

A MEETING OF THE KING'S LYNN INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM ON FRIDAY, 21 JANUARY 2022 AT 9.30 AM.

Elected Members

- * J Askew
- G Lane
- * R Markillie
- * S Markillie
- * T Matkin
- * M Riddington
- * J Symington
- * A Whitehead

Vacancy

Vacancy

Appointed Members

King's Lynn & W N B C

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

Jointly Appointed

B Rackley

- * Present (76%)

Brian Long in the Chair

In attendance:

Colin Beaumont (Project Delivery Engineer), Karen Bingham (Business Support Officer), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (CEO's PA), Gary Howe (Project Manager), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager), Kari Nash (Programme Manager), Mel Neale (Project Manager), Matthew Philpot (Area Manager East Anglia) and Rob Taylor (Operations Manager)

ID King's Lynn IDB, Minute	Action
01/22 APOLOGIES FOR ABSENCE	
01/22/01 Apologies had been received from Chris Crofts and Gavin Lane. Apologies from Billy Rackley were also received during the meeting. The Chairman reported that he would review the lack of attendance by Cllr Billy Rackley. RESOLVED that this be noted.	
02/22 WELCOME AND INTRODUCTIONS	
02/22/01 The Chairman welcomed Kari Nash (Programme Manager) and Matthew Philpot (Area Manager for East Anglia) who were attending their first Board meeting. RESOLVED that this be noted.	

ID King's Lynn IDB, Minute	Action
03/22 DECLARATIONS OF INTEREST	
03/22/01 There were no declarations of interest raised. RESOLVED that this be noted.	
04/22 MINUTES OF THE LAST BOARD MEETING	
04/22/01 The minutes of the last Board meeting held on 12 November 2021 were confirmed as a true record and signed by the Chairman as such. Arising therefrom:	
04/22/02 ADA Health, Safety and Welfare Modules (123/21/02)	
The Chairman requested the four Board Members who had not yet done so, to watch ADA's Health, Safety and Welfare Modules and to confirm confirmation of this on completion. RESOLVED that this be actioned.	BA/CC/ LHofR/ BR
04/22/03 Future Fens Manifesto (138/21/01)	
The Chief Executive confirmed that the WMA and King's Lynn IDB logos had been added to the Future Fens Manifesto publicity material to show support for the scheme. Ian Devereux reported that Paul Burrows had now moved to a national role and he had recently met Philippa Hulme, the Area Flood Risk Manager for the Great Ouse (Paul's replacement), although Amy Shaw had taken over the 'Future Fens' role. RESOLVED that this be noted.	
05/22 HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW	
05/22/01 The Health, Safety and Welfare Performance Review, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
06/22 CAPITAL WORKS PROGRAMME & PROJECT DEVELOPMENT REPORT	
06/22/01 The Capital Works Programme & Project Development Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
06/22/02 The Programme Manager reported an error in the figure in paragraph 5.1 of the report. The 2022/23 GiA figure should be £954,079 rather than £567,545 as reported. RESOLVED that this be noted.	
06/22/03 The Programme Manager confirmed that following engagement with Bedford Pumps, a lead time of 28 weeks had been confirmed, so the	

Pierrepont Pumping Station project should run as planned in the 2022/23 financial year. RESOLVED that this be noted.

- 06/22/04** Tony Bubb reported that he had not heard of Crabbs Abbey Pumping Station and the Project Manager (MN) confirmed that a list of all the pumping stations within the drainage district was available on the Board's website. RESOLVED that this be noted.

[Post meeting note: This information can be viewed at: https://www.wlma.org.uk/uploads/KLIDB_Pumping_Stations.pdf.]

07/22 PROJECT DELIVERY REPORT

- 07/22/01** The Project Delivery Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

- 07/22/02** The Project Delivery Engineer reported that the Eau Brink Road re-surfacing had recently been completed so the road would shortly re-open and that the contractor on the Islington scheme was planning training and hand-over within the next couple of weeks. The contractor was also planning to demobilise and then return in drier weather to clear the site completely. RESOLVED that this be noted.

- 07/22/03** The Chief Executive read out an email received from Jill Reece on 19 January 2022, which was sent on behalf of Stephen Green regarding his request to purchase the former Gravel Bank Pumping Station. Members expressed concern that if the former pumping station was sold to a third party it could adversely impact the Board's ability to operate and maintain its Green Bank Pumping Station next door, particularly given the shared access to and from the public highway. Members of the Plant & Works Committee who had visited the property prior to the Board's decision to demolish the building also reiterated their concerns about safety. Members were advised that the Trustees of Prickwillow Museum had visited the property and expressed an interest in taking some of the equipment to exhibit in their museum at Prickwillow.

- 07/22/04** It was agreed and thereby RESOLVED not to sell the building or to change the Board's original decision to demolish the building after the Prickwillow museum had removed any of its contents and the Chief Executive was requested to respond to Jill Reece accordingly. It was noted that the Board would be happy for Mr Green to remove and take away the old triton pump from the building at his cost/risk, should the Prickwillow museum not want it.

PJC

08/22 OPERATIONS REPORT

- 08/22/01** The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

ID King's Lynn IDB, Minute	Action
<p>08/22/02 The Area Manager for East Anglia reported that he had asked for further clarity following the approach from NCC Highways for the Board to undertake some roadside drain maintenance. It was agreed and thereby RESOLVED that any recommendation by the Area Manager to undertake this work should be presented to the Plant & Works Committee for consideration who would then make a recommendation to the Board accordingly.</p>	<p>MP</p>
<p>09/22 ENVIRONMENTAL REPORT</p>	
<p>09/22/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report book). Arising therefrom:</p>	
<p>09/22/02 It was agreed and thereby RESOLVED to appoint a carbon specialist contractor in principle to undertake a carbon baselining exercise, with the aim of adopting targets to reach Carbon Net Zero in line with legislation and government targets. Costs would be presented to the Board for approval before appointing a contractor to do the work. The Environmental Manager agreed to initially contact the current Carbon Net Zero specialist at the King's Lynn and West Norfolk Borough Council to better understand the process.</p>	<p>CL</p>
<p>10/22 SUSTAINABLE DEVELOPMENT REPORT</p>	
<p>10/22/01 The Sustainable Development Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>10/22/02 21_04623_C: Byelaw 10 Application at Ramnoth Road, Wisbech</p> <p>An application had been received for a fence running perpendicular to and up to the brink of the Board adopted (not owned) watercourse College Drain (DRN145P1101). It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications.</p>	
<p>10/22/03 21_05623_C and 21_05624_C: Section 23 and Byelaw 10 Application at the A47 / Broadend Road Junction, Walsoken</p> <p>An application had been received for works to realign the southernmost section of the Board adopted (not owned) watercourse known as Biggs Drain (DRN145P1135). It was agreed and thereby RESOLVED to abandon the section of Biggs Drain (DRN145P1135) to be realigned subject to written confirmation from National Highways that they accept the ongoing maintenance responsibility for the watercourse (a map showing the length to be abandoned in annexed to the minutes in the Minute Book).</p>	
<p>10/22/04 21_05804_C: Byelaw 10 Application at Lynnsport 1, Aconite Road, King's Lynn</p>	

A partially retrospective application had been received for works within 9m of Seabank Rising Main (DRN133G0401) as part of the Lynnsport 1 development. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications.

11/22 FINANCIAL REPORT

11/22/01 The Financial Report for the period 01 April 2021 to 30 November 2021, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

12/22 SCHEDULE OF PAID ACCOUNTS

12/22/01 The Schedule of Paid Accounts for the period 01 October 2021 to 30 November 2021 totalling £1,937,184 was considered in detail and approved for publication on the WMA Group's website (a copy of which is filed in the Report Book). There were no matters arising.

13/22 RATE ESTIMATES FOR 2022/23

13/22/01 The detailed Rate Estimates for 2022/23, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:

13/22/02 Capital Programme for 2022/23

The detailed Capital Works Estimate for 2022/23 as prepared by the Project Managers, totalling £1,122,619 was considered in detail and approved.

13/22/03 Maintenance Works Programme for 2022/23

The detailed Maintenance Works Estimate for 2022/23 as prepared by the Operations Manager, totalling £1,310,697 was considered in detail and approved.

13/22/04 Consortium Charges for 2022/23

The Administration and Technical Support Costs Estimate for 2022/23, as recommended by the Consortium Management Committee on 10 December 2021, was considered in detail and approved.

13/22/05 It was agreed and thereby RESOLVED to approve the Technical Support Consortium charge of £503,238 in the Board's Rate Estimates for 2022/23.

13/22/06 It was agreed and thereby RESOLVED to approve the Administration Consortium charge for £401,731 in the Board's Rate Estimates for 2022/23.

14/22 INDICATIVE FIVE-YEAR FORECAST

14/22/01 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. There were no matters arising.

14/22/02 It was agreed and thereby RESOLVED to approve in principle the increases in Drainage Rates and Special Levies for the next five years as set out in the Indicative Five-Year Forecast to deliver a balanced budget with the period.

**15/22 FINANCIAL YEAR 2022/23
LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES**

15/22/01 Annual Values as at 31 December 2021

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2021, used for the purposes of raising and apportioning expenses from drainage rates and special levies for 2022/23 (a copy of which is filed in the Report Book).

15/22/02 Main Area

It was agreed and thereby RESOLVED to approve the net rate requirement of £2,964,718 for 2022/23 as presented in Option 3, which equated to a drainage rate increase of 5.60% at 8.819p in the pound and a 5.66% increase in the special level due from the Borough Council of King's Lynn and West Norfolk:

Agricultural Drainage Rates	£386,581
Borough Council of King's Lynn and West Norfolk	£2,031,000
Fenland District Council	£84,495
South Holland District Council	£26,065
Reserves	<u>£436,577</u>
	£2,964,718

15/22/03 Differentially Rated Area

It was agreed and thereby RESOLVED to approve the net rate requirement of £26,197 for 2022/23, as presented in Option 3, which equated to a drainage rate increase of 5.60% at 1.388p in the pound and a 5.63% increase in the special levies due from the Billing Authorities:

Agricultural Drainage Rates	£1,928
Borough Council of King's Lynn and West Norfolk	£6,215
Fenland District Council	£9,544

ID King's Lynn IDB, Minute	Action
Reserves <div style="float: right;"> <u>£8,510</u> £26,197 </div>	
15/22/04 It was agreed and thereby RESOLVED that the Area Manager for East Anglia would approach the Norfolk Strategic Flood Alliance headed by Lord Dannatt to request that the profile of the Board be raised within any future media activity undertaken by the Alliance, which would help explain the reasons for the drainage rate increases.	MP
16/22 BOARD'S PERFORMANCE FOR 2021/22	
16/22/01 The Performance Review of objectives for 2021/22, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
17/22 BOARD'S OBJECTIVES FOR 2022/23	
17/22/01 It was agreed and thereby RESOLVED to approve the following objectives for 2022/23:	
(i) To ensure that total expenditure does not exceed the expenditure budget for 2022/23 and plan to present a balanced budget within the next 5 years.	
(ii) To identify all free-span bridges and culverts that the Board has some legal responsibility for and devise a risk-based inspection programme for them.	
(iii) To ensure that the Board receives as much Capital FDGiA from the Environment Agency and financial contributions from third parties as possible, and, that the capital programme is delivered, as planned.	
(iv) To ensure that the Environment Agency's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.	
(v) To identify alternative income sources, should Highland Water Contributions no longer be made by the Environment Agency to the Board for managing surface water entering the Drainage District from Upland Catchment.	
(vi) To start the process of re-developing Kettlewell House for sale.	
17/22/02 It was agreed and thereby RESOLVED to add a further objective to calculate the Board's carbon footprint and develop a plan (with targets) to reduce carbon usage moving forward.	PJC
18/22 RISK REGISTER	

18/22/01 Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:

18/22/02 Ian Devereux reported that in relation to Risk 1d the Shoreline Management Plans had recently been refreshed and the RFCC was pushing for integrated and consistent approaches around The Wash. RESOLVED that this be noted.

19/22 CORRESPONDENCE

19/22/01 Members noted the update from ADA on red diesel (a copy of which is filed in the Report Book), which was a step forward and more positive.

19/22/02 No further correspondence for consideration by the Board had been received during the reporting period.

20/22 DATE OF NEXT MEETING

20/22/01 The next Board meeting would take place virtually via Zoom video/telephone link and/or a hybrid meeting, possibly from the new office, on Friday 13 May 2022 at 9.30 am. RESOLVED that this be noted.

21/22 ANY OTHER BUSINESS

21/22/01 There was no other business raised.

22/22 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

22/22/01 There were no members of the public present at the meeting.

23/22 CONSORTIUM MATTERS

23/22/01 Unconfirmed Minutes and Report Extracts

The unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 10 December 2021 were considered in detail and approved.

23/22/02 WMA Projected Out-turns for 2021/22 and the Estimates for 2022/23

The Projected Out-turns for 2021/22 and the Estimates for 2022/23, as recommended at the CMC meeting on 10 December 2021 were considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.

23/22/03 WMA Health & Safety Policy

The WMA Health and Safety Policy, as recommended at the CMC meeting on 10 December 2021 was considered in detail and approved by the Board. There were no matters arising.

23/22/04 WMA Planning & Byelaw Strategy

The two changes to the WMA Planning & Byelaw Strategy, as recommended at the CMC meeting on 10 December 2021 were considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.

23/22/05 Issues for discussion at the next CMC meeting

There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 29 April 2022. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman, Vice-Chairman and Julian Kirk, or the Chief Executive directly.

24/22 CONFIDENTIAL BUSINESS

24/22/01 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 and the Board's Standing Orders.

HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

For the period 01 November 2021 to 31 December 2021

1. INTRODUCTION

- 1.1. We continue to review/update our COVID risk assessments in line with government guidelines. This has included a return to home working where possible and a review of the COVID arrangements in the Kings Lynn office.

2. LEARNING EVENTS

- 2.1. Heavily Loaded Truck was flagged at recent service.
- 2.2. Minor car crash of staff member. Learning around post incident documentation.

3. ACCIDENTS

- 3.1. On the 23 November 2021 one of our operatives had a fall from a ladder at the Pierpoint depot, resulting in a fractured elbow, two broken teeth and a cut lip.

A thorough investigation was carried out by Area Manager, Matthew Philpot, and the KLIDB Operations Manager, reviewed by our Health & Safety Advisers (Copes). Because of the nature of the injury's, it was reported to the HSE under the RIDDOR regulations. As a result of the investigation some changes in the way ladders are used have been implemented. All operatives have been given a toolbox talk on ladder safety informing them of these changes and HSE information sheets on ladder safety issued.

4. TOOLBOX TALKS & TRAINING THIS PERIOD

- 4.1. Covid update.
- 4.2. Winter Safe Start. Talk regarding the changing risks associated with winter work.
- 4.3. Safe ladder use.
- 4.4. Specific tool-box-talks to our Eastern based Mechanical and Electrical Engineers on circuit breakers, as well as review of MEICA risk assessments.

5. UPDATES TO GENERIC RISK ASSESSMENTS (GRA)

- 5.1. None made this quarter.

6. HEALTH & SAFETY INSPECTIONS

(carried out quarterly by Copes, our independent safety consultant)

- 6.1. Inspection on 15 December to the Kings Lynn area. Discussions held around a number of points. Response to inspection report will be developed in the next quarter, with actions shown.

MATTHEW PHILPOT
AREA MANAGER (EAST ANGLIA)
JANUARY 2021

CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT

For the period 12 November 2021 to 07 January 2022

1. INTRODUCTION

- 1.1 The Board has five projects currently Live on the FCERM GiA Programme, with a total value of £30.0m.
- 1.2 Three of these projects are Approved and in the Delivery Phase and two are still within the Development Phase.
- 1.3 Appendix 1 shows the detail of our projects; project stage, project cost, funding sources and Gateways.

2. PROJECTS IN DEVELOPMENT

- 2.1 As requested by the Environment Agency, we have accelerated Magdalen Bridge Outfall to 22/23 from their programme of 24/25.
- 2.2 Stantec have begun preparing the Outline Business Cases (OBCs) for Crabbes Abbey and Magdalen Bridge.

3. PROJECTS IN DELIVERY

- 3.1 Islington is nearing the end of Construction. Completion is due by end of February.
- 3.2 We have received the Approval letter for Pierrepoint and we have submitted a claim for £50k to the Environment Agency. Stantec will start developing the detail design, and we will be engaging Bedford Pumps and plan to award the contract for work at the start of April.

