

**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, 18 MAY 2018 AT 9.30 AM.**

Elected Members

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

Appointed Members

King's Lynn & W N B C

B Ayres
* M Chenery of Horsburgh
* 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 (62%)

Mr J Austen in the Chair

In attendance:

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

ID	King's Lynn IDB, Minute	Action
49/18	APOLOGIES FOR ABSENCE	
49/18/01	Apologies for absence were received on behalf of Messrs J R Askew, B Ayres, R S Markillie, D Oliver, J Symington, T Wing-Pentelow, Miss S C Keene and Mrs S Young.	
50/18	WELCOME AND INTRODUCTIONS	
50/18/01	The Chairman welcomed Miss Cathryn Brady, Flood and Water Officer and Mr Rob Taylor, Operations Manager to their first Board meeting.	
50/18/02	Mr Dale Gagen, Corporate Projects Manager for the Borough Council of King's Lynn and West Norfolk was welcomed to the meeting and invited to present his report, item 2.7 of the Planning	

ID King's Lynn IDB, Minute	Action
<p>Report as the next agenda item.</p>	
<p>51/18 PLANNING REPORT: REPORT BY CORPORATE PROJECTS MANAGER, BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK (BCKLWN) REGARDING MARSH LANE DEVELOPMENT, KING'S LYNN (2.7)</p>	
<p>51/18/01 Members considered the BCKLWN Corporate Projects Manager's summary, (a copy of which is filed in the Report Book), in which he presented the case for the Board to consider the issues surrounding the currently unpaid commuted maintenance sum of £53,868 charged by the IDB and the case for this charge to be cancelled given that the BCKLWN had incurred additional costs amounting to £67,510 allegedly arising from the IDB's change to the design of its Sea Bank pumping station which had affected the design of the new North Lynn culvert. Arising therefrom:</p>	
<p>51/18/02 All BCKLWN appointed members declared an interest at this point. The Chairman recorded that the appointed members could take part in the consideration of this item, in accordance with the Board's Standing Orders. RESOLVED that this be noted.</p>	
<p>51/18/03 The Flood and Water Manager apprised members of a potential opportunity for the BCKLWN and the IDB, (and possibly other partners, including Anglian Water), to implement and contribute to an 'Innovation Fund' that would then be available to provide funding for emergency works arising from flooding issues, and the Borough Council asked members to consider if, given the improved working relationship between the BCKLWN and IDB officers involved in the Marsh Lane development programme, it may be appropriate to waive the commuted maintenance fee and instead use this money to start a fund for responding to legacy issues where no individual Risk Management Authority felt it was their responsibility to do so.</p>	
<p>51/18/04 The motion to cancel the £53,868 commuted maintenance fee subject to the BCKLWN contributing 50% of this cost, i.e. £26,934 to an Innovation Fund was put to the vote:</p> <p>In favour: 10 Against: 1 (Mr R W Groom) Abstentions: 1 (Lord Howard of Rising)</p>	
<p>51/18/05 It was agreed and thereby RESOLVED to approve, without prejudice, that the IDB writes off the existing Invoice to BCKLWN for £53,868 and re-invoices them for £26,934 subject to the Innovation Fund proceeding with Heads of Terms agreed by all contributing parties. RESOLVED that this be noted.</p>	<p>GBr</p>

ID King's Lynn IDB, Minute	Action
<p>52/18 DECLARATIONS OF INTEREST</p> <p>52/18/01 Mr K Banham declared an interest in all matters relating to the Wolferton Catchment Flood Risk Management Scheme due to his employment with the Sandringham Estate. RESOLVED that this be noted.</p> <p>52/18/02 Mr S A R Markillie declared an interest in item 2.6 of the Planning Report due to his family connection with the applicant who had submitted the application for consideration. RESOLVED that this be noted.</p> <p>52/18/03 Mr J Austen declared an interest as the applicant on behalf of the Ken Hill Estate in item 2.5 of the Planning Report. RESOLVED that this be noted.</p>	
<p>53/18 MINUTES OF THE LAST MEETING</p> <p>53/18/01 The minutes of the last Board meeting held on 16 March 2018 were approved and signed as a true record.</p>	
<p>54/18 MATTERS ARISING</p> <p>54/18/01 Gravel Bank Site (29/18/01)</p> <p>The Flood and Water Manager reported that Ian Bix Associates are in the process of establishing the overall costs that would be incurred to make the site suitable for a residential planning application, (including cost and complexity of moving the machinery/pumps in situ on the site), for comparison with expected sale price, to measure against the offer of £20k previously received for purchase of the site as it is with no planning permissions in place. Any decision on further planning applications have therefore been deferred pending the report providing a detailed understanding and cost of what is required. RESOLVED that this be noted.</p> <p>54/18/02 Financial Report – Persimmon Homes (29/18/02)</p> <p>Following the issue of the County Court Judgement ruling in the Board's favour Persimmon Homes had finally settled the outstanding £11,086 owed to the Board. RESOLVED that this be noted.</p> <p>54/18/03 Application for relaxation of Byelaw 10 Construction of two new dwellings adjacent to The Forge, Hungate Road, Emneth (29/18/03)</p> <p>The Flood and Water Manager reported that he and the Operations Manager had met onsite with the applicant who has subsequently</p>	<p>GB</p>

ID King's Lynn IDB, Minute	Action
<p>agreed to the Board's conditions of consent for relaxation of Byelaw 10, as set out in the Board meeting of 19 January 2018. . RESOLVED that this be noted.</p>	
<p>54/18/04 Pension Deficit (41/18/01)</p> <p>The Chief Executive reported that an accrual of £65k has been made in the Board's 2018/19 accounts to allow for the possibility in the future of Norfolk Pensions asking employers to make pension deficit recovery payments. RESOLVED that this be noted.</p>	
<p>55/18 ENGINEERING REPORT</p>	
<p>55/18/01 The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>55/18/02 Islington Catchment Flood Risk Management Scheme (1.1) Appendix 1</p> <p>The progress report update on the Enhanced Procurement Phase from Royal HaskoningDHV (RHDHV) was noted. The Project Managers reported that RHDHV will present design options for the Board's consideration at the next meeting on 13 July 2018. RESOLVED that this be noted.</p>	
<p>55/18/03 Wolferton Catchment Flood Risk Management Scheme (1.2)</p> <p>(i) The Project Managers reported that the Wolferton scheme is progressing well and on schedule. Backfilling of the River Ingol will be completed week commencing 21 May 2018, (not 18 May as stated in the report update).</p> <p>(ii) It was agreed that the Board's inspection on 13 July 2018 would be dedicated to a visit to the Wolferton site, although as a working site members would have to view from the compound to comply with Health and Safety.</p>	
<p>55/18/04 Pierrepont Pumping Station (1.3)</p> <p>Members considered the report on the refurbishment work required on the second pump at Pierrepont Pumping Station in addition to the already budgeted refurbishment in 2018/19 of pump 1. It was agreed that both pumps should be refurbished in this financial year using the provisional sum previously set aside for the Islington Pumping Station pump refurbishment to fund the works on the second pump RESOLVED that this be noted.</p>	
<p>55/18/05 Health and Safety (2.1)</p> <p>There were no incidents to report during this reporting period. RESOLVED that this be noted.</p>	

ID King's Lynn IDB, Minute	Action
<p>56/18 ENVIRONMENTAL REPORT</p> <p>56/18/01 The Environmental Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p> <p>56/18/02 The Environmental Manager informed members that the final version of the Board's Biodiversity Action Plan, (BAP), as approved at the last meeting is now available to view on the Board's website.</p>	
<p>57/18 PLANNING REPORT</p> <p>57/18/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p> <p>57/18/02 17_00163_1_C: Appeal against refusal determined under delegated authority of application to pipe riparian watercourse to the rear of property at Orchard Drive, West Walton (2.1)</p> <p>Members considered the appeal received in respect of the refusal determined under delegated authority in November 2017 for the application, (with no proposed pipe sizes included), to pipe a riparian watercourse to the rear of the property at 35 Orchard Drive, West Walton. The application to pipe the culvert was not for the purpose of providing access and did not therefore, accord with the Board's culverting policy, which advocates retaining open watercourses where possible. Members considered the potential loss of water storage volume if the watercourse was piped, and given that it is currently well used and located upstream of the Board's drainage network, there could be an adverse impact on the standard of surface water drainage for other properties in the vicinity. Members therefore agreed unanimously to uphold the original decision to refuse the application. RESOLVED that this be noted.</p> <p>57/18/03 18_00271_1_C: Application to pipe Board maintained watercourse to the rear of property at Wanton Lane, Terrington St Clement (2.2)</p> <p>Members considered the application to pipe a 42m length of Board maintained watercourse to the rear of property at Wanton Lane, Terrington St Clement to connect to an existing downstream culvert. Although the Board's culverting policy advocates maintaining open watercourses wherever possible, this section of watercourse, currently maintained by the Board's Operations Team, has to be maintained by hand as it is steep sided and not possible to access with machinery. It was considered that whilst there would be a loss of storage volume if the watercourse is culverted, there is a significant length of upstream drainage network that could attenuate high flows, plus installing a manhole at the point where the proposed culvert would join the existing downstream culvert would</p>	

benefit the maintenance of the existing culvert and headwall, which are currently difficult to maintain. It was therefore agreed to consent the application subject to the applicant's written acceptance of the following conditions to be included in the Board's standard Deed of Indemnity:

- The culvert to be constructed using 750mm internal diameter twin wall plastic pipe;
- An inspection chamber to be installed at the connection of the existing culvert and at the mid-way point to enable maintenance;
- A concrete bagged, sloped headwall to be constructed at the upstream inlet;
- Responsibility for future maintenance of all elements of the works will remain with the riparian owner;
- The applicant to enter into the Board's Deed of Indemnity and to incur all costs in the preparation and execution of that document.
-

57/18/04 18_00355_C: Application by the Norfolk Rivers Trust for consent to alter Board maintained watercourse as part of a river restoration project in King's Lynn between A148 Wootton Road (TF 63844 21336) and the Allotment Gardens adjacent to Swan Lane (TF 63112 20638) (2.3)

Members considered the application from Norfolk Rivers Trust for restoration works along 1km of the Board-maintained River Gaywood, this being a reduced scope of works as a result of discussion with the Board's Chief Executive and Operations Manager. The works, which included stabilising the banks and re-establishment of the toe line would benefit the Board. It was agreed and thereby RESOLVED to consent the works as set out in the Planning Report Appendix A subject to the Board's standard conditions. It was further agreed that as the works were planned for completion during 2018 it may be necessary for the applicant to use IDB approved contractors rather than the IDB workforce. RESOLVED that this be noted.

57/18/05 18_00357_C: Proposal to install concrete rings to the side of the IDB drain Diddles Dam (DRN140G0901) to create a sump for pumping winter excess rainfall into a reservoir for irrigation. 18_00358_C: Proposal to install a stop log control structure within the IDB drain Diddles Dam (DRN140G0901) to raise the water levels with the drain to abstract winter rainfall. 18_00359_C: Proposal to install a water control structure onto the 900mm concrete pipe that connects Eagles Cross Drain (DRN146P0237) into Five Mile Bank Drain to raise water levels upstream for abstraction (2.4)

Members considered the three part application for consent to alter the Board's Diddles Dam watercourse and Eagles Cross Drain watercourse in support of the applicant's abstraction licence

application to the EA and grant application to Defra for winter rainfall abstraction. It was agreed and thereby RESOLVED to consent all three applications subject to:

- The applicant providing written evidence of formal agreement with adjacent landowners;
- The applicant undertakes monitoring to evidence the effect of impounding water levels within the Board's network;
- The applicant to remove the stop boards to reduce water levels at the Board's request;
- The applicant to provide the Board with details of who to contact for all structures in the event that any/all structure(s) need to be removed and this information is to be included within the Deed of Indemnity
- The applicant to enter into the Board's Deed of Indemnity and to incur all costs in the preparation and execution of that document.

57/18/06 18_00360_C: Application to alter Board maintained watercourse including the altering of water levels at Ken Hill Marshes (2.5)

- (i) This item was taken by Vice-Chairman due to the Chairman's conflict of interest who took no part in the discussion or resolution. RESOLVED that this be noted.
- (ii) Members considered the application to re-route a Board-maintained watercourse and ditch restoration works that would include IDB watercourses at Ken Hill Marshes in order to create a low level system as part of a 120ha wetland creation scheme. This would effectively change the water levels and direction of flow in those Board-maintained watercourses. Both the Flood and Water Manager and Operations Manager had visited the site and were satisfied with the proposals. It was agreed and thereby RESOLVED to consent the application subject to conditions which included confirmation of the exact location and engineering detail of all the proposals and a caveat that depending on the success of the wetland creation, the Board may need to consider the merits of the IDB watercourse under the terms of the IDB's Adoption/Abandonment Policy.

57/18/07 18-00356_C: Application to construct an access stoway and track across a Board-maintained watercourse at Holme Farm, St Johns Fen End (2.6)

- (i) Members considered the application for consent to culvert a Board-maintained watercourse at Holme Farm, St Johns Fen End to enable the construction of an access way and track to facilitate access to 100 acres of arable land without crossing the highway, (as the existing access is considered unsafe due to restricted visibility when accessing the road with large farm machinery).
- (ii) It was agreed and thereby RESOLVED to consent the application

ID King's Lynn IDB, Minute	Action
<p>subject to the applicant agreeing to a number of conditions to be included in the Board's Deed of Indemnity, including :</p> <ul style="list-style-type: none"> • The culvert to be constructed using 1050mm diameter pipe; • The construction of the culvert to include concrete bagged and sloped headwalls up to ground level at either end of the structure; • Responsibility for all future maintenance of all elements of the works to remain with the riparian owner; • The applicant to enter into the Board's Deed of Indemnity and to incur all costs in the preparation and execution of that document. 	
<p>57/18/08 Members noted Mr S A R Markillie's mention of tethered horses on the Board-owned access track to the watercourse referred to in minute 57/18/07 and the applicant's request for these to be removed. Mr B Long recorded that both the BCKLWN and the local police are liaising to resolve this issue. RESOLVED that this be noted.</p>	
<p>57/18/09 Delegated Consents (3.1)</p> <p>The delegated consents determined by the Chief Executive's Management Committee using its delegated authority were considered in detail and approved. There were no matters arising.</p>	
<p>57/18/10 Surface Water Development Contribution (SWDC) Rate (3.2)</p> <p>It was agreed and thereby RESOLVED to approve the increase to the surface water development contribution rate charged per impermeable hectare from £75,500 to £77,800 with effect from 1 April 2018 pending the results of the independent legal review of the WMA Member Boards proposed revised methodology.</p>	
<p>58/18 INTERNAL AUDIT REPORT 2017/18</p>	
<p>58/18/01 The Internal Audit Report for 2017/18 including the two minor observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council Shared Internal Audit Services), together with the Chief Executive and Finance Officer responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:</p>	
<p>58/18/02 The Internal Auditor's recording of significant improvement in controls and the substantial level of assurance awarded by the Internal Auditor on conclusion of the audit was noted.</p>	
<p>59/18 APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19</p>	
<p>59/18/01 It was agreed and thereby RESOLVED to approve the re-</p>	

ID	King's Lynn IDB, Minute	Action
	<p>appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2018/19.</p>	
60/18	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT</p>	
60/18/01	<p>The Annual Governance Statement shown in Section 1 of the King's Lynn IDB Annual Governance and Accountability Return for the year ended 31 March 2018 was considered in detail and approved by the Board.</p>	
61/18	<p>FINANCIAL REPORT YEAR ENDING 31 MARCH 2018</p>	
61/18/01	<p>The Financial Report for the year ending 31 March 2018 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
61/18/02	<p>Members noted the net surplus as at 31 March 2018 was higher than projected. The Finance Officer reported that she was liaising with the Board's Project Managers to ensure FDGiA was collected as a considerable spend on the capital schemes was anticipated for the coming year.</p>	
61/18/03	<p>The Finance Officer reported that interest returns on investments were beginning to show a slight increase and she is currently looking at the feasibility of longer term investments of £1 million per investment subject to cash flow. RESOLVED that this be noted.</p>	SJ
61/18/04	<p>The reconciliation to the Annual Governance and Accountability Return Part 3 Section 2 Accounting Statements was considered in detail and approved.</p>	
62/18	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 2 ACCOUNTING STATEMENTS 2017/18</p>	
62/18/01	<p>The Accounting Statements shown in Section 2 of the King's Lynn IDB Annual Governance and Accountability Return for the year ended 31 March 2018 were considered in detail and approved by the Board.</p>	
63/18	<p>DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS</p>	
63/18/01	<p>It was agreed to publish notice on the Board's website and display it in the office reception that the Accounts year ending 31 March 2018 would be available for inspection for the 30 working day period</p>	

ID King's Lynn IDB, Minute	Action
commencing 4 June 2018 and ending 13 July 2018. RESOLVED that this be noted.	
64/18 SCHEDULE OF PAID ACCOUNTS	
64/18/01 The Schedule of Paid Accounts for the period 1 March 2018 to 31 March 2018 totalling £193,684.81, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
65/18 MATERIAL CHANGES TO RISK REGISTER	
65/18/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:	
65/18/02 It was agreed there were no material changes to be made to the risk register during this reporting period. RESOLVED that this be noted.	
66/18 APPOINTMENT OF DATA PROTECTION OFFICER	
66/18/01 Members considered the Board's requirement for a Data Protection Officer as stipulated within the General Data Protection Regulations coming into effect on 25 May 2018. Arising therefrom:	
66/18/02 It was agreed and thereby RESOLVED to include the role of Data Protection Officer within the Chief Executive's remit.	
67/18 MODEL IDB POLICY STATEMENT	
67/18/01 The updated IDB Policy Statement, (a copy of which is filed in the Report Book) as provided by ADA and endorsed by Defra was considered in detail and adopted by the Board.	
68/18 CORRESPONDENCE	
68/18/01 There was no correspondence requiring the Board's consideration during this reporting period.	
69/18 NEXT MEETING	
69/18/01 The next meeting would take place on 13 July 2018 at 9.30 am here at Kettlewell House and would be followed directly after with a buffet lunch before departing for an inspection of the Wolferton Catchment Flood Risk Management Scheme works.	

