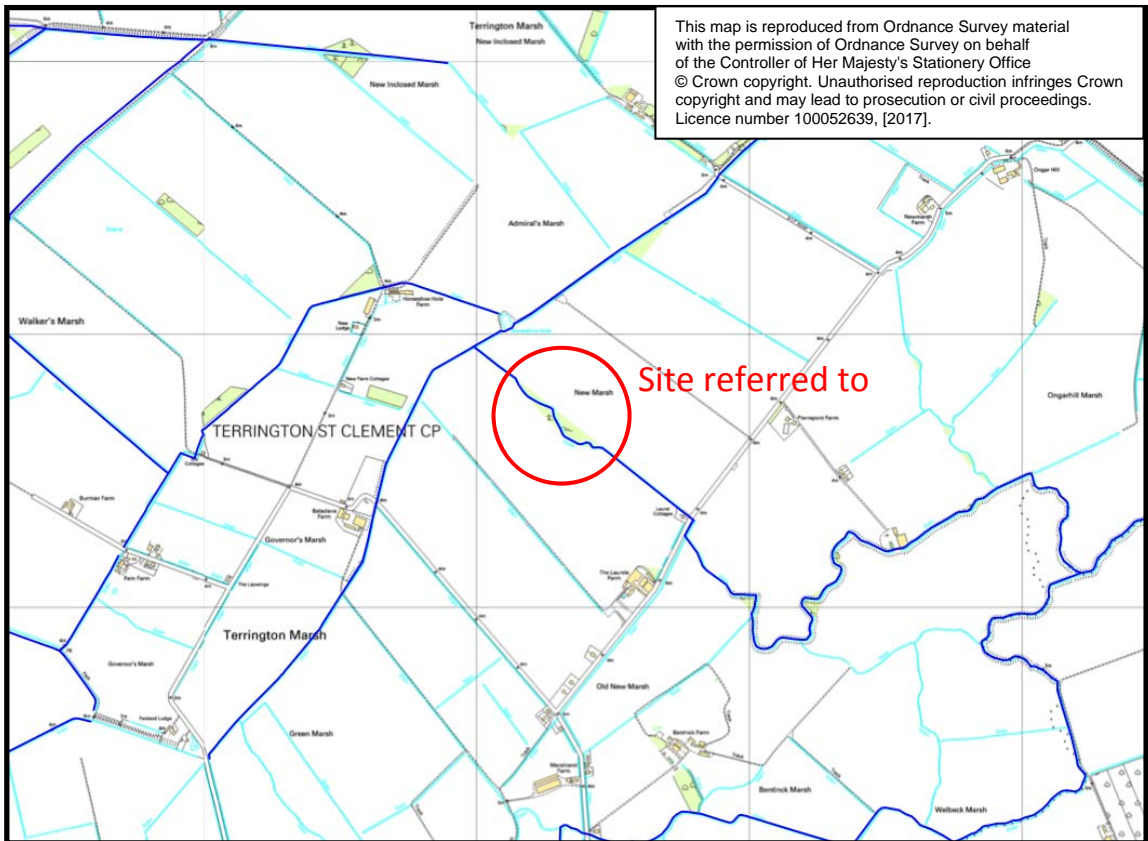
An application has been received seeking consent for the realignment of a section of this Board-maintained watercourse. The drain currently runs between areas of trees, which the applicant intends to remove as they're said to adversely affect the cropping of land to the north-east, and as it is planned to replace some of the underdrainage systems in these fields.

The section of drain in question measures approximately 440m along its current route, but would be around 405m long if straightened. The applicant also wishes to relocate an existing culvert at the north-western end of the drain proposed for re-alignment and install a new crossing near the south-eastern end of the works.