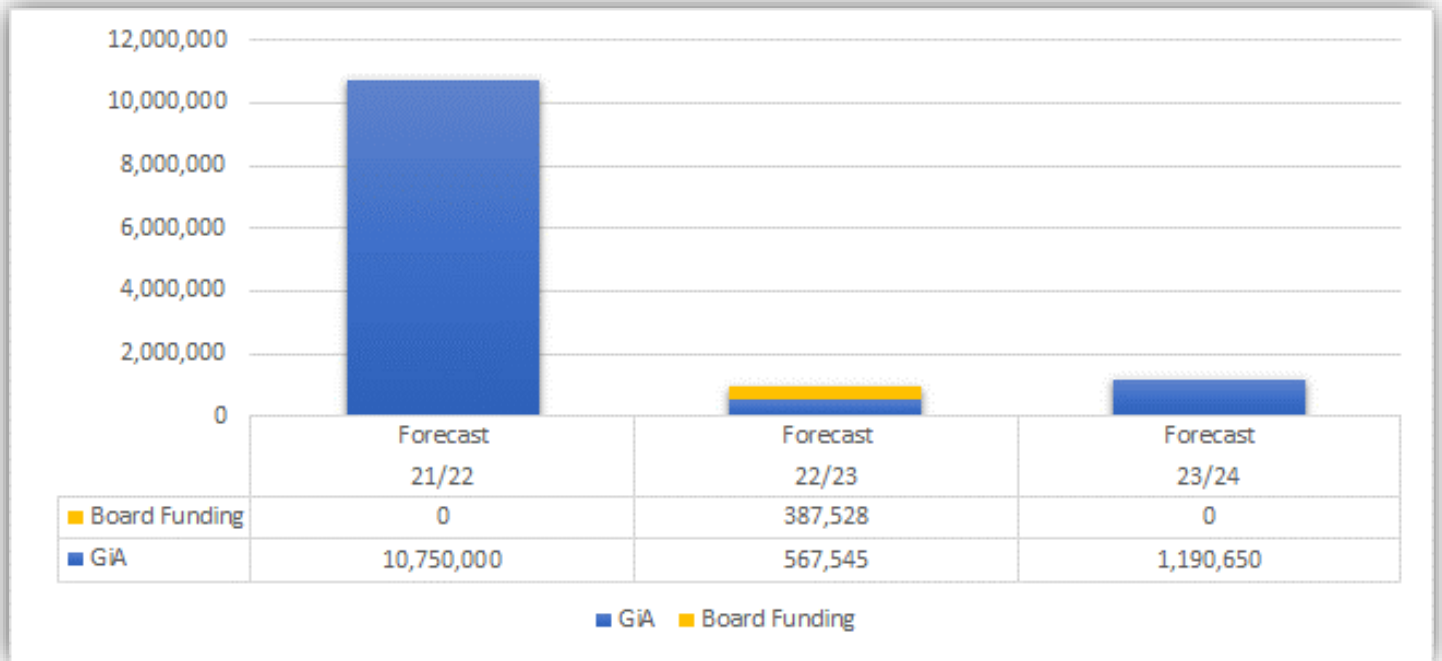
4. PROJECT BENEFITS

- 4.1 The Values in the table below will be updated as the projects in Development stage produce OBCs, so the board can see the wider benefits of the projects

Project	Catchment Size (hectares)	Homes EA OM2	Commercial Properties	Infrastructure	Environment
North Lynn Pumping Station - Pump Refurbishment	590	487	83	Road	2.6km OM4b - eel passage benefit,
Islington Pumping Station	6,000	1,472	502	Road, 6,000 acres	Net gains - enhanced 1 ha of grasslands and 1.5 ha of reedbeds
Pierrepoint Pumping Station	1,600	553	78	Nar Ouse Way road, Industrial Estate	tbc
Crabbes Abbey Pumping Station	1,200	40	tbc	Road	tbc
Magdalen Bridge Outfall	tbc	52	tbc	tbc	tbc
		2,117			

5. FORECAST EXPENDITURE AND FUNDING RECEIVED

5.1 The Future Programme forecast by funding source is shown in the graph below.



5.2 We have made the following claims this financial year as shown in the table below.

Project	Amount £	Comment
Islington Pumping Station	1,897,000	Last claim to fully utilise allocation
Pierrepoint Pumping Station	50,000	Used to produce information for the Outline Business Case, using consultants Jacobs.
	1,947,000	

6. KEY RISKS / ISSUES

- 6.1 Low Risk – Until we have received Approval for Crabbes Abbey and Magdalen Bridge, the amount of GiA that we might receive is not confirmed. Currently the Allocation from the Environment Agency shows the projects with £1.2m of GiA and £0.4m respectively. We will know more as we produce the Outline Business Case and PF Calculator over the next 6 months.
- 6.2 Medium Risk – Until we engage with Bedford Pumps we cannot be sure on the lead in times to receive the pumps. If the lead in time is longer than 6 months we may need to delay the project into 2023 as we cannot replace the pumps over the winter months. We will know more over the next few months.

7. RECOMMENDATIONS/DECISIONS

- 7.1 None requested at this Board meeting

KARI NASH
PROGRAMME MANAGER
JANUARY 2021

APPENDIX 1 – King’s Lynn Internal Drainage Board Project Detail

Appendix 1 shows the Detail of both Projects in Development and in Delivery. Projects are in Development until a Outline Business Case has been approved by the Environment Agency. Once this is received they move into Delivery.

ID	Project	Brief Description	Funding Sources	Total Value £m	Forecast Approval	Start Construction	Complete Construction	Delivery Route
Projects in Development								
47	Crabbes Abbey Pumping Station	Inlet Refurbishment and Pump Replacement	GiA & Board contribution	1.4	July 22	April 23	Sept 23	Stantec
49	Magdalen Bridge Outfall	Replacement of Outfall with small pumping station	GiA & Board contribution	0.5	May 22	Oct 22	March 23	Stantec
Projects in Delivery								
45	North Lynn Pumping Station - Pump Refurbishment	Refurbishment and Pump Replacement	GiA & Board contribution	0.7	June 20	April 21	May 21	Stantec, Tender
42	Islington Pumping Station	Construction of a new Pumping Station	GiA, Local Levy & Board contribution	26.6	March 18	July 19	Jan 22	Scape, Balfour Beatty
48	Pierrepoint Pumping Station	Refurbishment and Pump Replacement	GiA & Board contribution	0.8	Dec 21	August 22	November 22	Stantec & tbc Contractor
				30.0				

PROJECT DELIVERY REPORT

For the period 01 November 2021 to 31 December 2021

1. CAPITAL WORKS

1.1. ISLINGTON CATCHMENT FLOOD RISK MANGEMENT SCHEME



Commercial

Forecast total build contract cost	£24,097,870
Includes value of agreed Compensation Events to date	£1,048,933
Planned completion (Clause 32-Rev19)	24 January 2022
Current Contract completion (Clause 32-Rev19)	13 December 2021

Since the last report the Contractor has suffered continued delays due to the previously reported supplier issues. Their completion date as slipped by a month. Inability to procure surfacing materials is cited as the reason for this together with unforeseen obstructions to the piling associated with the demolition.

Compensation Events agreed since the last report:

- Claim for additional demolition scope including Muckaway £92,926

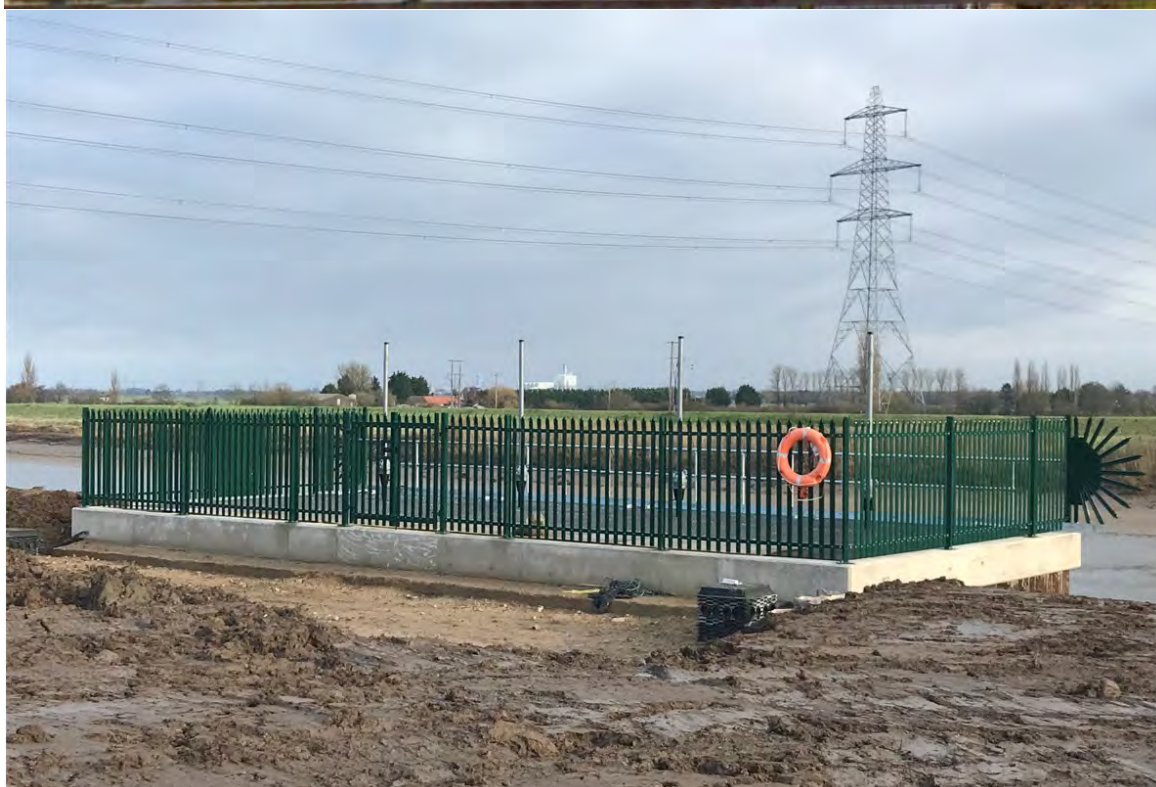
Remaining Compensation events still under negotiation include:

- Cost of disposing excavated material & stopping up Straight Mile (£150k agreed on account)
- Cost of requested tree planting/landscaping (£13k)
- Delays incurred due to COVID affecting concrete supply (£10k)
- Cost of removing surplus soil from site (£88K)

Construction

Remaining Activities:

- Building remedials to finishes and doors
- The outfall structure work platform, flooring completion and remedial work to rock apron
- Compound car park wearing course
- Surfacing to Eau Brink Road
- Removal of surplus excavated material from storage area
- Re-profiling banks at site of old pumping station including removal of obstructions in drain
- Completion of compound security fencing
- De-mobilisation





Mechanical & Electrical

- All equipment is now operating however there have been persistent issues with fault notifications to pumps, knife valves and weedscreen equipment.
- Snagging ongoing

Permitry

- Temporary footpath diversion extended until Feb 2022, while permanent diversion order is approved

1.2. GRAVEL BANK PUMPING STATION

We are still awaiting a date for the disconnection of the electricity supply. This is now becoming urgent as the Bat licence will expire at the end of January, we are chasing UKPN for a date for this.

1.3. NEW OFFICE



Commercial Information

Project start date; 26 April 2021 with programmed completion 14 February 2022.

Tendered build cost	£1,899,424
Land Purchase	£ 325,000

Phone/IT/Furniture fit out	(Est)	£ 200,000
Variations to the tender (Change to Plastering)		£ 1,377
(Change to Window)		£ 2,327

Although we have two variations (above) it is likely we will be able to accommodate these within the allotted budget due to other efficiencies.

We are expecting a request from the contractor for an extension to time as we have experienced some delays to materials and connection of the power supply, however this will be kept to a minimum due to re-programming other works.





**COLIN BEAUMONT
PROJECT ENGINEER
JANUARY 2022**

OPERATIONS REPORT

For the period 01 November 2021 to 31 December 2021

1. MAINTENANCE WORK

- 1.1. We have completed all the drain maintenance accessible by machine and will now be concentrating on the sections of hand work.
- 1.2. The priorities for the next quarter will be ensuring system effectiveness by checking and clearing grids and culverts as required. We will also be undertaking dyke slip repairs as well as some housekeeping and painting at the pumping stations where required.

2. RECHARGEABLE WORKS

- 2.1. We have continued to make progress with some rechargeable work for landowners who require private drains cleared, as required.

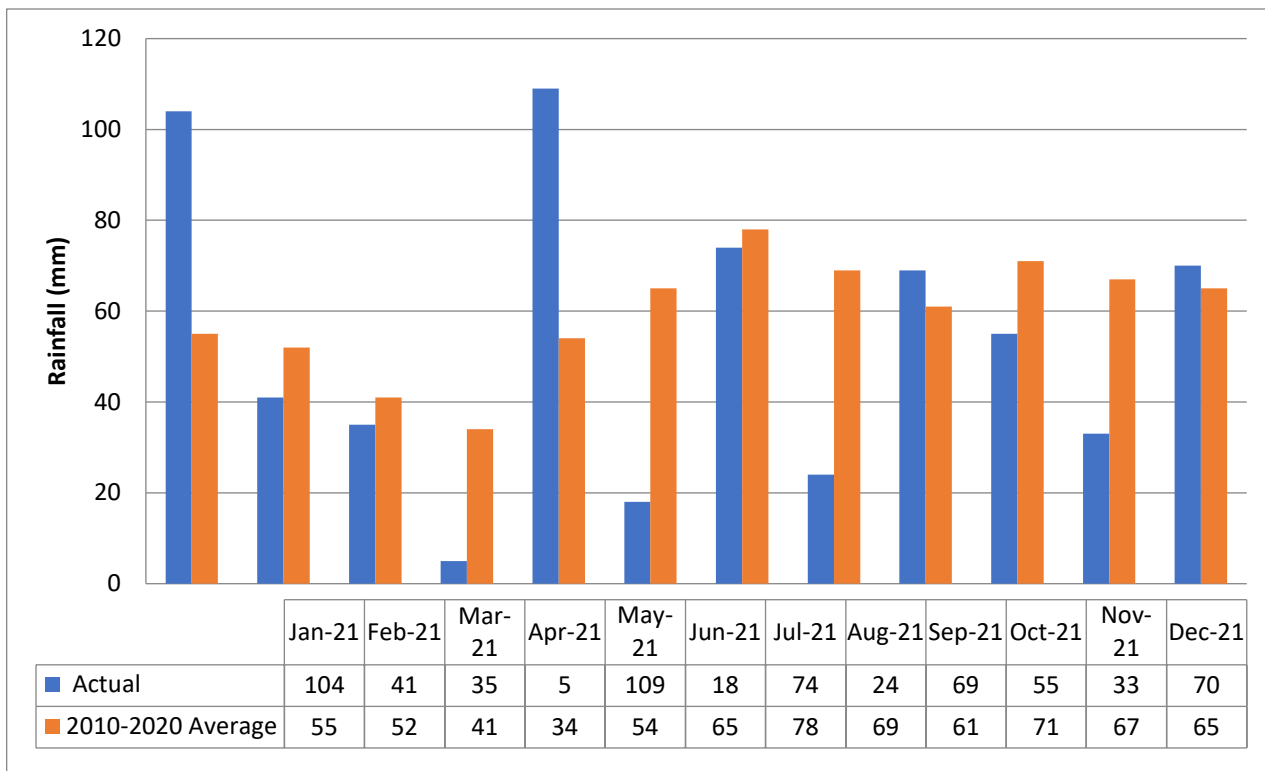
3. PSCA WORK

- 3.1. All the Environment agency sea and riverbank grass cutting has been completed, with one more Health and Safety cut to do in March 2022, completing this financial year's schedule.
- 3.2. We have been approached by NCC Highways about the possibility of taking on some roadside drain maintenance. We are looking into the details of this and whether we can complete the work in the timeframe required.

4. PUMPING STATIONS

- 4.1. Pump 1 at Church Farm Station was refurbished last quarter following a fault with the internal temperature sensor. No other operational issues with any pumping stations in the last quarter.
- 4.2. With the move to the new office getting closer we are in the process of getting the telemetry system used to monitor water levels and pump stations moved over onto a web-based data system.
- 4.3. The current system works on radio signal, with each station sending data back to the office which is picked up by the master station aerial located in the car park (this is now an outdated method of transferring data and also to move the aerial to the new office would be very expensive with planning and licencing issues).
- 4.4. The new system however works using mobile data, to send information direct to a Web based portal very similar to the electricity smart meters we use in our homes. This can be viewed 24/7 giving up to date information. Oriel systems who provide our telemetry have moved about 25% of our site onto the new system and should complete the remainder over the next few weeks.

5. RAINFALL



Rainfall figures taken at Pierrepont Pumping Station.

**ROB TAYLOR
OPERATIONS MANAGER
JANUARY 2022**

ENVIRONMENTAL REPORT

For the period 25 October 2021 to 07 January 2022

1. INFORMATION FOR THE BOARD

1.1 DEFRA CONSULTATION ON THE RE-INTRODUCTION OF BEAVERS TO ENGLAND

The Environmental Manager has replied to DEFRA on behalf of the WMA boards regarding the consultation on the reintroduction of wild beaver populations to England. The response was subsequently circulated to members.

1.2 ADA BIODIVERSITY METRICS

The Environmental Team have responded to ADA's request to submit our annual biometrics survey results for 6 of our WMA administered Boards, for the period 01 April 2020 - 31 March 2021.

The development of IDB Biodiversity Metrics was a priority workstream agreed by the ADA Technical and Environment Committee. It was felt that urgent, more detailed information and increased promotion of IDB actions undertaken to support biodiversity and the environment was needed. The DEFRA Policy Advisory Group (PAG) and several other environmental stakeholders have also requested information on "core standard actions" to evidence how IDBs contribute to national environmental policies and priorities.

ADA developed a suite of biodiversity metrics to record. The metrics will help to demonstrate that IDBs engage positively with activities known to be supportive of wildlife and the environment and will evidence a contribution towards national conservation policy and priorities.

1.3 THE ENVIRONMENT ACT

The Environment Bill became the Environment Act 2021 following Royal assent on the 09 November 2021. The main focus of this Act is to make legally binding, the Government's commitment to delivering the targets set against the 4 priorities of its 25 Year Plan.

Some aspects of the legislation have a direct impact on IDBs. Other elements of the Act have more subtle or indirect impacts and some offer strategic opportunities for the water level management sector. Much of the content of the Environment Act now requires secondary legislation or regulation to be developed and consulted upon to fill in the details, as well as setting a date from when the provisions will come into force.

A summary of all the elements of the Act which are expected to impact IDBs in some way in the forthcoming months and years, in order of significance or immediacy of impact, are laid out clearly in an ADA Technical Note which can be viewed at:

https://www.ada.org.uk/wp-content/uploads/2021/11/ADA_TecNote_EnvAct2021.pdf

1.4 CARBON NET ZERO

Climate change is widely considered to be one, if not the greatest challenge facing our society. Its impact is being felt most noticeably through rising air and sea temperatures and the increased occurrence of extreme weather events, such as exceptional rainfall and prolonged drought conditions.

The Climate Change Act 2008 set out a legal framework for the UK to cut greenhouse gas emissions to 80% below 1990 levels by 2050. The Climate Act also established the Committee on Climate Change, an independent body which provides evidence based advice to Government. However, in 2019 this committee advised the UK government to revise its long-term 2050 carbon emissions and saw the UK government adopt a new target to cut greenhouse gas emissions to Net Zero by 2050 with the UK government being the first country to nationally declare a Climate Emergency in 2019. The COP Summit 2021 set out the world's most ambitious Climate Change Target to reduce emissions by 78% of 1990 levels by 2035.

Various local authorities and the Environment Agency have undertaken or have produced Climate Change, Environmental or Carbon Net Zero Strategies and are exploring routes toward encouraging a more resilient environment at the local level in combination with sustainable and carbon efficient working practices. It is important that the WMA, as a public authority, is working with local governmental organisations and in line with agencies and public sector organisations toward achieving significant carbon efficiencies and ultimately Carbon Net Zero in line with government targets.

More Boards have raised this query regarding the WMA and its commitments to Carbon Net Zero and the Environment Manager brought a plan to introduce a WMA Carbon Net-Zero Strategy and appoint a Carbon specialist to undertake a Carbon baselining exercise for all WMA Boards, to the attention of the CMC at the last meeting in December 2021. This was considered and approved in detail by the CMC.

To agree to appoint a carbon specialist contractor to undertake a carbon baselining exercise, with the aim of adopting targets to reach Carbon Net Zero in line with legislation and government targets.

2. BIODIVERSITY ACTION PLAN - UPDATE

2.1. MINK

2.1.1. WATER LIFE RECOVERY EAST (WLRE) - UPDATE

The aim of this group is to eradicate mink in East Anglia via a partnership approach from many organisations from Lincolnshire through Norfolk and Suffolk to Essex and Hertfordshire. The latest WLRE steering group meeting was held on 01 December.