ID King's Lynn IDB, Minute	Action
70/18 ANY OTHER BUSINESS	
70/18/01 There was no other business requiring the Board's consideration during this reporting period.	
71/18 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
71/18/01 There were no members of the public present at the meeting.	
72/18 CONSORTIUM MATTERS	
72/18/01 The unconfirmed minutes of the Consortium Management Committee meeting held on the 23 March 2018 were considered in detail and approved. There were no matters arising.	
72/18/02 Mr D Whitby left the meeting at this point.	
72/18/03 Schedule of Paid Accounts	
The WMA Schedule of Paid Accounts for the period 1 December 2017 to 28 February 2018, totalling £310,937.10 as approved at the Consortium Management Committee meeting on 23 March 2018, was considered in detail and adopted. There were no matters arising.	
72/18/04 Financial Report	
The WMA Financial Report for the period 1 April 2017 to 28 February 2018, as approved at the Consortium Management Committee meeting on 23 March 2018 was considered in detail and adopted by the Board. There were no matters arising.	
72/18/05 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 29 June 2018.	
73/18 CONFIDENTIAL BUSINESS	
73/18/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.	

ENGINEERING & OPERATIONS REPORT

1 CAPITAL WORKS

1.1 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Please see Appendix 1 for the Islington Catchment FRM Enhancement Procurement Phase Progress Report from RHDHV.

1.2 WOLFERTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

On the 9th April our selected contractors Breheny Civil Engineering Ltd started work on Wolferton Pumping Station replacement. Initial works were based around setting up the site compound and welfare facilities, along with hardening of the sharp bends on the existing access road to allow for the expected long and heavy site traffic.

Once these works were completed, work began on the main site area, initially installing the River Ingol overflow pipe, this will assist the over pumping of the river during the construction phase by diverting some of the water to the main drain, this will then be pumped by the current station.

Work then commenced on damming up the River Ingol and installing the over pumping ready for backfilling of the river. Before backfilling could commence there was the matter of rescuing the fish in the impounded area of the river behind the dam, this was carried out by an Environment Agency Contractor on the 25th April. Backfilling of the short section of the Ingol has now commenced and should be completed by the time this meeting takes place.

The first progress meeting was held on the 8th May 2018 with representation from KLDB, Breheny, PBA, EA, Stainless Metalcraft, and the CDM Co-ordinator, at which time the programme and key dates were discussed at length. From this meeting it is pleasing to note that efficiencies in time and money are still being gained on the project.

The project managers are having daily involvement on the ground with the Principal Contractors and weekly communication with the Designers so that any issues can be resolved quickly so as not to effect the programme, this collaboration is working well.

A meeting has been arranged with the Sandringham Estate on the afternoon of the Board meeting to discuss the building materials for the control buildings, some sample bricks and pan tiles have been sourced from their preferred supplier for them to approve and hopefully a decision can be made and an order placed.

Included below are some photographs of the various stages to date.



Setting up site, this site will house the office and welfare facilities and site parking



Digging the trench for the temporary overflow pipe from the River Ingol to the Boards drain to assist the overpumping during rainfall events.



Existing, foreground (soon to be removed) and temporary overflow pipes from River Ingol



Temporary bridge to allow movement of heavy plant over the existing structure



Temporary Bridge from opposite view



Making a start on the dam on the River Ingol



Dam and overpumping in place ready for fish rescue and backfilling. The Scaffolding in the distance forms a bridge to support the overpumping discharge pipes.



Fish Rescue carried out successfully on the 25th April 2018 co-ordinated by Environment Agency Fisheries



Thousands of fish caught and released further upstream





Backfilling the River Ingol



As requested at the last meeting here is a summary of Contract values awarded so far.
(Monetary values reported in Appendix 2 under confidential business.)

Breheny Civil Engineers		Civils Contract including demolition
Bedford Pumps Ltd		3 No 1.6 cumec Fish Friendly Pumps
Stainless Metalcraft		Automatic Weedscreen Cleaner
Peter Brett Associates		Consultant Construction Phase Services

The Board have an approved budget allocation of £5,519,000.00 and approved Grant in aid of £1,846,000.00 for this scheme, planned completion date is the 24th May 2019.

1.3 Pierrepont Pumping Station

In the Minor Capital Works Programme for 2018/19 we have an allowance for re-furb of 1 pump, current thinking is for pump 2 to be done. During this winter/spring pump 1 has shown signs of excessive wear to the auto greaser system, this has happened before and it proved to be the pump shaft slipping down through the bearings. This creates two problems 1, the greaser drive pulley goes out of alignment causing excessive wear, 2 the impellor drops down causing excessive cavitation and wear.

We would like to lift both pumps at Pierrepont this financial year using the provisional sum set aside for the Islington Pumping Station pump re-furb for the second one.

2 HEALTH & SAFETY

2.1 ACCIDENTS AND NEAR-MISSES

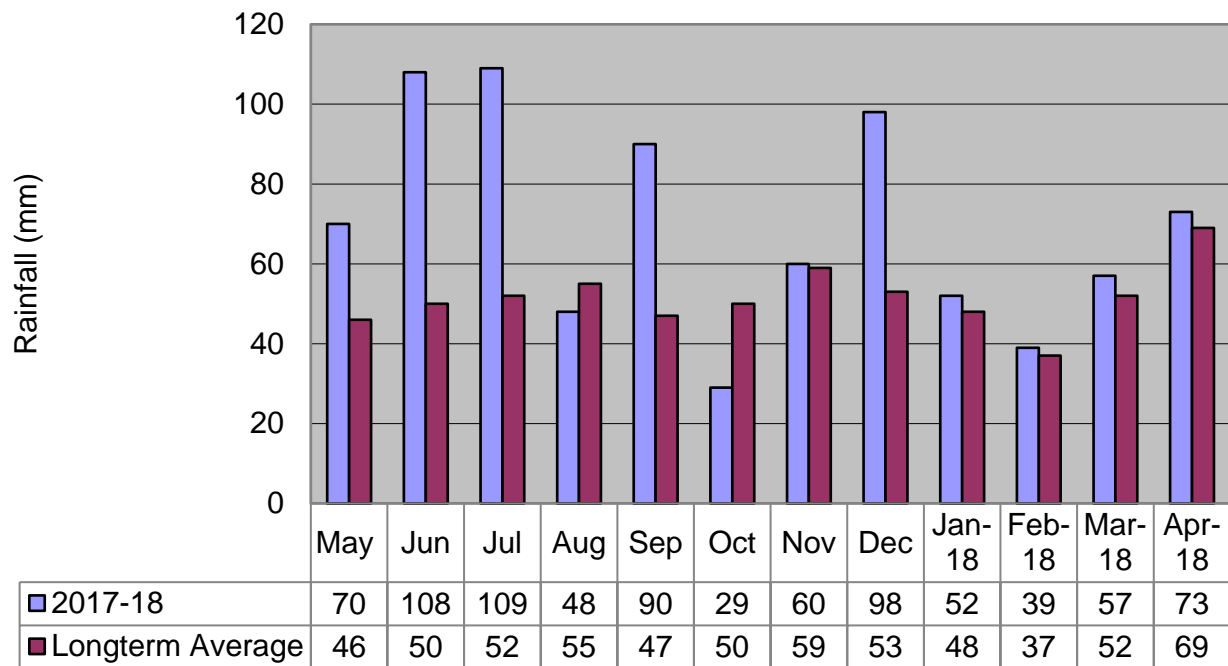
There have been no accidents or near misses during this reporting period.

3 RAINFALL

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

LOCATION	MARCH		APRIL		CUMULATIVE	
	2018	2009-17 Average	2018	2009-17 Average	2018	2009-17 Average
Islington Pumping Station	54	31	74	31	219	158
Pierrepont Pumping Station	57	35	73	31	221	165
Wolferton Pumping Station	46	35	60	31	190	167

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



Note / Memo

**HaskoningDHV UK Ltd.
Water**

To: Project Board
From: Inge Phernambucq
Date: 10 May 2018
Copy:
Our reference: WATPB7702N001F0.1
Classification: Project related

Subject: Islington Catchment FRM Enhanced Procurement Phase Progress

1 Introduction

The Islington Enhanced Procurement Phase started in March 2018. With the Islington Outline Business Case as a starting point, the project team has commenced work on the design of the new Islington Pumping Station and the refurbishment of Eau Brink and Green Bank.

On 4th May the wider Project Team supported by Key Stakeholders had a successful workshop where the team clarified and agreed project aspirations, values and cultures, gathered further design information and agreed an approach to the concept design.

The design approach outlined in the OBC has been advanced into a more cost-effective and sustainable solution. We are identifying opportunities to reduce risk and release financial savings. For example, we are now proposing to build the new Islington PS offline. A more cost-effective solution is also achieved by not realigning the road and replacing the bridge. Sustainability is improved by using the existing gravity outfall in the road bridge. The team is looking to minimise the excavation volumes in the Straight Mile by undertaking additional modelling, considering an increase of the pumping capacity from 12 to 16 cumecs – this may result in a financial efficiency and environmental gain.

Collaboration with the RHDHV Aquasuite team has started to utilise innovative control software, this will minimise energy consumption and allow remote control of the 3 PSs.

Liaison with the EA is taking place regarding Eel Regulation Compliance. Once officially approved by the EA, our proposal could lead to a significant financial efficiency.

Quality is improved by already engaging with Hydrolox (eel screen design), Mackleys (construction budget and civil expertise) and Bedford Pumps (programme and pumping expertise). We have also started the collaboration with a building architect (Arctica).

The completion of Phase 2 is still planned for March 2021, in accordance with the programme at project start. The project is on budget and the first invoice is sent out to the client.

**Kings Lynn IDB
Environmental Report
March 2018**

The following information pertains to environmental work carried out for the Kings Lynn IDB involving the Environmental Team from 08 March 2018- 10 May 2018

1. Information for the Board

1.1 Kings Lynn Biodiversity Action Plan Document

The completed Kings Lynn IDB Biodiversity Action Plan Document is now available to view online via the attached link: https://www.wlma.org.uk/uploads/agendas/KLIDB_BAP_Final.pdf

Actions for Kings Lynn Species and habitats will be pursued over the Financial year and outcomes reported to the Board regularly.

1.2 Wolferton Pumping Station Delivery– Ecological Input

The Environmental Manager, (EM), and the ecological contractor are continuing to have an ecological overview of the Wolferton Project. Final water vole checks with a view to undertaking a destructive search was undertaken by the EM on 05 April, prior to the contractors taking control of the site on 09 April. Diana Ward, the Ecological Contractor met on site on 12 April to give an Ecological Toolbox talk and go through the CEMP (Construction Environmental Management Plan) following the site set up, with Breheny Contractors, officers from Peter Brett, the KLIDB officers. A fish rescue was carried out by a contractor prior to the infilling of the downstream section of the River Ingol. The EM is acting as the Ecological Clerk of Works for the site.

1.3 Islington Pumping Station – Ecological Input

The EM attended the preliminary project meetings via on the 28 March and 17 April with the KLIDB project managers and the CEO with the aim of gaining an overview of any of the future ecological pressures associated with the project with a view to determining future survey requirements and liaise with the Royal Haskoning Ecology team.

2. Non - Compliance

Nothing to report within this period.

3. Complaints

Nothing to report within this period.

4. Assents Granted and/or Applied for:

Nothing applied for during this period.

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 9 March 2018 to 11 May 2018. There are currently 29 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	7
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	13
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	9
Total:	29

- 1.2 The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	3	2	5	10
Awaiting applicants acceptance of conditions:	0	2	0	0	2
Being processed by officers:	0	2	4	3	9
To be determined by the Board in this report:	0	0	7	1	8
Total:	0	7	13	9	29

- 1.3 As is highlighted by the table immediately above there are 8 applications requiring consideration by the Board in this report. These are;

- 17_00163_1_C: Application to pipe riparian watercourse to the rear of applicants property at Orchard Drive, West Walton
- 18_00271_1_C: Application to pipe Boards maintained watercourse to the rear of property at Wanton Lane, Terrington St Clement
- 18_00355_C: Application by the Norfolk Rivers Trust for consent to alter Boards maintained watercourse as part of a river restoration project in King's Lynn between A148 Wootton Road (TF 63844 21336) and the Allotment Gardens adjacent to Swan Lane (TF 63112 20638).
- 18_00357_C: Application to install concrete rings to the side of the IDB drain Diddles Dam (DRN140G0901) to create a sump for pumping winter excess rainfall into a reservoir for irrigation.
- 18_00358_C: Application to install a stop log control structure within the IDB drain Diddles Dam (DRN140G0901) to raise the water levels with the drain to abstract winter rainfall.
- 18_00359_C: Application to install a water control structure onto the 900 mm concrete pipe that connects Eagles Cross Drain (DRN146P0237) into Five Mile Bank Drain to raise water levels upstream for abstraction

- 18_00360_C: Application to alter Board's maintained watercourse on Ken Hill Marshes including the altering of water levels at Ken Hill Marshes
- 18_00356_C: Application to construct an access stoway and track to across a Boards maintained watercourse at Holme Farm, St Johns Fen End

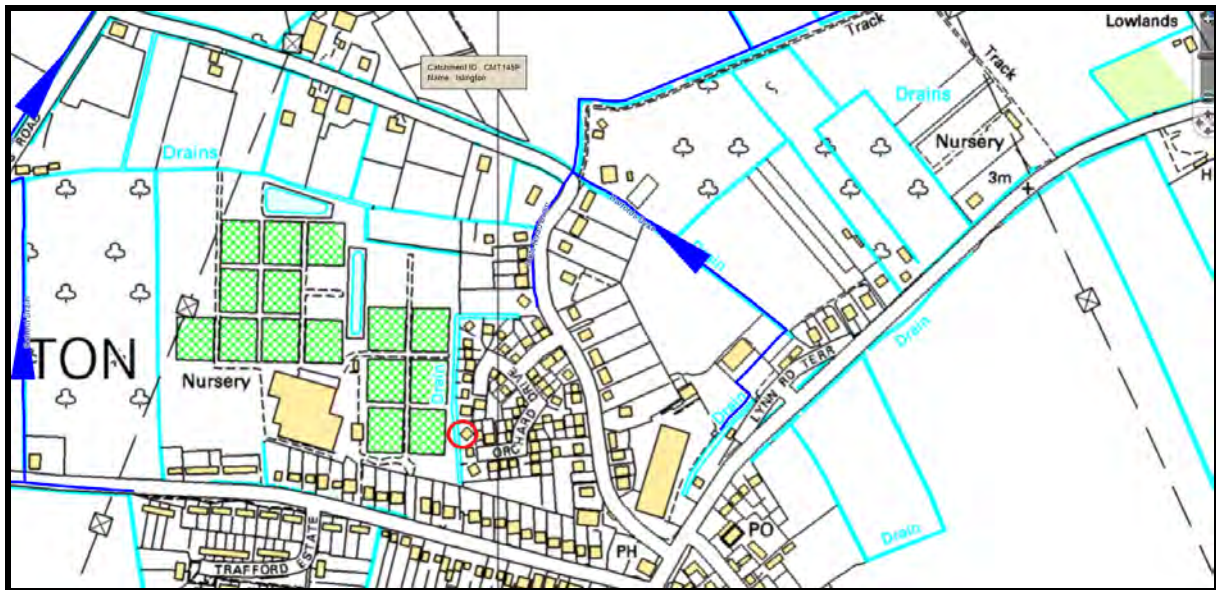
1.4 These are detailed in section 2 below along with officer recommendation for determination. Also included in Section 2 of this report is a request received from the Corporate Projects Manager, Borough Council of King's Lynn and West Norfolk regarding the development at Marsh Lane, King's Lynn.