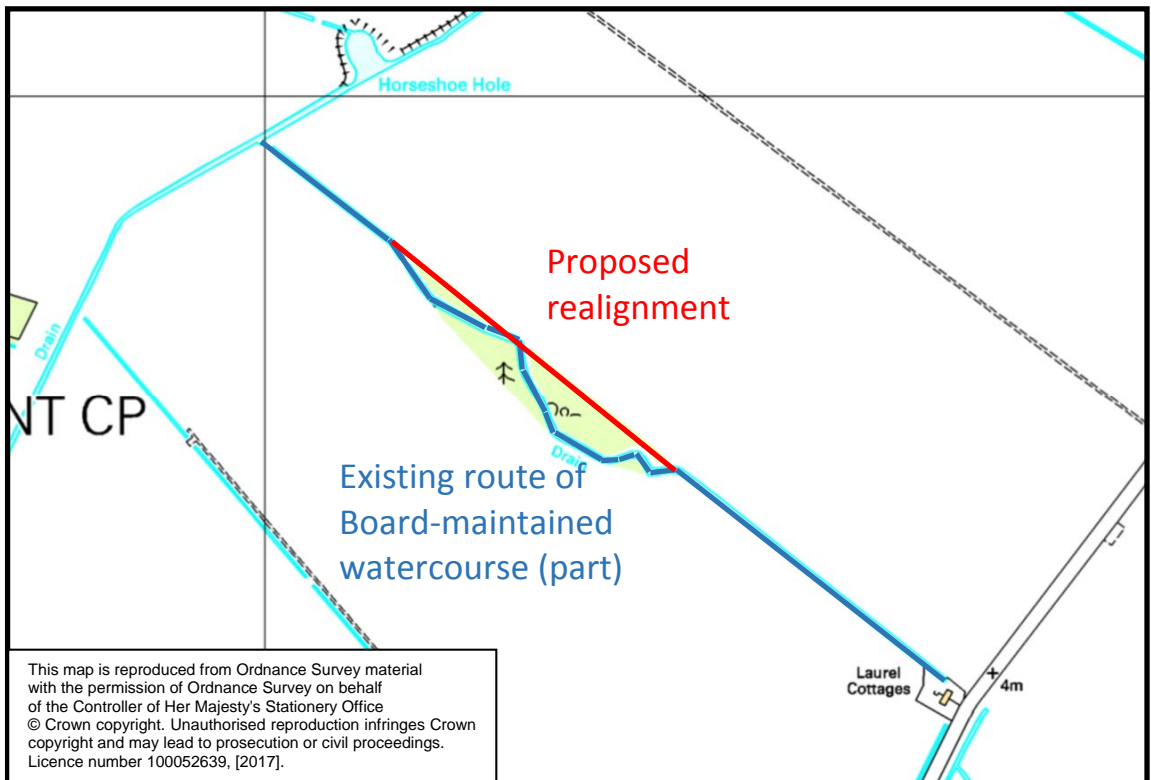
The Board's Officers' main concern is the relative instability of soils in much of this area, which means that drain banks can be more prone to movement. This issue may also be exacerbated by the disturbance that will occur when the trees – some of which are around 50 years old – are removed, and with the subsequent settlement of their root zones.

If the Board is agreeable to this section of watercourse being re-aligned, I would recommend that consent is granted subject to the following:

- The method of works for removal of the trees and realignment of the watercourse is to be previously agreed by the Board's Officers, as the works have the potential to introduce/mobilise large quantities of silt within the watercourse and/or result in its partial infilling, risks which will have to be appropriately mitigated.
- The new drain is to be excavated with its bed level set at a constant gradient between the existing bed levels at either end of the realigned section. The excavation works must also provide a constant bed width and bank gradients no steeper than 1:2 (1 vertical to 2 horizontal) or matching the existing slopes, whichever gives the shallower profile. The newly-excavated banks are to be grass-seeded as soon as possible, to help aid stability. The size, invert level and other details for the relocated and new culverts are to be set by the Board's Officers.
- The required improvements are to be carried out at the sole cost of the applicant, to the satisfaction of the Board's Officers.
- A protected species survey must be carried out by a suitably-qualified professional, at the applicant's cost, to confirm if there are any protected species or habitats which may be affected by the works. Any required mitigation measures are to be undertaken at the applicant's cost.
- A 3-year "warranty" period is to be applied to the new section of Board-maintained drain, commencing on the date that works are passed as satisfactory by the Board's Officers. In the event of any slip repairs or other works that are not routine maintenance needing to be undertaken by the Board during this period, the full cost of those works is to be payable by the applicant.



**Location Plan**



**Site plan**

1.3

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

An application has been made requesting that the Board allows a permissive path across land it owns between Black Drain and Reffley Reservoir, together with the installation of six route-marker posts, wooden steps and a wooden boardwalk. The applicant's indicated route for the path is shown by the black line on the site plan at the end of this section, with their items at the denoted points A-H being as follows:

