

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

**Fenland District Council**

- \* D Oliver

Present (71%)

Mr J Austen in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr G Brown (Chief Planning Officer),  
Mr G Howe (Operations Manager/Health & Safety Officer),  
Mrs M Neale, (Project Manager), Miss S Jeffrey (Finance (Officer)  
and Mrs M Creasy (minutes)

<b>ID</b>	<b>King's Lynn IDB, Minute</b>	<b>Action</b>
<b>01/18</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/18/01</b>	Apologies for absence were received on behalf of Messrs B Ayres, R W Groom, M Riddington, J Symington, Baron M Chenery of Horsbrugh and Lord Howard of Rising.	
<b>02/18</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b>	
<b>02/18/01</b>	The Chairman recorded his thanks and appreciation to Mr G Howe, Operations Manager and his Team for all their efforts over the Christmas and New Year holiday period when they were called in to work due to the severe rainfall event. The Chairman went on to record that the conditions experienced in the Islington and Wolferton catchments during that period highlighted the need for the upcoming capital improvement works in those catchments.	

ID King's Lynn IDB, Minute	Action
RESOLVED that this be noted.	
<b>03/18 DECLARATIONS OF INTEREST</b>	
<b>03/18/01</b> Mr J Askew declared an interest in the payment recorded in the Schedule of Paid Accounts to Account ASO120, due to his family connection to the account holder. RESOLVED that this be noted.	
<b>04/18 MINUTES OF THE LAST MEETING</b>	
<b>04/18/01</b> The minutes of the last Board meeting held on 17 November 2017 were approved and signed as a true record.	
<b>05/18 MATTERS ARISING</b>	
<b>05/18/01 Islington Catchment Flood Risk Management Scheme Delivery of major capital projects – employment of Project Engineer (112/17/02)</b>	
<p>Members considered the Chief Executive's update on the recent interviews for the project engineer to deliver the Islington capital programme, but no appointment had been made. The Plant and Works Committee Chairman and the Operations Manager had subsequently interviewed a freelance candidate whom they considered to be very experienced and capable of delivering the Islington capital programme. It was agreed and thereby RESOLVED to approve in principle the offer of an appointment to the freelance candidate on a contract basis to deliver the Islington capital programme, subject to the receipt of FDGiA from the EA for this scheme.</p>	
<b>05/18/02 Gravel Bank Site (112/17/04)</b>	
<p>The Chief Executive reported that Ian Bix Associates had reviewed the pre-application advice received by the Board for this site and topographical surveys and flood risk assessments were in progress to support a planning application. The pre-application advice indicated that the site sits outside the development in designated countryside area, therefore Ian Bix Associates had advised that it would be necessary to convert the old pumping station building for residential use rather than demolition it and build new on site and they were investigating this further. RESOLVED that this be noted.</p>	<b>GB/PJC</b>
<b>05/18/03 King's Lynn and West Norfolk Borough Council request for write-off of commuted maintenance fee for Marsh Lane development (116/17/02)</b>	
<p>The Chief Planning Officer reported that following his meeting on 3 January 2018 with King's Lynn and West Norfolk Borough Council, the commuted maintenance fee of £53,869 + VAT currently</p>	<b>GB</b>

ID King's Lynn IDB, Minute	Action
<p>remained outstanding for payment to the Board, pending a written summary explaining the situation. RESOVLED that this be noted.</p>	
<p><b>05/18/04 Financial Report – Persimmon Homes (117/17/02)</b></p>	
<p>The Finance Officer reported that a Court Order had been submitted for the recovery of the &gt;90 day outstanding £11,086 due from Persimmon Homes. It was agreed that any future consents granted by the Board for Persimmon Homes must be paid for in full and in advance. RESOLVED that this be noted.</p>	<b>SJ/GB</b>
<p><b>05/18/05 Financial Report – Investment Returns (117/17/03)</b></p>	
<p>As agreed at the last meeting, the Chief Executive would convene a meeting of the Chairman's Committee to review the risk policy on the Board's levels for investment to consider increasing the existing limit of £500k to £1 million in order to attract the best possible interest return on the £10 million public works loan recently taken up by the Board to help fund the Islington and Wolferton capital works programmes.</p>	<b>PJC</b>
<p><b>06/18 ENGINEERING REPORT</b></p>	
<p><b>06/18/01</b> The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>06/18/02 Islington Catchment Flood Risk Management Scheme (1.1)</b></p>	
<p>The Chief Executive reported that the business case for the Islington scheme had received technical approval, (subject to a number of caveats), from the EA Large Project Review Group (LPRG) at its meeting on 6 December 2017. The business case was subsequently considered at the Anglia Central Regional Flood and Coastal Committee (RFCC) meeting earlier in January 2018 and the Chief Executive had been informally advised that the RFCC had approved the £21.8 FDGiA and £1.3 Local Levy funding for the scheme. A formal letter confirming approval had not been received at the time of this meeting but was anticipated within the next 2 – 3 weeks. Mr J Askew, Plant and Works Committee Chairman recorded thanks to RHDHV consultants who were considered to be instrumental in the delivery of this scheme. RESOLVED that this be noted.</p>	
<p><b>06/18/03 Catchment Modelling Programme (1.3)</b></p>	
<p>The Project Manager reported that Tolethorpe had today started surveying the Gaywood River to inform the hydrological model of this catchment. RESOLVED that this be noted.</p>	
<p><b>06/18/04 Wolferton Catchment Flood Risk Management Scheme (1.4)</b></p>	
<p>(i) Members considered the report update including appendix 1 from</p>	

Peter Brett Associates, (PBA) concerning the status of the Wolferton scheme and their successful negotiations identifying cost savings for the civils works. The outstanding Marine Management Organisation licence for works on the outfall side of the pumping station was noted but all acknowledged that no works could be mobilised until the licence was in place. See also confidential minutes of this meeting.

