

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD AT BRECKLAND DISTRICT COUNCIL OFFICES, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NR19 1EE AND VIRTUALLY VIA MICROSOFT TEAMS ON WEDNESDAY, 23 OCTOBER 2024 AT 10.00 AM.

	Elected Members	Appointed Members
*	J Carrick	Breckland DC
	H Cator	* G Bambridge
*	T Cator	Broadland DC
*	N Foster	N Brennan
	C Joice	K Kelly
*	J Keith	North Norfolk DC
*	N Legg	H Blathwayt
*	M Sayer	N Housden
*v	S Williams	C Ringer
	Vacancy	South Norfolk DC
		* D Sacks
		* R Savage
		Jointly Appointed
		B Borrett
		* T Parish
		Vacancy
		* Present (52%)
		*v In attendance virtually

John Carrick in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Olivia Follen (Business Support Officer) Tom Hunter (Area Manager), Sallyanne Jeffrey (Chief Financial Officer) and Matthew Philpot (Chief Operating Officer)

ID	Norfolk Rivers IDB, Minute	Action
54/24	WELCOME AND APOLOGIES FOR ABSENCE	
54/24/01	The Chairman welcomed everyone to the meeting, particularly Tom Cator who was attending his first Norfolk Rivers IDB Meeting, following his co-option at the last Board meeting in May 2024. RESOLVED that this be noted.	
54/24/02	Apologies for absence were received on behalf of Harry Blathwayt, Phil Camamile, Henry Cator, Nigel Housden, Charles Joice, Caroline Laburn, Kari Nash and Callum Ringer. RESOLVED that this be noted.	

55/24 DECLARATIONS OF INTEREST

- 55/24/01** The Chairman declared an interest in item 24 of the Financial Report, which highlighted that he had received a Chairman's Allowance of £3,500.00 for the period between 01.11.2023 and 31.10.2024. RESOLVED that this be noted.

56/24 MINUTES OF THE LAST BOARD MEETING

- 56/24/01** The minutes of the last Board meeting held on 22 May 2024 were confirmed as a true record and signed by the Chairman. There were no matters arising.

57/24 HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

- 57/24/01** 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.

Sue Williams joined the meeting virtually but due to technical issues in the meeting room, was unable to hear the meeting and take part in discussion.

58/24 CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT UPDATE

- 58/24/01** The Capital Works Programme Overview & Project Development Update (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

- 58/24/02** It was agreed and thereby RESOLVED that until any surveys suggested capital work was required, updates on the culvert project in Elsing and beneath the Pennyspot Beck would be presented to the Board in the Operations Report only.

59/24 OPERATIONS REPORT

- 59/24/01** The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

Neil Foster declared an interest in item 3.7 of the Operations Report regarding the Lexham Hall wetland erosion repairs and therefore abstained from voting on any decisions regarding this.

ID	Norfolk Rivers IDB, Minute	Action
59/24/02	It was proposed by James Keith, seconded by Michael Sayer and unanimously agreed to instruct officers to investigate temporary repairs of the Lexham Hall culvert erosion and if deemed an emergency to use the Board's Reserve Funds to attempt a repair before the higher winter flows, ahead of EA Tranche 2 funding decisions. RESOLVED that this be actioned. It was noted that Neil Foster abstained from the vote.	TH/PG
59/24/03	It was unanimously agreed that the Board may consider in principle the partial abandonment of approximately 150 meters of watercourse at Swafield (as indicated on the map in the Report Book), subject to the current landowners providing sufficient details of the planned restoration scheme which should be presented to the Board. RESOVLED that this be noted.	
60/24	ENVIRONMENTAL REPORT	
60/24/01	The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
61/24	SUSTAINABLE DEVELOPMENT REPORT	
61/24/01	The Sustainable Development Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
61/24/02	<p data-bbox="300 1245 1321 1312">24_29271_C: Byelaw 10 Application at Old Turnpike Road, Roughton</p> <p data-bbox="300 1355 1321 1460">It was agreed and thereby RESOLVED to approve this application subject to the applicant accepting the Board's standard conditions and specifications and entering into the Board's Deed of Indemnity.</p>	
62/24	AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2023/24	
62/24/01	The audited Annual Governance and Accountability Return for the financial year ending 31 March 2024 was considered in detail and approved. There were no matters raised by the External Auditor to report.	
62/24/02	The Chairman congratulated the Chief Financial Officer and the Finance Team for a clean audit. RESOLVED that this be noted.	

63/24 SCHEDULE OF PAID ACCOUNTS

63/24/01 The Schedule of Paid Accounts for the period 01 April 2024 to 30 September 2024, totaling £491,395.34 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA Group's website. There were no matters arising.

64/24 FINANCIAL REPORT

64/24/01 The Financial Report for the period 01 April 2024 to 30 September 2024, was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

64/24/02 The Vice-Chairman highlighted his concern that the Board was at severe risk of not receiving its Highland Water Claim for 2024/25 in full from the Environment Agency and confirmed that Breckland District Council were part of a Special Interest Group which was looking into this and more sustainable ways of Billing Authorities being able to pay IDB Special Levies, which would obviously increase further if Highland Water Claims were not paid in full. He advised all Appointed Members to look into their Councils joining this group if they had not already done so. RESOLVED that this be noted.