2. ITEMS REQUIRING THE BOARD'S CONSIDERATION

2.1 17_00163_1_C: Appeal against refusal determined under delegated authority of application to pipe riparian watercourse to the rear of property at Orchard Drive, West Walton

- a. An application was received to culvert a riparian watercourse to the rear of 35 Orchard Drive, West Walton (also adjacent to Tamar Nursery, School Road) on 15 November 2017. No proposed pipe sizes were included within the application.
- b. As the application was for works to a riparian watercourse, it was eligible to be determined under delegation by the Board's officers. Officers reviewed the case with the aid of photographs supplied by the applicant.
- c. The Officer determination was to refuse the application as was reported at the previous Board meeting in March. The refusal of this application was based on the following rationale;
 - As the works were not for the purpose of access, to approve them would be against the current culverting policy as set out by the Board. This policy supports the general Environment Agency position that there is a presumption against culverting for purposes other than access.
 - A review of the drainage arrangements in this area led officers to conclude that the works could result in an unacceptable loss of storage volume in the local network and would therefore impact upon the standard of protection provided to the neighbouring houses. This is particularly true in this case as the drain in question enters a culvert further downstream, the efficiency of which is likely dependent upon the volume available upstream. This culverted drain is adopted by this Board.
 - The consenting of culverting this watercourse would likely result in the setting of a precedent that might be followed by other properties adjacent to this watercourse.
- d. Following determination of the application the applicant informed officers that, in line with our policies, they wish to exercise their right of appeal against the decision, by having the case heard at a Board meeting.
- e. **Recommendation:** The officer recommendation remains that the application should be refused on the grounds stated previously to the applicant as referenced in the bullet points above. In considering the officer recommendation the Board should be aware that if refused any further appeal against the determination of the Board would be to an independent arbitrator and would likely involve the incurring of costs to defend the Boards position.
- f. **Supporting maps and photos:** Please see the map and photographs provided overleaf.

Map 1: The general drainage network around Orchard Drive with the application location circled in red



Picture 1: Picture looking across the watercourse proposed to be culverted



Picture 2: Picture looking along the watercourse proposed to be culverted

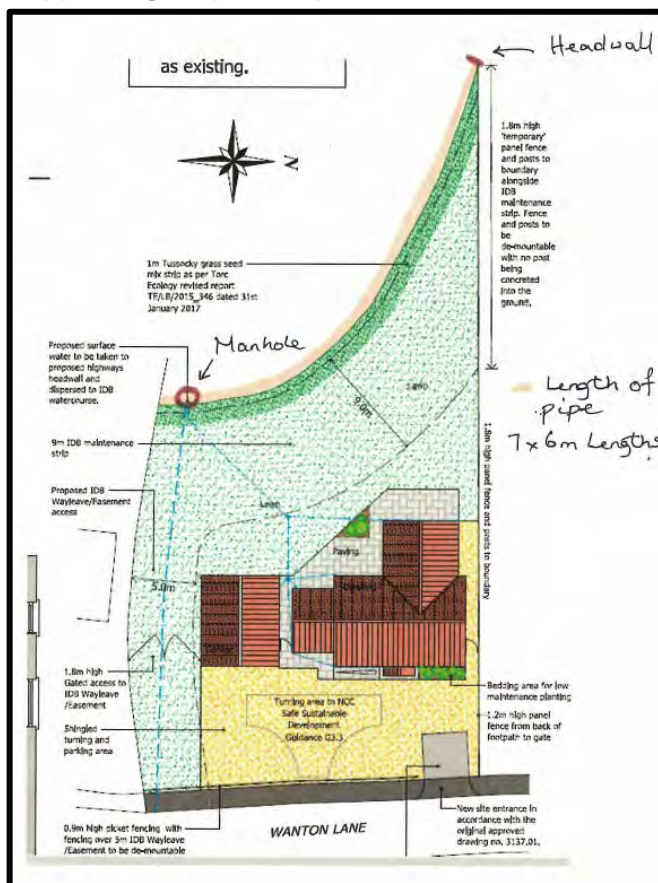


2.2 18_00271_1_C: Application to pipe Boards maintained watercourse to the rear of property at Wanton Lane, Terrington St Clement

- a. An application was received to install a culvert, approximately 42 m in length, on Wanton Lane, Terrington St Clement. This application would connect to an existing culvert on the downstream side of this proposal.
- b. This application is required to be determined by the Board, as opposed to by officers under delegated authority due to the following:
 - The length of the proposed piping is approximately over 12 m
 - The culvert is not required for access.
 - The open section of drain is currently Board maintained.
- c. Officers visited the site in April and have assessed this application against the Boards culverting policy and the Environment Agency's "Policy Regarding Culverts", as well as the condition of the existing culvert adjacent to the property. Although the Board advocates retaining open drains wherever possible, this watercourse is difficult for

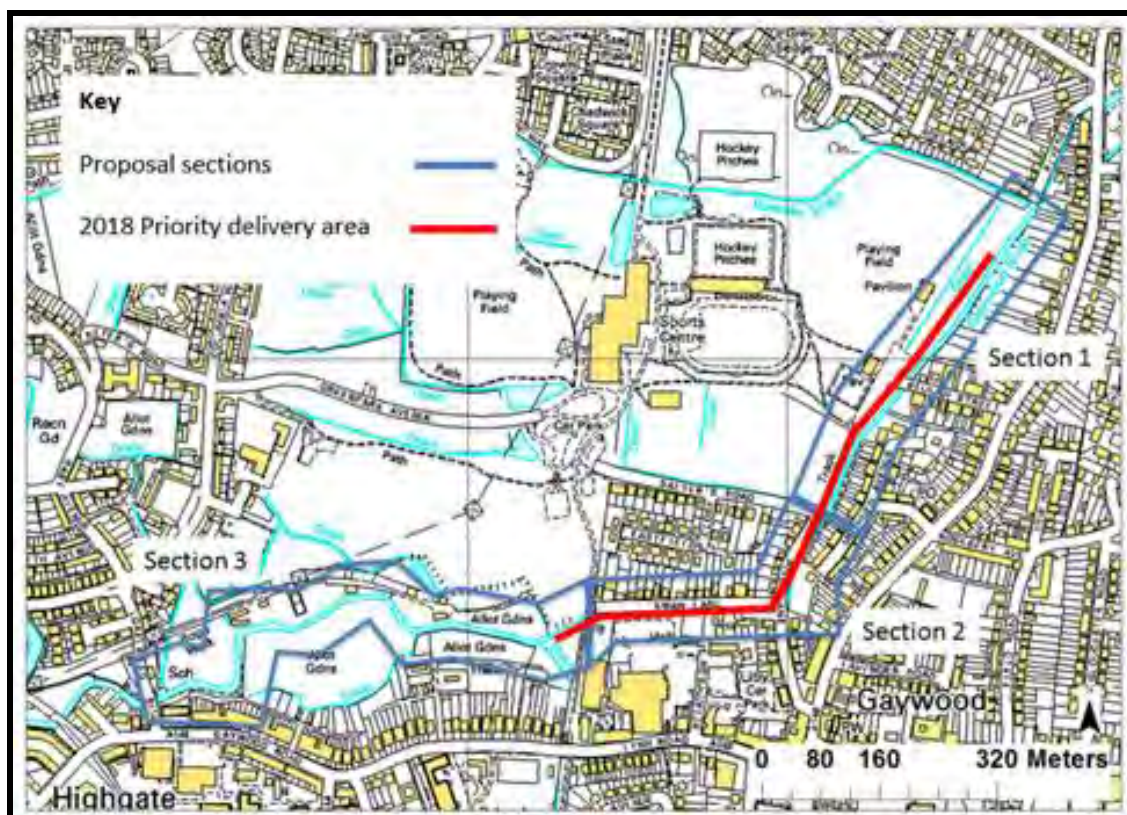
operations staff to access (all access being on foot as there is no machinery access). It is also difficult to maintain (all clearance work is currently undertaken by hand). The watercourse is steep sided and the applicant has raised concerns regarding the safety of children when playing near to the watercourse. Whilst there would be a loss of volume associated with permitting the culverting there is a significant length of upstream network still available to attenuate high flows. The current condition of the downstream culvert and headwall presents significant challenges for the Board to maintain. Given that the addition of a manhole structure at the join between the existing downstream culvert and proposed culverted sections could aid the maintenance of the watercourse, officers do not believe that the proposal would unduly increase local flood risk or adversely affect the standard of drainage locally.

- d. Any approval would likely be conditional, with conditions including the following:
- The proposed culvert is to be constructed using 750 mm internal diameter twin wall plastic pipe.
 - An inspection chamber is required at the connection of the existing culvert and at the mid-way point to enable maintenance.
 - A concrete bagged sloped headwall at the upstream inlet is required.
 - Responsibility for future maintenance of all elements of the works will remain with the riparian owner
- e. **Recommendation:** The officer recommendation is for the application to be approved subject to the applicant's written acceptance of conditions being attached to the consent
- f. **Supporting maps and photos:**



2.3 18_00355_C: Application by the Norfolk Rivers Trust for consent to alter Boards maintained watercourse as part of a river restoration project in King's Lynn between A148 Wootton Road (TF 63844 21336) and the Allotment Gardens adjacent to Swan Lane (TF 63112 20638).

- a. An application has been received for river restoration works along 1 km of the River Gaywood (marked in red on the map below). The works involve re-establishing eroded sections of the banks of the River Gaywood using pre-planted coir rolls, as discussed in the appended report provided by the Norfolk Rivers Trust, please see Appendix A. The proposed works lie fully within a Board maintained drain.
- b. This application is required to be determined by the Board, as opposed to by officers under delegated authority due to the following:
- The extent of the works within a Board-maintained watercourse is significant
 - The unusual nature of the works places the proposal outside of the clearly defined policies agreed by the board.
- c. **Recommendation:** The officer recommendation is to approve the works as outlined in the appended report between the A148 Wootton Road (TF 63844 21336) and the Allotment Gardens adjacent to Swan Lane (TF 63112 20638) subject to the Boards standard conditions. Officers have been in liaison with the applicant (Norfolk Rivers Trust) and are satisfied that the proposed restoration will not compromise the efficiency of the drainage network by decreasing channel capacity. Instead the works will re-establish bank stability following toe erosion.
- d. **Supporting maps and photos:** Map 1: Proposed scope of works



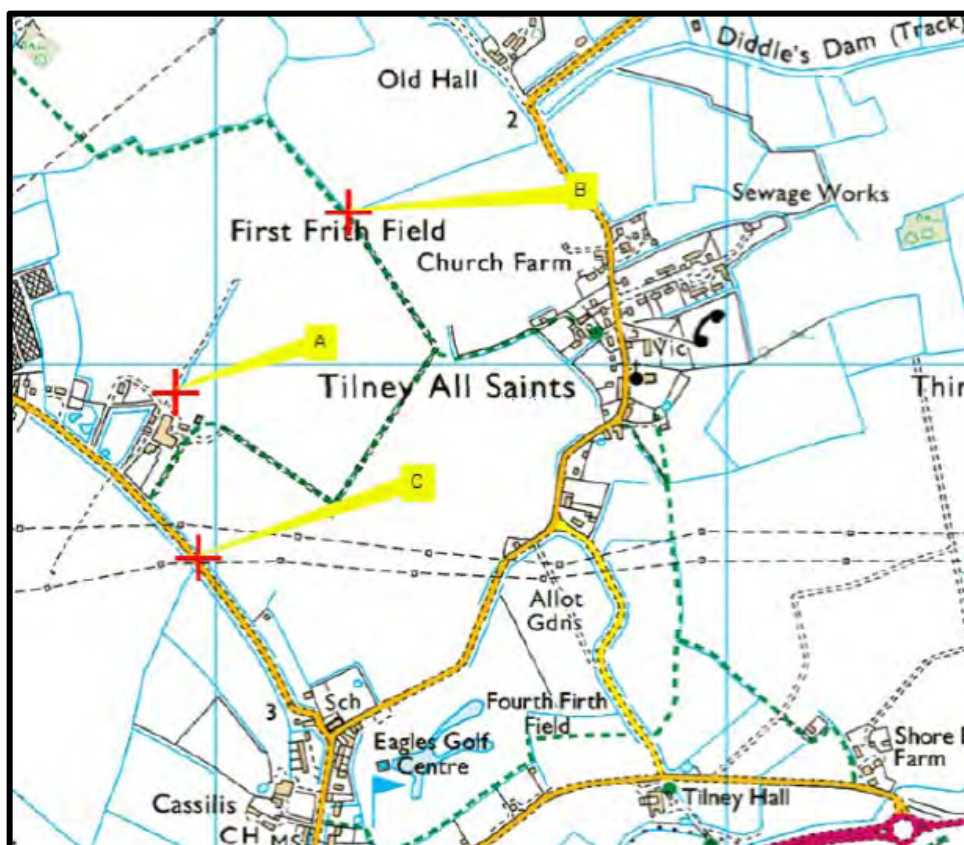
- 2.4 18_00357_C: Proposal to install concrete rings to the side of the IDB drain Diddles Dam (DRN140G0901) to create a sump for pumping winter excess rainfall into a reservoir for irrigation. 18_00358_C: Proposal to install a stop log control structure within the IDB drain Diddles Dam (DRN140G0901) to raise the water levels with the drain to abstract winter rainfall. 18_00359_C: Proposal to install a water control structure onto the 900 mm concrete pipe that connects Eagles Cross Drain (DRN146P0237) into Five Mile Bank Drain to raise water levels upstream for abstraction**
- a. Three applications for consent to alter Board's watercourses have been received as part of a winter rainfall abstraction proposal by A. B. Cave (Nurseries) Ltd. Two structures have been proposed that are required to impound water within the drainage network (raising water levels by a further 400 mm) to enable abstraction to be effected. One is a stop log weir that is proposed within the Board's maintained Diddles Dam drain and a further water level control is proposed to be installed onto the 900 mm concrete pipe that currently outfalls to Five Mile Bank Drain. All wooden boards used in the water level controls would be removable and the applicant has agreed that this could be undertaken as and when the Board request. The upkeep of the installations will be by A. B. Cave (Nurseries) Ltd unless the Board express a wish to adopt them. The boards would be put in place at the start of the winter and would be removed as soon as the reservoir had been filled.
 - b. The third application is for the installation of a sump adjacent to the Board's maintained Diddles Dam drain to transfer the abstracted water to a reservoir. Once the route of the transfer main is confirmed there may be a requirement for the applicant to apply for a relaxation of Byelaw 10 should it run within 9 m of the Boards maintained watercourse.
 - c. These consent applications are required at this stage to support the applicant's abstraction licence application currently with the Environment Agency as well as a grant application for the scheme to be submitted to Defra. As part of the licence proposal with the EA the applicant proposes to abstract an annual quantity of 45,452 cubic metres to be stored in the reservoir for subsequent spray irrigation. The reservoir, yet to be constructed, will have a capacity of 50,000 cubic metres.
 - d. Another abstraction point NE of Shepherdsgate road would be an electric pump. This will be installed in a concrete chamber with a sump. The controls will be electronically operated and on an inverter, installed to maintain the drain height. This would be designed to prevent high and low water levels in the IDB drains. The position of sensors will be installed for no pumping, normal pumping rate and increased pumping if the height of water rises to a certain level. The landlords have verbally agreed to the proposal and a formal agreement will be drawn up in the future before any installation.
 - e. **Recommendation:** The officer recommendation is for the consent applications to be approved subject to conditions. The conditions of the consent would be;
 - Formal agreement with adjacent landowners is evidenced
 - That monitoring is undertaken to evidence the effect of impounding water levels within the Board's network.
 - That the stop boards should be removed to reduce water levels at the request of the Board
 - That the applicant enter into the Boards standard Deed of Indemnity

f. **Supporting maps and photos:**

Map 1: Overall map of irrigation Scheme



Map 2: Proposed abstraction points



**W.C. HEADWALL
(WATER CONTROL FACILITY)
DOUBLE SLIDES**

Unit shown with 1 side wall 2.0M wide

50 x 50 x 6 ANGLE

SCALE 3:1

W.C. LIFTING LID

1000 (4" x 4" x 4")

W.C. CAST-IN LIFTING SOCKET

DETAIL B

Ø950 Opening

Ø900 O.D.