- (ii) The Chief Executive reported that Officers had met with representatives for the Sandringham Estate concerning the building design and Board Member Mr K Banham, who declared an interest as an employee of the Sandringham Estate, reported that he understood that these designs would be considered during the following week. This would not have any impact on the timing of the footprint for the civils works. RESOLVED that this be noted.
- (iii) The Chief Executive reported that the Wolferton scheme Project Appraisal Report, (PAR), had been resubmitted to the EA at their request with the OM4 for Dersingham Bog omitted, and now asking for £1.8 FDGiA for the scheme. It was anticipated that if EA technical approval is awarded to this PAR it would provide the availability of FDGiA within the next EA CSR period.
- (iv) It was agreed that the automatic weedscreen tenders, due on 21 February 2018, would be opened in the presence of the Chairman or Vice-Chairman.

MN

#### 06/18/05 Health and Safety (2.1)

There were no incidents to report during this reporting period. RESOLVED that this be noted.

#### 06/18/06 Heavy Rainfall Event Christmas 2017

Members considered the Operations Managers report on the heavy rainfall event over the Christmas and New Year period and the impact of this on the Board's infrastructure/staff. It was acknowledged that the high number of diesel pumps created the need for large numbers of staff due to diesel pumps having to be manned, as opposed to electric pumps which are not so labour intensive. The Operations Manager recorded that EA Officers locally had indicated the possibility of supporting IDB Operations during severe rainfall events via a public sector cooperation agreement, (PSCA) and it was agreed that the Operations Manager would present a report on this and other contingencies for severe weather events, for the Plant and Works Committee to consider. RESOLVED that this be noted.

GH

#### 07/18 ENVIRONMENTAL REPORT

- 07/18/01 The Environmental Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

**07/18/02** The update of the Board's existing Biodiversity Action Plan and Standard Maintenance Operations manual in line with Water Framework Directive compliance was in progress and would be presented for the Board's consideration at the next meeting on 16 March 2018. RESOLVED that this be noted.

GH/CL

### **08/18 PLANNING REPORT**

**08/18/01** The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

**08/18/02 Application for relaxation of Byelaw 10  
Construction of two new dwellings adjacent to The Forge,  
Hungate Road, Emneth (1.1)**

- (i) Charlotte Lewis interim Planning/Enforcement Officer joined the meeting to present this item.
- (ii) The Finance Officer, Miss S Jeffrey declared an interest at this point before recording that as a resident in the area she was aware of a development of some 44 houses planned in the area.
- (iii) Members considered the application for the construction of 2 new houses together with a hardstanding area, where the houses would be situated a minimum of 5m from the centre of the Board-maintained piped Storm Drain to the rear of the properties. It was agreed that the entire length of this pipeline should be surveyed as a condition of consent to establish its structural condition and also to identify downstream capacity. This was particularly relevant given that the Board's 2 flood alleviation ponds were located downstream and already very full during periods of heavy rainfall. It was agreed and thereby RESOLVED to approve Byelaw 10 consent subject to:
  - The developer paying for a structural survey of the Board's Storm Drain pipeline and any arising works that are identified to ensure the structural robustness of this pipeline as determined by Board Officers;
  - Foundation design and construction techniques to be agreed with Board Officers to ensure the pipeline is not compromised during construction;
  - The applicant to enter into the Board's Deed of Indemnity with all costs incurred in the preparation and execution of that Deed to be met by the applicant.

### **08/18/03 Delegated Consents (2.3)**

The delegated consents granted by the Chief Executive's Management Committee using its delegated authority were considered in detail and approved. Arising therefrom:

The Chief Planning Officer reported there were currently 14 consents under review, all of which highlighted a lack of riparian maintenance, which he hoped to resolve via the standardised enforcement policy within the planning framework he was working on. RESOLVED that this be noted.

#### **08/18/04 Drainage issues and flooding (2.4)**

Members considered the Chief Planning Officer's report on the number of enquiries received in relation to potential enforcement matters following the severe rainfall event, together with his report on three incidents of flooding as a consequence of unmaintained watercourses or culverts in King's Lynn, Wiggshall St Mary Magdalen and Grimston. The incident in King's Lynn resulted in flooding around the properties over a 10-day period, which upon investigation by IDB Officers was found to be due to a blocked culvert and was subsequently jetted and cleared by the IDB as a goodwill gesture, (as the culvert is not owned or maintained by the IDB). The Chief Planning Officer was currently liaising with other Risk Management Authorities including the Borough Council, NCC Highways and Anglian Water in a bid to establish a coordinated response to deal with these situations where flooding occurs due to historic riparian systems that have been poorly maintained. RESOLVED that this be noted.

#### **09/18 SCHEDULE OF PAID ACCOUNTS**

**09/18/01** The Schedule of Paid Accounts for the period 1 November 2017 to 31 December 2017 totalling £502,668.18, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

#### **10/18 ESTIMATES 2018/19**

**10/18/01** The detailed estimates for 2018/19, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:

#### **10/18/02 Capital Programme 2018/19**

The detailed Capital Works Estimate for 2018/19 as prepared by the Chief Executive, totalling £8,176,091.00 was considered in detail and approved. Arising therefrom:

**10/18/03** The proposed 2% drainage rate and special levy increase for 2018/19 was considered very modest given the cost of delivery of the capital programme and Mr B Long, appointed member and Leader of King's Lynn and West Norfolk Borough Council recorded his appreciation of the dialogue between the Borough Council and the IDB concerning the proposals for the 2018/19 and future years' forecast for the special levy increase. It was agreed and thereby

**PJC**

RESOLVED that the two big capital schemes for the Islington and Wolferton catchments should be promoted within the public domain to raise public awareness of how and why the drainage rates/special levy funding is spent.

#### **11/18 MAINTENANCE WORKS PROGRAMME 2018/19**

**11/18/01** The Maintenance Works Estimate for 2018/19 as prepared by the Operations Manager, totalling £934,310.00 was considered in detail and approved.

#### **12/18 CONSORTIUM CHARGES 2018/19**

**12/18/01** The Administration and Technical Support Costs Estimate for 2018/19, as recommended by the Consortium Management Committee on 8 December 2017, was considered in detail and approved. Arising therefrom:

**12/18/02** It was agreed and thereby RESOLVED to approve the inclusion of the Technical Support Consortium charge of £235,616.00 in the Board's Rate Estimates for 2018.