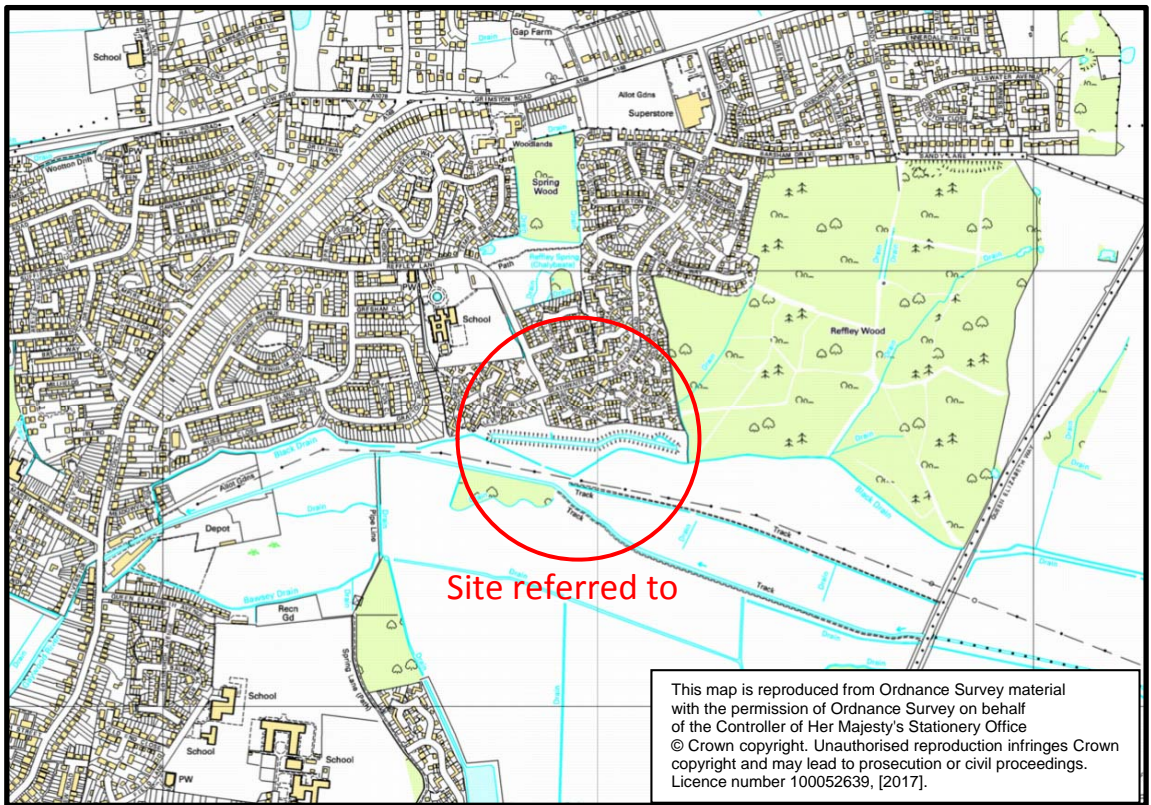
- A – Marker post 3 yards from Black Drain
- B – Marker post 1 yard from Black Drain
- C – Marker post 2 yards from Black Drain
- D – Marker post 12 yards from Black Drain
- E – Marker post 8 yards from Black Drain
- F – Marker post 6 yards from edge of Reffley Reservoir
- G – Wooden steps up bank, approximately 3 feet high and 6 feet long
- H – Wooden boardwalk, approximately 12 feet long and 2 feet 6 inches wide

The land is currently gated and signed as private property with no public right of way, and the Board has registered the area with Norfolk County Council under the Highways Act to try and prevent "long-user" public rights of access ever being claimed. Despite these measures having been in place for many years, reports have been received of people trespassing across the land.

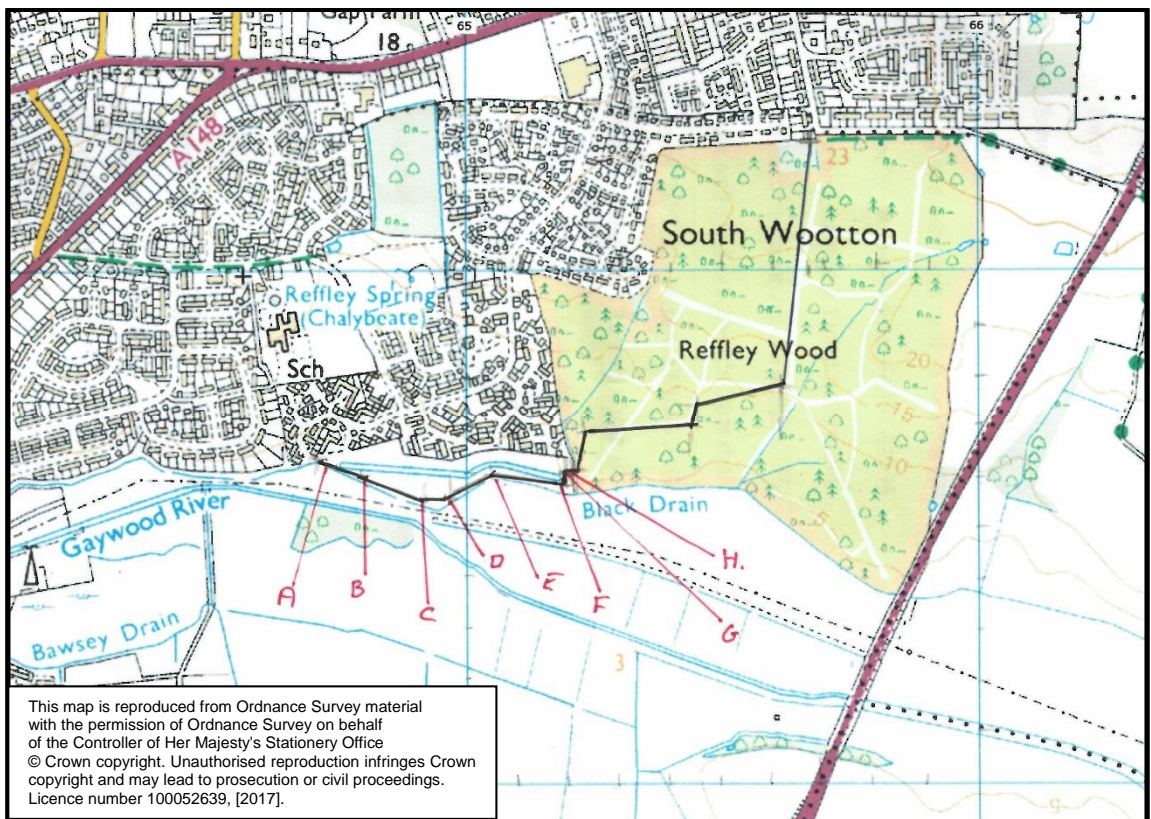
If approval is given for a permissive path, as the landowner the Board would be responsible for the path – including, I assume, the steps and boardwalk – as well as the safety of people using it. The Board would also have to ensure that appropriate measures are taken, and then continued, to highlight the status and position of the route. However, even a clearly-defined route may not prevent people deviating from this and walking where they wish across the Board's land, parts of which are areas of deep open water. Other than the gate at the main access into this site, there are currently no fences adjacent to/around either Black Drain or Reffley Reservoir.