The WLRE continues to apply for charity status. The recent newsletter provides some interesting information on the project and its progress and can be found at:

<https://waterliferecoveryeast.org.uk/wp-content/uploads/2021/12/Waterlife-Recovery-East-Newsletter-3-Final.pdf>

Professor Tony Martin has also released an academic paper on the success and reliability of the useremote smart trap devices which can be found via the following link: <https://doi.org/10.1007/s10530-021-02713-2>

2.1.2 NORFOLK MINK CONTROL PROJECT

This Norfolk Mink Control project continues to work in close alliance with the Water Life Recovery East Project, the WMA Boards including the KLIDB.

The KLIDB have recently been working with a consultant ecologist to help identify further sites for Remoti Trap installation, as part of planning conditions for development within the Marshland St James area.

2.1.3 KINGS LYNN TRAPPING EFFORT

9 traps continue to work in the KLIDB area, managed by landowners or WMA staff. No mink were caught during this period long with a bycatch of one rat.

2.2. WATER VOLE LICENCE (CL24) – MONITORING SURVEYS

Environment Officers have undertaken Water Vole Surveys on drains at Islington Mill Basin and Wolferton Pumping station following on from capital work, as required by the CL24 Water Vole Displacement Licence. This is to report on the presence or absence of Water Voles and will be reported to Natural England.

The survey undertaken on the 12 November showed that Water Voles were absent on the surveyed area at Islington Mill Basin and it was the first year of surveying after capital work completion.

The survey undertaken on the 12 November at Wolferton Pumping station showed that Water Voles were present on all surveyed sections, displaying field signs including feeding remains and droppings. This was the third year of surveying after capitals works with Water Voles reported as absent in the previous two years of post-work surveying.

2.3. KLIDB BIODIVERSITY ACTION PLAN – PROGRESS REVIEW 2021-2022

The Biodiversity Action Plan for the KLIDB has been subject to an annual review of progress. Various actions have been undertaken during 2021 by the Board, mostly via the day to day running of the Boards Maintenance and Capital Scheme Delivery programmes. Some actions, however, are delivered via other organisations on behalf of the Board, where they receive funding from the Board to facilitate projects. A summary of the progress made thus far in 2020-21 is shown in Appendix A.

3. PRE-WORK SITE VISITS ETC

Date	Officer	Project / Maintenance	Site	Comments
12-11-21	JLM, EB, CH	Maintenance	River Nar, West Acre	Post mitigation water vole survey
12-11-21	JLM, EB, CH	Maintenance	Islington PS	Post mitigation water vole survey
12-11-21	JLM, EB, CH	Maintenance	Wolferton PS	Post mitigation water vole survey
25-11-21	EB, CH	Maintenance	Castle Rising	A visit to photograph drain to see if a new water control structure had been installed at the footpath crossing had been undertaken.

4. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description (Officer in attendance)
03-11-21	Webinar - The Big Talk Presents: Chris Packham – hosted by North Norfolk District Council – Green Build	A talk discussing biodiversity, climate change and conservation with a particular focus on Norfolk. Reflecting on the current biodiversity crisis, climate change, and how we as individuals might be able to make a difference. (CH and EB)
19-01-21	EDNA Technology	A meeting to discuss the merits of eDNA Technology in water monitoring for the WMA. (CL)
01-12-21	WLRE stakeholder meeting	Meeting to discuss progress of mink eradication programme in East Anglia
09/12/21	Water vole Stakeholder Meeting	Meeting to collect, discuss, share and collate opinions on the current regulations in relation to water voles with Natural England and other Stakeholders. (CL)
13-12-21	Reintroduction of Beavers Webinar – hosted by EUROPARC Atlantic Isles	This webinar looked at experience from three Beaver re-introduction projects particularly around project development, community engagement, progress and benefits to the wider landscape and downstream of the reintroductions. (CH, EB, JM)
05-01-21	Gaywood Taskforce Meeting	A teams meeting of a group of organisations, including NRT, NCC, Councillors, Anglian Water and local MP all with the common aim of improving the Gaywood River. (CL and RT)

5. NON-COMPLIANCE

Nothing to report within this period.

6. COMPLAINTS

None within this period.

7. ASSENTS/LICENCES GRANTED AND/OR APPLIED FOR

Nothing to report within this period.

CAROLINE LABURN
ENVIRONMENTAL MANAGER
JANUARY 2022

APPENDIX A: KLIDB BAP PROGRESS 2021-22

ACTION		PARTNERS	DATE	2021-22 STATUS	2021-22 PROGRESS
COASTAL AND FLOODPLAIN GRAZING MARSH					
2.	Map the area of floodplain grazing marsh in the area.	NE	Ongoing	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
REEDBED					
4.	Map areas of reedbed and reed fringe within the KL IDB area.		Ongoing	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
5.	Maintain reedbed fringe habitat on the Boards main drains where applicable to do so.		Ongoing	Ongoing	SMO seeks to maintain fringes where possible. Maintenance works helps to prevent reedbed succession. Mill Basin – 1m reed margin left in situ annually. Gaywood River and Babingly receive annual meander cuts leaving 7-8m fringe margins on alternate banks.
FENS					
7.	Map areas of fen within the KL IDB catchment area.	NBIS NE	2018	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
WATER VOLE					
10.	Undertake a review of the current Standard Maintenance Operations (SMO) document		2018	Complete	Reviewed 2018/19. Next review 2024.
11.	Ensure compliance with the IDB SMO by auditing an		Ongoing	Ongoing	There were no audits completed for KLIDB maintenance during 2021 due to staff shortage in 2020-21 however pre and

ACTION		PARTNERS	DATE	2021-22 STATUS	2021-22 PROGRESS
	identified number of maintenance works jobs annually, to ensure they are being carried out sensitively and to an agreed standard across the Board.				<p>post works checks undertaken on the maintenance of the River Gaywood in 2021.</p> <p>KLIDB joined the Gaywood Task Force with the aim of working with stakeholders to improve the nature conservation of the River Gaywood.</p> <p>All the KLIDB Operatives were trained on the Standard Maintenance Operations document for the Board on 24 June 2021.</p>
13.	Continue to work in partnership on the Norfolk Mink Control Project.	NNNSI	Ongoing	Ongoing	<p>Norfolk Mink Control Meetings attended 3 times per year by Environment Officer.</p> <p>NRIDB contributed £2500 toward the Norfolk Mink Control Project during 2020-21: https://thenorfolkproject.org.uk/</p> <p>The Environment Manager attends the Water Life Recovery East Project.</p> <p>The KLIDB have 9 mink rafts deployed across the catchment.</p>
EEL					
15.	Work in Partnership with the Environment Agency to assess the current status of Eel populations within the Board's Area.	EA, ZSL	Ongoing	Ongoing	<p>Worked with EA to undertake eDNA sampling at Wolferton PS in 2021 for Eel monitoring purposes.</p> <p>An Arras Camera has been installed at Wolferton Pumping Station by the Hull International Fisheries Institute, to monitor the behavior of eel around the weedscreen. The Environment Manager provided pump data to the university in Spring 2020 to aid in this work. This work will help in furthering the understanding of eel and fish behavior in relation to</p>

ACTION		PARTNERS	DATE	2021-22 STATUS	2021-22 PROGRESS
					pumping station infrastructure and inform future capital schemes of this type at a national and international level.
16.	Work in Partnership with the Environment Agency to identify barriers to migration in the Board's Area and assess options for overcoming these.	EA,ZSL	Ongoing		The project team have worked closely with the national and local fisheries teams for fish and eel advise on recent capital replacements of KLIDB pumping stations.
BARN OWL					
17.	Continue to contribute to the maintenance and monitoring of nest boxes within the KL IDB area via the Wildlife Conservation Partnership.	WCP	Ongoing	Ongoing	KLIDB contributing £1667 to this project to survey and produce a report during 2020-21. Barn owl monitored in 2021 and report will be produced.
18.	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing	Ongoing	Consistent with SMO and reviewed through regular SMO auditing. All the KLIDB Operatives were trained on the Standard Maintenance Operations document for the Board on 24 June 2021.
KESTREL					
19.	Continue to contribute to the maintenance and annual monitoring of nest boxes within the KL IDB area via the Wildlife Conservation Partnership.	WCP	Ongoing	Ongoing	See Action 17. Barn owl and Kestrel have very similar nesting and habitat requirements, therefore we are gaining Kestrel data from the same funding. KLIDB contributing £1667 to this project to survey and produce a report during 2020-21.

ACTION		PARTNERS	DATE	2021-22 STATUS	2021-22 PROGRESS
					Barn owl monitored in 2021 and report will be produced
20.	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing	Ongoing	Consistent with SMO and reviewed through regular SMO auditing. All the KLIDB Operatives were trained on the Standard Maintenance Operations document for the Board on 24 June 2021.
BATS					
22.	Investigate bat roost opportunities at sites owned or managed by the KL IDB.	Staff, Contractors	Ongoing	Ongoing	5 Kent Bat boxes being constructed by SHIDB for purchase by the KLIDB in 2021. 4 bat boxes deployed?? Four Bat boxes (Kent boxes) were deployed around the KLIDB catchment area in July, at pumping stations at Greenbank, Ingleborough, North Wootton and Crabbs Abbey.
NON NATIVE INVASIVE SPECIES					
23.	Continue to contribute to and work in Partnership with the Norfolk Non-Native Invasive on Invasive control projects.	NNNSI	Ongoing	Ongoing	Ongoing work with the partnership, attending meetings with the partnership. KLIDB continue contributing £2000 to the NNSI annually and during 2021-22..
24.	Maintain records for all species of concern using "That's Invasive!" app.	NNNSI, Staff, Contractors	Ongoing	Ongoing	The "That's Invasive" app is no longer live. The iRecord App is being used by WMA Officers. This app can be used for all biological records, including invasive species. Operated by the national Biological Records Centres, records are verified by experts and shared with Local Environmental Records Centres.

ACTION		PARTNERS	DATE	2021-22 STATUS	2021-22 PROGRESS
					Irecord rolled out to KLIDB in June 2021.
25.	Train staff regularly in key non-native species identification.	NNNSI, Staff, Contractors	Ongoing	Ongoing	All the KLIDB Operatives were re-trained with a toolbox talk on 24 June 2021 on identifying Non-Native invasive plants in the environment, to prevent the future spread of these species within the IDD and minimise any future problems with increased expense to the Board or litigation issues, to prevent the Board being accused of spreading these problematic Wildlife and Countryside Act (1981) Schedule 9 species via IDB operational activities.
26.	Ensure availability and regular review of identification guides developed for key non-native species to be used by officers, staff and contractors on site.	NNNSI, Staff, Contractors	Ongoing	Ongoing	Staff report invasive species to the Environmental Team. Non-native Secretariat ID sheets in booklet were delivered during toolbox talk training on 24 June 2021.
27.	Regularly review and ensure robust biosecurity measures are being maintained across the Board.	Staff, Contractors	Ongoing	Ongoing	Biosecurity Policy is under review and a summary flowchart has been produced to aid practical adherence to necessary measures. The KLIDB Biosecurity Policy was adopted by the Board in 2018. The policy and associated procedures have been reviewed during 2020 and updated alongside the other WMA Boards. A summary flowchart has been produced to aid practical adherence to necessary measures. Rob looking into the purchase of a portable cleaned for enhanced biosecurity management

SUSTAINABLE DEVELOPMENT REPORT

1. REPORTING PERIOD

This planning report covers the reporting period 28 October 2021 to 6 January 2022.

2. CONSENT APPLICATIONS

There are currently 39 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):	4
Byelaw 3 (B3) – Discharge of Surface Water (SW):	17
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	11
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	7
Total:	39

The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/ S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	1	8	3	0	12
Awaiting applicant’s acceptance of conditions:	1	2	0	1	4
Being processed by officers:	2	7	7	3	19
To be determined by the Board in this report:	0	0	1	3	4
Total:	4	17	11	7	39

As is highlighted by the table immediately above there are 4 applications (3 sites) requiring consideration by the Board in this report. These are;

Case. Ref(s)	Parish	Location / Site Name	Officer
21_04623_C	Wisbech	Ramnoth Road	YS
21_05623_C 21_05624_C	Walsoken	A47 / Broadend Road Junction	WC
21_05804_C	King’s Lynn	Acronite Road (Lynnsport 1)	WC

3. ITEMS REQUIRING THE BOARD'S CONSIDERATION

3.1. 21_04623_C: Byelaw 10 application at Ramnoth Road, Wisbech

An application has been received for a fence running perpendicular to and up to the brink of the Board adopted (not owned) watercourse College Drain (DRN145P1101). The fence will be cemented in place, be 1.2m high and be constructed as a timber picket fence with metal mesh at the bottom (see figure 2 below). It is proposed as a health and safety measure to block public access to a new attenuation pond (which will be more than 9m from the adopted watercourse).

Maintenance of the drain is currently undertaken from the Eastern side of the drain and will therefore be unaffected.

Officers are separately processing an application to discharge surface water, required as per the Board's Byelaw 3.

This application is required to be determined by the Board as per the Board's Scheme of Delegation.

Officer recommendation: The Officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications



Figure 1: Board Adopted watercourse in dark blue, approximate location of works marked with red line.

3.2. 21_05623_C and 21_05624_C: Section 23 and Byelaw 10 Applications at the A47 / Broadend Road Junction, Walsoken

An application has been received for works to realign the southernmost section of the Board adopted (not owned) watercourse known as Biggs Drain (DRN145P1135). The works require consent as per Section 23 of the Land Drainage Act 1991 (for the watercourse alterations) and Byelaw 10 (for works within 9 metres of the adopted watercourse).

The Board currently maintains this watercourse from its Western bank, using an existing 6m wide maintenance strip between the A47 carriageway and the adopted watercourse. Access to the Eastern bank is currently heavily restricted.

While officers do not believe that the actual realignment works will impact flood risk, there is a residual concern regarding the Board's ability to safely access the newly realigned watercourse from the new roundabout with the same level of ease currently enjoyed (due in part to a proposed steel barrier and road signage).

Officers therefore feel that it may be in the best interests of the Board to abandon this small stretch of adopted watercourse, and hand over responsibility of its maintenance to National Highways (another Risk Management Authority), who will also likely be the partial riparian landowner of the newly realigned watercourse.

Officer recommendation: The officer recommendation is that the Board approves the application to realign the watercourse. Officers also recommend that the Board agrees to abandon the section of Biggs Drain (DRN145P1135) to be realigned (see Figure 2) subject to written confirmation from National Highways that they accept the ongoing maintenance responsibility for the watercourse.

If the Board agrees to abandon the watercourse, Byelaw 10 consent would no longer be required. If the Board does not agree to abandon the watercourse, it is requested that offers are granted delegated authority to process this specific application for works within 9 metres of Biggs Drain.

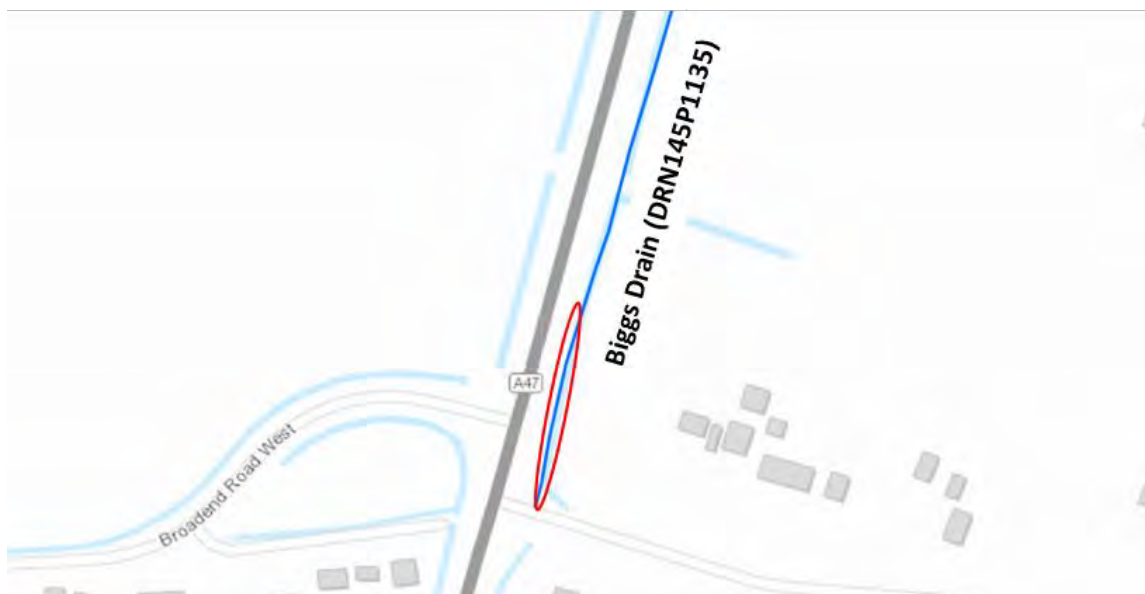


Figure 2: Board Adopted watercourse in dark blue, section to be realigned and potentially abandoned circled with red line.



Figure 3: Extract of the General Arrangement. Drawing No. 5100975-SKA-HGN-BER2-DR-CH-0001 Rev. C01 (Cambridgeshire Highways, Aug 2020). Section of watercourse to be realigned and potentially abandoned circled with red line.

3.3. 21_05804_C: Byelaw 10 application at Lynnsport 1, Acronite Road, King's Lynn

A partially retrospective application has been received for works within 9m of Seabank Rising Main (DRN133G0401) as part of the Lynnsport 1 development. The following works have been proposed within the 9m limit:

- 7x concrete block paving parking bays and turning areas no closer than 7.5m from the rising main
- 0.3m high timber railing fence approximately 7m from the rising main
- 2.1m high close boarded fence approximately 6.8m from the rising main
- A bin store formed of paving slabs approximately 7m from the rising main

The applicant is also applying to retain existing trees at varying distances, including up to less than approximately 1-3m from the rising main

The applicant is also proposing to partially infill a riparian watercourse, approximately 4.5m from the rising main. Investigations by the agent (as well as internal conversations) indicate that there is no connection between the watercourse and the wider drainage network (including Bawsey Drain to the south).

This application is required to be determined by the Board, as per the Board's Scheme of Delegation.

Officers are separately processing an application to discharge surface water, required as per the Board's Byelaw 3.

Officer Recommendation: Officers recommend that the application is approved subject to the Board's standard terms and conditions.



Figure 4: Site location for the Lynnsport 1 development, as indicated by a red star. Board adopted watercourses are marked in dark blue and labelled.