**12/18/03** It was agreed and thereby RESOLVED to approve the inclusion of the Administration Consortium charge of £122,548.00 in the Board's Rate Estimates for 2018/19.

#### **13/18 INDICATIVE FIVE YEAR FORECAST**

**13/18/01** The indicative five year forecast and adequacy of Earmarked Balances and Reserves, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**13/18/02** The Chief Executive reported that following his discussions with the Finance Director of King's Lynn and West Norfolk Borough Council concerning the proposed 2% increase in rates and special levies for the five-year period to 2022/23, it was his understanding that this increase would be supported by the Borough Council. RESOLVED that this be noted.

**13/18/03** It was agreed and thereby RESOLVED to approve in principle the increases in Drainage Rates and Special Levies for the next 5 years, as set out in the Indicative Five-Year Forecast.

#### **14/18 FINANCIAL YEAR 2018/19/18 LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES**

##### **14/18/01 Annual Values**

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2017, used for the purposes of

raising and apportioning expenses from drainage rates and special levies for 2018/19.

#### 14/18/02 Main Area

It was unanimously agreed and thereby RESOLVED to approve the net rate requirement of £8,434,800.00 for 2018/19 as presented, Option 3, which equated to a drainage rate increase of 2% at 7.876p in the pound and a 2% increase on the Special Levy due from the billing Authorities:

Agricultural Drainage Rates	£314,301
Borough Council of King's Lynn and West Norfolk	£1,805,480
Fenland District Council	£75,460
South Holland District Council	£23,278
Reserves	£6,216,281
	<b>£8,434,800</b>

#### 14/18/03 Differentially Rated Area

It was unanimously agreed and thereby RESOLVED to approve the net rate requirement of £20,009.00 for 2018/19, as presented, Option 3, which equated to a drainage rate increase of 2% at 1.239p in the pound and a 2% increase on the Special Levy due from the billing Authorities:

Agricultural Drainage Rates	£1,721
Borough Council of King's Lynn and West Norfolk	£5,548
Fenland District Council	£8,519
Reserves	£4,221
	<b>£20,009</b>

#### 15/18 RISK REGISTER

**15/18/01** The full risk register, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**15/18/02** Members considered the potential financial risk associated with the new Water Resources Abstraction Licencing legislation that had been enacted on 1 January 2018, whereby any transfer of water would require a licence costing £1,500 plus details of the actual volumes of water would need to be recorded. IDBs have to date been exempt from charges for the transfer of water and ADA was currently lobbying Government in the hope of keeping IDBs exempt from licencing given that transferring water is at the heart of IDBs' routine works. If IDBs are no longer exempt, the cost of licencing together with the cost of updating pumping stations with equipment to measure volumes of water transferred/discharged could be prohibitive and it was agreed to include this risk in the risk register. RESOLVED that this be noted.

**MEC**



ID King's Lynn IDB, Minute	Action
<p><b>16/18 CORRESPONDENCE</b></p>	
<p><b>16/18/01</b> There was no correspondence for the Board's consideration during this reporting period. RESOLVED that this be noted.</p>	
<p><b>17/18 NEXT MEETING</b></p>	
<p><b>17/18/01</b> The next meeting would take place on 16 March 2018 here at Kettlewell House.</p>	
<p><b>18/18 ANY OTHER BUSINESS</b></p>	
<p><b>18/18/01</b> There was no other business to discuss.</p>	
<p><b>19/18 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</b></p>	
<p><b>19/18/01</b> There were no members of the public present at the meeting.</p>	
<p><b>20/18 CONSORTIUM MATTERS</b></p>	
<p><b>20/18/01</b> The unconfirmed minutes of the Consortium Management Committee meeting held on 8 December 2017 were considered in detail and approved. Arising therefrom:</p>	
<p><b>20/18/02 Consortium Charges (53/17/03)</b></p> <p>At the request of the Board's Chairman the Chief Executive explained why the Consortium charges for WMA Member Board East Suffolk IDB had increased significantly more than for other WMA Member Boards.</p>	
<p><b>20/18/03 WMA Planning Update (54/17/04)</b></p> <p>It was agreed and thereby RESOLVED to approve the Consortium Management Committee recommendation that the WMA Chief Planning Officer establishes a framework for all planning, regulation and enforcement policy for adoption by all WMA Member Boards to support IDB engagement with the Local Planning Authorities within their areas. A draft of this framework would be presented for the Board's consideration in due course.</p>	<p><b>GB</b></p>
<p><b>20/18/04 Schedule of Paid Accounts</b></p> <p>The WMA Schedule of Paid Accounts for the period 1 September 2017 to 30 November 2017 totalling £303,858.56, as approved at the Consortium Management Committee meeting on 8 December 2017, was considered in detail and adopted by the Board. Arising therefrom:</p>	

**20/18/05** Mr P J Camamile declared an interest in respect of the payment made to Byzantine Ltd, as recorded in the WMA Schedule of Paid Accounts, due to his position as Company Secretary and also shareholder of that Company, plus his wife is a Director and shareholder of Byzantine Ltd. RESOLVED that this be noted.

**20/18/06 WMA Estimates 2018/19**

The WMA Estimates detailing Administration and Technical Support Costs for 2018/19, together with the projected out-turns for 2017/18 were considered in detail and approved. There were no matters arising.

**20/18/07** There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 23 March 2018.

**21/18 CONFIDENTIAL BUSINESS**

**21/18/01** 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

Our preferred option as set out in the Business Case is to replace and relocate the pumping station at Islington to the banks of the Ouse and refurbish Green Bank and Eau Brink pumping stations at the same time, making all 3 stations fully eel regs compliant. The scheme is projected to cost c£26.5m and Islington needs to be delivered by 31 March 2021 to qualify for FDGiA and Local Levy funding. We have requested £21.8m of FDGiA and £1.3m of Local Levy, with the remainder being funded from the Board's cash reserves and a public works loan. The Business Case and request for FDGiA was formally considered by LPRG on 6 December 2017 and received approval in principle for funding, subject to a number of caveats, mainly to help the EA manage the significant FDGiA requirement within its current CSR period. The final hurdle is approval at the Anglia Central RFCC in January 2018.