The Board's Planning Officer and Operations Manager – who is also the Board's Health & Safety Officer – do not feel that public access should be encouraged here, and would therefore like to see the request for a permissive path refused.

However, if the Board disagrees, then it is requested that consent is not given for the positions of the marker posts as proposed by the applicant, as at least some of them would impede the Board's maintenance operations, but that an appropriate number of marker posts do have to be erected in positions set by the Board's Officers on site, at the applicant's expense.



**Location Plan**



**Site plan**

## **2 OTHER PLANNING MATTERS:**

### **2.1 SURFACE WATER DEVELOPMENT CONTRIBUTION FEES**

There have been two Surface Water Development Contribution Fees invoiced during the reporting period, totalling £3,097.98. Both of these fees have been paid.

### **2.2 DELEGATED CONSENTS GRANTED**

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

<b>APPLICANT/AGENT</b>	<b>LOCATION</b>	<b>DEVELOPMENT</b>	<b>WATERCOURSE(S)</b>
Mr & Mrs Freeman	St Paul's Road South, Walton Highway	Replacement access culvert	St Pauls Drain (DRN145P0910)
Swann Edwards Architecture	Lady's Drove, Emneth	Construct access culvert	Private (CMT145P)
Mr L Walton	The Willows, Walpole Marsh	Discharge surface water run-off	King John Drain (DRN039G0201)