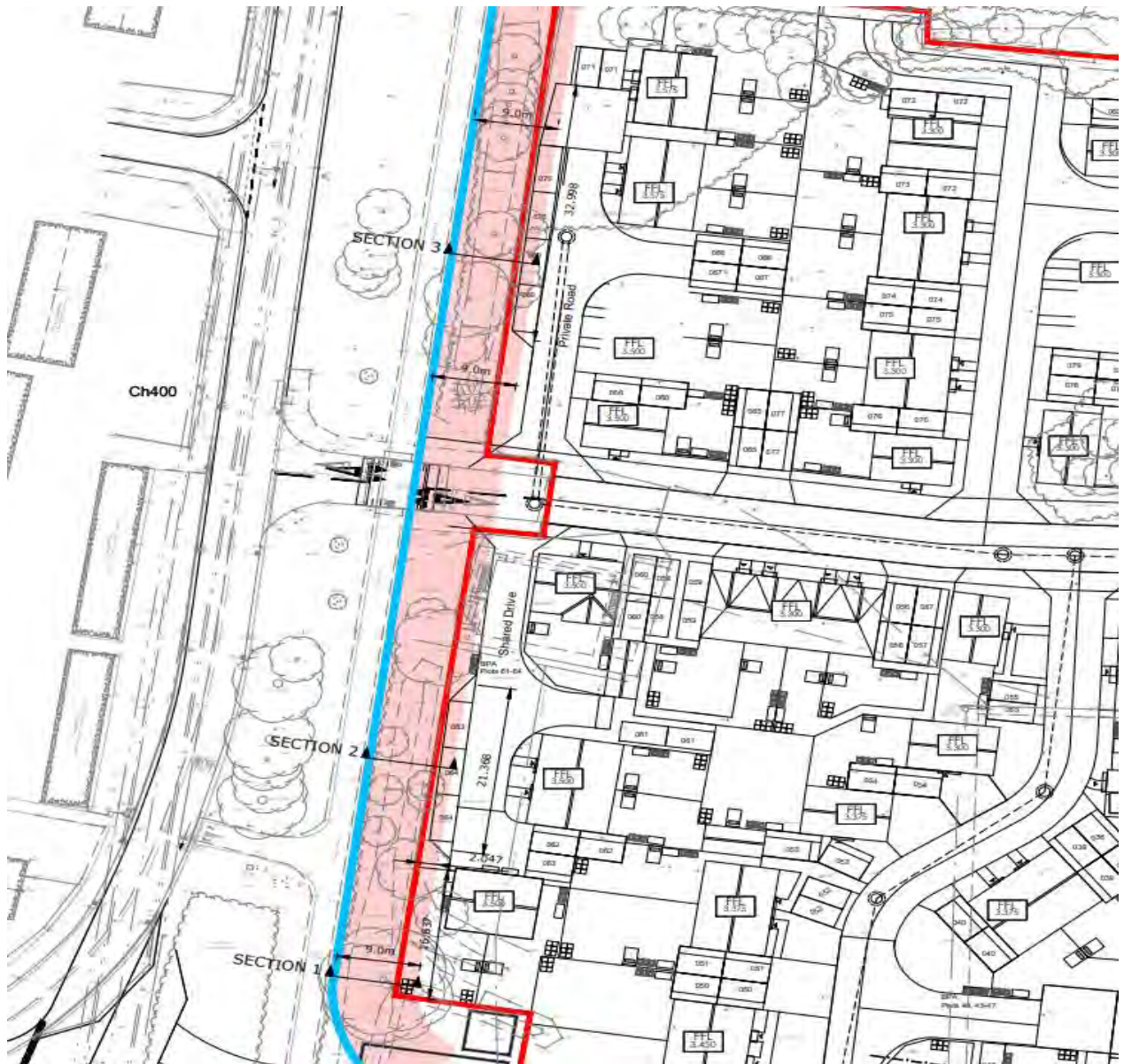


Figure 5: Extract of Proposed Works Within 9m (red zone) of IDB Rising Main, Drawing No. 45751/C/2002 Rev. A (Richard Jackson Engineering Consultants, Nov 2021).

4. 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.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	4
Byelaw 3 (B3) – Discharge of Surface Water (SW):	4
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	6
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	2
Total:	16

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

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Outcome
21_03944_C	Byelaw 3 Surface (Ground) Water	Gayton	Springvale	Temporary discharge of ground water to watercourse	Granted 14/12/2021
21_04022_C	Byelaw 3 Treated Foul Water	Marshland St James	Dades Lane	Pumped discharge of surface water from existing 890m ²	Granted 20/12/2021
21_04366_C	Byelaw 3 Surface Water	Terrington St Clement	Benns Lane	Discharge of surface water from 6190m ² at 5 l/s	Granted 14/12/2021
21_04367_C	Byelaw 10	Terrington St Clement	Benns Lane	Outfall apparatus within 9 metres of adopted watercourse	Granted 14/12/2021
21_05021_C	Section 23, LDA 1991	Walpole Cross Keys	Station Road	28 metre culvert	Granted 04/11/2021
21_05301_C	Byelaw 3 Surface Water	West Walton	Lynn Road	Discharge of surface water from 2092m ² at an unrestricted rate	Granted 11/11/2021

21_05340_C	Byelaw 3 Treated Foul Water	Terrington St Clement	Market Lane	Outfall apparatus within 9 metres of adopted watercourse	Granted 09/11/2021
21_05362_C	Section 23, LDA 1991	Wisbech	Meadowgate Lane	8m access culvert	Granted 08/12/2021
21_05363_C	Byelaw 3 Treated Foul Water	Wisbech	Meadowgate Lane	Treated foul water discharge from 5 domestic properties	Granted 08/12/2021
21_05410_C	Byelaw 3 Surface Water	Walsoken	Green Lane	Discharge of surface water from 385m ² at a rate of 2 l/s	Granted 02/12/2021
21_05411_C	Byelaw 3 Treated Foul Water	Walsoken	Green Lane	Treated foul water discharge from 5 domestic properties	Granted 02/12/2021
21_05412_C	Byelaw 10	Walsoken	Green Lane	Outfall apparatus within 9 metres of adopted watercourse	Granted 02/12/2021
21_05448_C	Section 23, LDA 1991	South Wootton	Nursery Lane	6m culvert extension	Granted 15/12/2021
21_05551_C	Section 23, LDA 1991	King's Lynn	Jubilee Bank Bridge	Works to reinstate eroded banks	Granted 15/12/2021
21_05726_C	Section 23, LDA 1991	Clenchwarton	Wildfields Road	2x m access culverts (previously consented by NCC in error)	Granted 07/12/2021
21_05548_C	Section 23, LDA 1991	Clenchwarton	The Grange	43 metre culvert	Refused 10/12/2021

5. PLANNING COMMENTS

Officers have provided comments on 63 applications that are either in or could impact on the Boards Internal Drainage District. 10 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
20/00470/RMM	Kings Lynn	St Peters Road	Residential Development (44 Dwellings)
20/01954/RMM	South Wootton	Edward Benefer Way	Residential Development (450 Dwellings)
21/00589/RMM	Terrington St Clement	Benns Lane	Residential Development (44 Dwellings)
21/00623/RMM	West Walton	School Road	Residential Development (49 Dwellings)
21/01979/FM	King's Lynn	Queen Elizabeth Hospital	Commercial Development (Hospital)
21/01897/F	Tilney All Saints	Greens Lane	Commercial Development
21/02066/OM	Gayton	Litcham Road	Residential Development (33 Dwellings)
21/01824/FM	Pentney	Common Road	Commercial Development
21/02409/F	King's Lynn	Extons Place	Commercial Development
H18-1282-21	Sutton Bridge	Walpole Bank	Commercial Development (Underground Cabling)

6. FEES

There have been 4 surface water development contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid?	Reason for payment
21_05301_C	Lynn Road, West Walton	£5,516.91	12/1120/21	No	Discharge of surface water from 2092m ² at an unrestricted rate
21_05138_C	Clenchwarton Road, King's Lynn	£10,602.23	9/11/2021	Yes, 3/12/2021	Discharge of surface water from 5,650m ² at a rate of 3l/s
21_05410_C	Green Lane, Walsoken	£2,841.65	9/11/2021	Yes, 17/12/2021	Discharge of surface water from 385m ² at a rate of 2 l/s
21_04366_C	Benns Lane, Terington St Clement	£11,615.54	14/12/2021	No	Discharge of surface water from 6190m ² at 5 l/s
Total:		£30,576.33			

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CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
JANUARY 2022

From: 01 April 2021
 To: 30 November 2021

Period: 8
 Year Ending: 31 March 2022

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	335,021	335,021	0	335,021	335,021	0
1	Special Levies issued by the Board	2,041,742	2,041,742	0	2,041,742	2,041,742	0
	Grants Applied	1,666,662	10,217,806	8,551,144	2,499,993	12,140,839	9,640,846
	Rental Income	28	1,102	1,074	7,735	7,735	0
2	Highland Water Contributions	51,402	80,921	29,519	51,402	80,921	29,519
	Income from Rechargeable Works	3,000	186,927	183,927	3,000	186,927	183,927
	Investment Interest	16,667	26,677	10,011	25,000	32,252	7,252
4	Other Income	201,732	369,336	167,604	440,589	509,370	68,781
	Total Income	£4,316,254	£13,259,532	£8,943,279	£5,404,482	£15,334,807	£9,930,325
<u>Less Expenditure:</u>							
5	Capital Works	3,094,762	12,173,730	-9,078,968	4,642,143	14,391,584	-9,749,441
6	Environment Agency Precept	177,839	174,352	3,487	177,839	174,352	3,487
7	Maintenance Works	1,047,229	1,054,682	-7,453	1,569,670	1,399,032	170,638
	Interest Payments	140,936	281,160	-140,224	281,160	281,160	0
8	Administration Charges	320,853	256,672	64,181	428,538	428,290	248
	Cost of Rechargeable Works	0	135,945	-135,945	0	183,927	-183,927
3	Net Deficit/(Surplus) on Operating Accounts	0	-58,967	58,967	0	0	0
	Total Expenditure	£4,781,619	£14,017,574	-£9,235,955	£7,099,350	£16,858,346	-£9,758,995
	Profit/(Loss) on disposal of Fixed Assets	£0	£18,152	£18,152	£0	£18,152	£18,152
9	Net Surplus/(Deficit)	-£465,365	-£739,890	-£274,525	-£1,694,868	-£1,505,387	£189,481

From: 01 April 2021
 To: 30 November 2021

 Period: 8
 Year Ending: 31 March 2022

Notes	Balance Sheet as at 30-11-2021	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	656,154	-5,315	650,839
	Plant and Equipment	895,253	250,677	1,145,931
	Pumping Stations	3,098,661	-42,159	3,056,502
	Shared Consortium Assets	0	0	0
		4,650,068	203,204	4,853,272
	Current Assets:			
11	Bank Account	3,199,046	500,286	3,699,332
	Stock	3,326	-12	3,314
12	Trade Debtors	1,810	15,810	17,620
13	Work in Progress	7,811,243	-5,259,278	2,551,965
14	Term Deposits	11,000,000	-4,000,000	7,000,000
15,16	Drainage Rates and Special Levies Due	5,573	263	5,836
17	Prepayments	0	0	0
	Prepayments to WMA	978	-3,887	-2,909
	Accrued Interest	0	0	0
	VAT Due	874,467	-648,029	226,438
18	Grants Due	0	0	0
		22,896,443	-9,394,846	13,501,597
	Less Current Liabilities:			
	Trade Creditors	370,610	25,680	396,290
	Accruals	33,832	-30,832	3,000
	Payroll Controls	0	0	0
	Retentions Held	0	0	0
	Receipts Paid in Advance	26,995	-26,863	132
	Loans due in less than one year	98,931	-98,931	0
		530,367	-130,946	399,422
	Net Current Assets	22,366,075	-9,263,900	13,102,175
	Less Long Term Liabilities:			
26	Pension Liability	3,649,000	-107,000	3,542,000
	Loans due in more than one year	9,620,806	0	9,620,806
		13,269,806	-107,000	13,162,806
	Net Assets	£13,746,337	-£8,953,696	£4,792,641
19	Reserves:			
	Earmarked			
20	General Reserve	3,654,558	-739,890	2,914,668
21	Development Reserve	1,282,710	0	1,282,710
22	Capital Works Reserve	0	0	0
23	Plant Reserve	2,821,148	0	2,821,148
25	West Norfolk Inter Agency Flood Water Mgmt Reserve	50,000	0	50,000
18	Grants Reserve	9,260,069	-8,320,806	939,263
		17,068,485	-9,060,696	8,007,789
	Non-Distributable			
24	Revaluation Reserve	326,852	0	326,852
26	Pension Reserve	-3,649,000	107,000	-3,542,000
		-3,322,148	107,000	-3,215,148
	Total Reserves	£13,746,337	-£8,953,696	£4,792,641

 S JEFFREY BSc (Hons) FCCA
 FINANCE & RATING MANAGER

From: 01 April 2021
To: 30 November 2021

Period: 8
Year Ending: 31 March 2022

Note Notes to the Accounts

- 1 Special Levies collected from constituent Billing Authorities were as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Borough of King's Lynn & West Norfolk	1,928,014	1,928,014
Fenland District Council	89,046	89,046
South Holland District Council	24,682	24,682
	<u>2,041,742</u>	<u>2,041,742</u>

- 2 The Highland Water Claim for 2021/22 is due to be paid by the Environment Agency (EA) to the Board each September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December).

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	-29,290
Mobile Plant Operations Account	0	-29,677
	<u>0</u>	<u>-58,967</u>

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.

Other Income for this year is made up as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Shared Income from WMA	199,732	368,609
Commuted Maintenance/SWDC	0	0
Summons Costs	500	0
East Wash Coastal Management CIC Administration Fee	500	500
Sundry Income	1,000	227
	<u>201,732</u>	<u>369,336</u>

- 5 The cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works, as managed by the Project Managers, which can be made available to members on request. This Report is also scrutinised by the Board's Plant and Works Committee every year.

<u>Scheme Expenditure Summary</u>	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
SCH42 Islington Pumping Station	1,915,000	5,905,010
	<u>Cumulative Budget To Date</u>	<u>Cumulative Spend To Date</u>
SCH42 Islington Pumping Station	26,598,000	25,589,940
<u>Scheme Grant Summary</u>	<u>Cumulative Grant Budget To Date</u>	<u>Cumulative Grant Received</u>
SCH42 Islington Pumping Station	23,151,000	23,151,000

- 6 The EA Precept due for 2021/22 is slightly less than we originally estimated. It is payable in two halves on 31st May and 30th November.

From: 01 April 2021
To: 30 November 2021

Period: 8
Year Ending: 31 March 2022

Note Notes to the Accounts

- 7 The detailed maintenance operations in each sub catchment are approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to members on request. The summarised analysis of expenditure is as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Charges	313,003	374,872
Plant Charges	200,736	233,904
Materials	5,135	10,049
Contractors	13,237	14,983
Electricity	129,055	64,614
Pumping Station Insurances	31,001	31,983
Telemetry	14,294	1,225
Heating Fuel	3,717	75
Pumping Station Depreciation	42,159	42,159
Direct Works	752,338	773,865
Technical Support Staff Costs	253,161	251,070
Other Technical Support Costs	35,063	25,247
Biodiversity Action Plan Costs	6,667	4,500
Contingency	0	0
Annual Asset Reinstatement Provision	0	0
Maintenance Works	1,047,229	1,054,682

- 8(i) Administration charges reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Administration Staff Costs	93,591	89,242
Other Administration Costs	208,947	155,538
Sundry Expenses	0	0
Drainage Rates AV Increases/(Decreases)	10,000	3,409
Kettlewell House Depreciation	5,315	5,315
Sundry Debtors written off	0	0
Settlement Discount	3,000	3,168
	320,853	256,672

8(ii) **Consortium Charges**

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
<u>Expenses</u>		
Technical Support Staff (note 7)	253,161	251,070
Other Technical Support (note 7)	35,063	25,247
Administration Staff Costs (note 8i)	93,591	89,242
Other Administration Costs (Note 8i)	208,947	155,538
Shared Income from the WMA (note 4)	-199,732	-368,609
Net Consortium Charge	391,030	152,489

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

	<u>Budget</u>
PWLB	-1,223,310
General Reserve	-471,558
	-1,694,868

From: 01 April 2021
To: 30 November 2021

Period: 8
Year Ending: 31 March 2022

Note Notes to the Accounts

10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2021/22, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance b/fwd	1,183,743	1,881,838	4,009,379	7,074,960
(+) Additions	0	495,720	0	495,720
(-) Disposals	0	-439,502	0	-439,502
Closing Balance c/fwd	1,183,743	1,938,056	4,009,379	7,131,178
Depreciation				
Opening Balance b/fwd	527,589	986,585	910,718	2,424,892
(+) Depreciation Charge for year	5,315	143,311	42,159	190,785
(-) Accumulated depreciation written out on disposal	0	-337,771	0	-337,771
Closing Balance c/fwd	532,904	792,125	952,877	2,277,906
Net Book Value as at 31-3-2021	656,154	895,253	3,098,661	4,650,068
Net Book Value as at 30-11-2021	650,839	1,145,931	3,056,502	4,853,272

The Board also share ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors, as at 31 March 2018. Such assets have a Net Book Value of zero.