Ø675 I.D.

Installation.

Units should be bedded on minimum 100mm of semi-dry concrete which extends 800mm forward of the headwall, the full width of the ditch.

For full detailed installation instructions contact J.K.H. Drainage Units Ltd. on Tel: 01638 713795

Material :- Reinforced Concrete.

Approximate weight of Central section:- 1550kg

Wall panels:- 425kg each

All dimensions in mm

Opening in the back wall to suit the outside diameter of the pipe being used normally at 100mm up from the inside face of the headwall.

JKH Drainage Units Ltd.

Drng No. WCF1370-2340D

2200
1800
4600
1000
70mm x 70mm steel angles to support panel during transport and installation
83
77
150

Panel positioned across water course and embedded into bank each side for stability.

J.K.H. Drainage Units Ltd
Tel 01638 713795
Fax 01638 716313

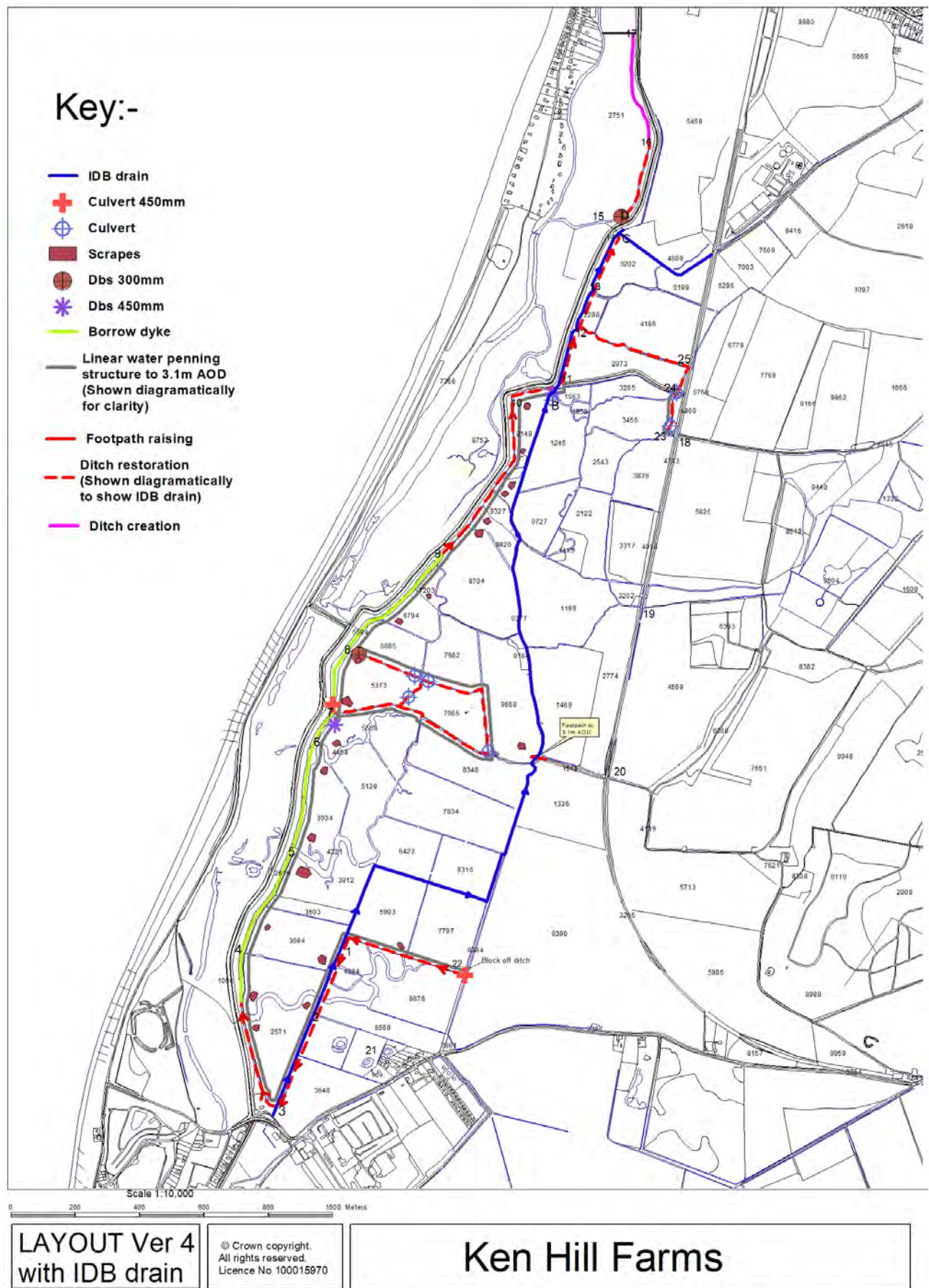
Wall panel with opening for Stop logs.
Do not scale. Dimensions in mm.
Weight approx 3000kg

2.5 18_00360_C: Application to alter Board's maintained watercourse including the altering of water levels at Ken Hill Marshes

- a. Applications for consent have been received as part of a 120 hectare wetland creation scheme at Ken Hill Marshes, Snettisham. The scheme is seeking to enhance the habitats on the site through the introduction of higher water levels during the winter months. According to the applicants consultants the soils are such that water retention should be possible into early spring, but with no obvious replenishment available, raised water levels into later spring will be rainfall dependent. The introduction of a lower-level drainage system is also required as part of this scheme as it would provide a necessary outfall to existing drainage serving private dwellings and land on the fringes of the marshes.
- b. The proposal is to alter the water levels in the marsh through the introduction of linear water penning structures (bunds) and the stopping up of watercourses to provide higher water levels from surplus winter rainfall and flows across the majority of the marsh. The water levels that are to be raised will be increased from the current winter level of 2.51m AOD to 2.8m AOD in order to provide a breeding wader habitat during the spring months. Water levels will be controlled by installing drop board sluices using 450 mm pipes at points '7' and 'B' on the map overleaf.
- c. The creation of the lower level system involves the rerouting of a board maintained watercourse whilst at the same time rehabilitating some of the existing drainage. This system will serve a block of land in the southern part of the site comprising field numbers 4984, 6878, 5568, and 3648 together with a group of private dwellings and gardens. This low level system will consist of ditch restoration work, including part of the IDB drains from points '14' to '11' and then continue from '11' alongside the sea wall southwards to point '3'. Points '3' to '1' will use the existing IDB drain, although this will be counter to current flows. The low level system then continues from '1' to '22'. Current drainage from the existing dwellings is via a restricted outfall of ditches. This has apparently caused some concern from the residents. With the new low level system, this should reduce water levels by roughly 0.5m and also provide a much more efficient system to remove surplus water from this area.
- d. A number of culverts are proposed to allow access on the site. These will use 300mm pipes in the main, but culverts using 450mm pipes will be installed at '22' and '7'. It is not anticipated that using these pipes sizes will impede water flows. To the north of the site in field 2751, an existing ditch is to be restored and extended northwards to the field end. A drop board sluice will be installed at 'D' to hold up excess winter rainfall. None of this work will be within 9 metres of an IDB adopted drain.
- e. These applications are required to be determined by the Board, as opposed to by officers under delegated authority due to the following:
 - The applicant is a current Board member
 - The proposal affects the water levels within the Board maintained watercourse
 - The proposal involves the stopping up and changing of direction of a Board maintained watercourse
- f. **Recommendation:** The officer recommendation is for the applications to be approved subject to conditions. These conditions would include confirmation of the exact location and engineering detail of the proposals to stop up and or culvert the existing watercourses (approx. 24 locations) should these be subject to change.

g. **Supporting maps and photos:**

Map 1: Floodable extent of Ken Hill Marshes following scheme implementation



2.6 18_00356_C: Application to construct an access stoway and track across a Boards-maintained watercourse at Holme Farm, St Johns Fen End

- a. An application has been received seeking consent to culvert a Boards maintained watercourse to enable the construction of an access stoway and track to access a 100 acres of arable land. This application is required to be determined by the Board, as opposed to by officers under delegated authority, as the applicant is a current Board member.
- b. The need for the works has arisen because the established access (marked) is considered inadequate and unsafe, principally due to restricted visibility when accessing School Road with large farm machinery. The construction of the proposed replacement access would enable the applicant, Arthur Markillie Ltd to track across their farmland to the farm yard thus avoiding altogether the need to use the highway. The proposal would involve the piping of 18 m of the Boards maintained watercourse allowing for the construction of 10 -12 m wide trackway.
- c. Any approval would likely be conditional, with conditions including the following:
 - The proposed culvert is to be constructed using a 1050 mm internal diameter pipe.
 - The construction of the culvert should include concrete bagged sloped headwalls up to ground level at either end of the structure.
 - Responsibility for future maintenance of all elements of the works will remain with the riparian owner.
- d. **Recommendation:** The officer recommendation is for the application to be approved.
- e. **Supporting maps and photos:** Map 1: Approximate location of proposed stoway.



2.7 Report by Corporate Projects Manager, Borough Council of King's Lynn and West Norfolk regarding Marsh Lane Development, King's Lynn

- a. The following report looks at the partnering arrangement between the King's Lynn Internal Drainage Board (KLIDB) and the Borough Council of King's Lynn and West Norfolk (The Council), whilst developing the housing sites around Marsh Lane and Lynnsport and the building by the KLIDB of their new pumping Station at Lynnsport. It shows how this arrangement has benefited both organisations and shows why the Council believe that the IDB should reconsider its decision to ask for a maintenance contribution for the works on a culvert on the North East corner of the Marsh Lane site.
- b. In September 2013, Norfolk County Council (NCC) and the Council became aware of the KLIDB's detailed proposals to improve the surface water management infrastructure in and around King's Lynn. The IDB scheme included constructing a pumping station on the northern part of Lynnsport and installing a Rising Main northwards to the North Lynn Drain. This scheme was of great interest to both the NCC and the Council, as we were looking jointly at highway infrastructure and housing growth issues within King's Lynn. A joint meeting of the organisations agreed that working together was an opportunity not to be missed and agreed to work jointly to deliver the projects that would ultimately provide improved benefits to King's Lynn and the surrounding area.
- c. Since early 2014 BCKLWN, NCC and the IDB have held regular joint project meetings in order to co-ordinate the schemes to meet individual aims, shared objectives and to deliver them on schedule.
- d. In June 2014 after a meeting between the Two Chief Executives of the Council and the Water Management Alliance (WMA), it was agreed that the Council should formally present a paper to the Board. This paper explained the Council's scheme, how it fitted in with the KLIDB's proposals and why the Council had made the decision on the route of the proposed new road. Since then many other meetings have occurred between the three parties.
- e. As the schemes have progressed each Authority has helped the other progress their part of the proposals.
- f. The Council has
 - Provided the site for the Pumping station site free of charge accepting the risk of the CPO procedure enabling the KLIDB to progress their scheme without risk.
 - Built the North Lynn culvert and agreed to accept the ongoing risk of the structure in perpetuity.
 - Negotiated with the down stream land owner to enable the down stream widening to happen.
 - Built the downstream attenuation.
 - Culverted a KLIDB drain (currently not in use), following a joint meeting with the KLIDB's Plant and Works Committee, which was embarrassed at the condition of the drain at the time of the site visit.

- Currently accommodate the increased cost of £67,510.85 attributed to a late change in the design of the KLIDB's pumping main on the 15 April 2016, which impacted on the design of chamber 1 of the new North Lynn culvert .

g. The KLIDB has

- Agreed in principal to accept un-attenuated flows from the Councils housing sites at Lynnsport and Marsh Lane.
- To allow the Council to use the KLIDB's contractors (at the Councils cost) to inform the scheme of the amount of down stream attenuation necessary to accommodate these flows.
- To advise the Council on design issues relating to the Councils part of the scheme.

h. In consideration of the above the Council had not expected to be charged a maintenance contribution relating to the unused culverted drain at Marsh Lane, which has been built to accommodate flows from the adjacent estate should this be needed and would request that in account of the above, the KLIDB reconsiders the issue of this charge.

3. OTHER PLANNING MATTERS

3.1 DELEGATED CONSENTS DETERMINED

During this reporting period, the following 16 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
18_00250_1_C	23 - Section 23, LDA 1991	Terrington St Clement	Land West of 161 Sutton Road, Terrington St Clement, King's Lynn, PE34 4EU	Proposal to install a 600 mm culvert for access with concrete bagged sloped headwall	Granted
17_00222_1_C	23 - Section 23, LDA 1991	West Walton	86 Salts Road, West Walton, Wisbech, PE14 7EF	Culvert for access	Granted
17_00130_1_C	3S - Byelaw 3 Surface Water	Walpole	Land West of Cedars Lodge, Church Road, Walpole St Peter, Wisbech, PE14 7NS	Proposal to discharge surface water from development of 10 dwellings at a rate of 9 l/s main drain	Granted
17_00121_1_C	3S - Byelaw 3 Surface Water	Hunstanton	Land at Heacham Manor Golf Course, Hunstanton, Norfolk	Proposed surface water discharge of 12.5 l/s from 166 Plot housing development to riparian watercourse	Granted
17_00119_1_C	3S - Byelaw 3 Surface Water	Terrington St Clement	Land S of King William Close, W of the King William, 39 Churchgate Way, Terrington St Clement, Norfolk	Proposed discharge from residential development consisting of 17 dwellings at 18.3 l/s to main drain	Granted
18_00282_1_C	23 - Section 23, LDA 1991	Walsoken	Land behind 7 Burrett Road and Argyl Gardens, Walsoken, Wisbech	Proposal to pipe dyke for 30 m with twinwall 300 mm pipe. Manhole to be at starting point along with sandbag headwall.	Granted
17_00195_1_C	3S - Byelaw 3 Surface Water	Wisbech	The College Of West Anglia, Elm High Road, Wisbech, Cambridgeshire, PE13 2SJ	Proposal to discharge surface water run-off to a watercourse at 130 l/s. to main drain	Granted

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
18_00286_1_C	3S - Byelaw 3 Surface Water	Walpole	Land On The South Side of Chalk Road, Walpole St Peter, Norfolk	Proposal to discharge surface water from 2 dwellings into watercourse	Withdrawn by applicant
17_00110_1_C	10 - Byelaw 10	King's Lynn	Land West of 1 Queen Elizabeth Avenue, Kings Lynn, PE30 4BY	Diversion of an AW foul sewer near to WMA drain.	Granted
18_00297_1_C	23 - Section 23, LDA 1991	Walpole Highway	Faulkner Farm, West Drove North, Walton Highway, Wisbech, PE14 7DP	Proposal to pipe an existing 12 metre section of drain to allow vehicular access. To build a manhole to connect existing pipe and to install a sandbag headwall.	Granted
18_00251_1_C	3S - Byelaw 3 Surface Water	Terrington St Clement	Land West of 161 Sutton Road, Terrington St Clement, King's Lynn, PE34 4EU	Proposal for unrestricted discharge of surface water from development to riparian drain	Granted
18_00296_1_C	3F - Byelaw 3 Treated Foul Water	Tilney St Lawrence	Land West of 2 Spice Chase And East of 60 Magdalen Road, Tilney St Lawrence, Norfolk	Proposal to discharge from a treatment plant at 0.4 m3	Granted
18_00319_1_C	3F - Byelaw 3 Treated Foul Water	Tilney All Saints	Long Meadow Farm, Church Road, Tilney All Saints, Norfolk, PE34 4SW	Proposal to discharge treated foul water into a riparian watercourse at a max 0.7 m3 daily rate	Granted
17_00104_1_C	3F - Byelaw 3 Treated Foul Water	Tilney St Lawrence	93 & 95 High Road, Tilney Cum Islington, King's Lynn, PE34 3BL	Proposed alterations to the discharge of existing foul drainage system	Granted
18_00316_1_C	3S - Byelaw 3 Surface Water	Terrington St Clement	Four Winds, Jankin Lane, Terrington St Clement	Proposal to discharge from a rainwater harvesting system to a riparian watercourse	Granted
18_00317_1_C	3F - Byelaw 3 Treated Foul Water	Terrington St Clement	Four Winds, Jankin Lane, Terrington St Clement	Proposal to discharge treated foul water into a riparian watercourse at a max 0.75 m3 daily rate	Granted

3.2 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The Surface Water Development Contribution rate for the financial year 2018/19 will be charged at a rate of £77,800.00 per impermeable hectare. A detailed review of the contribution rate has been carried out. This is currently the subject of an independent legal review. Once this review has been finalised it is the intention to bring this new methodology back to the Board for adoption.