### 1.2 NORTH LYNN LINK SCHEME

The North Lynn Link Scheme is now complete.

### 1.3 CATCHMENT MODELLING PROGRAMME

#### SURVEYING

An order has been given to Tolethorpe for the surveying of the following watercourses for a total sum of £54,314.86.

Gaywood River  
North Lynn  
Babingley  
Heacham River

The Gaywood River has been given priority ahead of the proposed de-silting works planned for next year.

### 1.4 WOLFERTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Value Engineering discussions have taken place between PBA and Breheny and the Boards officers, please see Appendix 1 for PBA's update. We are not in a position to award the contract to Breheny at this current time due to the licence not yet being received from the MMO (Marine Management Organisation) for works on the outfall side of the new Pumping Station. We are also still pending consents from Natural England and the Sandringham Estate. We are hopeful that these will be received within the next couple of weeks and will not significantly impact the start of works date. We therefore ask if delegated powers can be given to the Chairman and Vice-Chairman to approve the order to Breheny once we are in a position to do so.

The automatic weedscreen cleaner tender documents are currently being finalised and will be sent out to Ovivo, ACE, C W Engineering and Stainless Metalcraft.

## 2 HEALTH & SAFETY

### 2.1 ACCIDENTS AND NEAR-MISSES

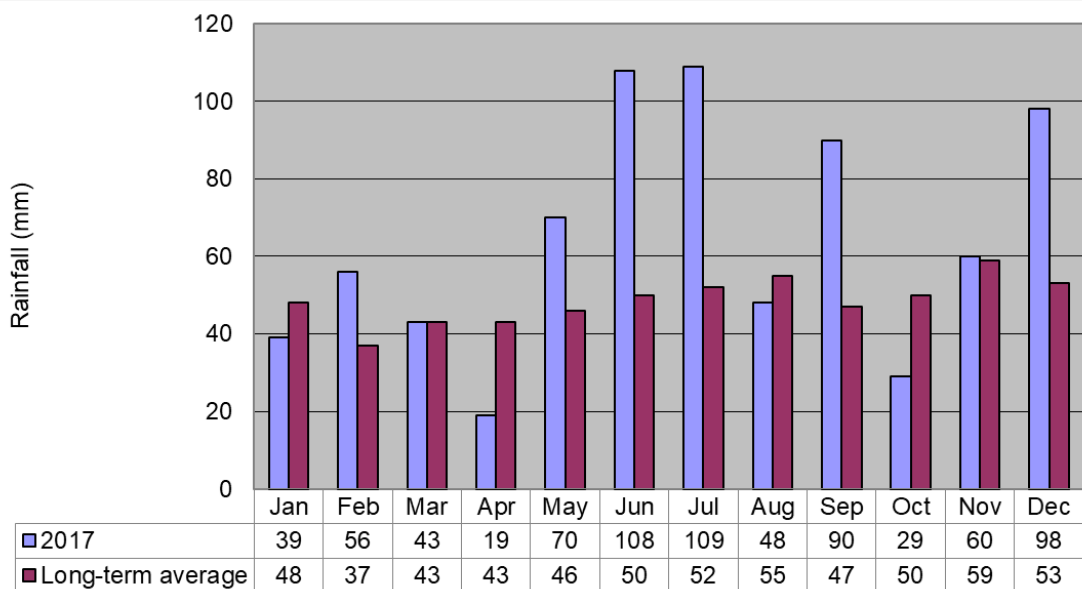
There have been no accidents or near misses during this reporting period.

## 3 RAINFALL

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

LOCATION	NOVEMBER		DECEMBER		CUMULATIVE	
	2017	2009-16 Average	2017	2009-16 Average	2017	2009-16 Average
Islington Pumping Station	51	66	84	53	655	469
Pierrepoint Pumping Station	60	66	98	56	769	518
Wolferton Pumping Station	58	61	86	47	671	535

### ACTUAL AND LONG-TERM AVERAGE MONTHLY RAINFALL READINGS KING'S LYNN: JANUARY 2017 – DECEMBER 2017



## **HEAVY RAINFALL PERIOD CHRISTMAS 2017**

On the evening of the 26<sup>th</sup> December and overnight into the 27<sup>th</sup> we received 37mm of heavy sleet/rain onto an already soaked catchment. This was enough to provoke an immediate and severe rise on water levels across the Boards catchments.

As a result, 3 of the Boards Operatives were called in, Julian Gowler, Nick Roper, Paul Fordham, to attend the Islington Pumping Station to operate the 3 Diesel Pumps. I had to manually operate Wolferton Pumping Station Diesel Pump and Rob Taylor, the Works Supervisor, was also managing the Greenbank-Eau Brink Stations to regulate levels in the Mill Basin system.

4 other Operatives were called in namely, Philip Norman, Matthew Norman, Jack Voutt and Harvey Howe to patrol the catchments and remove blockages etc.

We received a further 10mm of rainfall on the 29<sup>th</sup> and another 10mm on the 30<sup>th</sup>, so a total of 57mm in 3 days. This almost put us back to the start of the event as far as levels were concerned, and as a consequence the men were working the whole period 27<sup>th</sup> December until the 5<sup>th</sup> January. At this point the last Diesel station, Islington, was able to be switched back to fully automatic operation using the Electric Pumps only, so allowing me to stand down the 3 Operatives from pumping duties.

We also had the Rivers, Heacham, Babingley, Gaywood and Ingol to worry about, all of which rose considerably and indeed at the higher reaches overtopped causing some minor flooding, thankfully not to property.

The River Ingol which discharges through the seabank next to Wolferton Pumping Station had to be over pumped utilising the Boards 8" Diesel pumping unit and a 6" diesel pump borrowed from the Environment Agency. The reason for this is because during operation of the Wolferton Pumping Station at full capacity, the Ingol cannot discharge. This is due to the head of water on the seaward side of the seabank being kept high from the pump discharge so keeping the Ingol flap closed.

All of the problems concerning the Ingol discharge during pumping operations at Wolferton will be addressed when the new Wolferton Pumping Station is built.