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

	2020/21	2021/22
Opening Balance as at 1-4-2021 b/fwd	1,855,249	3,199,046
(+) Receipts	29,567,648	11,946,595
(-) Payments	-28,223,851	-11,446,309
(=) Closing Balance as at 30-11-2021 c/fwd	3,199,046	3,699,332
Balance on Statement as at 30-11-2021	3,481,198	3,699,130
Less: Unpresented Payments	-282,152	0
Add: Unpresented Receipts	0	202
Closing Balance as at 30-11-2021 c/fwd	3,199,046	3,699,332

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	17,386	4
>30 days and <=60 days	234	1
>60 days and <=90 days	0	0
>90 days (EA HW Charge)	0	0
	17,620	5
>90 days	Amount	Inv. Date Originator
	0	

13 Work In Progress (WIP) is currently made up of the following jobs, which will be capitalised when complete.

Customer	Estimated Amount	Completion date	Budget Holder
RMA001 (there will be more work in December to invoice)	798	31/12/2021	KL IDB Operations Manager
Islington Catchment Flood Risk Mgmt Scheme 2018/19 Costs	158,894	31/03/2022	WMA Project Engineer
Islington Catchment Flood Risk Mgmt Scheme 2019/20 Costs	863,973	31/03/2022	WMA Project Engineer
Islington Catchment Flood Risk Mgmt Scheme 2020/21 Costs	1,528,300	31/03/2022	WMA Project Engineer
	2,551,965		

From: 01 April 2021
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Note Notes to the Accounts

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Natwest Treasury	1,000,000	30/11/2021	31/03/2022	0.05%
National Counties Building Society	1,000,000	29/10/2021	28/01/2022	0.15%
Vernon Building Society	500,000	16/08/2021	16/02/2022	0.115%
Cambridge Building Society	1,000,000	19/02/2021	18/02/2022	0.30%
Vernon Building Society	500,000	07/10/2021	06/05/2022	0.115%
Saffron Building Society	1,000,000	17/09/2021	17/06/2022	0.12%
Principality Building Society	1,000,000	29/09/2021	29/06/2022	0.12%
Newcastle Building Society	1,000,000	15/10/2021	14/10/2022	0.40%
	7,000,000			

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 112 Ratepayers that have not paid their Drainage Rates for 2021/22, as compared to 116 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2020/21	2021/22
Arrears b/fwd	8,657	5,573
Drainage Rates for the year	328,582	335,416
Special Levies for the year	2,000,511	2,041,742
Payments Received	-2,348,362	-2,391,695
Settlement Discount	-1,974	-3,168
Returned/(Represented) amounts	0	1,209
Value /(Decreases)	-13,593	-17,640
Value Increases	9,093	15,369
New Assessments	4,499	2,214
Irrecoverables and write offs	-2,849	-3,940
The East Coastal Management CIC	20,632	20,624
Summons collection costs	0	0
Special Levy Adjustment	0	0
Drainage Rate Adjustment	102	134
Paid Refunds	275	0
Rates tidy up after year end	0	0
Arrears c/fwd	5,573	5,836

17 There are no prepayments.

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

	2020/21	2021/22
SCH30: Islington Catchment Flood Risk Management Scheme	22,472	22,472
SCH42: Islington Catchment Flood Risk Management Scheme	9,049,344	877,516
SCH45: North Lynn Pumping Station Second Pump/New Control Panel	188,254	39,274
	9,260,069	939,263

Grants Reserve b/fwd at 31.03.2021	9,260,069
Add: Grants Received	1,897,000
Less: Grants Due now Received	0
Less: Grants Applied	-10,217,806
Grant Reserve c/fwd at 31.03.2022	939,263

19 The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy, as approved by the Board on 15 January 2021. This policy is available for viewing on the Board's website.

From: 01 April 2021
To: 30 November 2021

Period: 8
Year Ending: 31 March 2022

Note **Notes to the Accounts**

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

	<u>2020/21</u>	<u>2021/22</u>
Opening Balance, as at 1 April b/fwd	3,294,924	3,654,558
Net Surplus/(Deficit) for the year	365,321	-739,890
Net transfer (to)/from Development Reserve	19,313	0
Net transfer (to)/from Capital Works Reserve	0	0
Net transfer (to)/from Plant Reserve	0	0
Net transfer (to)/from WN InterAgency Flood & Group Mgmt Reserve)	-25,000	0
Transfer of Prior Year Costs to Work in Progress SCH42	0	0
Capitalisation of Prior Year Spend Adjustment SCH43	0	0
Revaluation Reserve adjustment	0	0
Closing Balance c/fwd	<u>3,654,558</u>	<u>2,914,668</u>

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

	<u>2020/21</u>	<u>2021/22</u>
Opening Balance, as at 1 April b/fwd	1,302,023	1,282,710
Net contributions transferred from General Reserve	-19,313	0
Closing Balance c/fwd	<u>1,282,710</u>	<u>1,282,710</u>

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

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

	<u>2020/21</u>	<u>Gen. Reserve</u>	<u>2021/22</u>
N/A	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

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

	<u>2021/22</u>
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	<u>2,821,148</u>

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

	<u>2021/22</u>
Opening Balance, as at 1 April b/fwd	326,852
Less:	
Pumping Station & Kettlewell House Depreciation	0
Closing Balance c/fwd	<u>326,852</u>

25 The West Norfolk Inter Agency flood & Water Mgmt Group Reserve comprises of:

	<u>2021/22</u>
Opening Balance, as at 1 April b/fwd	50,000
BCKLWN Contribution - £25,000	
Kings Lynn IDB Contribution - £25,000	
Closing Balance c/fwd	<u>50,000</u>

From: 01 April 2021
To: 30 November 2021

Period: 8
Year Ending: 31 March 2022

Note Notes to the Accounts

26 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 £5,099,000 as at 31 March 2021 that is shared by all 6 Member Boards. However Waveney Lower Yare and Lothingland IDB's liability is capped at £5,000 until 31st March 2022. 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 15 January 2021.

27 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 £94,453.68 upto 30/11/21.
- (ii) Board member Mr J Askew is related to Mr R Askew, Director of Richard Askew Agricultural Supplies Ltd, which is one of the Board's suppliers. The Board paid Askew Agricultural Supplies Ltd £3,778.63 up to 30/11/2021.
- (iii) Mr Harvey Howe is employed by the Board as a full time Operative. The Board's Project Manager is related to Harvey Howe.
- (iv) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2021.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative and technical support 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. The Chairman received £2,041.67. Chairman's Allowance for his duties in this financial year, for the period 01.04.21-31.10.21.
- (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 30-11-2021.

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING OFFICER

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/10/2021

Payment Date To : 30/11/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AD0102	ADC (East Anglia) Ltd	Truxor Weed Cutting	780.00
AN0003	Anglian Demolition & Asbestos Ltd	Asbestos Survey	690.00
AN0100	Anglia Farmers Ltd	Electricity	9,617.59
AN0101	Anglian Water DD	Water Charge	71.55
AN0102	Anglian Water Business Ltd	Water Charge	11.09
AQ0001	Aquatic Control Engineering Ltd	Capital Works	14,304.00
AR0001	Allstar Arval	Fuel	3,112.05
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	969.25
BA0002	Balfour Beatty Civil Eng Ltd	Works Executed	762,317.05
BO0001	Borough Council of King's Lynn &	Pierrepoint Rates	460.00
BO0240	BOC Ltd	Oxygen	376.96
BT0270	BT	Phone/Broadband	478.08
BU0285	Burley Fluid & Air Ltd	Spares & Repairs	30.00
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	1,758.00
DO0004	John W Doubleday	Spares & Repairs	2,100.02
DR0002	Drillmasters (Ipswich) Ltd	Capital Works	450.00
EA0002	East Wash Coastal Management	Coastal Contribution	20,064.13
EC0001	Economy Cookers Ltd	Washing Machine	199.00
EM0001	EMG Anglia Ltd	Service	859.00
EN0001	Environment Agency Precept	Precept	87,176.13
EON001	E.ON	Electricity	26.71
FR0001	Franklin Industrial Supplies Ltd	Small Tools	378.21
GC0001	G C Baxtor & Associates Ltd	Pre-Contract Services	2,700.00
HA0810	Hayley Group plc	Engineering Supplies	554.70
IA0001	Ian H Bix Associates Ltd	Architectural Services	2,292.00
IN0001	Inland Revenue	PAYE & NIC	33,011.67
IN0950	Industrial Maintenance Group Ltd	Small Tools	1,178.32
JE1010	Jewson	Materials	156.00
JO1060	A T Johnson	Adblue	35.64
MA0001	Marshall Ford DD	Ford Lease	2,208.30
MA0008	B W Mack (Machinery) Ltd	Spearhead/Parts/Serviceing	307,011.03
MA1310	Mastenbroek Ltd	Spares & Repairs	596.30
NO0001	Norfolk Pension Fund	Pension Contributions	29,540.03
NO0008	Norfolk Trailers	Parts	22.14
OR1550	Oriel Systems Ltd	Installation of Sensor Level	1,095.13
PBA001	Stantec UK Limited	Capital Works	14,203.20
PL0001	Plandescil Ltd	Professional Services	1,438.20
PU1680	Public Works Loan Board	Loan Repayment	190,045.64
SA1905	Sandringham Estate	Rent	1.00
SC0001	Scamblers	Serviceing	2,344.26
SM0003	Smiths Electrical (Boston) Ltd	Probe Repair/Captial Works	10,394.40
ST0005	St Clements Double Glazing Ltd	Replace Glass Shop Window	138.00

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/10/2021

Payment Date To : 30/11/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
TH0002	T H White Ltd	Service Contract	2,352.00
TH2030	Thurlow Nunn Standen Ltd	Parts/Serviceing	1,615.33
TY0001	Tyres (King's Lynn) Ltd	Puncture Repair	14.50
VJ2250	V & J Knitwear Ltd	PPE	323.03
VO0001	Vodafone Ltd	Mobile Phone	716.04
WA0001	Watson Petroleum	Gas Oil	32,174.83
WA0004	Walker Construction Services Ltd	Contractor	327,433.20
WA2310	Water Management Alliance	Rechargeable Works	65,866.48
WA2320	Watling JCB Ltd	Service/Repairs	1,494.76

Please note that the amounts shown above include Vat £1,937,184.95

KING'S LYNN INTERNAL DRAINAGE BOARD
ROLLING 5-YEAR INDICATIVE CAPITAL PROGRAMME

SCH NO	PROJECT TITLE	PROBABLE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE
		2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
		£	£	£	£	£	£	£
23	Catchment Modelling Programme (* Note 1)	10,000	30,000	20,000	20,000	20,000	20,000	10,000
42	Islington FRMS (* Note 2)	11,424,000	1,915,000	100,000				
44	Minor Capital Works Programme (* Note 3)	190,000	210,000	235,000	200,000	220,000	200,000	200,000
45	North Lynn PS - Second Pump Installation and New Control Panel (*Note 4)	284,993	284,993					
46	New Offices (Land Purchase and Build) (*Note 5)	1,952,500	1,700,000					
47	Crabbs Abbey M & E Upgrades (*Note 6)			230,000	1,190,650			
48	Pierrepoint PS - M&E upgrades (*Note 7)	50,000	350,000	675,073	0			
49	Magdalen Bridge Outfall New PS (* Note 8)	100,000	53,219	386,534				
50	North Wootton Pump Replacement				50,000	250,000		
51	Waltham Farm Pump Replacement						350,000	
52	Greenbank PS M&E Replacement							1,000,000
	PWLB Repayments	380,091	380,091	380,091	380,091	380,091	380,091	380,091
	GROSS COST OF CAPITAL PROGRAMME	14,391,584	4,923,303	2,026,698	1,840,741	870,091	950,091	1,590,091
	(-) CAPITAL FINANCING							
	Development Contributions							
42	Flood Defence Grant in Aid (Islington)	10,582,536	1,915,000					
45	Flood Defence Grant in Aid (North Lynn)	284,993	284,993					
47	Flood Defence Grant in Aid (Crabbs Abbey PS)				1,190,650			
46	Flood Defence Grant in Aid (Magdalen Bridge Outfall)			386,534				
48	Flood Defence Grant in Aid (Pierrepoint PS)	50,000	300,000	517,545				
	Local Levy (North Lynn)							
	Public Works Loan	1,223,310	1,223,310					
	(-) CAPITAL FINANCING	12,140,839	3,723,303	904,079	1,190,650	0	0	0
	(=) NET REVENUE CONTRIBUTION TO CAPITAL OUTLAY	£2,250,745	£1,200,000	£1,122,619	£650,091	£870,091	£950,091	£1,590,091

KING'S LYNN INTERNAL DRAINAGE BOARD
ROLLING 5-YEAR INDICATIVE CAPITAL PROGRAMME

(*) Notes:

- 1) The surveying of the catchments will continue as planned until all catchments have been completed.
- 2) Islington Pumping Station figures have been adjusted in line with the previous years spend. All grant has now been received and has covered the construction costs along with the Board's contribution. Retention of £100,000 has been held for the defects period.
- 3) The Minor Works Programme has been progressing with some emergency works on the panels at Pierrepoint, the Gravel Bank demolition and de-silting work of the Smeeth Lode. Refurbs and Desilt works will continue next year.
- 4) North Lynn Pumping Station M&E replacement works are complete, and there are sufficient funds remaining to replace the ageing weedscreen cleaner.
- 5) The new Kings Lynn IDB offices are being constructed by Walkers Construction Ltd, the internal fitout and design by Bluespace and any additional expenditure incurred will be for furnishings and ICT.
- 6) Crabbs Abbey Pumping Station is in the early stages. Stantec have been employed to carry out the investigations for the business case. This may be brought forward to earlier than 2023/24.
- 7) Pierrepoint Pumping Station is awaiting GIA approval and then we will progress with the design element. We are hoping to order pumps in this financial year (2021/22) to be delivered in 2022.
- 8) Magdalen Bridge Outfall is at the same stage as Crabbs Abbey, but is a higher priority so will be the first to be delivered in 2022.

M NEALE
PROJECT MANAGER

G HOWE
PROJECT MANAGER

**KING'S LYNN INTERNAL DRAINAGE BOARD
MAINTENANCE WORK ESTIMATE FOR THE FINANCIAL YEAR 2022/2023**

NOTES MAINTENANCE WORK	Actual 2020/21 £	Estimate 2021/22 £	Probable 2021/22 £	Estimate 2022/23 £
1. DRAIN MAINTENANCE				
Wiggenhall St German Catchment	3,076	3,566	3,100	4,007
Fitton Road Area Catchment	2,664	3,100	3,200	3,505
Waltham Farm Catchment	4,305	5,433	4,100	6,134
Mary Magdalen Catchment	2,712	2,372	2,700	2,889
Magdalen Catchment	20,261	20,625	20,600	23,317
Lighthouse Catchment	22,151	23,095	21,500	26,409
Main Sluice Catchment	43,336	44,452	44,500	51,767
Chalk Lane Catchment	22,377	21,416	21,450	24,868
Ingleborough Catchment	6,440	9,273	8,400	10,471
Searles Catchment	995	0	200	200
Heacham Catchment	17,624	18,283	17,400	19,924
Wolferton Catchment	51,131	48,575	49,600	55,614
North Wootton Catchment	10,678	14,421	14,400	15,647
Wootton Marsh Catchment	13	0	0	280
South Wootton Catchment	3,434	3,297	3,300	3,685
North Lynn Catchment	10,715	11,232	11,300	11,794
Black/Bawsey Drains Catchment	24,776	27,507	26,000	30,050
Gaywood Catchment	50,338	58,343	58,400	63,797
Middleton Pierpoint Catchment	62,192	67,800	67,800	74,021
Middleton Level Catchment	16,923	17,652	17,600	19,969
Eau Brink Catchment	13,606	11,686	11,700	13,595
Green Bank Catchment	67,157	75,853	76,500	89,891
Billy Kerkham Sluice Catchment	16,298	12,737	15,500	15,783
West Lynn Sluice Catchment	28,038	29,769	29,800	33,980
Cut Bridge Sluice Catchment	380	0	400	455
Merries Sluice Catchment	2,017	2,584	2,600	2,909
Knowles Sluice Catchment	1,394	1,472	1,100	1,660
Smeeth Lode Outfall	6,192	6,397	1,300	12
Islington Pump Catchment	166,353	155,632	160,300	172,963
Reeds Drain Catchment	63,812	76,800	76,500	90,327
Rainbow Drain	0	412	0	473
River Babingley Catchment	28,754	28,030	30,200	33,121
Church Farm Catchment	6,298	4,156	4,200	4,866
	776,440	805,969	805,650	908,382
2. OUTFALL MAINTENANCE				
Lighthouse Outfall	1,862	1,427	1,350	1,694
Main Sluice Outfall	1,597	1,590	1,470	1,899
Chalk Lane Outfall	2,157	1,781	271	1,694
Searles Outfall	0	0	0	0
Bawsey Drain Outfall	2,803	5,284	4,220	4,544
Millfleet Sluice Outfall	4,866	5,281	5,180	4,948
Billy Kerkham Sluice	2,302	2,071	1,340	1,284
West Lynn Outfall	381	0	0	0
Cut Bridge Outfall	172	702	560	570
Merries Farm Outfall	0	320	0	0
Knowles Outfall	0	320	0	0
Straight Mile Outfall	0	646	0	0
	16,140	19,423	14,391	16,633

**KING'S LYNN INTERNAL DRAINAGE BOARD
MAINTENANCE WORK ESTIMATE FOR THE FINANCIAL YEAR 2022/2023**

NOTES MAINTENANCE WORK	Actual 2020/21 £	Estimate 2021/22 £	Probable 2021/22 £	Estimate 2022/23 £
3. PUMPING STATION MAINTENANCE				
Waltham Farm Pumping Station	3,731	4,777	4,777	5,933
Crabbes Abbey Pumping Station	29,158	19,217	20,217	22,830
Ingleborough Pumping Station	7,162	6,724	7,772	8,734
Wolferton Pumping Station	77,580	36,376	92,000	115,787
North Wootton Pumping Station	12,417	15,182	17,182	18,638
North Lynn Pumping Station	7,456	8,382	8,456	8,947
Seabank Pumping Station	6,972	9,002	9,102	10,337
Pierrepoint Pumping Station	55,515	34,428	35,520	36,953
Middleton Fen Pumping Station	10,241	14,756	15,756	16,019
Eau Brink Pumping Station	26,434	18,090	17,600	18,024
Green Bank Pumping Station	28,960	22,218	22,218	22,799
Islington Pumping Station	90,539	65,586	67,586	75,139
Church Farm Pumping Station	9,952	8,294	8,294	8,919
King's Reach Pumping Station	5,844	5,694	5,694	6,179
	371,960	268,730	332,174	375,233
4. PROPERTY MAINTENANCE				
Islington House	218	560	500	600
Reffley Reservoir	636	1,460	1,360	1,460
Morrisons Culvert	1,585	4,080	3,400	3,347
Gravel Bank (old station)	2,950	2,694	-5,953	0
Goulds Culvert	3,268	1,614	1,560	1,790
Straight Mile Reservoir - (On F Report)	0	0	0	0
Bridges	0	0	0	0
Banks	0	0	0	0
Wootton Road Culvert	0	422	440	770
Middleton Stop	0	480	200	440
King's Reach Flood Storage Area	2,866	840	960	962
Smeeth Lode Storage Area East	0	540	0	540
Smeeth Lode Storage Area West	0	540	0	540
	11,522	13,230	2,467	10,449
DIRECT WORKS	£1,176,061	£1,107,351	£1,154,681	£1,310,697
COST ANALYSIS:				
Plant Charges	518,249	329,138	371,224	421,382
Labour Charges	280,284	499,054	434,238	492,910
Materials	15,786	7,703	10,812	12,273
Contractors	25,188	19,856	9,585	10,880
Electricity	202,299	193,583	249,397	283,094
Pumping Station Insurance	31,001	31,001	28,176	31,983
Telemetry	19,979	21,441	18,647	21,166
Heating Fuel	20,037	5,576	106	120
Depreciation	63,238	0	32,498	36,889
	£1,176,061	£1,107,351	£1,154,681	£1,310,697

**KING'S LYNN INTERNAL DRAINAGE BOARD
MAINTENANCE WORK ESTIMATE FOR THE FINANCIAL YEAR 2022/2023**

	Actual	Estimate	Probable	Estimate
NOTES MAINTENANCE WORK	2020/21	2021/22	2021/22	2022/23
	£	£	£	£

NOTES

1. **Drain Maintenance**

From April 2022 we will no longer be able to use red diesel, and this will double our costs for fuel. With this in mind and an increase in labour charges as well you will see quite a considerable rise in my estimates for the 2022/23 period.