3.3 FEES ASSOCIATED WITH CONSENTS GRANTED

There have been 6 fees invoiced and/or paid during the reporting period. These fees are detailed below;

Type of charge	Case ref.	Developer	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	"Trigger" and reason for payment
Surface Water Development Contribution	17_00131_1_C	Hopkins & Moore (Developments) Ltd	Land Between 102 and 116 Nursery Lane, South Wootton, Norfolk	£ 4,552.65	09/03/2018	Yes	1 st 50% payment following granting of consent for 6,030 m2 of impermeable area discharging into a riparian watercourse at a flow rate of 3 l/s
Surface Water Development Contribution	17_00130_1_C	Mr Peter Humphrey	Land West of Cedars Lodge, Church Road, Walpole St Peter, Wisbech, PE14 7NS	£ 5,043.40	15/03/2018	Yes	1 st 50% payment following granting of consent for 3,340 m2 of impermeable area discharging into Chase Drain at a restricted rate of 9.3 l/s.
Surface Water Development Contribution	17_00121_1_C	Hopkins Homes Ltd	Land at Heacham Manor Golf Course, Hunstanton, Norfolk	£ 21,940.30	23/03/2018	No	1 st 50% payment following granting of consent for 29,060 m2 of impermeable area discharging into a riparian watercourse at a rate of 12.5 l/s.
Surface Water Development Contribution	17_00119_1_C	Dene Homes Ltd	Land S of King William Close, W of the King William, 39 Churchgate Way, Terrington St Clement, Norfolk	£ 792.75	05/04/2018	No	1 st 50% payment following granting of consent for 1,050 m2 of impermeable area discharging into Church Bank Drain at an 18.3 l/s flow rate

Surface Water Development Contribution	17_00195_1_C	Foster Property Developments (Fenland) Ltd	The College Of West Anglia, Elm High Road, Wisbech, Cambridgeshire, PE13 2SJ	£ 19,312.90	03/05/2018	No	1st 50% payment following granting of consent for 25,580 m2 of impermeable area discharging into the Board's system at a restricted flow rate of 24.8 l/s.
Surface Water Development Contribution	18_00251_1_C	Mr C. Howling	Land West of 161 Sutton Road, Terrington St Clement, King's Lynn, PE34 4EU	£ 788.22	03/05/2018	Yes	100% payment following granting of consent for 174 m2 of impermeable area discharging into a riparian watercourse at a flow rate of 1 l/s
Total:				£ 52,430.22			

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

DRAFT

RIVER RESTORATION SCHEME DESIGN

River Gaywood, King's Lynn

N. NORFOLK



Rebecca Banks, Msc

February 2018

adapted from E. Long, April 2016 IDB approved report

Introduction

The river through King's Lynn was re-routed in the 1400's and now sits in an over wide engineered channel with steep, high banks and little natural morphology. Through the town the river is open and free flowing through several urban parks, including Llynssport, The Walks and Kettlewell Lane. There is also an open stretch which runs between Swan Lane and Loke Road which has a footpath running along its edge. Despite these open areas the river is largely concealed from the landscape displaying nettled banks and a silty bed with frequent litter. Norfolk Rivers Trust, working together with the Environment Agency, King's Lynn Borough Council and the Water Management Alliance (King's Lynn Internal Drainage Board) have proposed to enhance the lower section of the river to improve the ecology and landscape for the town (Norfolk Rivers Trust, 2015)).

The objectives are to:

- Increase geomorphological diversity
- Increase flow diversity
- Increase channel capacity and flood storage
- Improve habitat availability and diversity
- Increase aesthetic of the river and amenity value to the local population

This report outlines the proposed design for the River Gaywood from the A148, Wooton Road (TF 63844 21336) to B1148, Loke Road (TF 62572 20544). This follows the proposed measures as outlined in the Restoration Plan (Norfolk Rivers Trust, 2015; Water Management Alliance, 2015). The site has been broken into three areas of opportunity which are outlined below and seen in Figure 1.

Please note: The area marked in Red is the Priority Delivery Area for 2018. The 2018 Priority Delivery Area covers 1km of river from A148, Wooton Road (TF 63844 21336) to the start of the Allotment Gardens at the end of Swan Lane (TF 63112 20638). The outlined proposals for Section 3 from the Allotment Gardens (TF63112 20638) to Loke Road B1148 (TF 62572 20544) are currently aspirational and subject to Landowner consent.

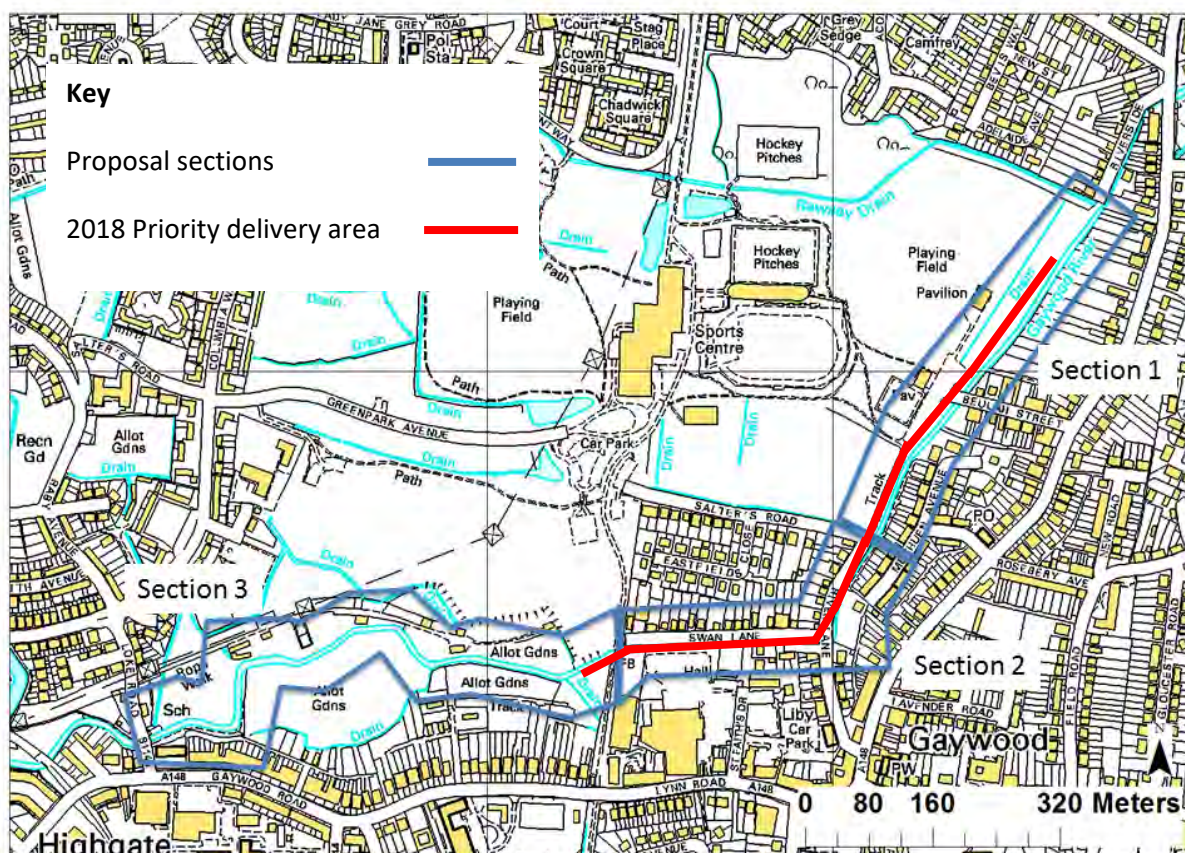


Figure 1. Sections of the River Gaywood.

Section 1 – A148, Wooton Road (TF 63844 21336) to Beulah Street (TF 63595 20968)

Section 2 – Beulah Street (TF 63595 20968) to end of Swan Lane (TF 63163 20657)

Section 3 – End of Swan Lane (TF 63163 20657) to B1148, Loke Road (TF 62572 20544)

Current Geomorphology

The river is predominantly wide with high banks and little in-channel variation of depth, flow and bed material for most of the interested area. Land use changes along the reach becoming less developed towards Loke Road, with generally well vegetated banks. The river discharges into the Great Ouse in King's Lynn through the Gaywood Sluice becoming tidally locked. This presents a risk of flooding during times of high flow, with evidence of historic flooding through the study area.

Bank heights are described from bed to bank top. Widths are given as wetted width from average water levels. Bank descriptions (left/right) are given looking downstream.

Section 1 – Wooton Road to Beulah Street

The top section of this reach runs along Riverside lane bordered by the road on the west and private gardens to the east. A small drain connects at the end of Riverside lane, which is controlled via a penstock sluice. Below this confluence the channel opens out, running through Llynsport playing field. The playing field lies to the west of the river, with a tree lined embankment and small drainage ditch separating the two (Figure X).

The west hand bank is steep and heavily vegetated with sections of wooden toe boarding seen in the upper section. The east bank, bordered by private gardens shows a variety of bank protection measures ranging from wooded stakes to corrugated iron.

The existing river channel has little morphological variability, displaying a straight channel of 13m wide (average) and a depth of 1 – 1.5m (from bed to bank top). There is little flow variation seen with little in-stream macrophyte growth and a heavily silted bed. Water fowl are present along the reach.

Section 2 – Beulah Street to Swan Lane

The top of this reach, below Beulah Street marks the end of the open space through Lynn Sport. The river is bordered to the west by a car park for the Pavilion and communal gardens to the east. The east bank is markedly lower through this section, showing some signs of eroding wooden toe boarding. The river remains between 10-12m wide throughout the section.

From the southern edge of the carpark the river begins to widen moving between a rough track to the east and west. The western track is wider and more open connecting onto River Lane. The track to the east is narrow, running along the back of private gardens and high fences. The bank on this side is higher and very steep. Some bank protection is seen on both sides. The bed is silty with no flow variation observed. Drainage pipes join the river through this section.

As the river runs along River Lane corrugated iron bank protection is seen on the west bank, creating a vertical wall and no riparian edge. The river then turns towards the west under River Lane and runs along Swan Lane. The river here widens slightly becoming very shallow and increasingly silty. The southern bank rises becoming very steep heavily vegetated with brambles, nettles and trees. The water level is shallow over the silt, with the waterfowl easily disturbing the sediment as they swim. The stretch is shaded, with little instream macrophytes.

Section 3 – Swan Lane to Loke Road.

This section marks the least developed reach of the interest area. The north bank is higher than the south through most of this section reaching a height of 4m from bed to bank top in places. The north bank lowers considerably to 0.4m in a few places. Horse Paddocks and pigeon coops border the north bank in the upper part of this reach, before it moves through scrubland towards the lower end. The southern bank is largely ordered by allotments with access points in the form of dugout steps seen. No artificial banks are seen through this section.

The channel is between 7-12m wide and shows displays areas of high vegetation in channel creating flow variation, particularly at the lower end. In channel macrophytes are comprised of water cress and un-branched burr-reed.

A public footpath runs along the length of the river through this reach on the northern side.

Restoration Design

The proposed designs for each section are given below. These have been devised using spot heights and LiDAR (Environment Agency, 2011).

Section 1 – Wooton Road to Beulah Street.

The river through this section runs through the main playing field of Llynsport presenting good opportunities and space for restoration. Bankside gradients will be enhanced, increasing the

biodiversity value of the riparian edge and reducing the risk of the public falling into the river. The bank gradient will improve the safety of the channel allowing people to easily climb out of the river should an accident occur.

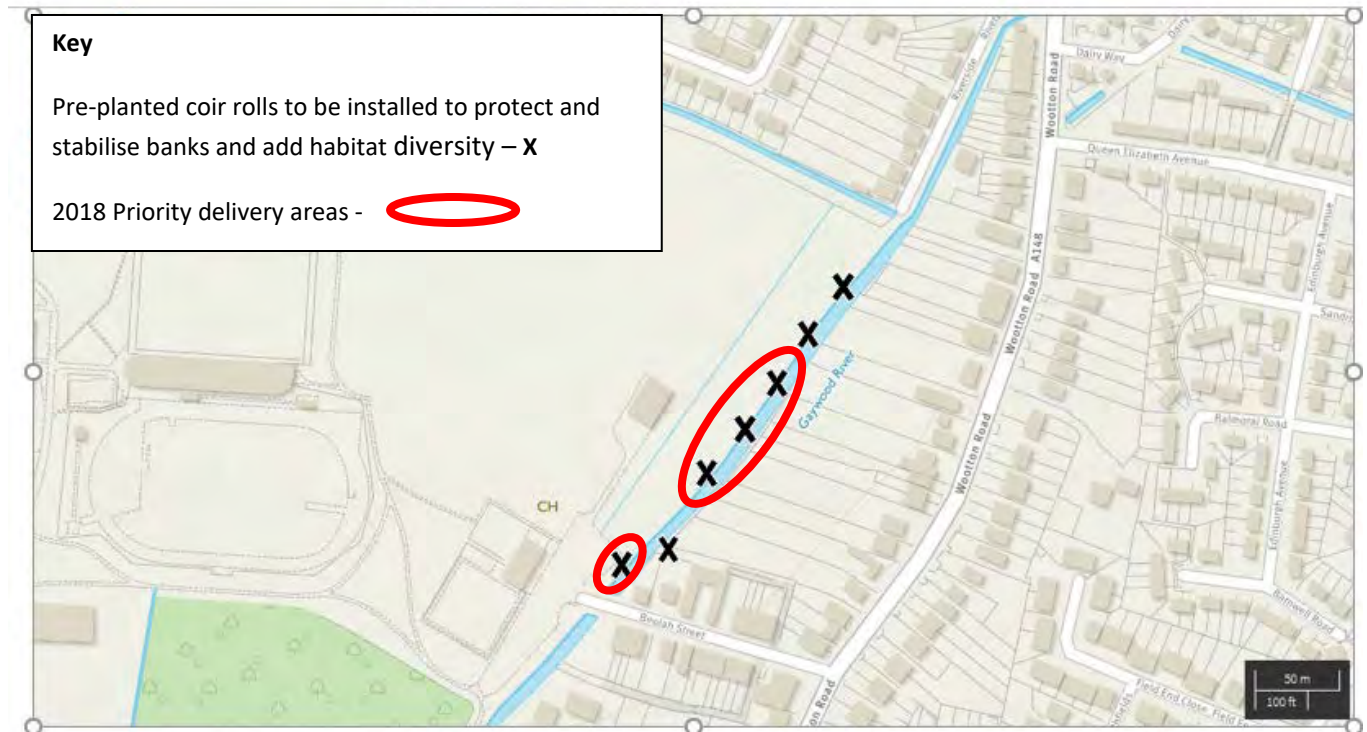


Figure 2. Section 1 Restoration proposal.

It is recommended that short sections of impregnated coir rolls be installed along this section at the base of steep banks to create berms and establish a more natural riparian edge and increase bank stability. Coir rolls will be pre-planted with a mix of native marginal wetland plants. On steeper sections coir rolls can be laid on top of each other to give a more natural profile and improve safety.

The channel dimensions are given based on a geomorphic assessment of the river looking at the natural sedimentation and channel narrowing. The location of coir rolls can be seen in Figure 2.

Overall this proposal should provide a mix of stability and aesthetic value. Where possible hard engineered bank stabilisation should be removed and replaced with pre-planted coir rolls.

Section 2 – Beulah Street to Swan Lane

As the river is more constrained through this section the options for restoration become limited. It is again proposed that coir rolls are used at the base of steep banks to create a riparian edge and increase bank stability. The location of these are seen in Figure 3. This should extend a maximum of 2m from the bank edge. Some silt removal from this section would be beneficial. There will be no net loss in channel capacity as these works are only to take place on eroded section of bank. Banks will be restored to their original extent. Works will provide stabilised banks and flood protection.