All Operatives involved had booked the Christmas/New Year period as annual leave so I would like to thank them for their efforts.

G Howe

Operations Manager

**Wolferton Pumping Station – Civils Tender Update 11<sup>th</sup> January 2018**

Further to the report given to the Board at their meeting on 17<sup>th</sup> November 2017, a meeting was held with Breheny Civil Engineering on 4<sup>th</sup> December 2017.

The most significant value engineering item that was covered relates to the possible use of the existing pumping station compound, as an access route to the construction site. A potential cost saving of £105,650.00 has been offered by Breheny. Should this proposal be adopted, there would be no need to construct a temporary bridge over the IDB Drain and a length of temporary access track would be eliminated. The proposal should have further benefits to the project, since it should be possible to reduce the scope of environmental mitigation.

Other potential cost savings discussed at the meeting, are summarised as: -

- re-use of material within the sea bank widening construction;
- possible deletion of the fish screen;
- removal of mound of existing material on the foreshore, and dispose locally.

Contract negotiations have been sufficiently advanced with Breheny and their offer for the civils contract remains the most competitive. Cost savings have been identified against the original tender and measures have been agreed to mitigate against risk.

Jon Walton  
PBA

**Kings Lynn IDB  
Environmental Report  
January 2018**

The following information pertains to environmental work carried out for the Broads IDB involving the Technical and Environmental Officer (TEO), from the 17 November 2017 – 12 January 2018:

**1. Information for the Board**

**1.1 Kings Lynn Biodiversity Action Plan Document**

The Broads IDB Biodiversity Action Plan Document is currently being reviewed by Ward Associates, Ecological Consultant and is being updated in line with both DEFRA requirements and the duties of the Kings Lynn IDB to comply with the Natural Environment and Rural Communities Act (2006). This will be presented at the Board meeting in March for consideration.

**1.2 Kings Lynn IDB Standard Maintenance Operation Document**

The Broads Standard Maintenance Operations document has been reviewed over the Winter to bring the document in line with the newly launched, "An Introduction to the Guide to Management Strategies and Mitigation Measures for Achieving Good Ecological Potential in Fenland Waterbodies"; an ADA and EA collaborative project for achieving Good Ecological Potential in Artificial or Heavily Modified Waterbodies.

The first Draft of the Kings Lynn IDB SMO is currently being produced following consultation with the Operations Manager and initial discussions will take place with the Natural England prior to the next Board Meeting in March 2018.

**2. Statutory Duties towards Conservation**

**Pework Checks and Site Visits**

None to report during this period

**3. Meetings and Training Attended**

04 December 2017

Meeting held with IDB officers, Ward Associates, Peter Brett Associates and Breheny to discuss progression and delivery of the Wolferton Pumping Station.

07 December 2017

Meeting held between IDB and EA officers to discuss outcomes of Wolferton delivery meeting of 04/12/17 and Environmental Permitting procedures. Advised that no Environmental permit was required for Wolferton Pumping Station delivery as on a sea defence.

11 December

Telecon with Diana Ward to discuss Ecological Mitigation for delivery of Wolferton pumping Station.

**4. Non - Compliance**

Nothing to report within this period

**5. Complaints**

Nothing to report within this period.

**6. Freedom of Information Act Requests**

None during this period.

**7. Assents Granted and/or Applied for:**

None applied for during this period

# PLANNING REPORT

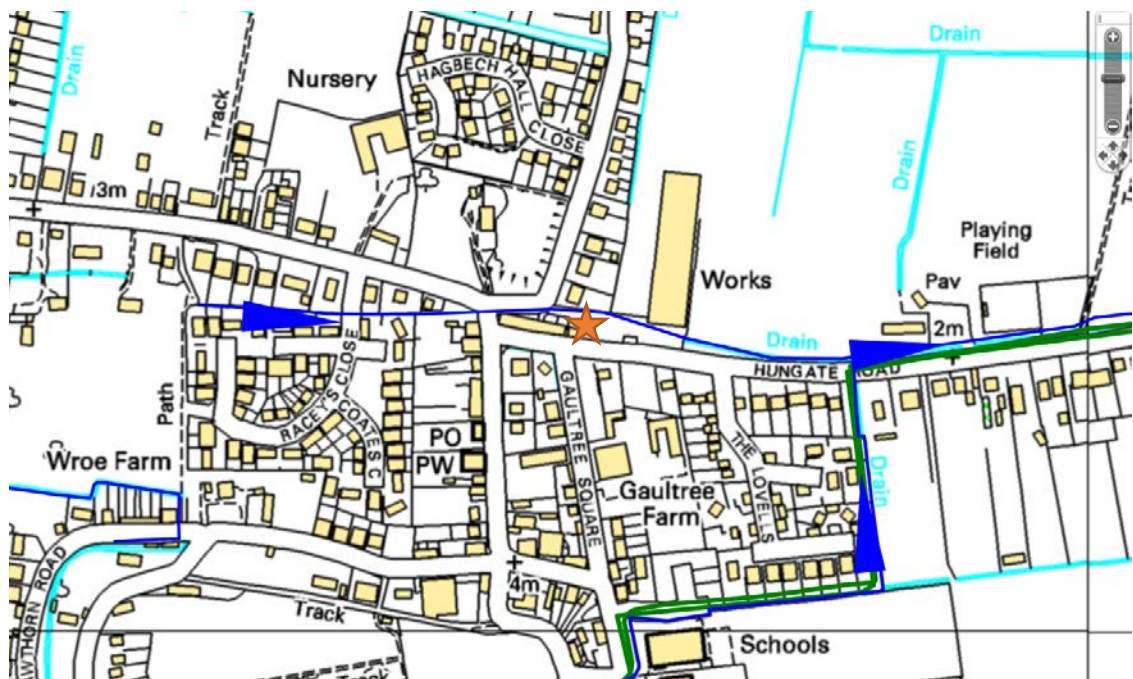
## 1 ITEMS REQUIRING THE BOARD'S CONSIDERATION:

### 1.1 APPLICATION FOR A RELAXATION OF BYELAW 10 FOR 2 NEW HOUSES ADJACENT TO THE FORGE, HUNGATE ROAD, EMNETH

An application has been received to build 2 new houses with an area of hardstanding, adjacent to the Forge, Emneth. As seen below on the site location and plan of works there is a Board maintained culvert that runs along the back of the existing properties here. The position in the plan of works is more accurate as it has been surveyed.