2. **Outfall Maintenance**

Outfall maintenance has gone well and I predict it will come in below budget this year so you will see my estimate for 2022/23 is slightly smaller to reflect this,

3. **Pumping Station Maintenance**

With the unprecedented amount of rainfall last winter and rises in electricity costs I feel my estimates for the 2021/22 period are going to fall well short. Also we have the new Islington station operational now and the electricity supply at the old station will still be feeding the Islington depot so with all this in mind you will see I have estimated a large increase for the 2022/23 period.

4. **Property Maintenance**

Property maintenance for this period has gone well and I estimate we will come within budget so with this in mind my estimate for the 2022/23 period is slightly lower than the previous year.

R TAYLOR
OPERATIONS MANAGER

**KING'S LYNN INTERNAL DRAINAGE BOARD
ESTIMATES FOR THE FINANCIAL YEAR 2022/23**

07 January 2022

1. RATE REQUIREMENT

	ACTUAL 2020/21	ESTIMATE 2021/22	PROBABLE 2021/22	ESTIMATE 2022/23
	£	£	£	£
<u>NEW WORKS AND IMPROVEMENT WORKS</u>				
Grant Aided Capital Work	8,130,556	2,549,993	12,140,839	904,079
Non-Grant Aided Capital Work	289,136	2,373,310	2,250,745	1,122,619
	<u>8,419,692</u>	<u>4,923,303</u>	<u>14,391,584</u>	<u>2,026,698</u>

CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY

Annual Precept Payable to the Environment Agency	174,352	177,839	174,352	177,839
	<u>174,352</u>	<u>177,839</u>	<u>174,352</u>	<u>177,839</u>

MAINTENANCE WORKS

Direct Works	1,176,061	1,107,351	1,154,681	1,310,697
Annual reinstatement provision (Asset Management Plan)	0	0	0	0
Net (Surplus)/Deficit on Absorption Accounts	126,639	0	0	0
Consortium Charges - Technical Support Costs	425,794	427,319	490,511	503,238
Biodiversity Actions/BAP	9,367	10,000	10,000	10,000
Contingency	0	25,000	25,000	25,000
	<u>1,737,861</u>	<u>1,569,670</u>	<u>1,680,192</u>	<u>1,848,935</u>

ADMINISTRATION AND OTHER EXPENSES

Consortium Charges - Administration Costs	378,575	407,566	413,318	401,731
Provision for Assessable Value Decreases and Bad Debts	3,621	10,000	5,000	25,000
Office Depreciation Charges	7,972	7,972	7,972	7,972
Development Expenditure	0	0	0	0
Sundry Expenses	785	3,000	2,000	3,000
	<u>390,953</u>	<u>428,538</u>	<u>428,290</u>	<u>437,703</u>

TOTAL EXPENDITURE

£10,722,858 £7,099,350 £16,674,418 £4,491,175

LESS:

GOVERNMENT GRANTS

Flood Risk Management Schemes	8,130,556	2,499,993	12,140,839	904,079
Environmental Improvement Schemes	0	0	0	0
	<u>8,130,556</u>	<u>2,499,993</u>	<u>12,140,839</u>	<u>904,079</u>

CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY

Highland Water Contributions	63,847	51,402	80,921	82,322
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OTHER INCOME

Development Contributions	-73,182	0	0	0
Rents and Acknowledgements	16,802	7,735	7,735	7,735
Investment Interest	105,999	25,000	32,252	10,000
Consortium Income	437,533	440,589	508,643	493,123
Sundry Income	1,727	0	727	0
Profit/(Loss) on Disposal of Plant & Equipment	9,750	0	18,152	0
Profit/(Loss) on Rechargeable Works	67,112	3,000	3,000	3,000
	<u>565,741</u>	<u>476,324</u>	<u>570,509</u>	<u>513,858</u>

TOTAL INCOME

£8,760,144 £3,027,719 £12,792,269 £1,500,259

NET REQUIREMENT

£1,962,714 £4,071,631 £3,882,149 £2,990,916

FINANCED BY:-

RATE INCOME LEVIED BY THE BOARD:

Occupiers Drainage Rates	328,495	335,021	335,021
King's Lynn & West Norfolk Borough Council	1,888,048	1,928,014	1,928,014
Fenland District Council	87,295	89,046	89,046
South Holland District Council	24,197	24,682	24,682
	<u>£2,328,035</u>	<u>£2,376,763</u>	<u>£2,376,763</u>

LESS NET SURPLUS/(DEFICIT) FOR THE YEAR

365,321 (1,694,868) (1,505,386)

NET REQUIREMENT

£1,962,714 £4,071,631 £3,882,149

GENERAL RESERVE

Balance brought forward at 1 April	3,294,924	7,891,689	7,891,689
ADD: Net Surplus/(Deficit) for the year	365,321	(1,694,868)	(1,505,386)
Movement on Balances/Reserves:			
Public Work Loan (Improvement Works, net of Grant Aid)	4,237,131	1,223,310	1,223,310
Capitalisation of Prior Year Spend Adjustment SCH43	0	0	0
Prior Year Costs SCH42 Islington	0	0	0
Transfer from/(to) Development Reserve	19,313	0	0
Transfer from/(to) WN Interagency Flood & Group Mgmt Reserve	(25,000)	0	0
Transfer from/(to) Plant Reserve	0	0	0
Transfer from/(to) Revaluation Reserve	0	0	0
Transfer from/(to) Capital Works Reserve	0	0	0
Balance carried forward at 31 March	<u>£7,891,689</u>	<u>£7,420,131</u>	<u>£7,609,613</u>

On preparing the estimates for the financial year 2021/22 it was estimated that the General Reserve would amount to £4,696,704 as at 31 March 2021. The actual balance of the General Reserve as at 31 March 2021 was £7,891,689 after utilising £5.763m of the public works loan and it is estimated that the General Reserve will be in the region of £7,609,613 as at 31 March 2022.

**KING'S LYNN INTERNAL DRAINAGE BOARD
SECTION 37, LAND DRAINAGE ACT 1991**

2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2021

The values at 31 December 2021 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

MAIN AREA: PROPERTIES	RATED AREA HA	ANNUAL VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	31,523.895	4,522,421	15.700	143.460
Other Land:-				
King's Lynn & West Norfolk Borough Council	3,539.319	23,029,818	79.948	6,506.850
Fenland District Council	154.256	958,098	3.326	6,211.091
South Holland District Council	246.746	295,559	1.026	1,197.827
Totals	35,464.216	£28,805,896	100.000	

Agricultural Land and/or Buildings	30,573.668	4,383,502	15.700	143.460
Billing Authorities	3,940.321	24,283,475	84.300	6,162.816
Totals	34,513.989	£28,666,977	100.000	

DRO AREA: PROPERTIES	RATED AREA HA	ANNUAL VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	950.227	138,919	10.902	146.196
Other Land:-				
King's Lynn & West Norfolk Borough Council	290.583	447,776	35.140	1,540.957
Fenland District Council	89.520	687,585	53.959	7,680.798
Totals	1,330.330	£1,274,280	100.000	

Agricultural Land and/or Buildings	950.227	138,919	10.902	146.196
Billing Authorities	380.103	1,135,361	89.098	2,986.982
Totals	1,330.330	£1,274,280	100.000	

TOTAL: PROPERTIES

Agricultural Land and/or Buildings	31,523.895	4,522,421	15.104	143.460
Billing Authorities	4,320.424	25,418,836	84.896	5,883.412
Totals	35,844.319	£29,941,257	100.000	

SECTION 38, LAND DRAINAGE ACT 1991

**3. ORDERS SUB-DIVIDING THE DRAINAGE DISTRICT
FOR THE PURPOSES OF RAISING AND APPORTIONING EXPENSES**

PURPOSE OF RATE:	MAIN AREA 95.74% of RV £	DRO AREA 4.26% of RV £	ESTIMATE 2022/23 £	PROPORTION 2022/23 %
NEW WORKS AND IMPROVEMENT WORKS	2,026,698	0	£2,026,698	45.13%
A. CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY	170,270	7,569	£177,839	3.96%
MAINTENANCE WORKS	1,848,935	0	£1,848,935	41.17%
B. ADMINISTRATION AND OTHER EXPENSES	419,075	18,628	£437,703	9.75%
	4,464,978	26,197	4,491,175	100.00%
LESS:				
GOVERNMENT GRANTS	-904,079	0	-£904,079	20.13%
CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY	-82,322	0	-£82,322	1.83%
OTHER INCOME	-513,858	0	-£513,858	11.44%
	-1,500,259	0	-1,500,259	33.40%
NET REQUIRED FROM DRAINAGE RATES/SPECIAL LEVIES	£2,964,718	£26,197	£2,990,915	66.60%

A. The Board's area is split into 2 Rating Districts: the Main Area and the Differentially Rated area. The Differentially Rated area is not served by the Board's drainage system, which forms part of the former Wingland and Gaywood IDBs now served by the Environment Agency (EA). This is why part of the precept payable to the EA is charged to the Differentially Rated Rating District, which is calculated according to the proportion of aggregate Annual Value.

B. Administration and Other Expenses are also charged to both of the 2 Rating Districts according to the proportion of aggregate Annual Value.

KING'S LYNN INTERNAL DRAINAGE BOARD
SECTION 40, LAND DRAINAGE ACT 1991

4. DRAINAGE RATES/SPECIAL LEVIES FOR 2022/2023

MAIN AREA

The following table shows the rate/levies for last year and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate requirement/(reduction) of 23.24%. Option 2 shows the planned increase of 2.10%, which equates to a 2.15% increase for KLBC - given any shift in their proportion of aggregate annual value arising from development during the course of the year. Option 3 shows an increase of 5.60%. Option 3 is recommended and members attention is drawn to the 5 year indicative forecast shown overleaf, which includes the capital schemes we plan to do during this period.

FINANCED BY:-	2021-2022 ESTIMATED £	REQUIREMENT		
		2022-2023 OPTION 1 £	2022-2023 OPTION 2 £	2022-2023 OPTION 3 £
(Add)/Deduct for adjustment of Balances	1,685,451	0	508,728	424,326
RATES/LEVIES:				
Occupiers Drainage Rates	333,196	465,451	385,582	398,832
King's Lynn & West Norfolk Borough Council (KLBC)	1,922,130	2,370,240	1,963,522	2,031,000
Fenland District Council (FDC)	80,011	98,608	81,687	84,495
South Holland District Council (SHDC)	24,682	30,419	25,199	26,065
NET REQUIREMENT	£4,045,470	£2,964,718	£2,964,718	£2,964,718
Penny Rate in the Pound	8.351p	10.292p	8.526p	8.819p
Drainage Rate Increase/(Decrease)	2.00%	23.24%	2.10%	5.60%
Special Levy for KLBC Increase/(Decrease)	2.12%	23.31%	2.15%	5.66%
Special Levy for FDC Increase/(Decrease)	2.00%	23.24%	2.09%	5.60%
Special Levy for SHDC Increase/(Decrease)	2.00%	23.24%	2.09%	5.60%

DIFFERENTIALLY RATED AREA

The following table shows the rate/levies for last year and 3 rate/levy options for this year based on the estimated EA Precept charges. Option 1 shows the actual rate requirement/(reduction) of 56.46%. Option 2 shows the planned increase of 2.10% and Option 3 shows a rate increase of 5.60%. Option 3 is recommended.

FINANCED BY:-	2021-2022 ESTIMATED £	REQUIREMENT		
		2022-2023 OPTION 1 £	2022-2023 OPTION 2 £	2022-2023 OPTION 3 £
(Add)/Deduct for adjustment of Balances	9,418	0	9,097	8,510
RATES/LEVIES:				
Occupiers Drainage Rates	1,825	2,855	1,864	1,928
King's Lynn & West Norfolk Borough Council (KLBC)	5,884	9,206	6,009	6,215
Fenland District Council (FDC)	9,035	14,136	9,227	9,544
NET REQUIREMENT	£26,162	£26,197	£26,197	£26,197
Penny Rate in the Pound	1.314p	2.056p	1.342p	1.388p
Drainage Rate Increase/(Decrease)	2.00%	56.46%	2.10%	5.60%
Special Levy for KLBC Increase/(Decrease)	2.03%	56.46%	2.12%	5.63%
Special Levy for FDC Increase/(Decrease)	2.02%	56.46%	2.13%	5.63%

SUMMARY

FINANCED BY:-	2021-2022 ESTIMATED £	REQUIREMENT		
		2022-2023 OPTION 1 £	2022-2023 OPTION 2 £	2022-2023 OPTION 3 £
Public Works Loan	1,223,310	0	0	0
Development Reserve	0	0	0	0
Plant Reserve	0	0	0	0
Capital Works Reserve	0	0	0	0
General Reserve	471,558	0	517,826	432,837
(Increase)/Decrease in Balances	1,694,868	0	517,826	432,837

RATES/LEVIES:

Occupiers Drainage Rates	335,021	468,306	387,446	400,760
King's Lynn & West Norfolk Borough Council (KLBC)	1,928,014	2,379,446	1,969,531	2,037,215
Fenland District Council (FDC)	89,046	112,744	90,914	94,039
South Holland District Council (SHDC)	24,682	30,419	25,199	26,065
NET REQUIREMENT	£4,071,631	£2,990,915	£2,990,916	£2,990,916

Drainage Rate Increase/(Decrease) - Main Area	2.00%	23.24%	2.10%	5.60%
Drainage Rate Increase/(Decrease) - Differentially Rated Area	2.00%	56.46%	2.10%	5.60%
Special Levy for KLBC Increase/(Decrease)	2.12%	23.41%	2.15%	5.66%
Special Levy for FDC Increase/(Decrease)	2.01%	26.61%	2.10%	5.61%
Special Levy for SHDC Increase/(Decrease)	2.00%	23.24%	2.09%	5.60%

GENERAL RESERVE:

Probable Reserve at 31 March	£4,225,146	£7,609,613	£7,091,787	£7,176,776
Reserve expressed as a percentage of Net Requirement	103.77%	254.42%	237.11%	239.95%

The current headline rate of inflation (RPI) as indicated by the National Statistics Office in October 2021 is 6.0%.

KING'S LYNN INTERNAL DRAINAGE BOARD

5. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 6.0%)

RATE REQUIREMENT	OPTION 3 REQUIREMENT...				
	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
	£	£	£	£	£
New Works and Improvement Works	2,026,698	1,840,741	870,091	950,091	1,590,091
Contributions Payable to the Environment Agency	177,839	181,396	185,024	188,724	192,499
Maintenance Works	1,848,935	1,959,871	2,077,463	2,202,111	2,334,237
Administration and Other Expenses	437,703	463,965	491,803	521,311	552,590
Government Grants and Local Levy	-904,079	-1,190,650	0	0	0
Contributions from the Environment Agency	-82,322	-83,969	-85,648	-87,361	-89,108
Other Income	-513,858	-544,689	-577,370	-612,012	-648,733
NET REQUIREMENT	£2,990,915	£2,626,665	£2,961,363	£3,162,864	£3,931,576
FINANCED BY:-					
Public Works Loan	0	0	0	0	0
Development Reserve	0	0	0	0	0
Plant Reserve	0	0	0	0	0
Capital Works Reserve	0	0	0	0	0
General Reserve	432,837	-74,709	108,577	150,249	750,139
(Add)/Deduct for adjustment of Balances	432,837	(74,709)	108,577	150,249	750,139
RATES/LEVIES:					
Occupiers Drainage Rates	400,760	423,210	446,930	471,970	498,418
King's Lynn & West Norfolk Borough Council (KLBC)	2,037,215	2,151,331	2,271,915	2,399,198	2,533,643
Fenland District Council (FDC)	94,039	99,308	104,873	110,750	116,959
South Holland District Council (SHDC)	26,065	27,525	29,068	30,697	32,417
	£2,990,916	£2,626,665	£2,961,363	£3,162,864	£3,931,576
INCREASES/(DECREASES):					
Penny Rate in the Pound (Main Area)	8.819p	9.313p	9.835p	10.386p	10.968p
Penny Rate in the Pound (Differentially Rated Area)	1.388p	1.466p	1.548p	1.635p	1.727p
Rate Increase/(Decrease)	5.60%	5.60%	5.60%	5.60%	5.60%
GENERAL RESERVE:					
Probable Reserve at 31 March	£7,176,776	£7,251,485	£7,142,908	£6,992,659	£6,242,520
Reserve expressed as a percentage of Net Requirement	239.95%	276.07%	241.20%	221.09%	158.78%
AVERAGE RATE PER ACRE:					
Agricultural Land and/or Buildings	£5.14	£5.43	£5.74	£6.06	£6.40
Billing Authorities	£202.07	£213.39	£225.35	£237.98	£251.31
RATE PER PERSON:					
Agricultural Drainage Ratepayers	£242.88	£256.49	£270.87	£286.04	£302.07
King's Lynn & West Norfolk Borough Council	£10.19	£10.76	£11.36	£12.00	£12.67
Fenland District Council	£1.09	£1.15	£1.21	£1.28	£1.35
South Holland District Council	£0.34	£0.36	£0.38	£0.40	£0.42

6. EARMARKED BALANCES AND RESERVES	ACTUAL	ADEQUACY	PROJECTED	ESTIMATED	TREND
	31/03/2021	31/03/2021	31/03/2022	31/03/2023	20/21-22/23
	£	✓ x	£	£	Inc/Dec
Earmarked Balances and Reserves					
Public Works Loan (£10m)	4,237,131	✓	3,013,821	3,013,821	Decreasing
Capital Works Reserve	0	N/A	0	0	Stable
Development Reserve	1,282,710	✓	1,282,710	1,282,710	Stable
West Norfolk Inter Agency Flood Water Mgmt Reserve	50,000	✓	50,000	50,000	Stable
Grants Reserve	9,260,069	✓	0	0	Decreasing
Plant Reserve	2,821,148	✓	2,821,148	2,821,148	Stable
General Reserve (with PWLB topup)	7,891,689	✓	7,609,613	7,176,776	Decreasing
	£25,542,747	ADEQUATE	£14,777,292	£14,344,455	
Other Reserves					
Revaluation Reserve	326,852	✓	326,852	326,852	Stable
Pensions Reserve	-3,649,000	✓	-3,542,000	-3,542,000	Stable
	-£3,322,148	ADEQUATE	-£3,215,148	-£3,215,148	
Total Reserves	£22,220,599	ADEQUATE	£11,562,144	£11,129,307	

The adequacy of the Reserves in total have been determined in accordance with the Board's Capital Financing and Reserves Policy, which is published on the Group's website: as a minimum the Board's Reserves should equal at least one year's net expenditure and as a maximum they should not exceed one year's net expenditure plus the value of the pensions reserve deficit.