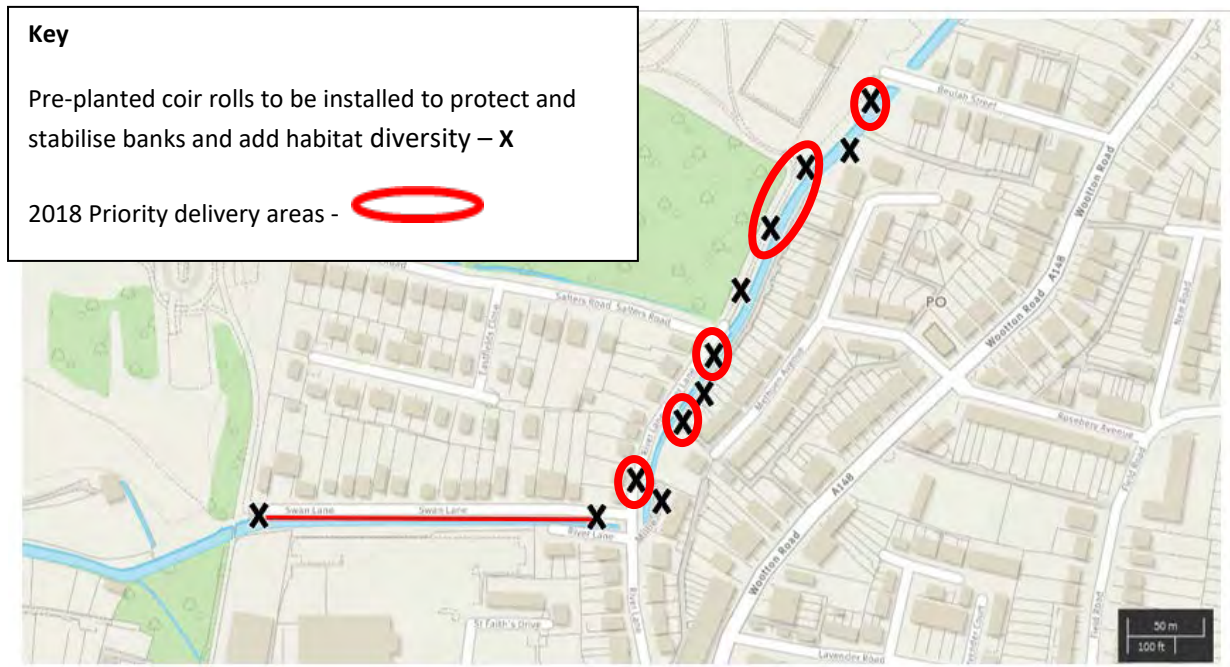


Figure 3. Section 2 Restoration Options.

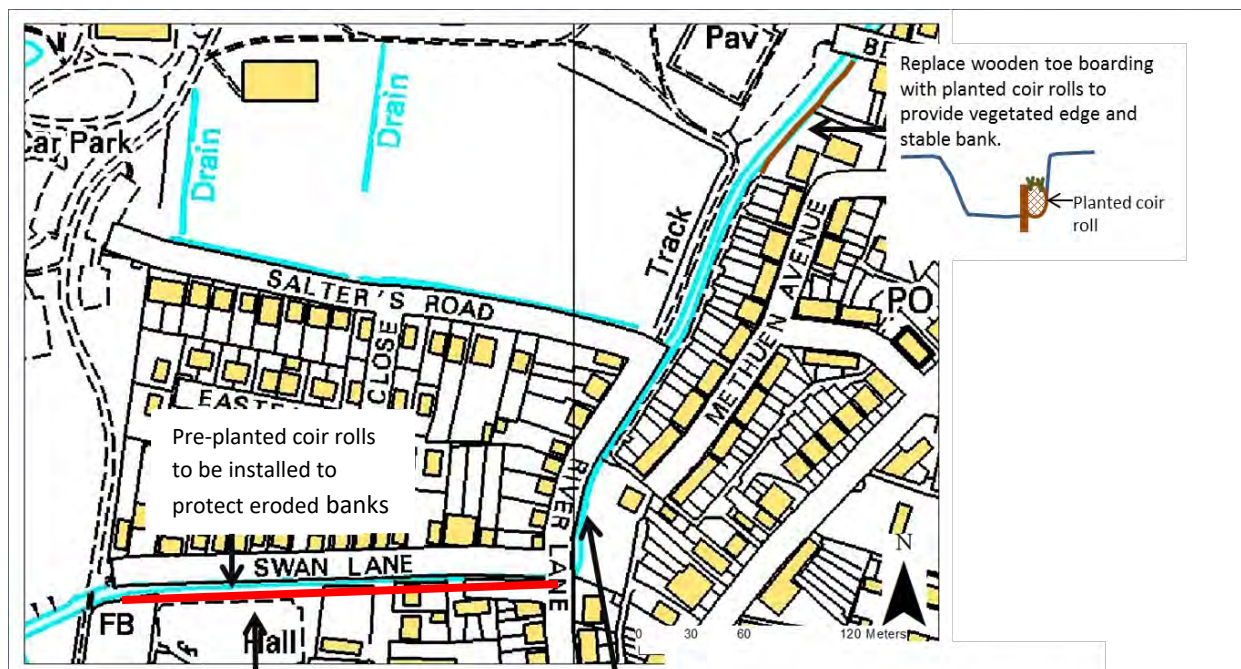


Figure 4. Section 2 Restoration Proposal.

Section 3 – Swan Lane to Loke Road; Potential future project area subject to landowner consent

Absence of houses on either side this stretch presents a good opportunity for restoration. It is proposed that areas of the bank are re-profiled to create a two-stage channel, allowing slight channel narrowing and increased capacity overall. Figure 5 shows the locations that this is proposed. And indicative cross-section is shown in Figure 5 below.

Berm creation is proposed to compliment the bank re-profiling in locations shown in Figure 6. This will create flow diversity and allow sediment management within the channel. These should be created out of brushwood and back filled with soil and seeded to ensure sustainability.

Impregnated coir rolls will again be installed at the base of steep banks to create a riparian edge and increase bank stability. There will be no reduction in channel capacity as again these berms will only be installed on eroded sections; extending a maximum of 2m from the bank edge and no further than the original line of the channel. This will again increase bank stability and reduce flood risk (See Figure 5.).

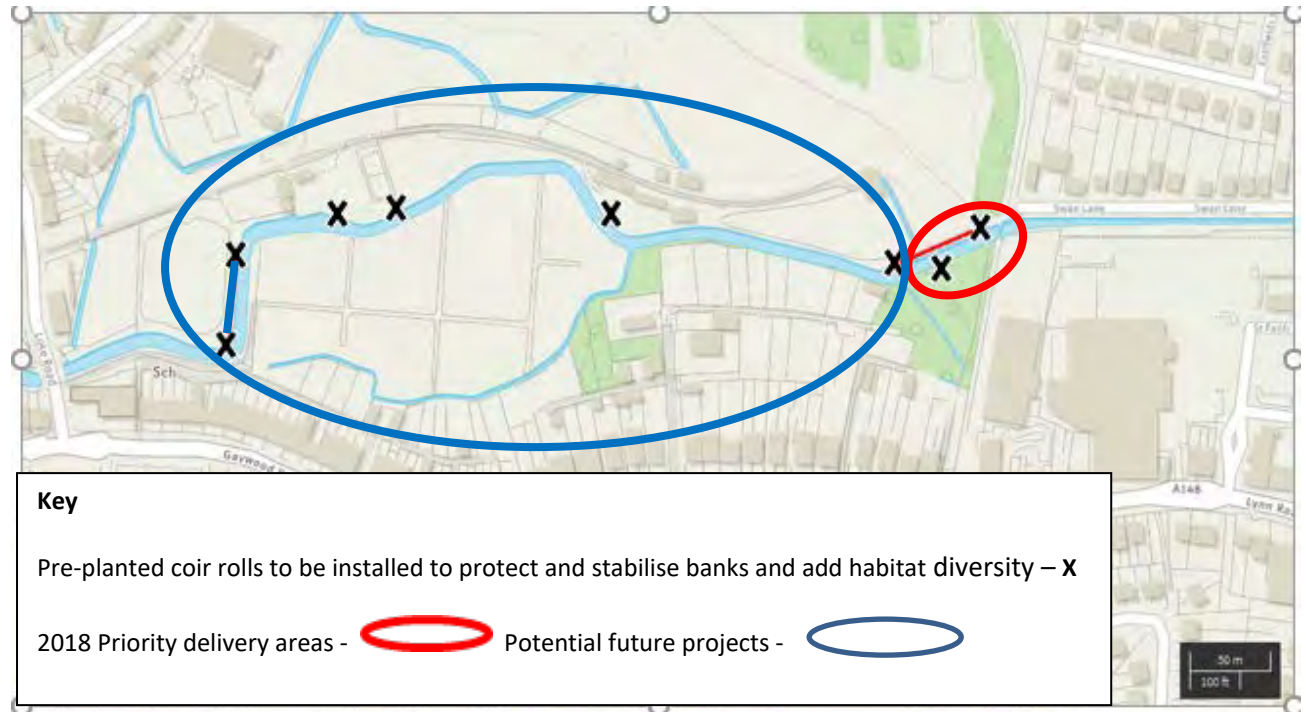


Figure 5. Section 3 Restoration Options– Swan Lake to Loke Road.

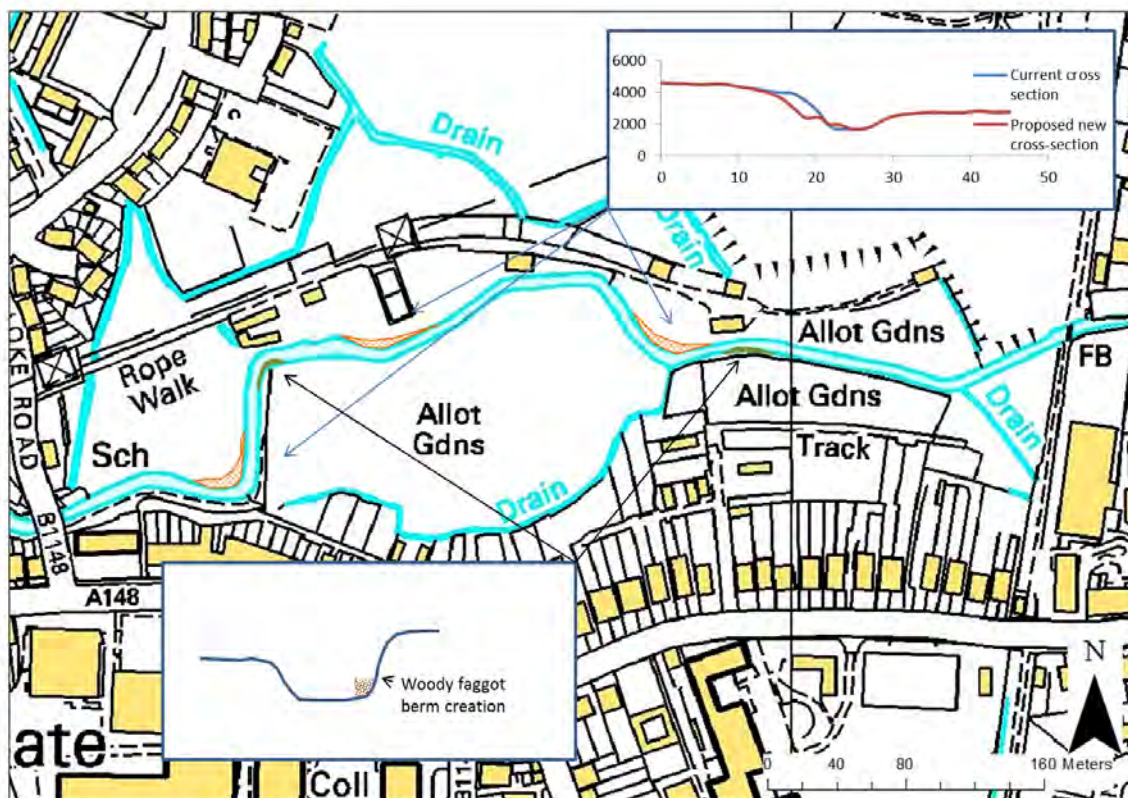


Figure 6. Section 3 Future Potential Restoration Options.

These restoration measures are proposed to gain the maximum amount of ecological benefits, whilst maintaining or alleviating erosion and flooding pressures. Increased channel capacity gained through the introduction of the two-stage channel will create extra space for flood storage. This is particularly important through this reach where the southern bank is much lower. Spoil created through these features would in part be used for the creation of berms, and partly be disposed of on site. In locations agreed with Kings Lynn Borough Council.

It is believed that these works will have a neutral or positive outcome to flood risk. They will allow the ecological diversity of the river to be increased whilst simultaneously providing bank protection and subsequent reduction in flood risk. Use of impregnated coir rolls to create berms and a more sinuous and natural channel will improve flow and reduce sediment accumulation.

Other Considerations

NRT have commissioned an ecological assessment for this section of river. Potential for bats has been highlighted and in view of this any mature trees will be left undisturbed. Potential for water voles has also been identified. No evidence of water voles was however found. In view of this and the time of year all banks will be walked and hand searched prior to works commencing to identify any possible water vole feeding stations, latrines and burrows and any areas being used by ground nesting birds. These areas will be clearly marked and left undisturbed. Amphibians will also be looked for and moved to a secure location away from the main areas of work. A full detailed method statement and risk assessment has been produced for this project. It should be noted that currently the project area is sub optimal for these species and that all works aim to improve overall habitat suitability.

A fish survey has been carried out and whilst species numbers were relatively high species diversity was lower than expected with high numbers of Gudgeon the main species present. This corresponds with the lack of in channel and marginal habitat diversity and notably deep sections of sediment

present and slow flow throughout this stretch of river. It is hoped that the proposed works will improve both habitat diversity and flow, reducing the amount of in channel sediment build-up and allowing any gravels present to be exposed.



Water Management Alliance

INTERNAL AUDIT REPORT

2017/18

April 2018

Contents:

1. Executive Summary
2. Overall Conclusion
3. Acknowledgements
4. Detailed Observations, Recommendations and Agreed Actions
- APP 1 Agreed Terms of Reference

1. Executive Summary

The audit of the Water Management Alliance and the constituent Internal Drainage Boards was carried out by Kathy Woodward for the year 2017-18. This Executive Summary sets out our overall conclusion on the system reviewed, and summarises the key recommendations arising. A copy of the Terms of Reference for this audit is attached as **Appendix 1**.

Regulation 5 of the Accounts and Audit Regulations 2015 requires that '*A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance*'. The completion of this internal audit fulfils that role.

It should be noted that any system of internal control is designed to manage risk to a reasonable level, and therefore Internal Audit cannot provide absolute assurance against loss. As well as being effective, controls need to be proportionate to the risk involved and not overburden the organisation with excessive costs.

The Water Management Alliance provides administration and management services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland. During the financial year 2016-17 the Alliance entered into a contract to provide administration and management services to the Pevensey and Cuckmere Water Level Management Board for a period of two years.

New guidance was issued on 30th March 2018 by the Joint Practitioners' Advisory Group (JPAG), '*Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2018*'. Although the new guide does not become mandatory until the 2018/19 financial reports are prepared, the Water Management Alliance has decided on early adoption on a voluntary basis. With this in mind the auditor has considered the effect the new guidance would have on the required internal audit and has concluded that essentially the work remains the same. Therefore the audit has been undertaken in line with previous years, based on the 2007 guidance. Audit work has included review of the procedures and systems of control in place at the Water Management Alliance and considered if they were effective and being applied as intended. Sample testing was carried out on elements as considered necessary by the auditor in order to substantiate the application of the control.

As part of the audit a follow-up was carried out on the recommendations raised in last year's report. Most of the recommendations made have been implemented. There is one recommendation still outstanding in relation to the finance system's lack of control around issuing of unique reference numbers with only a minor risk arising as a consequence.

2. Overall Conclusion

In conclusion, the procedures used at the Water Management Alliance are simple but effective, and appear to be carried out diligently by all staff concerned. Controls are

working as expected. There has been significant improvement in the controls since last year which has been noted. However, there are some aspects that can be improved and details of recommendations can be found in Section 4 together with the actions agreed with the Chief Executive.

The overall level of assurance attributed to the system is:

Substantial Assurance	A sound system of internal control, but there are a few weaknesses that could put achievement of system objectives at risk.
-----------------------	---

The observations and recommendations are detailed in Section 4. Each recommendation is allocated a priority as defined below:

High	Major risk requiring action by the time the final report is issued.
Medium	Medium risk requiring action within six months of the issue of the draft report.
Low	Matters of limited risk. Action should be taken as resources permit.