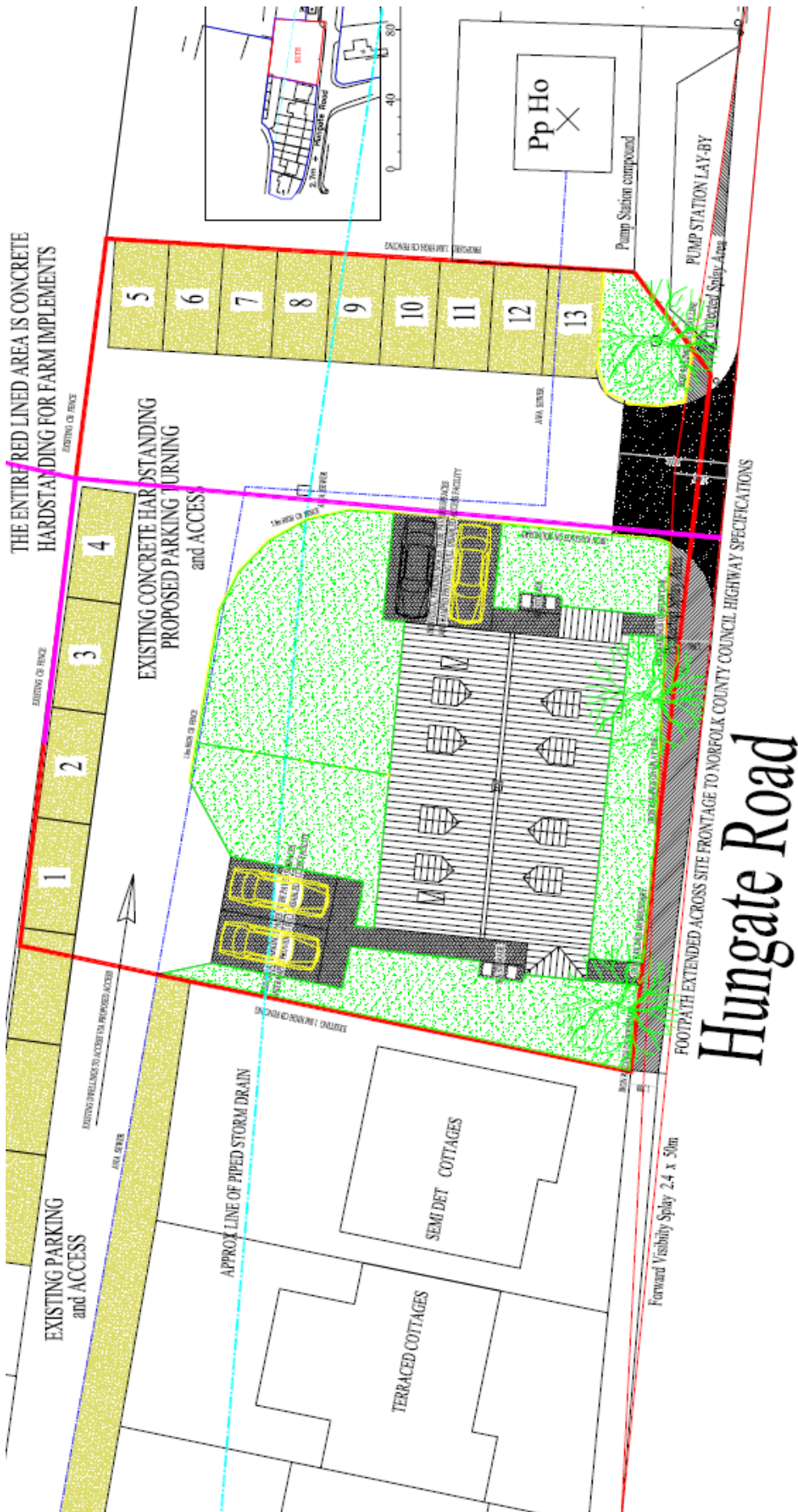
The proposed buildings will be a minimum of 5m from the centre of the drain.

The applicant has pointed out that adjacent properties are much closer to the drain than they will be, however this is not necessarily a reason to grant consent.



Site Location





Plan of works

## Proposed location of the plant

The planning application was approved in mid December 2017 and has conditioned detailed drainage design as Condition 7 of the application. As such the proposed drainage plans appear to be at an early design stage but our granting or refusal of Byelaw consent will be critical to whether or how the works progress.

If the Board is agreeable to granting consent I would recommend the following conditions:

- A deed of indemnity is to be entered into.
- A survey of the culvert is undertaken to confirm its condition.
- Foundation design and construction techniques to ensure culvert is not unacceptably loaded during construction.

## 2 OTHER PLANNING MATTERS:

### 2.1 SURFACE WATER DEVELOPMENT CONTRIBUTION FEES

There have been three Surface Water Development Contribution Fees invoiced during the reporting period, as follows:

DATE INVOICED	AMOUNT (no VAT)	“TRIGGER” FOR PAYMENT	PAID?
08 January 2018	£4,620.60	Start of works	No
09 January 2018	£641.75	Start of works	No
<b>TOTAL</b>	£	5262.35	

### 2.3 DELEGATED CONSENTS GRANTED

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

APPLICANT/AGENT	LOCATION	DEVELOPMENT	WATERCOURSE(S)
Mr Button	Tilney St Lawrence	Access over drain	Private drain
MTC Engineering	Marshland St James	Surface water discharge	Kimberely Cut Drain
Mr Canham	Magdalen	Pipe and fill drain	Private Drain
Mr Stinders	Walpole Cross Keys	Pipe and fill drain	Private drain

### 2.4 DRAINAGE ISSUES AND FLOODING

We received a number of enquiries regarding potential enforcement matters relating to drainage and flooding following the recent heavy rains. 4 cases related to the potential infilling of watercourses in Clenchwarton, Marshland St James, Tilney St Lawrence and Terrington St John. 3 enquiries were received regarding flooding experienced as a consequence of unmaintained watercourses or culverted watercourses in King's Lynn, Wiggshall St Mary Magdalen and Grimston. The case in King's Lynn is of a more serious nature as it has reportedly caused the internal flooding of at least 2 properties and the surface water from the flood event has yet to dissipate despite the drop in water levels within our receiving network. Our response to these cases is ongoing and involves reminding riparian owners of their responsibilities for undertaking maintenance as well as liaising with other Risk Management Authorities such as the Borough Council, Anglian Water and Highways to determine asset ownership and to coordinate our response.