S JEFFREY
FINANCE AND RATING MANAGER
07 JANUARY 2022

KING'S LYNN INTERNAL DRAINAGE BOARD

OBJECTIVES 2021/22 – PERFORMANCE REVIEW

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2021/22 and plan for subsequent year's rate increases to equate to no more than an inflationary rise.	Chief Executive/ Budget Holders	Achieved. This will be difficult to achieve next year, due to rising fuel, energy, and employment costs.
2.	To identify all free-span bridges and culverts that the Board has some legal responsibility for and devise a risk-based inspection programme for them.	Sustainable Development Manager/ Operations Manager/Project Managers	Not achieved due to other priorities. Recent management reorganisation should enable work to start on this project during 2022/23.
3.	To ensure that the Board receives as much Capital FDGiA from the EA and financial contributions from third parties as possible, and, that the capital programme is delivered as planned.	Chief Executive/Project Managers	Achieved.
4.	Continue to ensure the EA's annual precept charge on the Board is fair and is spent on work that benefits the Drainage District.	Chief Executive/Board	Achieved through the Local Choices initiative.
5.	To identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment. Move forward with plans to extend the Drainage District if/when the Environment Bill is enacted, provided there is local support to do so, as agreed previously by the Board.	Chief Executive/Board	Achieved. The Environment Act 2021 has just come into being. With local support, this will give the Board the ability to extend its area to the watershed catchment, which would enable an upland drainage rate to be levied and for development contributions to be collected in the upper reaches, instead of receiving Highland Water Contributions from the EA for managing surface water that enters the district from outside the district. Work now needs to focus on getting local support to extend the area and in implementing the new methodology for valuing non-agricultural land, via Statutory Instrument (the CEO is working on this with ADA and Defra). The Board also continues to carryout rechargeable work on the sea defences on behalf of the EA via a Public Sector Cooperation Agreement

KING'S LYNN INTERNAL DRAINAGE BOARD OBJECTIVES 2021/22 – PERFORMANCE REVIEW

6.	To help develop a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, KLBC, NNDC, NCC, NE and our other partners.	Chief Executive/Board	Achieved through the East Wash CIC, the Wash East Coastal Management Strategy Advisory Group, the EA RFCC and other key partners working together in partnership.
7.	To relocate the office from Kettlewell House in King's Lynn.	Chief Executive/Board	Achieved. The Board will have built its new office by the end of February 2022 on land that it does not own. It is hoped that NP Law (who act for the vendor) will have been able to complete the land purchase before then.
8.	Raise the profile across all WMA Board's with the use of various publicity and social media platforms.	Chief Executive/ICT Manager	Achieved and continuing. A double-sided newsletter/flyer was included with all the annual rate demands that were sent in March 2021. The use of various social media channels has increased, and the reach figures are presented quarterly to the Consortium Management Committee and to each WMA Member Board. The WMA has recently started to use Instagram and all employees include the social media links within their email signature blocks.

P J CAMAMILE
CHIEF EXECUTIVE

KING'S LYNN INTERNAL DRAINAGE BOARD DRAFT OBJECTIVES FOR 2022/23

1. To ensure that total expenditure does not exceed the expenditure budget for 2022/23 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
2. To identify all free-span bridges and culverts that the Board has some legal responsibility for and devise a risk-based inspection programme for them.
3. To ensure that the Board receives as much Capital FDGiA from the Environment Agency and financial contributions from third parties as possible, and, that the capital programme is delivered, as planned.
4. To ensure that the Environment Agency's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
5. To identify alternative income sources, should Highland Water Contributions no longer be made by the Environment Agency to the Board for managing surface water entering the Drainage District from the Upland Catchment.
6. To start the process of re-developing Kettlewell House for sale.

**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).	(1a) Reduction in, or insufficient finance, grant and income.	Erosion of Board's capital and general reserves. Unable to replace assets as scheduled in the Board's asset plan and EA MTP.	3	3	High 9 ↓	Explore alternative funding streams. Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed, which in turn would provide additional rates to the Board from the upland area. Defra supports the Environment Bill, which, if enacted could facilitate these aims.
	1b) EA may cease to pay highland water contribution to IDBs.	Reduction in FCERM service the Board is able to provide.	3	3	High 9 ↓	Close liaison with EA to support its next 6 year compulsory spending programme to facilitate inclusion of IDB programmes/FDGiA where possible.

**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)
	(1d) The EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain the sea defences but to a reduced specification.	Potential 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. Devise action plan in response to the latest iteration of the statutory Shoreline Management Plan, for consideration by the Board during 2021/22.
	(1e) Potential risk of receiving less PSCA work from the EA.	Potential loss of income and reputational damage to Board and WMA Group.	2	3	High 6 →	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).
	(1f) Flood risk management for the Fens project. EA project looking at collaborative and partnership	Potential reduction in grant funding for flood risk management in the Fens.	2	3	High 6 →	Board representation on this project implemented by the EA.

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	approach with all relevant IDBs to future flood risk management of the Great Ouse Fens.					
	(1h) Potential for enforced works on IDB infrastructure arising from implementation of Eel Regs 2009.	Huge cost implication if works are not grant funded.	2	3	High 6 →	EA has provided derogation until end 2021. ADA are pressing for this to become a permanent change. Board to apply for grant aid.
	(1s) The increasing number of water management initiatives being developed and promoted across the region could lead to a duplication of effort and emerging strategies which have conflicting objectives that could adversely impact on the Board's operations and/or increase	Increase pressure on management time as the Board attempts to keep a handle on the growing number of plans and initiatives in the catchment.	3	2	High 6 ↑	Management to carefully assess whether or not to directly engage with each water management initiative being developed by other RMAs in the catchment, encouraging other trusted partners to attend meetings on the Board's behalf where appropriate to monitor and advise the Board of any actions that may be taken, which could either lead to improved services or otherwise adversely impact on the Board's operations and/or increase flood risk.

**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)
	flood risk.					
	(1t) May not be able to continue using red diesel after 1 April 2022, which would mean that all of the existing mobile plant would need their fuel tanks and injectors flushing to run on white diesel.	An annual fuel increase in cost of approximately £70,000, meaning an increase of 3% in drainage rates and special levies.	3	2	High 6 ↑	ADA are lobbying Government, whilst supporting the move to lower carbon usage, but it should be phased in over a number of years, as alternative technology develops.
	(1u) Significant increases in wages, fuel and energy costs and difficulty of passing on the associated increases to drainage ratepayers and councils.	Cuts to service delivery would have to be made, which could significantly increase flood risk.	3	3	High 9 ↑	Additional costs passed on in rates and special levies with effect from 1 April 2022. Assess where cuts could be made without increasing flood risk to an unacceptable level.
	(1v) The re-introduction of wild beavers across England.	Damage to banks of watercourse, instream dam building and tree felling which would increase flood risk. Increased cost to the Board to	2	3	Medium 6	In November 2021, ADA submitted a response outlining the potential problems of beaver reintroductions to the lowland landscape where research had not yet been conducted and outlined mitigation and response requirements from the

**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)
		repair damage caused by beavers. Proposed Species status for the beaver, which would make it impossible to deal with these financial and operational impacts.				regulator. The WMA Environmental Manager submitted a response, similar to ADA, outlining concerns to the DEFRA proposal, providing specific potentially problematic areas.
	(1w) The new obligation brought in by the Environment Act to enhance the natural environment, as opposed to maintain and conserve the natural environment.	Enhancing the natural environment could lead to an increased flood risk for people, property and public infrastructure.	2	3	Medium 6	Need to introduce a policy to minimise operational and financial impacts.
To enable and facilitate land use for residential, commercial, recreational, and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk.	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	Increased flood risk. Potential for lost income from SWDCs and commuted sums.	2	3	High 6 ↑	Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings. Officers' comments on planning applications are available on Local Authority website.

**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 Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.
	(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long-term maintenance.	Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.	2	3	High 6	A SUDs adoption and charging policy has been approved by the Board. Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.

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.



Representing Drainage Water Level & Flood Risk Management Authorities

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By email to all IDB Clerks/CEOs

Thursday 06 January 2022

Dear Clerks & CEOs,

Red diesel: January 2022 Update

Background

Following the government's announcement in March 2020 that it will remove the entitlement to use rebated fuel (red diesel) from most sectors from April 2022, ADA has remained concerned about the significantly increased fuel costs for IDBs as a result of moving their lowland watercourse maintenance operations to white diesel. ADA was also concerned about IDBs' continued access to suitably skilled local contractors who predominantly serve the agricultural market for which their plant machinery will still be entitled to run on rebated fuel.

Throughout 2021 ADA has been corresponding with HM Treasury and Defra on this matter and the timeline attached summarises the key dates so far. ADA has continued to argue that IDBs and their contractors should continue to have an entitlement to use rebated fuel after 1 April 2022, and that land drainage watercourse maintenance and flood defence maintenance operations as 'allowed uses' to enable the contractors and direct workforce of IDBs and other risk management authorities to continue to operate using rebated fuel after 1 April 2022.

HM Treasury clarification

On 17 December ADA received a response from an HM Treasury official providing clarification regarding the circumstances in which IDBs and their contractors may continue to use rebated fuel after 1 April 2022. It is provided as written below in full.

I thought it would be helpful to clarify the circumstances where it will remain possible to use red diesel for water level management activities, as set out in guidance here

(<https://www.gov.uk/government/publications/changes-to-rebated-fuels-entitlement-from-1-april-2022/check-when-rebated-fuel-can-be-used>):

- Anyone will be able to use rebated fuel in vehicles and machines used for purposes relating to agriculture, horticulture, fish farming or forestry. This includes agricultural vehicles, special vehicles, unlicensed vehicles and certain machines and appliances. For these purposes, you can use rebated fuel to travel to and from the place where the vehicle is used, except on roads in unlicensed vehicles. If a vehicle or machine allowed to use rebated fuel is transported by another vehicle, you can only use rebated fuel in the vehicle carrying or towing it if it also qualifies in its own right.*

This means that both IDBs using their direct workforce and contractors will be able to use red diesel in their vehicles/machinery to complete water level and flood risk management work on land used for agriculture (working under the expectation that such activity on this land will at least in part be for the benefit of agricultural activity). As set out in your letter, nearly 70% of land at the highest risk of flooding is in agricultural use, so for a large proportion of your work, IDBs and agricultural contractors will be able to continue using red diesel. It will, however, not be possible to use rebated fuel for water level and flood risk management work on any other land (other than golf courses), unless it is for purposes relating to agriculture.



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ADA welcomes this clarification from HM Treasury, which aligns with the interpretation that some IDB staff had previously expressed regarding IDBs using rebated fuel for watercourse maintenance activities on agricultural land.

Pumping stations

Whilst ADA's understanding was that from 1 April 2022 diesel pumps would have to be powered using white diesel, the most recent clarification from HM Treasury may serve to change that position, where the pumping is of benefit to agricultural land. Certainty remains that rebated fuel may continue to be used after 1 April 2022 to generate electricity that is then used to power the pumps. This exception is because the Finance Bill 2021 states that using rebated fuel for heating and electricity generation in non-commercial premises would be a 'qualifying purpose'.

ADA will continue to persuade government that an accelerated programme of asset replacement would help all risk management authorities upgrade their pumps to the latest carbon reduced and fish friendly electric versions.

Next steps for ADA

ADA still wishes to better understand the circumstances where IDBs may or may not be permitted to use rebated fuels when undertaking work/pumping on non-agricultural land where those IDB operations benefit surrounding agricultural land.

The current wording of Excise Notice 75: Fuels for use in vehicles (<https://www.gov.uk/guidance/fuels-for-use-in-vehicles-excise-notice-75>) states that:

Ditch clearing and drainage

*You can use rebated fuel for ditch clearing and drainage only if it is done **solely** for the benefit of land used for agriculture, horticulture or forestry.*

However, HMRC has stated that Excise Notice 75 will be updated in advance of 1 April 2022.

Therefore, ADA proposes to seek:

- further clarification from the government regarding future wording within Excise Notice 75 and government guidance on the changes to rebated fuels entitlement from 1 April 2022, in line with HM Treasury's most recent clarification to us.
- legal advice regarding the circumstances in which rebated fuel may continue to be used on non-agricultural land where those operations benefit surrounding agricultural land.
- legal advice regarding the use of rebated fuel in pumping stations that benefit agricultural land.

These proposals will be discussed at the ADA Policy & Finance Committee meeting on 19 January 2022.

Yours faithfully

Ian Moodie MSci, Technical Manager, ADA



Timeline of changes to rebated fuels entitlement

11 March 2020 | Budget 2020, the government announced that it will remove the entitlement to use red diesel from most sectors from April 2022.

9 July 2020 | HM Treasury launched public consultation seeks views on reforms to the tax treatment of red diesel and other rebated fuels. ADA was unaware of this consultation at the time and did not respond.

11 January 2021 | ADA submitted an urgent report on the use of red diesel by internal drainage boards to HM Treasury and Defra.

11 March 2021 | Finance Bill 2021 published with provisions for changes to rebated fuels entitlement.

12 March 2021 | ADA shared a pro forma letter for IDBs to send to MPs regarding red diesel entitlement.

23 March 2021 | ADA submitted an updated version of the urgent report to HM Treasury and Defra.

10 June 2021 | Finance Act 2021 received royal assent.

21 June 2021 | ADA met with HM Treasury civil servant leading on these fuel duty changes to discuss the sector's concerns. The outcome of this meeting was a specific request from HM Treasury for ADA to provide further quantitative information about IDBs' use of agricultural contractors.

9 July 2021 | ADA wrote to IDBs providing an update on meeting with HM Treasury and making a request for data regarding IDBs' use of agricultural contractors undertaken by ADA. 61 IDBs responded to this data request over the summer of 2021.

6 October 2021 | ADA wrote to HM Treasury describing IDB operational maintenance in greater detail and presenting results of the IDB contractors survey undertaken. The letter concluded with two alternative policy requests seeking:

- a. to define land drainage watercourse maintenance and flood defence maintenance operations as 'allowed uses', and/or
- b. for land drainage watercourse maintenance to be defined as an 'accepted purpose' in relation to agriculture, such as within *Excise Notice 75: Fuels for use in vehicles*.

15 October 2021 | ADA receives interim guidance on changes to rebated fuels entitlement from 1 April 2022 from HMRC.

11 November 2021 | Interim guidance on changes to rebated fuels entitlement from 1 April 2022 published on gov.uk website (<https://www.gov.uk/government/publications/changes-to-rebated-fuels-entitlement-from-1-april-2022>).

30 November 2021 | HM Treasury responded to ADA's letter thanking ADA for the data provided. It did not address the questions and policy requests made in ADA's letter. HM Treasury directed ADA to discuss the implications that we set out with Defra colleagues. It should be noted that ADA was originally encouraged to discuss the matter directly with HM Treasury by Defra officials.

17 December 2021 | HM Treasury writes again to ADA clarifying that *'IDBs using their direct workforce and contractors will be able to use red diesel in their vehicles/machinery to complete water level and flood risk*



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management work on land used for agriculture (working under the expectation that such activity on this land will at least in part be for the benefit of agricultural activity).'

7 January 2022 | ADA writes to IDBs regarding the clarification provided by HM Treasury, and outlining next steps ADA proposes to take.

From: 01 April 2022
To: 31 March 2023

Administration and Technical Support Services
Financial Year Ending: 31 March 2023

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2020/21	ESTIMATE 2021/22	PROBABLE 2021/22	ESTIMATE 2022/23
	Income				
	Net Consortium Charges				
	Broads IDB	320,724	341,363	337,227	348,544
	East Suffolk IDB	182,740	194,511	192,894	200,553
	King's Lynn IDB	366,837	394,296	395,186	411,846
	Norfolk Rivers IDB	203,412	224,418	222,097	230,533
	South Holland IDB	324,773	376,092	375,200	393,126
	Waveney Lower Yare and Lothingland IDB	0	0	0	133,284
	Net Consortium Charges	1,398,486	1,530,680	1,522,605	1,717,885
	(+) Other Income				
1	Services provided to third parties	847,173	1,121,292	1,094,004	1,730,470
	Surface Water Development Contributions	303,642	165,000	266,577	220,000
	Sales of Rating Software Licences/Ancillary Services	370	10,370	5,000	10,370
	Rating Software Support	26,161	21,140	24,242	19,840
	Rental Income from Offices	26,270	26,300	26,486	26,300
	Sundry Income	20,069	9,001	17,809	18,001
	(+) Other Income	1,223,685	1,353,103	1,434,118	2,024,981
	(=) Total Income	2,622,171	2,883,783	2,956,723	3,742,866
	(-) Expenditure				
	Administration Costs				
2	Shared Administration Staff	631,445	741,876	712,470	777,703
	Establishment				
	Kettlewell House (shared)	95,078	96,352	94,632	33,020
	Marsh Reeves (South Holland IDB)	26,418	25,786	23,680	28,009
	Martham Office (Broads IDB and Norfolk Rivers IDB)	1,940	3,491	2,325	4,042
	Eastern Office	0	0	0	20,000
	Nar Ouse Way, Kings Lynn IDB (Shared)	0	0	0	77,900
	Establishment	123,436	125,629	120,637	162,971
	Shared ICT				
	Hardware Support and Maintenance	29,914	26,821	32,802	30,000
	Software Support and Maintenance	46,207	49,129	41,642	65,409
	Website Maintenance and Development	2,292	2,639	3,121	2,640
	Software and Upgrades	55,131	26,236	40,422	20,105
	ICT Infrastructure	4,224	25,001	14,996	27,001
	Shared ICT	137,768	129,826	132,983	145,155

From: 01 April 2022
To: 31 March 2023

Administration and Technical Support Services
Financial Year Ending: 31 March 2023