**G R DANN – PLANNING/ENFORCEMENT OFFICER**

# King's Lynn IDB

## Schedule of Paid Accounts

Payment Date From : 01/01/2017

Payment Date To : 28/02/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AD0102	ADC (East Anglia) Ltd	Maintenance Works	2,928.00
AN0100	Anglia Farmers Ltd	Electricity	8,880.69
AN0101	Anglian Water	Water Charge	22.82
AR0001	Arval	Fuel	2,728.67
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	66.96
BA0001	T W Barker Ltd	Drain Survey/Capital	26,316.56
BO0001	Borough Council of King's Lynn &	Pierrepoint Rates	799.00
BO0240	BOC Ltd	Oxygen	46.25
BR0007	Breheny Civil Engineering Ltd	Capital Works	39,148.62
BT0270	BT	Phone/Broadband	307.92
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	234.00
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	121.62
CR0399	C R Electrical	Electrical Repairs	178.85
CW0001	C W Group Ltd	Weedscreen Repair	9,000.00
DO0004	John W Doubleday	Spares & Repairs	57.60
EA0002	East Wash Coastal Management	Coastal Contribution	843.65
ED0505	Edmundson Electrical Ltd	Electrical Parts	308.26
EM0001	EMG Anglia Ltd	Vehicle Servicing	492.86
EN0002	Enforcement Bailiffs Ltd	Bailiffs Fees	124.00
EON001	E.ON	Electricity	44.35
FR0001	Franklin Industrial Supplies Ltd	Small Tools	25.00
HA0810	Hayley Group plc	Engineering Supplies	71.69
IN0001	Inland Revenue	Paye & Nic	6,391.31
IN0950	Industrial Maintenance Group Ltd	Small Tools/Light Plant	1,469.99
JO0001	John Hutchings Services	Steam Cleaner Parts/Servicing	61.33
JO1060	A T Johnson	Spares	10.08
JT0001	JT Boiler Services	Heating Repairs	175.00
MA0001	Marshall Ford DD	Ford Lease	2,669.51
MU0001	Murley Agricultural Supplies Ltd	Spares/Repairs	436.00
NO0001	Norfolk Pension Fund	Pension Contributions	6,709.00
OR1550	Oriel Systems Ltd	Telemetry Maintenance	17,637.60
PBA001	Peter Brett Associates LLP	Capital Works	11,964.18
RO0001	Rossendales	Bailiff Fees	124.00
SH1955	Shoebridge Engineering Ltd	Weedscreen Repair	672.00
SO0001	South Holland IDB	Rechargeable Works	132.00
ST0002	Stapleton's (Tyre Services) Ltd	New Tyres	180.83
TR0001	The Training Association	Training	666.00
VJ2250	V & J Knitwear Ltd	Protective Clothing	72.42
VO0001	Vodafone Ltd	Mobile Phone	1,075.39
WA0001	Watson Petroleum	Gas Oil	5,292.00
WA0003	Walpole Parish Foundation	Refund of Bailiffs Fees	310.00
WA2310	Water Management Alliance	Rechargeable Works	29.00

**King's Lynn IDB**  
**Schedule of Paid Accounts**

Payment Date From : 01/01/2017

Payment Date To : 28/02/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
WA2320	Watling JCB Ltd (Wymondham)	Service	1,142.40

Please note that the amounts shown above include Vat £ 149,967.41

From: 01 April 2016  
To: 28 February 2017

Period: 11  
Year Ending: 31 March 2017

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<b><u>Income:</u></b>							
	Occupiers Drainage Rates	305,736	305,736	0	305,736	305,736	0
1	Special Levies issued by the Board	1,856,510	1,856,510	0	1,856,510	1,856,510	0
	Grants Applied	102,667	81,229	-21,438	112,000	90,562	-21,438
	Rental Income	2,933	2,108	-825	3,200	2,299	-901
2	Highland Water Contributions	35,000	49,740	14,740	35,000	49,740	14,740
	Income from Rechargeable Works	0	44,660	44,660	0	44,660	44,660
	Investment Interest	18,333	23,356	5,022	20,000	25,479	5,479
	Development Contributions	0	243,664	243,664	0	243,664	243,664
4	Other Income	39,064	31,905	-7,159	43,294	35,513	-7,781
	<b>Total Income</b>	<b>£2,360,243</b>	<b>£2,638,908</b>	<b>£278,664</b>	<b>£2,375,740</b>	<b>£2,654,164</b>	<b>£278,423</b>
<b><u>Less Expenditure:</u></b>							
5	Capital Works	2,024,000	1,465,532	558,468	2,208,000	1,649,532	558,468
6	Environment Agency Precept	159,146	159,146	0	159,146	159,146	0
7	Maintenance Works	947,286	1,108,021	-160,735	1,358,405	1,221,221	137,184
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	0	0	0	0	0	0
8	Administration Charges	220,319	218,053	2,266	240,348	238,082	2,266
	Cost of Rechargeable Works	0	45,711	-45,711	0	45,711	-45,711
3	Net Deficit/(Surplus) on Operating Accounts	45,376	-13,092	58,468	49,500	0	49,500
	<b>Total Expenditure</b>	<b>£3,396,127</b>	<b>£2,983,370</b>	<b>£412,756</b>	<b>£4,015,399</b>	<b>£3,313,692</b>	<b>£701,707</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	-£3,500	-£3,500	£0	-£3,500	-£3,500
9	<b>Net Surplus/(Deficit)</b>	<b>-£1,035,884</b>	<b>-£347,962</b>	<b>£687,922</b>	<b>-£1,639,659</b>	<b>-£663,028</b>	<b>£976,631</b>