# King's Lynn IDB

## Schedule of Paid Accounts

Payment Date From : 01/11/2017

Payment Date To : 31/12/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Electricity	17,255.52
AN0101	Anglian Water	Water Charge	143.46
AR0001	Arval	Fuel	2,393.54
AR0002	Archant Regional	Advertising	572.64
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	350.58
BO0001	Borough Council of King's Lynn &	Pierrepoint Rates	494.00
BO0240	BOC Ltd	Oxygen	94.80
BR0007	Breheny Civil Engineering Ltd	Capital Works	260,590.25
BT0270	BT	Phone/Broadband	118.38
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	936.00
CW0001	C W Group Ltd	Repairs to flail cutter	1,377.37
DO0004	John W Doubleday	Spares & Repairs	12,071.15
DO0005	Ernest Doe & Sons Ltd	Fuel Bowser	6,793.20
DV0001	DVLA	Vehicle Tax	240.00
EN0001	Environment Agency	Precept	80,621.50
EN0002	Enforcement Bailiffs Ltd	Bailiffs Fees	45.00
EON001	E.ON	Electricity	51.98
FI0620	Finning (UK) Ltd	Maintenance Works	3,212.02
FR0001	Franklin Industrial Supplies Ltd	Small Tools	3.96
FR0650	Frimstone Ltd	Gravel	87.07
HA0810	Hayley Group plc	Engineering Supplies	932.64
HSS001	HSS Hire	Plant Hire	32.46
IL0002	Iliffe Media Publishing Ltd	Advertising	352.80
IN0001	Inland Revenue	Paye & Nic	22,538.12
IR0001	Ireland's Farm Machinery Ltd	Plant Parts	797.79
JO1060	A T Johnson	Spares	23.23
KI0001	King's Lynn IDB	Drainage Rates	170.63
KL0001	King's Lynn Engine Centre	Vehicle Repairs & Service	30.00
MA0001	Marshall Ford DD	Ford Lease	928.57
MA0006	Marshall Motor Group Ltd KL	Truck Repairs/Service	938.57
MI0002	Middleton Aggregates Ltd	Planings/Rotating grab hire	633.86
MO0004	William Morfoot Ltd	Maintenance Works	2,700.00
MU0001	Murley Agricultural Supplies Ltd	Spares/Repairs	872.00
NO0001	Norfolk Pension Fund	Pension Contributions	19,770.45
OP0001	Optima Stainless Ltd	Plant Repair	229.51
OV0001	Ovivo Uk Ltd	Pump Overhauls	14,637.43
PBA001	Peter Brett Associates LLP	Capital Works	24,628.92
PH0001	P.H. Door Services	Emergency Repair to Roller	825.60
SC0001	Scamblers	Tractor Repair	683.88
SH1955	Fenflow Ltd	Trash rake refurbishment	5,470.80
SP0002	Spearhead Machinery Ltd	Servicing/Parts	1,542.48
ST0002	Stapleton's (Tyre Services) Ltd	New Tyres	13.50

# King's Lynn IDB

## Schedule of Paid Accounts

Payment Date From : 01/11/2017

Payment Date To : 31/12/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
TH2030	Thurlow Nunn Standen Ltd	Plant Servicing/Parts	1,350.98
TI2050	Timber Services Ltd	Materials	76.50
VJ2250	V & J Knitwear Ltd	Protective Clothing	323.97
VO0001	Vodafone Ltd	Mobile Phone	1,093.22
WA0001	Watson Petroleum	Gas Oil	9,543.87
WA0002	Ward Associates	Capital Works	2,333.98
WI0002	Wild Frontier Ecology Ltd	Surveys	1,740.00