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2020/21	ESTIMATE 2021/22	PROBABLE 2021/22	ESTIMATE 2022/23
Other Shared Administration					
	Legal and Professional Charges	5,000	11,251	12,449	11,252
	Insurances	113,861	121,210	126,212	138,267
	Marketing and PR Expenses	1,444	3,275	5,368	2,295
	WMA Chairman's Allowance	1,500	1,500	1,500	1,500
	Annual Subscriptions	1,770	1,812	1,812	1,837
	Actuary Fees	669	704	702	709
	Sundry Expenses	12,051	10,870	10,092	10,826
	Other Shared Administration	136,296	150,622	158,135	166,686
Other Administration					
	Public Notices	0	0	0	0
	Former Staff Pension Charges	7,605	7,668	7,088	7,668
	Members Expenses	0	750	350	850
	Chairman's Allowances	14,000	14,000	14,000	21,000
	Meetings and Inspections	-89	4,295	2,277	4,795
	Legal and Professional Charges	32,441	26,650	43,347	45,300
	Audit and Compliance Fees	53,845	45,375	45,995	50,010
	ADA Expenses	19,991	19,231	21,001	21,701
	Other Administration	127,793	117,969	134,058	151,324
	Administration Costs	1,156,748	1,265,922	1,258,283	1,403,839
Technical Support Costs					
	Technical Support Staff Costs	1,449,225	1,601,594	1,683,597	2,282,292
	Technical Support Staff (shared with external RMAs)	0	0	0	35,000
Other Technical Support					
	Technical Consultants	8,281	8,460	6,360	8,640
	Land Registry Fees	4,985	4,108	4,759	8,320
	Sundry Expenses	2,933	3,700	3,724	4,775
	Other Technical Support	16,199	16,268	14,843	21,735
	Technical Support Costs	1,465,423	1,617,862	1,698,440	2,339,027
	(-) Total Expenditure	£2,622,171	£2,883,783	£2,956,723	£3,742,866
	(+/-) Profit/(Loss) on disposal of Fixed Assets	0	0	0	0
	(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0
3	Increases/(Decreases) in Net Consortium Charges	7.20%	2.82%	-0.53%	12.23%

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NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2020/21	ESTIMATE 2021/22	PROBABLE 2021/22	ESTIMATE 2022/23
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Notes:

- 1 The Services provided to third parties is estimated to be significantly higher in 2022/23 due to the extensive Capital Works programme that is planned over the forthcoming years. These services are largely made up of Technical Support Staff time that will be charged to these Grant Aided Schemes, in line with the programme of works. The estimated Technical Support Staff costs have also increased significantly, in line with the Capital Works programme. However, it is important to note that until the signed approval letters are received from the EA, the vacant positions will not be actively recruited.
- 2 A provision has been made to increase staff salaries by 3% with effect from 1 April 2022. Pension costs are to increase by 0.5% to 24% of employees pensionable pay with effect from 1 April 2022.
- 3
 - (i) The rate of Inflation as at 31 October 2021 was 6% (Retail Price Index).
 - (ii) It is important to note that each WMA Member Board can accommodate the proposed increases, without having to pass them on by way of significant increases in drainage rates and special levies, over and above inflation.
 - (iii) This is a balanced budget which continues the focus of investing more in technology, staff capability and capacity, which should make the WMA Group far more robust and sustainable in future. It is vitally important to add resilience to the existing management structure and build in succession so that the Member Boards can more easily manage the departure of any individual, without significantly increasing costs and carrying unnecessary capacity. As a relatively small and specialist organisation providing public services, this must be a key strategic objective.
 - (iv) It is important to note that we are expecting 54% of the Group's Administration and Technical Support Costs to be paid for by others in 2022/23. We are expecting this to be 49% for 2021/22. Sustaining this level of recharge activity without compromising delivery of our own work programmes is key, and the recent change in management structure should align this priority, alongside delivering the extensive Capital Works programme across all the Boards.
 - (v) We have budgeted to employ additional resource within the newly formed Project Development and Project Delivery Teams. The apportionment of costs across the Boards for 2022/23 is based on an estimate of where we expect this resource to be utilised. This will be reassessed during the course of 2022/23 and adjusted if necessary in the WMA Estimates for 2023/24.
 - (vi) The Waveney Lower Yare and Lothingland IDB will be fully integrated into the WMA Consortium as of 1 April 2022, and the income from this agreement will now be shown within the Consortium Charges, in line with the other Boards in the WMA Group. Previously this had been shown within the Services provided to third parties, which was the nature of the agreement at the time. Therefore, the increase in Net Consortium Charges for 2022/23 is 3.52%, as opposed to 12.23%.

Recommendations:

- 1 The following increases in Net Consortium Charges are recommended for 2022/23:

Broads IDB	2.10%
East Suffolk IDB	3.11%
King's Lynn IDB	4.45%
Norfolk Rivers IDB	2.72%
South Holland IDB	4.53%
Waveney Lower Yare and Lothingland IDB	3.78%

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESIDB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)
Other Income									
Contributions towards Staff Costs									
	Contributions from BIDB to part fund staff costs	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	Contributions from NRIDB to part fund staff costs	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%
	Contributions from ESIDB to part fund staff costs	Credited to ESIDB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	Contributions from SHIDB to part fund staff costs	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Contributions from KLIDB to part fund staff costs	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
	Contributions from Bedford for CEO Services	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Contributions from East Anglia Team to part fund staff costs	Credited to each WMA Board as per employment costs	35.84%	15.83%	7.50%	22.50%	0.00%	18.33%	100.00%
	Contributions from SDT Team to part fund staff costs	Credited to each WMA Board as per employment costs	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Contributions from Admin Team to Capital Works Schemes	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Contributions from WLYL & P&C to part fund shared staff costs	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Contributions from WMA Project Teams to aprt fund staff costs	Credited to each WMA Board as per employment costs	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
Contributions towards Staff Costs									
Surface Water Development Contributions									
	Surface Water Development Contributions								
	Broads IDB - SWDC	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	East Suffolk IDB - SWDC	Credited to ESIDB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	Kings Lynn IDB - SWDC	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
	Norfolk Rivers IDB - SWDC	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%
	South Holland IDB - SWDC	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
Collection of Surface Water Development Contributions									
Sales of Rating Software Licences									
	Ancillary Services	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.11%	5.55%	29.87%	7.37%	100.00%
	Sales of VDBAS	Proportion of aggregate Annual Value (KLCIDBs, as at 31/12/2006)	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
Sales of Rating Software Licences									
Rating Software Support									
	VDBAS	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.11%	5.55%	29.87%	7.37%	100.00%
	DRS	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.11%	5.55%	29.87%	7.37%	100.00%
Rating Software Support									
Rental Income from Offices									
	Marsh Reeves	Income credited to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Kettlewell House: Next Door	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%
	Nar Ouse Way: Kings Lynn IDB	Income credited to property owners	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
	Sluice Bungalow: Islington (KLIDB)	Income credited to property owner	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
	Kettlewell House: Airwave Ltd	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%
	Kettlewell House: Page One Aerial & Equ Site	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%
	Kettlewell House: Vodafone Mast	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%
Rental Income from Offices									
Sundry Income									
	Bank Account Interest (WMA Only)	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.11%	5.55%	29.87%	7.37%	100.00%
	Deed of Indemnity Preparation Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.11%	5.55%	29.87%	7.37%	100.00%
	ICT Investment recharged to IDB Development Reserves	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.11%	5.55%	29.87%	7.37%	100.00%
	Various - adhoc contributions	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.11%	5.55%	29.87%	7.37%	100.00%
Sundry Income									

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESIDB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	WLYIDB (%)	TOTAL (%)
Expenditure									
Administration Costs									
Shared Administration Staff									
	ICT Manager	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Chief Executive (CEO)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	PA (CEO)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Finance & Rating Manager	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	ICT Officer (16)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Rating & Enforcement Officer/Site Warden	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Senior Finance & Rating Officer (Vacant)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Business Support Officer (37)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	ICT Officer (16)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Business Support Officer (30)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Business Support Officer (22.5)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	ICT Officer (30)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
	Shared Administration Staff		17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%
Establishment									
	Landlord's obligations	Proportion of beneficial interest in Kettlewell House	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%
	Office and Site Maintenance	Proportion of people working in Kettlewell House	16.17%	13.34%	28.58%	16.06%	14.92%	10.93%	100.00%
	Rent, Rates and Metered Water	Proportion of people working in Kettlewell House	16.17%	13.34%	28.58%	16.06%	14.92%	10.93%	100.00%
	Telecoms	Proportion of people working in Kettlewell House	16.17%	13.34%	28.58%	16.06%	14.92%	10.93%	100.00%
	Heat and Light	Proportion of people working in Kettlewell House	16.17%	13.34%	28.58%	16.06%	14.92%	10.93%	100.00%
	Office Cleaning and Supplies	Proportion of people working in Kettlewell House	16.17%	13.34%	28.58%	16.06%	14.92%	10.93%	100.00%
	Refuse Collection and Waste Disposal	Proportion of people working in Kettlewell House	16.17%	13.34%	28.58%	16.06%	14.92%	10.93%	100.00%
	Printing, Postages and Stationery	Proportion of people working in Kettlewell House	16.17%	13.34%	28.58%	16.06%	14.92%	10.93%	100.00%
	Office Sundries	Proportion of people working in Kettlewell House	16.17%	13.34%	28.58%	16.06%	14.92%	10.93%	100.00%
	Kettlewell House (shared)								
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Office and Site Maintenance	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Business Rates and Metered Water	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Telecoms	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Heat and Light	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Office Cleaning and Supplies	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Refuse Collection and Waste Disposal	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Printing, Postages and Stationery	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Office Sundries	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Marsh Reeves (South Holland IDB)								
	Office and Site Maintenance	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%
	Rent, Light, Heat and Water	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%
	Telecoms	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%
	Office Sundries	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%
	Martham Office (Broads IDB and Norfolk Rivers IDB)								
	Rent	Broad IDB, East Suffolk IDB and WLYL IDB	45.00%	45.00%	0.00%	0.00%	0.00%	10.00%	100.00%
	Printing & Stationery	East Suffolk IDB Only	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	Office Equipment/Small Purchases	East Suffolk IDB Only	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	Eastern Local Office (BR, ES, WLYL)								
	KL Office, Nar Ouse Way	See Establishment Costs Kettlewell House	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	KL Nar Ouse Way Office (Kings Lynn IDB)								

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Establishment									
Shared ICT									
	Hardware Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	Software Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	Website Maintenance and Development	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	Software and Upgrades	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	ITC Infrastructure	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
Shared ICT									
Other Shared Administration									
	Legal and Professional Charges	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	Insurances	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	Marketing and PR Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	WMA Chairman's Allowance	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	Annual Subscriptions	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	Actuary Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
	Sundry Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
Other Shared Administration									
Technical Support Costs									
Shared Technical Support Staff									
Environment Team									
	Environmental Manager	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%
	Senior Environmental Officer (30)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%
	Environmental Officer (HM)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%
	Environment Officer (CH)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%
	Environment Officer (EB)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%
Sustainable Development Team									
	Sustainable Development Manager	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Senior Sustainable Development Officer (ER)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Senior Sustainable Development Officer (PN)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Senior Sustainable Development Officer (YS)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Sustainable Development Officer (Charlie/Char)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Sustainable Development Officer (EM)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Sustainable Development Officer (ET)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Sustainable Development Officer (RY)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Sustainable Development Officer (WC)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Sustainable Development Officer (EMR)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Estates Manager	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
Project Development Team									
	Project Development Manager	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Development Engineer	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Development Officer (ED)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
Project Delivery Team									
	Contracts Manager	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Delivery Engineer (CB)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Delivery Engineer (TI)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Delivery Engineer (PR)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Delivery Engineer (ATH)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Manager (Kings Lynn IDB)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Manager (King's Lynn IDB)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Programme Manager	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Trainee Project Manager	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Trainee Project Manager	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%

**

From: 01 April 2022
To: 31 March 2023

Administration and Technical Support Services
Financial Year Ending: 31 March 2023

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESIDB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)
East Anglia Team									
	Area Manager (East Anglia)	Assessment of Time Spent on each Member Board	50.00%	10.00%	10.00%	10.00%	0.00%	20.00%	100.00%
	Operations Engineer (Norfolk Rivers)	Assessment of Time Spent on each Member Board	40.00%	0.00%	0.00%	60.00%	0.00%	0.00%	100.00%
	Operations Manager (East Suffolk & Waveney)	Assessment of Time Spent on each Member Board	33.34%	33.33%	0.00%	0.00%	0.00%	33.33%	100.00%
	Flood Risk Engineer	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
South Holland Team									
	Catchment Engineer (South Holland IDB)	Assessment of Time Spent on each Member Board	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
	Flood Risk Engineer (South Holland IDB)	Assessment of Time Spent on each Member Board	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
Technical Support Staff (shared with & employed by external RMAs)									
	Technical Officer shared with & employed by CPE (0.5 FTE)	East Suffolk IDB Only	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	Technical Officer shared with & employed by CPE (0.5 FTE)	East Suffolk IDB Only	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	Technical Officer shared with & employed by SCC (0.5 FTE)	East Suffolk IDB Only	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Technical Support Staff (shared with & employed by external RMAs)									
Profit/(Loss) on disposal of Fixed Assets									
Shared Assets									
	Fixed Assets Register	Proportion of aggregate Annual Value (WMA, as at 31/12/2021)	5.73%	4.37%	47.10%	5.55%	29.88%	7.37%	100.00%
Shared Assets									

Approved by the Consortium Management Committee on 10 December 2021 and recommended to each of the Member Boards.
(As required by clause 4.2 of the Consortium Agreement, dated 15 May 2020).

S JEFFREY
FINANCE AND RATING MANAGER

Planning Report – Changes to Planning and Byelaw Strategy

1. Introduction

The purpose of this report is to present to CMC a request that WMA Member Boards consider approving two amendments to the WMA's joint Planning and Byelaw Strategy as follows:

- To slightly amend the Scheme of Delegation for the determination of consents required by Byelaw 10 (no works within 9m of drainage infrastructure, including Adopted Watercourses).
- To include a statement regarding how WMA Member Boards will ensure compliance with Section 63 of the Land Drainage Act 1991.

2. Byelaw 10 Scheme of Delegation / Policy

As each Board's regulatory position strengthens, officers remain conscious of relatively simple applications, especially relating to Byelaw 10 which must be determined by the Board, sometimes resulting in a significant delay to the applicant.

At present, the following items are reserved for each Board as per their Scheme of Delegation and Schedule of Reserved Matters:

'All Byelaw 10 applications for works of a permanent nature within the definitions and distances set out in Policy 4 of the Board's Planning and Byelaw Strategy.'

Policy 4 of the Board's Planning and Byelaw Strategy reads as follows (extract only):

*The Board will only approve applications for a relaxation of Byelaw 10** (to allow works within 9* metres of Boards adopted drainage and flood risk management infrastructure) if the proposals meet the criteria set out in the Board's table of acceptable works (generally reflecting works that can be easily removed if required).*

The Board may also approve some below ground works (e.g. service runs), temporary works, works by other authorities and the planting of hedges and shallow rooted bushes within 9 metres of an adopted watercourse, these works will be considered on a case-by-case basis.*

Applications may be refused if the Board's officers consider that the proposed works will negatively impact the ability of the Board to carry out its operations or increase the liabilities of the Board.

Officer Recommendation: It is recommended that the wording of Policy 4 (regarding Byelaw 10) of the WMA Planning and Byelaw Strategy is amended to read as follows:

*The Board will only approve applications for a relaxation of Byelaw 10** (to allow works within 9* metres of Boards adopted drainage and flood risk management infrastructure) if the proposals meet the criteria set out in the Board's table of acceptable works (generally reflecting works that can be easily removed if required).*

The Board may also approve of the following on a case-by-case basis:

- *Below ground works (e.g. service runs)*
- *Temporary works*
- *Works by other Authorities*
- *Planting of hedges and shallow rooted bushes*

- *Fencing*
- *Accesses / Driveways / Roadways*

Applications may be refused if the Board's officers consider that the proposed works will negatively impact the ability of the Board to carry out its operations or increase the liabilities of the Board.

This would mean that officers would be able to determine the following applications for Byelaw 10 consent under delegated authority:

- Works within the 'Table of Acceptable Works' (no changes proposed).
- Works below ground level (no change).
- Temporary Works (no change)
- Works by another Authority (no change)
- Hedging and shallow rooted bushes (no change)
- *Fencing*
- *Accesses, Driveways and Roadways*

3. **Section 63, Land Drainage Act 1991**

Section 63 of the Land Drainage Act 91 states that *"an internal drainage board shall not dispose of land..., otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained"*.

The Board's legal advisors have confirmed that "dispose of" and "land" are defined by the Law of Property Act 192 as follows:

"Conveyance" includes a mortgage, charge, lease, assent, vesting declaration, vesting instrument, disclaimer, release and every other assurance of property or of an interest therein by any instrument, except a will; "convey" has a corresponding meaning; and "disposition" includes a conveyance and also a devise, bequest, or an appointment of property contained in a will; and "dispose of" has a corresponding meaning."

"Land" includes... an easement, right, privilege, or benefit in, over, or derived from land".

Therefore, officers understand that the Board may not enter into a Deed of Easement for a consideration less than the best that can reasonably be obtained (except with the consent of the relevant Minister).

We therefore understand that the Board must engage a professional valuer to assure the Board that they are compliant with Section 63 of the Land Drainage Act 1991.

Officer Recommendation: It is recommended that the statement is added to the WMA's Planning and Byelaw Strategy, to publicise the Board's requirement to comply with Section 63 of the Land Drainage Act 1991.

In accordance with Section 63 of the Land Drainage Act 1991, the WMA Member Boards may not dispose of land owned by the Board for a consideration less than the best that can reasonably be obtained, other than with the consent of the relevant Minister.

To ensure compliance with Section 63 of the Land Drainage Act 1991 the WMA Member Boards will engage the services of a chartered surveyor, to value the proposed disposition. For the avoidance of doubt, the disposition of land includes the granting of an easement (enabling a third party to cross land owned by the Board).

Distributed to:

Members:	Paper copy pack requested:	Watched ADA Health, Safety and Welfare Modules:
John Askew (Vice-Chairman)	YES	Yes 28/12/2021
Barry Ayres		
Anthony Bubb		Yes 13/12/2021
Chris Crofts		
Ian Devereux		Yes 13/07/2021
Lord Howard of Rising	YES	
Julian Kirk		Yes 01/07/2021
Paul Kunes		Yes 05/07/2021
Gavin Lane		Yes 13/12/2021
Brian Long (Chairman)		Yes 17/09/2021
Robert Markillie		Yes 14/12/2021
Sam Markillie		Yes 28/10/2021
Tim Matkin		Yes 15/12/2021
Elizabeth Nockolds		Yes 03/07/2021
Billy Rackley		
Mark Riddington		Yes 09/07/2021
Jamie Symington		Yes 14/12/2021
David Whitby		Yes 13/12/2021
Adrian Whitehead		Yes 12/01/2022

Officers:

Karen Bingham	Business Support Officer
Cathryn Brady	Sustainable Development Manager
Phil Camamile	Chief Executive
Sue Cook	PA to the CEO
Gary Howe OR Mel Neale	Project Manager
Sallyanne Jeffrey	Finance & Rating Manager
Caroline Laburn	Environmental Manager
Kari Nash	Programme Manager
Matthew Philpot	Area Manager (WMA East Anglia)
Rob Taylor	Operations Manager (KLIDB)

King's Lynn IDB Meeting 21 January 2022