From: 01 April 2016  
 To: 28 February 2017

 Period: 11  
 Year Ending: 31 March 2017

Notes	Balance Sheet as at 28-2-2017	Opening Balance £	Movement This Year £	Closing Balance £
<b>10</b>	<b>Fixed Assets:</b>			
	Land and Buildings	929,761	-7,307	922,454
	Plant and Equipment	895,679	-21,651	874,028
	Pumping Stations	355,392	-81,444	273,948
		<b>2,180,832</b>	<b>-110,402</b>	<b>2,070,430</b>
	<b>Current Assets:</b>			
11	Bank Account	79,308	165,126	244,434
	Stock	6,761	-556	6,205
12	Trade Debtors	27,336	72,647	99,983
13	Work in Progress	2,783	-2,783	0
14	Term Deposits	5,200,000	-600,000	4,600,000
15,16	Drainage Rates and Special Levies Due	26,363	4,627	30,990
17	Prepayments	103,250	-103,250	0
	Prepayments to WMA	21,699	-27,601	-5,902
	Accrued Interest	0	0	0
	VAT Due	113,985	-89,604	24,381
	Grants Due	0	0	0
		<b>5,581,485</b>	<b>-581,393</b>	<b>5,000,092</b>
	<b>Less Current Liabilities:</b>			
	Trade Creditors	335,118	-300,520	34,598
18	Grants Unapplied	73,622	48,598	122,220
	Accruals	0	0	0
	Payroll Controls	0	0	0
	Finance Leases	0	0	0
	Receipts Paid in Advance	10,466	-10,466	0
	Loans due in less than one year	0	0	0
		<b>419,206</b>	<b>-262,388</b>	<b>156,818</b>
	<b>Net Current Assets</b>	<b>5,162,279</b>	<b>-319,004</b>	<b>4,843,275</b>
	<b>Less Long Term Liabilities:</b>			
25	Pension Liability	2,875,000	0	2,875,000
	Loans due in more than one year	0	0	0
		<b>2,875,000</b>	<b>0</b>	<b>2,875,000</b>
	<b>Net Assets</b>	<b>£4,468,111</b>	<b>-£429,406</b>	<b>£4,038,705</b>
<b>19</b>	<b>Reserves:</b>			
	<b>Earmarked</b>			
20	General Reserve	3,069,224	-347,962	2,721,262
21	Development Reserve	619,922	0	619,922
22	Capital Works Reserve	127,000	0	127,000
23	Plant Reserve	2,821,148	0	2,821,148
		<b>6,637,294</b>	<b>-347,962</b>	<b>6,289,332</b>
	<b>Non-Distributable</b>			
24	Revaluation Reserve	705,817	-81,444	624,373
25	Pension Reserve	-2,875,000	0	-2,875,000
		<b>-2,169,183</b>	<b>-81,444</b>	<b>-2,250,627</b>
	<b>Total Reserves</b>	<b>£4,468,111</b>	<b>-£429,406</b>	<b>£4,038,705</b>

 P J CAMAMILE  
 CHIEF EXECUTIVE

**From:** 01 April 2016  
**To:** 28 February 2017

**Period:** 11  
**Year Ending:** 31 March 2017

**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	1,752,700	1,752,700
Fenland District Council	81,280	81,280
South Holland District Council	22,530	22,530
	<b>1,856,510</b>	<b>1,856,510</b>

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

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	14,449	-4,169
Mobile Plant Operations Account	30,927	-8,923
	<b>45,376</b>	<b>-13,092</b>

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	34,902	28,059
Summons Costs	3,533	2,840
East Wash Coastal Management CIC Administration Fee	0	500
Sundry Income	629	506
	<b>39,064</b>	<b>31,905</b>

- 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 2016/17 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	401,067	490,519
Plant Charges	192,413	235,328
Materials	6,354	7,771
Contractors	105,968	129,603
Electricity	69,627	85,157
Pumping Station Insurances	2,963	3,624
Telemetry	21,835	26,705
Heating Fuel	663	811
Pumping Station Depreciation	0	0
<b>Direct Works</b>	<b>800,890</b>	<b>979,518</b>
Technical Support Staff Costs	139,215	105,131
Other Technical Support Costs	0	17,705
Biodiversity Action Plan Costs	7,181	5,667
Contingency	0	0
Annual Plant Reinstatement Provision	0	0
<b>Maintenance Works</b>	<b>947,286</b>	<b>1,108,021</b>

- 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	83,402	82,544
Other Administration Costs	127,905	126,589

**From:** 01 April 2016  
**To:** 28 February 2017

**Period:** 11  
**Year Ending:** 31 March 2017

**Note Notes to the Accounts**

Sundry Expenses	11	11
Drainage Rates AV Increases/(Decreases)	623	617
Kettlewell House Depreciation	7,384	7,308
Sundry Debtors written off	0	0
Settlement Discount	994	984
	<b>220,319</b>	<b>218,053</b>

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

	<b>Budget</b>
Capital Works Reserve	-1,580,000
General Reserve	-59,659
	<b>-1,639,659</b>