Please note that the amounts shown above include Vat £ 502,668.18

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)</p>	<p>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>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>	3	3	High 9 →	<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>Islington Scheme – employ project engineer to deliver the Board's capital programme on time and in budget. Liaise closely with RHDHV consultants on the Islington scheme to send outline business case to EA LPRG to approve for FDGiA by Dec 2017.</p>
	<p>The EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or</p>	<p>Potential overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing the increase in</p>	2	3	High 6 ↓	<p>Formation of the East Coast Management Strategy with KL&amp;WNBC and local business community and the East Coast Wash Community Interest Company is raising funds which will</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)
	continues to maintain the sea defences but to a reduced specification	water.				<p>contribute to recycling and rechargeable works costs when EA activity is withdrawn</p> <p>IDB to work with key stakeholders to develop strategy for investment to reduce risk</p> <p>Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with other risk management authorities (RMAs)</p>
	If the EA and/or the Middle Level Commissioners are no longer willing or able to carry out work on Main Rivers or the Middle Level Drain	Would limit the IDB's ability to fulfil its statutory function	2	2	Medium 4 →	<p>Maintain informal contact with both EA and Middle Level Commissioners</p> <p>Consultation on EA Catchment Flood Management Plans (CFMPs)</p> <p>Attend IDB/EA liaison meetings</p>
	Access to skills and core competencies is reduced	<p>Reduction in quality of service delivery</p> <p>Stakeholders potential loss of confidence in the Board's ability to deliver</p>	1	3	Medium 3 ↓	<p>Board is an equal member of the WMA CMC, which strengthens the organisation and assures access to appropriate skills/competencies. Board is kept updated via member representation at CMC meetings</p> <p>Extensive staff training is recorded and documented</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)
						<p>Effective management, Employee handbook and compliant disciplinary and grievance procedures</p> <p>Key man insurance is in place for appropriate personnel</p> <p>Appropriate succession planning</p>
	<p>Damage caused to third party property or individuals, as a result of carrying out works</p>	<p>Compensation claims made against the Board</p> <p>Loss of confidence in the Board's capabilities</p>	2	2	Medium 4 ↓	<p>Documented Staff training and Employee handbook in place to limit risk</p> <p>Internal controls provide for segregation of duties</p> <p>Use of approved suppliers</p> <p>Insurance, Financial Regulations, Health &amp; Safety Policy, risk assessments and safe systems of work all in place</p> <p>ISO9001 accredited with external audit of QA systems</p> <p>Complaints register</p>
	<p>Some maintenance operations require operatives to</p>	<p>Potential danger to operative</p>	1	3	Medium 3 →	<p>Lone worker Policy and risk assessment</p> <p>Use of mobile 'phone tracker system</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)
	work alone.					
	Unable to respond to a major incident, due to lack of resources	Low – the Board is not a first line responder	1	1	Low 1 →	Resources are backed up by volunteers and equipment  Board Emergency Plan integrates with County Emergency Plan
	Claims and/or bad publicity against IDB in the event of failure to provide a 24 hour/365 day emergency response for the community	Loss of public confidence in the IDB  Potentially damaging to the IDB relationship with other RMAs	1	2	Low 2 →	As a WMA member Board there is access to support from other member Boards and the WMA Staffing Plan and Duty Rota  Emergency workforce and volunteers available  Procedures for managing the media are set out in the Board's Reserved Matters
	Public do not know who to contact in an emergency	Delayed response	1	2	Low 2 →	Contact information available on the Board's website: <a href="http://www.wlma.org.uk/kings-lynn-idb/contact-us/">http://www.wlma.org.uk/kings-lynn-idb/contact-us/</a> and on the Local Resilience Forum website. IDB telephone number in telephone directory
	Loss or damage to assets through pilferage, theft or neglect	Reduces IDB capability of fulfilling its statutory function	1	2	Low 2 →	Regular stock control checks and current inventory of assets  Asset management plan

**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)
		Cost implications for replacement, even with insurance				and annual visual asset inspection feed into capital programme  SLAs in place with approved suppliers  Insurance, including annual engineering inspection
	Loss of income through error or fraud	Cost implication for external assistance that may be required to recover monies  May need to implement further training and/or disciplinary procedure	1	2	Low 2 →	Board approved Financial Regulations, Anti-Fraud/Corruption Policy, Whistleblowing Policy  Internal controls and segregation of duties  Internal and external audit  Insurance
	Failure to comply with all current U.K. and E.U. legislation/regulation and/or generally accepted accountancy practice	IDB would incur penalties/fines	1	3	Medium 3 →	Employ competent staff through WMA. Training for staff and Board members  Board approves Financial Accounts  Internal audit  Engage HR, Legal and Health and Safety specialists as and when required

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

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
To become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydraulic sub catchment	<p>LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD</p> <p>LLFA and EA take over the functions of the IDB</p>	<p>Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD</p> <p>If the LLFA/EA takes over the functions of the IDB, the IDB would cease to exist</p>	1	3	Medium 3 →	<p>Take active role in the County FRM Partnership</p> <p>PSCA in place with KLIDB and EA</p> <p>Adoption of EA low priority main river from April 2014</p> <p>Regular officer liaison meetings with EA</p> <p>Build and maintain trust and understanding with LLFA, Defra and EA</p> <p>Spread back office costs across the WMA Member Boards for reduction in costs, which reduces Board costs, strengthens the organisation and increases its influence</p> <p>Regular review of performance and governance arrangement to maintain strength and integrity.</p> <p>Promote IDB through the media.</p>
	Unable to take on the extra work due to lack of resources	Could reduce LLFA/EA confidence in the IDB's ability to deliver	2	2	Medium 4 →	<p>Explore new funding sources</p> <p>Support available through WMA member Boards</p>
To enable and facilitate	Planning	Increased flood	2	3	High 6 ↑	Planning/Enforcement

**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)
land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	<p>Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>SUDs managed by private management companies who allow them to fall into disrepair through lack of long term maintenance</p>	<p>risk</p> <p>Potential for lost income from SWDCs and commuted sums</p> <p>Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>				<p>Officer comments on planning applications are available on each Local Planning Authority website</p> <p>Planning/Enforcement Officer reports planning matters and issues at Board and Committee meetings</p> <p>Liaise where possible with Local Planning Authorities to better integrate/coordinate planning and flood risk management issues</p> <p>Lobby Local Authority Planners to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs.</p> <p>A SUDs adoption and charging policy approved by the Board November 2016</p> <p>Promote IDB services for adoption of SUDs to ensure these are maintained in perpetuity</p>
To nurture, enhance and maintain the natural	Non-delivery/non	Board does not meet its	2	2	Medium 4 →	BAP approved by Board and submitted to DEFRA

**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)
habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	<p>compliance of Biodiversity Action Plan (BAP)</p> <p>Implementation of BAP leads to increased flood risk and increased maintenance costs</p> <p>SMO not WFD compliant</p>	<p>environmental targets</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Potential for Board to incur penalties/fines if environmental/habitat damage occurs as a result of none WFD compliant works</p>	External Audit of quality assurance systems		Adopted infrastructure has not been prioritised, which makes it difficult to justify a more robust approach to the maintenance of 'high priority' watercourses and to identify opportunities for improving environmental performance in the 'lower priority' infrastructure	<p>and EA</p> <p>Update SMO to maintain WFD compliance</p> <p>Watercourses prioritised according to flood risk based on criteria agreed by Board</p> <p>Establish programme for Fenland watercourses to achieve WFD/GEP where possible</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</p> <p>Partnership working (NRT)</p> <p>ISO 14001 accreditation and external audit of QA systems</p> <p>Actions monitored by EA, NE, Police, SWT and local population</p> <p>Complaints Register</p>

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

**Risk Assessment Matrix**

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

The categories for impact and likelihood are defined as follows:

**IMPACT**

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

**LIKELIHOOD**

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

**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  
Neale Mrs M

King's Lynn IDB Meeting 19 January 2018