3. Acknowledgements

We would like to express our thanks for their assistance and co-operation to:

Mary Creasy, Personal Assistant (CEO)

Sallyanne Jeffrey, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>1. Bank Reconciliation</p> <p>Observation</p> <p>Bank reconciliations are carried out weekly, as per Financial Regulations. Evidence is presented to the Chief Executive each month in the form of a cash flow statement.</p> <p>There were a number of occasions where the dates on the cashbook reconciliation did not tie back to the bank statements being reconciled. The information contained within the report was correct.</p> <p>There were some occasions where there was no reconciliation contained within the folder. This was the result of a printing failure. The Sage 200 system only allows the printing process to be undertaken once and if the printer fails the results cannot be reproduced and are effectively 'lost'.</p> <p>Consequence</p> <p>Monthly reconciliations are carried out correctly but this is not always evidenced.</p> <p>The method of carrying out the bank reconciliation is thorough but the supporting reports from Sage are not always printed due to printer failure.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Agree to save reconciliation reports to a pdf, so if a printer failure occurs the reports can be retrieved. This could aid with moving towards paperless reconciliations, reducing printing costs and storage space. 	Low	<p>Agreed.</p> <p>A pdf copy of the reconciliations will be saved to an electronic folder.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2. Financial Regulations</p> <p>Observation</p> <p>Weaknesses in the finance system were also observed around the allocation of reference numbers for invoices. There is no 'unique' identifier parameter meaning that many different invoices can be allocated the same reference number and also the second reference where the invoice number received from the supplier would be populated is also not unique. The means that there is no system control over paying duplicate invoices.</p> <p>Consequence</p> <p>1) Duplicate invoices could be processed as there is no system control in place to prevent this happening. Each transaction cannot be identified individually by its reference (transaction) number causing confusion.</p> <p>Recommendation</p> <p>1) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>	<p>1) Low</p>	<p>Agreed</p> <p>Speak again to Finance System Advisors about a possible upgrade/change in accounting software.</p> <p>Finance Officer / Chief Executive</p>

Internal Audit Services

Borough Council of
**King's Lynn &
West Norfolk**



WATER MANAGEMENT ALLIANCE

INTERNAL AUDIT TERMS OF REFERENCE 2017-18

1. INTRODUCTION

1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2017-18.

1.2 Section 6 of The Accounts and Audit Regulations 2015 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.

1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*'

Public Sector Internal Audit Standards, April 2017

1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 and thus will be able to provide the review required by the Regulations.

1.5 The authority of the Internal Auditor is established in the Financial Regulations.

1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for:

- Broads (2006) IDB
- East Suffolk IDB
- King's Lynn IDB
- Norfolk Rivers IDB
- South Holland IDB.
- Pevensey & Cuckmere Water Level Management Board

As such, this work will enable the auditor to complete the Annual Governance and Accountability Returns for all six Boards.

2. OBJECTIVES AND SCOPE OF THE AUDIT

2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability in Internal Drainage Boards in England – A Practitioners Guide (Rev March 2018)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Governance and Accountability Return for 2018 the auditor will consider the following:

- A. The Accounting Records
To ensure that the accounting system is accurate, complete and timely, and that data input is being verified appropriately.
- B. Financial Regulations and Standing Orders
To ensure that they are current and are being adhered to.
- C. Risk Management processes
To ensure that management review the Risk Register on a regular basis and that risk is being identified and actively managed in a proportionate manner.

D. Budgetary Controls

To ensure that the budgets are prepared on a realistic basis and are monitored throughout the year and any variations are investigated, with corrective action being taken if necessary.

E. Income Controls

To ensure that processes are in place and functioning correctly to collect, record and bank income in full and on time.

F. Petty Cash Procedures

To ensure petty cash provisions are reasonable, used in accordance with Financial Regulations and adequate records are kept of payments made.

G. Payroll Controls

To ensure that remuneration to employees and Board Members is calculated correctly and in accordance with the levels agreed by the Board, and that all HMRC requirements are complied with.

H. Asset Management

To ensure that there are satisfactory processes in place to maintain the register and check for accuracy.

I. Bank Reconciliation

To ensure that periodic and year-end bank account reconciliations were properly completed and verified.

J. Year-end Procedures

To ensure that the appropriate accounting basis have been used to prepare the year-end accounting statements and that figures contained in the statements can be verified by reference to working papers and accounting records.

2.3 Any recommendations and issues arising from the previous audit will also be followed up to establish if they have been implemented or if there is a satisfactory explanation for non-implementation.

2.4 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.

3. TASKS

3.1.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2017-18 remain the same and document any changes that may have taken place.
- Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.

- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Governance and Accountability Return for 2017-18.

4. WORK PLAN

4.1 The audit will be undertaken by
Miss Kathy Woodward,
Shared Internal Audit Manager, Borough Council of King's Lynn and West Norfolk.

4.2 The audit has been allocated 5 days, which will be utilised as follows:

Task	Time
Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the audit report for the year 2016-17.	0.5
Testing – to establish that processes are being applied as intended.	3.5
Conclusions and discussion	0.5
Completing the Return and reporting if required.	0.5

5.0 AGREEMENT

	Signature	Date
Phil Camamile Chief Executive, Water Management Alliance
Kathy Woodward Shared Internal Audit Manager Borough Council of King's Lynn and West Norfolk

From: 01 April 2017
 To: 31 March 2018

Period: 12
 Year Ending: 31 March 2018

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<u>Income:</u>							
	Occupiers Drainage Rates	309,686	309,686	0	309,686	309,686	0
1	Special Levies issued by the Board	1,880,624	1,880,624	0	1,880,624	1,880,624	0
	Grants Applied	797,800	48,888	-748,912	797,800	48,888	-748,912
	Rental Income	3,200	2,216	-984	3,200	2,216	-984
2	Highland Water Contributions	39,278	57,709	18,431	39,278	57,709	18,431
	Income from Rechargeable Works	0	103,348	103,348	0	103,348	103,348
	Investment Interest	25,000	17,602	-7,398	25,000	17,602	-7,398
	Development Contributions	2,837	293,606	290,769	2,837	293,606	290,769
4	Other Income	83,081	105,515	22,434	83,081	105,515	22,434
	Total Income	£3,141,506	£2,819,194	-£322,312	£3,141,506	£2,819,194	-£322,312
<u>Less Expenditure:</u>							
5	Capital Works	1,945,000	615,937	1,329,063	1,945,000	615,937	1,329,063
6	Environment Agency Precept	161,533	161,243	290	161,533	161,243	290
7	Maintenance Works	1,449,384	1,089,274	360,110	1,449,384	1,089,274	360,110
	Development Expenditure	0	35,961	-35,961	0	35,961	-35,961
	Interest Payments	0	0	0	0	0	0
8	Administration Charges	253,344	323,155	-69,811	253,344	323,155	-69,811
	Cost of Rechargeable Works	0	82,093	-82,093	0	82,093	-82,093
3	Net Deficit/(Surplus) on Operating Accounts	0	66,044	-66,044	0	66,044	-66,044
	Total Expenditure	£3,809,261	£2,373,708	£1,435,554	£3,809,261	£2,373,708	£1,435,554
	Profit/(Loss) on disposal of Fixed Assets	£0	£1,311	£1,311	£0	£1,311	£1,311
9	Net Surplus/(Deficit)	-£667,755	£446,797	£1,114,552	-£667,755	£446,797	£1,114,552

From: 01 April 2017
 To: 31 March 2018

Period: 12
 Year Ending: 31 March 2018

Notes	Balance Sheet as at 31-3-2018	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	921,790	-7,972	913,818
	Plant and Equipment	861,495	57,104	918,599
	Pumping Stations	266,544	-88,848	177,696
	Shared Consortium Assets	0	0	0
		2,049,829	-39,716	2,010,113
	Current Assets:			
11	Bank Account	113,338	9,350,284	9,463,622
	Stock	5,397	1,832	7,229
12	Trade Debtors	62,188	53,878	116,066
13	Work in Progress	0	0	0
14	Term Deposits	4,100,000	1,300,000	5,400,000
15,16	Drainage Rates and Special Levies Due	22,817	5,331	28,148
17	Prepayments	0	0	0
	Prepayments to WMA	138,320	-121,498	16,822
	Accrued Interest	0	0	0
	VAT Due	95,977	-49,605	46,372
	Grants Due	0	0	0
		4,538,037	10,540,222	15,078,259
	Less Current Liabilities:			
	Trade Creditors	1,135	59,235	60,370
	Accruals	0	65,000	65,000
	Payroll Controls	0	0	0
	Finance Leases	0	0	0
	Receipts Paid in Advance	0	211	211
	Loans due in less than one year	0	158,974	158,974
		1,135	283,420	284,555
	Net Current Assets	4,536,902	10,256,802	14,793,704
	Less Long Term Liabilities:			
25	Pension Liability	3,360,000	0	3,360,000
	Loans due in more than one year	0	9,841,026	9,841,026
		3,360,000	9,841,026	13,201,026
	Net Assets	£3,226,731	£376,061	£3,602,792
19	Reserves:			
	Earmarked			
20	General Reserve	2,195,674	243,021	2,438,695
21	Development Reserve	876,667	203,776	1,080,443
22	Capital Works Reserve	0	0	0
23	Plant Reserve	2,821,148	0	2,821,148
18	Grants Reserve	99,846	18,112	117,958
		5,993,335	464,909	6,458,244
	Non-Distributable			
24	Revaluation Reserve	593,396	-88,848	504,548
25	Pension Reserve	-3,360,000	0	-3,360,000
		-2,766,604	-88,848	-2,855,452
	Total Reserves	£3,226,731	£376,061	£3,602,792

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

Note	Notes to the Accounts																																																			
1	<p>Special Levies collected from constituent Billing Authorities were as follows:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Borough of King's Lynn & West Norfolk</td><td>1,775,463</td><td>1,775,463</td></tr><tr><td>Fenland District Council</td><td>82,338</td><td>82,338</td></tr><tr><td>South Holland District Council</td><td>22,823</td><td>22,823</td></tr><tr><td></td><td>1,880,624</td><td>1,880,624</td></tr></table>		Y-T-D Budget	Y-T-D Actual	Borough of King's Lynn & West Norfolk	1,775,463	1,775,463	Fenland District Council	82,338	82,338	South Holland District Council	22,823	22,823		1,880,624	1,880,624																																				
	Y-T-D Budget	Y-T-D Actual																																																		
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	1,880,624	1,880,624																																																		
2	<p>The Highland Water Claim for 2017/18 is due to be paid by the Environment Agency (EA) to the Board in September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December).</p>																																																			
3	<p>The Net Operating Deficit/(Surplus) for this year is made up as follows:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Labour Operations Account</td><td>0</td><td>46,827</td></tr><tr><td>Mobile Plant Operations Account</td><td>0</td><td>19,218</td></tr><tr><td></td><td>0</td><td>66,044</td></tr></table> <p>Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of Mobile Plant are shown in the Labour and Plant Operations Reports, which can be made available to members on request. These Reports are scrutinised by the Board's Plant and Works Committee every year.</p>		Y-T-D Budget	Y-T-D Actual	Labour Operations Account	0	46,827	Mobile Plant Operations Account	0	19,218		0	66,044																																							
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4	<p>Other Income for this year is made up as follows:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Shared Income from WMA</td><td>80,081</td><td>101,682</td></tr><tr><td>Summons Costs</td><td>1,000</td><td>2,925</td></tr><tr><td>East Wash Coastal Management CIC Administration Fee</td><td>500</td><td>500</td></tr><tr><td>Sundry Income</td><td>1,500</td><td>408</td></tr><tr><td></td><td>83,081</td><td>105,515</td></tr></table>		Y-T-D Budget	Y-T-D Actual	Shared Income from WMA	80,081	101,682	Summons Costs	1,000	2,925	East Wash Coastal Management CIC Administration Fee	500	500	Sundry Income	1,500	408		83,081	105,515																																	
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	83,081	105,515																																																		
5	<p>The cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works, as managed by the Planning/Enforcement Officer, which can be made available to members on request. This Report is also scrutinised by the Board's Plant and Works Committee every year.</p>																																																			
6	<p>The EA Precept due for 2017/18 is as estimated. Half of the EA Precept is payable to the EA on 31 May and the other half on 30 November.</p>																																																			
7	<p>The detailed maintenance operations in each sub catchment are approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to members on request. The summarised analysis of expenditure is as follows:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Labour Charges</td><td>483,729</td><td>490,280</td></tr><tr><td>Plant Charges</td><td>230,004</td><td>233,119</td></tr><tr><td>Materials</td><td>11,004</td><td>11,153</td></tr><tr><td>Contractors</td><td>38,553</td><td>39,075</td></tr><tr><td>Electricity</td><td>134,285</td><td>136,103</td></tr><tr><td>Pumping Station Insurances</td><td>3,454</td><td>3,501</td></tr><tr><td>Telemetry</td><td>19,488</td><td>19,751</td></tr><tr><td>Heating Fuel</td><td>9,463</td><td>9,591</td></tr><tr><td>Pumping Station Depreciation</td><td>0</td><td>0</td></tr><tr><td>Direct Works</td><td>929,980</td><td>942,574</td></tr><tr><td>Technical Support Staff Costs</td><td>185,860</td><td>109,558</td></tr><tr><td>Other Technical Support Costs</td><td>2,710</td><td>27,118</td></tr><tr><td>Biodiversity Action Plan Costs</td><td>5,834</td><td>10,025</td></tr><tr><td>Contingency</td><td>25,000</td><td>0</td></tr><tr><td>Annual Asset Reinstatement Provision</td><td>300,000</td><td>0</td></tr><tr><td>Maintenance Works</td><td>1,449,384</td><td>1,089,275</td></tr></table>		Y-T-D Budget	Y-T-D Actual	Labour Charges	483,729	490,280	Plant Charges	230,004	233,119	Materials	11,004	11,153	Contractors	38,553	39,075	Electricity	134,285	136,103	Pumping Station Insurances	3,454	3,501	Telemetry	19,488	19,751	Heating Fuel	9,463	9,591	Pumping Station Depreciation	0	0	Direct Works	929,980	942,574	Technical Support Staff Costs	185,860	109,558	Other Technical Support Costs	2,710	27,118	Biodiversity Action Plan Costs	5,834	10,025	Contingency	25,000	0	Annual Asset Reinstatement Provision	300,000	0	Maintenance Works	1,449,384	1,089,275
	Y-T-D Budget	Y-T-D Actual																																																		
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8	<p>Administration charges reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Administration Staff Costs</td><td>95,418</td><td>92,913</td></tr><tr><td>Other Administration Costs</td><td>139,604</td><td>143,905</td></tr><tr><td>Sundry Expenses</td><td>0</td><td>9,877</td></tr></table>		Y-T-D Budget	Y-T-D Actual	Administration Staff Costs	95,418	92,913	Other Administration Costs	139,604	143,905	Sundry Expenses	0	9,877																																							
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From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

Note	Notes to the Accounts	
	Pension Pay Strain 2016/17	0 65,000
	Drainage Rates AV Increases/(Decreases)	9,000 2,296
	Kettlewell House Depreciation	7,972 7,972
	Sundry Debtors written off	350 0
	Settlement Discount	1,000 1,192
		253,344 323,155

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

	Budget
Capital Works Reserve	0
General Reserve	-667,755
	-667,755

- 10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2017/18, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance b/fwd	1,417,491	1,463,750	888,480	3,769,721
(+) Additions	0	221,861	0	221,861
(-) Disposals	0	-27,784	0	-27,784
Closing Balance c/fwd	1,417,491	1,657,827	888,480	3,963,798
Depreciation				
Opening Balance b/fwd	495,702	602,255	621,936	1,719,892
(+) Depreciation Charge for year	7,972	155,068	88,848	251,888
(-) Accumulated depreciation written out on disposal	0	-18,095	0	-18,095
Closing Balance c/fwd	503,674	739,228	710,784	1,953,685
Net Book Value as at 31-3-2017	921,789	861,495	266,544	2,049,829
Net Book Value as at 31-3-2018	913,818	918,599	177,696	2,010,113

The Board also share ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors, as at 31 March 2012. Such assets have a Net Book Value of zero.