10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2016/17, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
<b>Cost</b>				
Opening Balance b/fwd	1,417,491	1,601,460	888,480	3,907,431
(+) Additions	0	158,442	0	158,442
(-) Disposals	0	-298,652	0	-298,652
Closing Balance c/fwd	<b>1,417,491</b>	<b>1,461,250</b>	<b>888,480</b>	<b>3,767,221</b>
<b>Depreciation</b>				
Opening Balance b/fwd	487,730	705,781	533,088	1,726,599
(+) Depreciation Charge for year	7,308	143,092	81,444	231,844
(-) Accumulated depreciation written out on disposal	0	-261,652	0	-261,652
Closing Balance c/fwd	<b>495,037</b>	<b>587,222</b>	<b>614,532</b>	<b>1,696,791</b>
Net Book Value as at 31-3-2016	<b>929,761</b>	<b>895,679</b>	<b>355,392</b>	<b>2,180,832</b>
Net Book Value as at 28-2-2017	<b>922,454</b>	<b>874,028</b>	<b>273,948</b>	<b>2,070,430</b>

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:

	<b>2015/16</b>	<b>2016/17</b>
Opening Balance as at 1-4-2016 b/fwd	232,181	79,308
(+) Receipts	4,642,101	6,493,335
(-) Payments	-4,794,974	-6,328,209
(=) Closing Balance as at 28-2-2017 c/fwd	<b>79,308</b>	<b>244,434</b>
Balance on Statement as at 28-2	79,683	94,434
Less: Unpresented Payments	0	0
Add: Unpresented Receipts	-375	150,000
Closing Balance as at 28-2-2017 c/fwd	<b>79,308</b>	<b>244,434</b>

12 Aged Debtor profile is currently as follows:

<b>Debt period</b>	<b>Amount</b>	<b>Number of Debtors</b>
<=30 days	6,870	6
>30 days and <=60 days	1,370	2
>60 days and <=90 days	91,743	1
>90 days	0	0
	<b>99,983</b>	<b>9</b>

<b>&gt;90 days</b>	<b>Amount</b>	<b>Inv. Date</b>	<b>Originator</b>
N/A	0	N/A	N/A
	<b>0</b>		

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

<b>Customer</b>	<b>Amount</b>	<b>Estimated Completion Date</b>	<b>Budget Holder</b>

**From:** 01 April 2016  
**To:** 28 February 2017

**Period:** 11  
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**Note Notes to the Accounts**

N/A	0	N/A	N/A
	<u>0</u>		

14 Term Deposits are currently as follows:

<b>Financial Institution</b>	<b>Capital</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>
Natwest Bank	500,000	05/08/2016	07/08/2017	0.42%
Nottingham Building Society	400,000	31/10/2016	28/02/2017	0.38%
Nottingham Building Society	100,000	15/11/2016	28/02/2017	0.37%
National Counties Building Society	500,000	15/11/2016	15/03/1017	0.33%
West Bromwich Building Society	500,000	30/11/2016	31/03/2017	0.35%
Principality Building Society	500,000	15/12/2016	18/04/2017	0.35%
Vernon Co-Op Bank	300,000	03/01/2017	28/04/2017	0.26%
Newcastle Building Society	300,000	13/01/2017	15/05/2017	0.35%
Skipton Building Society	500,000	16/01/2017	31/05/2017	0.27%
Progressive Barclays	500,000	30/01/2017	15/06/2017	0.35%
Coventry Building Society	500,000	15/02/2017	30/06/2017	0.30%
	<u>4,600,000</u>			

15 Special Levies are paid by Constituent Councils in two halves on 1 May and 1 November.

16 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 115 Ratepayers that have not paid their Drainage Rates for 2016/17, as compared to 99 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<u>2015/16</u>	<u>2016/17</u>
Arrears b/fwd	23,460	26,363
Drainage Rates for the year	303,611	305,736
Special Levies for the year	1,843,606	1,856,510
Payments Received	-2,145,973	-2,180,229
Settlement Discount	0	-984
Returned/(Represented) amounts	27	377
Value /(Decreases)	-4,973	-5,108
Value Increases	3,497	3,391
New Assessments	1,477	1,717
Irrecoverables and write offs	-844	-1,231
The East Coastal Management CIC	0	20,681
Summons collection costs	2,475	3,750
Special Levy Adjustment	0	0
Drainage Rate Adjustment	0	18
Paid Refunds	0	0
Sundry adjustments/Summons	0	0
Arrears c/fwd	<u>26,363</u>	<u>30,990</u>

17 There are currently no Prepayments.

18 Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:

	<u>2015/16</u>	<u>2016/17</u>
SCH30: Islington Catchment Flood Risk Management Scheme	73,622	122,220
	<u>73,622</u>	<u>122,220</u>

19 The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy for 2016/17, as approved by the Board on 22 January 2016. This policy is available for viewing on the Board's website.

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

	<u>2015/16</u>	<u>2016/17</u>
Opening Balance, as at 1 April b/fwd	2,836,433	3,069,224
Net Surplus/(Deficit) for the year	388,164	-347,962
Net transfer (to)/from Development Reserve	-56,576	0
Net transfer (to)/from Capital Works Reserve	-98,797	0
Net transfer (to)/from Plant Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance c/fwd	<u>3,069,224</u>	<u>2,721,262</u>

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

**From:** 01 April 2016  
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**Note Notes to the Accounts**

	<u>2015/16</u>	<u>2016/17</u>
Opening Balance, as at 1 April b/fwd	563,346	619,922
Net contributions transferred from General Reserve	56,576	0
Closing Balance c/fwd	<b>619,922</b>	<b>619,922</b>

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

	<u>2015/16</u>	<u>Gen. Reserve</u>	<u>2016/17</u>
SCH36 West Lynn Sluice - Structural Investigation	28,000	0	28,000
SCH33 Wolferton Pumping Station - Structural Investigation	69,000	0	69,000
SCH35 Control Panel Replacements & Weedscreen Cleaner Refurbishme	30,000	0	30,000
	<b>127,000</b>	<b>0</b>	<b>127,000</b>

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

	<u>2016/17</u>
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	<b>2,821,148</b>

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

	<u>2016/17</u>
Opening Balance, as at 1 April b/fwd	705,817
Less:	
Pumping Station Depreciation	-81,444
Closing Balance c/fwd	<b>624,373</b>

**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 £1,079,000 as at 31 March 2016 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 22 January 2016.

**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 £90,335.87 upto 28/02/17.
- (ii) Board member Mr J Askew is related to Mr R Askew, Director of Richard Askew Agricultural Supplies Ltd, which is one of the Board's suppliers. The Board paid Askew Agricultural Supplies Ltd £3,363 upto 28/02/17.
- (iii) Mr Harvey Howe is employed by the Board as a full time Operative. The Board's Operations Manager is related to Harvey Howe.
- (iv) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2016.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board. During the reporting period the Chairman received 60,000 Chairmans Allowance.

**From:** 01 April 2016  
**To:** 28 February 2017

**Period:** 11  
**Year Ending:** 31 March 2017

**Note** **Notes to the Accounts**

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Board. During the reporting period the Chairman received £0.00 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 28-2-2017.

P J CAMAMILE  
CHIEF EXECUTIVE

P WALKER  
FINANCE ASSISTANT

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

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

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

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



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

**Risk Assessment Matrix**

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

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.

## King's Lynn Internal Drainage Board Objectives 2016/17 – Performance Review

	<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
1.	Ensure total expenditure does not exceed the expenditure budget for 2016/17 and plan for subsequent year's rate increases to equate to no more than an inflationary rise.	Chief Executive/ Budget Holders: Planning/ Enforcement Officer/ Operations Manager/ Project Manager	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.	Planning/ Enforcement Officer/ Operations Manager/Project Manager	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.	Planning/ Enforcement Officer	Achieved and ongoing with the Islington and Wolferton Schemes still in the frame for FDGiA.
4.	To devise an indicative 5 year Asset Management Plan for consideration by the Board.	Planning/ Enforcement Officer/ Asset Manager	Not achieved due to other priorities.
5.	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 and the EA/IDB Strategic Group (currently Chaired by the Board's CEO).
6.	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. Continue to lobby for Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, to support the Board's extension to its watershed, which will provide additional drainage rates from the upland area.	Chief Executive/Board	Ongoing. The CEO is part of DEFRA's IDB Ratings Working Group that is looking at new ways of valuing non-agricultural land, in the absence of the rating lists that are referred to in s37(5) of the LDA 1991. IDBs cannot extend their areas until this issue has been resolved. In the meantime the Board is carrying out rechargeable work on behalf of the EA via a Public Sector Cooperation Agreement
7.	To help develop a sustainable investment programme for the sea	Chief Executive/Board	Ongoing through the East Wash

## King's Lynn Internal Drainage Board Objectives 2016/17 – Performance Review

	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.		CIC, the EA RFCC and other key partners working together in partnership.
8.	To establish a plan and timetable for relocating from Kettlewell House.	Chief Executive/Board	Ongoing. Agreed Heads of Terms to procure land for new office with Borough Council. Heard nothing from Borough Council for 9 months now, therefore may need to consider other options.

10 March 2017

P J CAMAMILE  
CHIEF EXECUTIVE

## **Draft Objectives for 2017/18**

1. To ensure that total expenditure does not exceed the expenditure budget for 2017/18 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 devise an indicative 5 year Asset Management Plan for consideration by the Board.
5. 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.
6. 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.
7. 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.
8. To establish a plan and timetable for relocating from Kettlewell House in King's Lynn.

**Distributed to:**

**Members**

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

**Officers**

Camamile P J  
Dann G R  
Howe G

King's Lynn IDB Meeting 17 March 2017