- 11 The Bank Account balance will be kept to a minimum following the decision to invest additional working balances on the short term money market. The Bank Account is reconciled as follows:

	2016/17	2017/18
Opening Balance as at 1-4-2017 b/fwd	79,308	113,338
(+) Receipts	7,126,651	15,279,413
(-) Payments	-7,092,621	-5,929,129
(=) Closing Balance as at 31-3-2018 c/fwd	113,338	9,463,622
Balance on Statement as at 31-3	169,193	9,480,196
Less: Unpresented Payments	-55,855	-17,511
Add: Unpresented Receipts	0	937
Closing Balance as at 31-3-2018 c/fwd	113,338	9,463,622

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	46,397	6
>30 days and <=60 days	5,025	2
>60 days and <=90 days	64,643	1
>90 days	0	0
	116,066	9
>90 days	Amount	Inv. Date Originator
N/A	0	
	0	

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

Estimated Completion

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

Note Notes to the Accounts

		Customer	Amount	Date	Budget Holder
		N/A	0		
			0		
14	Term Deposits are currently as follows:				
	Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
	Natwest Bank	500,000	24/08/2017	23/08/2018	0.56%
	Vernon Building Society	500,000	02/02/2018	03/04/2018	0.40%
	Coventry Building Society	500,000	30/11/2017	16/04/2018	0.44%
	Cumberland Building Society	500,000	31/10/2017	30/04/2018	0.59%
	Nottingham Building Society	500,000	15/12/2017	15/05/2018	0.59%
	Newcastle Building Society	500,000	15/02/2018	15/06/2018	0.50%
	West Bromwich Building Society	400,000	28/02/2018	31/07/2018	0.48%
	National Counties Building Society	500,000	28/02/2018	31/08/2018	0.70%
	Skipton Building Society	500,000	15/03/2018	28/09/2018	0.61%
	Principality Building Society	500,000	15/03/2018	31/10/2018	0.62%
	Progressive Barclays	500,000	29/03/2018	30/11/2018	0.80%
		5,400,000			
15	Special Levies are paid by Constituent Councils in two halves on 1 May and 1 November.				
16	Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 98 Ratepayers that have not paid their Drainage Rates for 2017/18, as compared to 115 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:				
		2016/17	2017/18		
	Arrears b/fwd	26,363	22,818		
	Drainage Rates for the year	305,736	309,685		
	Special Levies for the year	1,856,510	1,880,625		
	Payments Received	-2,180,556	-2,205,021		
	Settlement Discount	-984	-1,186		
	Returned/(Represented) amounts	377	0		
	Value /(Decreases)	-5,207	-5,936		
	Value Increases	3,391	3,910		
	New Assessments	1,816	2,091		
	Irrecoverables and write offs	-9,077	-2,421		
	The East Coastal Management CIC	20,681	20,681		
	Summons collection costs	3,750	2,925		
	Special Levy Adjustment	0	0		
	Drainage Rate Adjustment	18	-23		
	Paid Refunds	0	0		
	Sundry adjustments/Summons	0	0		
	Arrears c/fwd	22,818	28,148		
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:				
		2016/17	2017/18		
	SCH30: Islington Catchment Flood Risk Management Scheme	99,846	50,958		
	SCH42: Islington Catchment Flood Risk Management Scheme	0	67,000		
		99,846	117,958		
	Grants Reserve b/fwd at 31.03.17		99,846		
	Add: Grants Received		67000		
	Less: Grants Applied		-48888		
	Grant Reserve c/fwd at 31.03.18		117,958		
19	The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy for 2017/18, as approved by the Board on 16 January 2017. This policy is available for viewing on the Board's website.				
20	Movements on the General Reserve are made up as follows:				
		2016/17	2017/18		
	Opening Balance, as at 1 April b/fwd	3,069,224	2,195,674		

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

Note Notes to the Accounts

Net Surplus/(Deficit) for the year	-767,378	446,797
Net transfer (to)/from Development Reserve	-256,745	-203,776
Net transfer (to)/from Capital Works Reserve	127,000	0
Net transfer (to)/from Plant Reserve	0	0
Revaluation Reserve adjustment	23,573	0
Closing Balance c/fwd	2,195,674	2,438,695

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

	2016/17	2017/18
Opening Balance, as at 1 April b/fwd	619,922	876,667
Net contributions transferred from General Reserve	256,745	203,776
Closing Balance c/fwd	876,667	1,080,443

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

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

	2017/18	Gen. Reserve	2018/19
SCH36 West Lynn Sluice - Structural Investigation	0	0	0
SCH33 Wolferton Pumping Station - Structural Investigation	0	0	0
SCH35 Control Panel Replacements & Weedscreen Cleaner Refurbishment	0	0	0
	0	0	0

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

	2017/18
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	2,821,148

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

	2017/18
Opening Balance, as at 1 April b/fwd	593,396
Less:	
Pumping Station & Kettlewell House Depreciation	-88,848
Closing Balance c/fwd	504,548

25 Pension Liability

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £1,908,000 as at 31 March 2018 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 16 January 2017.

26 Related Party Disclosures

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £144,440.90 upto 31/03/18.
- (ii) Board member Mr J Askew is related to Mr R Askew, Director of Richard Askew Agricultural Supplies Ltd, which is one of the Board's suppliers. The Board paid Askew Agricultural Supplies Ltd £2,382.75 upto 31/03/18.

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

Note	Notes to the Accounts
(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 2017.
(v)	The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board. During the reporting period the Chairman received £3,500.00 Chairman's Allowance.
(vi)	The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported at no cost to the Board by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-3-2018.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018		ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
1	Balances brought forward		
	General Reserve	3,069,224	2,195,674
	Development Reserve	619,922	876,667
	Plant Reserve	2,821,148	2,821,148
	Capital Works Reserve	127,000	0
	Grants Reserve	73,620	99,846
	Revaluation Reserve	705,817	593,396
	Pension Reserve	-2,875,000	-3,360,000
	As per Statement of Accounts	4,541,731	3,226,731
	(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases		
	Pension Liability	-2,875,000	-3,360,000
	Loans and Leases Outstanding (Current Liabilities)	0	0
	Long Term Borrowing	0	0
	Net Book Value of Tangible Fixed Assets	2,180,832	2,049,829
		-694,168	-1,310,171
	(=) Adjusted Balances brought forward	5,235,899	4,536,902
2	(+) Rates and Special Levies		
	Drainage Rates	305,736	309,686
	Special Levies issued by the Board	1,856,510	1,880,624
	As per Statement of Accounts	2,162,246	2,190,310
3	(+) All Other Income		
	Grants Applied	103,603	48,888
	Rental Income	2,113	2,216
	Highland Water Contributions	49,740	57,709
	Income from Rechargeable Works	111,511	103,348
	Investment Interest	25,085	17,602
	Development Contributions	256,745	293,606
	Net Surplus on Operating Accounts	0	0
	Public Works Loan taken out	0	10,000,000
	Other Income	93,632	105,515
	Profit/(Loss) on disposal of Fixed Assets	-3,500	1,311
	As per Statement of Accounts	638,929	10,630,195
	(+) Income from Sale of Fixed Assets (above profit/(loss))		
	Capital Cost of disposals	298,652	27,784
	Less: Accumulated depreciation written out	-261,652	-18,095
		37,000	9,689
	(+) Grants Applied to Grant Received Conversion		
	(-) Grant Applied	-103,603	-48,888
	(+) Grants Received	129,827	67,000
		26,224	18,112
	(=) Adjusted Other Income	702,153	10,657,996

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018		ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
4	(-) Staff Costs		
	Labour Operations Account	541,144	542,529
	Technical Support Staff Costs	115,633	109,558
	Shared Administration Staff Costs	90,455	92,913
		747,232	745,000
5	(-) Loan Interest/Capital Repayments		
	Loan Interest	0	0
	Capital Repayments	0	0
	As per Statement of Accounts	0	0
6	(-) All Other Expenditure		
	Capital Works	1,800,255	615,937
	Maintenance Works	1,156,544	1,089,274
	Environment Agency Precept	159,146	161,243
	Development Expenditure	0	35,961
	Administration Charges	310,579	323,155
	Cost of Rechargeable Works	111,276	82,093
	Net Deficit/(Surplus) on Operating Accounts	30,752	66,044
	Depreciation/(Revaluation) of Pumping Stations	88,848	88,848
	As per Statement of Accounts	3,657,400	2,462,555
	(-) All Other Expenditure (Non Cash)		
	Plant and Equipment	155,626	155,068
	Depreciation/(Revaluation) of Pumping Stations	88,848	88,848
	Depreciation of Kettlewell House (included in admin.exp.)	7,972	7,972
		252,446	251,888
	(-) Staff Costs now reported in Box 4	747,232	745,000
	(+) Capitalised Additions		
	Land and Buildings	0	0
	Plant and Equipment	158,442	221,861
		158,442	221,861
	(=) Adjusted Other Expenditure	2,816,164	1,687,529
7	(=) Balances carried forward		
	General Reserve	2,195,674	2,438,695
	Development Reserve	876,667	1,080,443
	Capital Works Reserve	0	0
	Grants Reserve	99,846	117,958
	Plant Reserve	2,821,148	2,821,148
	Revaluation Reserve	593,396	504,548
	Pension Reserve	-3,360,000	-3,360,000
	As per Statement of Accounts	3,226,731	3,602,792
	(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases		
	Pension Reserve	-3,360,000	-3,360,000
	Loans Outstanding (Current Liabilities)	0	0

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018		ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
	Finance Leases Outstanding (Current Liabilities)	0	0
	Long Term Borrowing	0	-10,000,000
	Net Book Value of Tangible Fixed Assets	2,049,829	2,010,113
		-1,310,171	-11,349,887
	(=) Adjusted Balances carried forward	4,536,902	14,952,679
8	Total Cash and Short Term Investments		
	Bank Current Account	113,338	9,463,622
	Short Term Investments	4,100,000	5,400,000
	As per Statement of Accounts	4,213,338	14,863,622
9	Total Fixed Assets and Long Term Assets (Net Book Value)		
	Land and Buildings	921,790	913,818
	Plant and Equipment	861,495	918,599
	Pumping Stations and Properties	266,544	177,696
	Shared Consortium Assets	0	0
	As per Statement of Accounts	2,049,829	2,010,113
10	Total Borrowings		
	Loans Due (<= 1 Year)	0	158,974
	Loans Due (> 1 Year)	0	9,841,026
	As per Statement of Accounts	0	10,000,000

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL	ACTUAL
	2016/17 RESTATED (£)	2017/18 £

7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL	ACTUAL
	2016/17 RESTATED (£)	2017/18 £

7	Balances carried forward (adjusted)	4,536,902	14,952,679
	(-) Deduct: Debtors and Prepayments		
	Stocks and Consumables	5,396	7,229
	Trade Debtors	62,188	116,067
	Work in Progress	0	0
	Drainage Rates and Special Levies Due	22,817	28,148
	Prepayments	0	0
	Prepayment/(Accrual) to WMA	138,320	16,822
	Accrued Investment Income	0	0
	H M Revenue and Customs	95,977	46,372
	Grant Aid Due	0	0
		324,699	214,638
	(+) Add: Creditors and Payments Received in Advance		
	Trade Creditors	1,135	60,370
	Payments received in advance	0	211
	Accruals	0	65,000
		1,135	125,581
	(=) Box 8	4,213,338	14,863,622
8	(=) Total Cash and Short Term Investments		
	Bank Current Account	113,338	9,463,622
	Short Term Investments	4,100,000	5,400,000
		4,213,338	14,863,622

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

18 MAY 2018

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/03/2018

Payment Date To : 31/03/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Electricity	20,354.60
AN0101	Anglian Water	Water Charge	11.44
AQ0001	Aquatic Control Engineering	Capital Works	4,890.00
AR0001	Arval	Fuel	1,226.59
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	146.23
BE0001	Bedford Pumps Ltd	Capital Works	37,801.30
BO0240	BOC Ltd	Oxygen	172.98
BT0270	BT	Phone/Broadband	94.86
BU0285	Burley Fluid & Air Ltd	Spares & Repairs	66.96
CA0007	Carman 4Seasons Ltd	Bushing works	17,500.00
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	738.00
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	44.57
DO0002	Dodd Group (Eastern) Ltd	Electrical Disconnection	84.00
DO0005	Ernest Doe & Sons Ltd	Remote Control Mower/Tools	44,930.35
DO0006	Dormar Products	Weed rake pole set/pruning	617.34
DU0001	Dun & Bradstreet Ltd	D & B Credit Reporter Starter	180.00
EN0002	Enforcement Bailiffs Ltd	Bailiffs Fees	124.00
EN0520	Engineering & Hire Ltd	Plant Spares & Repairs	1,033.20
EON001	E.ON	Electricity	15.31
FR0001	Franklin Industrial Supplies Ltd	Small Tools	1,213.82
HA0810	Hayley Group plc	Engineering Supplies	318.22
IN0001	Inland Revenue	Paye & Nic	9,791.13
IN0950	Industrial Maintenance Group Ltd	Small Tools/Light Plant	514.19
IR0001	Ireland's Farm Machinery Ltd	Plant Parts	513.00
JO1060	A T Johnson	Spares	424.69
KL0001	King's Lynn Engine Centre	Vehicle Repairs & Service	294.00
LO0001	Longwater Construction Supplies	Twinwall Pipe	3,140.84
MA0001	Marshall Ford DD	Ford Lease	938.57
MA0003	Magpie Security Services Ltd	Door Latch	14.96
MA0007	Marine Management Organisation	MM0410 Band 3 Licence	1,433.50
MA1310	Mastenbroek Ltd	Machine Parts	5,434.78
MP0001	M P Alarms	Service Contract	1,194.00
MU0001	Murley Agricultural Supplies Ltd	Spares/Repairs	436.00
NA0002	Natural England	Pre App Advice	755.70
NO0001	Norfolk Pension Fund	Pension Contributions	8,856.48
OF0001	OFCOM	Radio Licence	410.00
OP0001	Optima Stainless Ltd	Steel	516.17
PA0001	Parker Hydraulics & Pneumatics Ltd	Spares & Repairs	375.73
PBA001	Peter Brett Associates LLP	Capital Works	18,768.48
ST0002	Stapleton's (Tyre Services) Ltd	New Tyres	307.81
TH2030	Thurlow Nunn Standen Ltd	Plant Servicing/Parts	927.63
VJ2250	V & J Knitwear Ltd	Protective Clothing	165.45

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/03/2018

Payment Date To : 31/03/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
VO0001	Vodafone Ltd	Mobile Phone	2,554.36
WA0002	Ward Associates	Capital Works	798.00
WA2310	Water Management Alliance	Rechargeable Works	1,555.17
WI0001	Wildlife Conservation Partnership	Barn Owl & Kestrel Monitoring	2,000.40

Please note that the amounts shown above include Vat £ 193,684.81

**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)	<p>Reduction in, or insufficient finance, grant and income</p> <p>EA may cease to pay highland water contributions to IDBs</p> <p>2017/18 – EA may not award c£21.8m FDGiA for the Islington Catchment Flood Risk Management Scheme due to concern this scheme may not be delivered within its current CSR period ending April 2021</p> <p>Possibility of IDBs having to adhere to Water Abstraction licencing regulations introduced January 2018</p>	<p>Erosion of Board's capital and general reserves.</p> <p>Reduction in FCERM service the Board is able to provide.</p> <p>Unable to replace assets as scheduled in the Board's asset plan.</p> <p>No financial impact as King's Lynn IDB does not transfer water from main river to ordinary watercourses</p>	2	3	High 6 →	<p>Explore alternative funding streams</p> <p>Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed, which in turn would provide additional rates to the Board from the upland area.</p> <p>Close liaison with RHDHV consultants and EA to produce outline business case for EA LPRG to approve for FDGiA by Dec 2017. FDGiA subsequently approved March 2018 in the sum of £21.8m</p> <p>It is understood that the Water Abstraction licencing regulations apply only to the transfer of water from main river to ordinary watercourses, therefore King's Lynn IDB will not require licences.</p>

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	The EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain the sea defences but to a reduced specification	Potential overtopping into the IDD during severe weather events. Cost implication of managing the increase in water.	2	3	High 6 ↓	Formation of the East Coast Management Strategy with KL&WNBC and local business community and the East Coast Wash Community Interest Company is raising funds which will contribute to recycling and rechargeable works costs when EA activity is withdrawn IDB to work with key stakeholders to develop strategy for investment to reduce risk Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with other risk management authorities (RMAs)
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	Planning Authorities ignore advice provided by Board, which leads to increased flood risk Lack of staff resources results in turning a blind eye to	Increased flood risk Potential for lost income from SWDCs and commuted sums	2	3	High 6 ↑	Planning/Enforcement Officer comments on planning applications are available on each Local Planning Authority website Planning/Enforcement Officer reports planning matters and issues at Board and Committee meetings Liaise where possible with Local Planning Authorities

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>SUDs managed by private management companies who allow them to fall into disrepair through lack of long term maintenance</p>	<p>Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>				<p>to better integrate/coordinate planning and flood risk management issues</p> <p>Lobby Local Authority Planners to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs.</p> <p>A SUDs adoption and charging policy approved by the Board November 2016</p> <p>Promote IDB services for adoption of SUDs to ensure these are maintained in perpetuity</p>

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

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

- Severe – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- Moderate – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- Negligible – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

LIKELIHOOD

- Highly likely: very likely to happen
- Possible: likely to happen infrequently
- Unlikely: unlikely to happen.

Distributed to:

Members

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

Officers

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

King's Lynn IDB Meeting 18 May 2018