65/24 INTERNAL AUDIT PLAN FOR 2024-25

65/24/01 The Internal Audit Plan for 2024-25 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

66/24 FULL RISK REGISTER

66/24/01 Members considered and approved the full risk register (a copy of which is filed in the Report Book). There were no matters arising.

67/24 POLICY REVIEW

67/24/01 The Local Government Pension Scheme Employer Pension Policy was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

ID Norfolk Rivers IDB, Minute	Action
<p>68/24 OFFICIAL COMPLAINTS AND OTHER FEEDBACK</p>	
<p>68/24/01 The Official Complaints and Other Feedback Report was considered in detail and approved. There were no matters arising.</p>	
<p>69/24 CALENDAR OF MEETINGS FOR 2025</p>	
<p>69/24/01 The calendar of meetings for 2025 was considered in detail and approved, with the meetings for the Norfolk Rivers IDB set out below, all to be held as face-to-face meetings at Breckland District Council:</p> <p>Wednesday, 22 January 2025 at 10 am (Norfolk Room) Wednesday, 14 May 2025 at 10 am (Norfolk Room) Wednesday, 22 October 2025 at 10 am (Norfolk Room)</p>	
<p>70/24 DATE OF NEXT MEETING</p>	
<p>70/24/01 The next Board meeting would be held in the Norfolk Room at Breckland District Council's offices in Dereham on Wednesday, 22 January 2025 at 10.00 am. RESOLVED that this be noted.</p>	
<p>70/24/02 It was agreed that future Board meetings would be held in person only until further notice due to the technical issues faced in the meeting room. Breckland District Council had been made aware of these issues, and were actively looking to resolve them. RESOLVED that this be noted.</p>	
<p>71/24 ANY OTHER BUSINESS</p>	
<p>71/24/01 There was no other business to discuss.</p>	
<p>72/24 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</p>	
<p>72/24/01 There were no members of the public present at the meeting.</p>	
<p>73/24 CONSORTIUM MATTERS</p>	
<p>73/24/01 Confirmed Minutes and Report Extracts</p> <p>The confirmed minutes and report extracts of the last Consortium Management Committee (CMC) meeting held on 26 July 2024 were considered in detail and approved.</p>	

73/24/02 Unconfirmed Minutes and Report Extracts

The unconfirmed minutes and report extracts of the last Consortium Management Committee (CMC) meeting held on 27 September 2024 were considered in detail and approved.

73/24/03 WMA Policy Review

The seven WMA policies due for review, as considered and approved at the CMC meeting on 27 September 2024 were considered in detail and adopted by the Board (copies of which are filed in the Report Book). There were no matters arising.

73/24/04 Interim Review of the WMA's Objectives for 2024/25

The interim review of the WMA's objectives for 2024/25 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.

73/24/05 Issues for discussion at the next CMC meeting

There were no issues raised by members for discussion at the next CMC meeting on 06 December 2024. 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 Henry Cator, or the Chief Executive directly.

73/24/06 The Vice-Chairman requested that Board Members engage with the WMA's social media posts to increase the outreach of the social media pages. RESOLVED that this be actioned.

74/24 CONFIDENTIAL BUSINESS

74/24/01 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 May 2024 to October 2024

1. LEARNING EVENTS

Broads IDB near miss:

- 1.1 During flood defence maintenance work being delivered for the Environment Agency, a cable warning tape was exposed during excavation. This was treated as a near miss.
- 1.2 The activity being undertaken was topsoil stripping and benching of the landward slope of an embankment to restore level and repair leaks and defects. The work was being undertaken using a 5t excavator. See photo below.



- 1.3 Services were known to be in the vicinity of the works. These were mapped and our permit to dig procedure was followed including identifying and marking the service routes on the ground.
- 1.4 Initial vegetation scrape disturbed some of the markings. This was not flagged up by the operator or re-marked and consequently a deviation in the cable route was missed and the excavator exposed the cable warning tape at this location. The warning tape did serve as an effective early warning, enabling the work to be stopped and adjusted.
- 1.5 In this project the excavations were not planned to coincide with any services. Excavations should have been a minimum of 500mm away in accordance with the permit to dig procedure. Whilst the correct measures had been taken prior to commencing excavation, the following learning points have been taken:
 - Markings of services must be maintained through-out the works period.

- Markings of services must not be disturbed or covered; or if this is unavoidable services routes should be re-marked in an adequate manner, so they remain clearly visible to operators.

1.6 In response to a pattern of incidents involving services, training is planned for all operations teams on underground services and permit to dig.

2. ACCIDENTS

2.1. No accidents during this period

3. TOOLBOX TALKS & TRAINING

- Winter Start: Ops staff, October 2024
- Working near underground services – Permit to dig: Ops staff, October 2024
- SMO Workshop – Waveney, Lower Yare and Lothingland IDB – September 2024
- SMO review: Kings Lynn IDB, September 2024
- First Aid training – various operations staff

4. UPDATES TO GENERIC RISK ASSESSMENTS (GRA) & SAFE SYSTEMS OF WORK

4.1. No changes.

5. HEALTH & SAFETY INSPECTIONS

5.1. Alliance lifting checks – 6 monthly

5.2. Copes H&S visits to WLYLIDB, KLIDB/Pierpoint House, Broads IDB

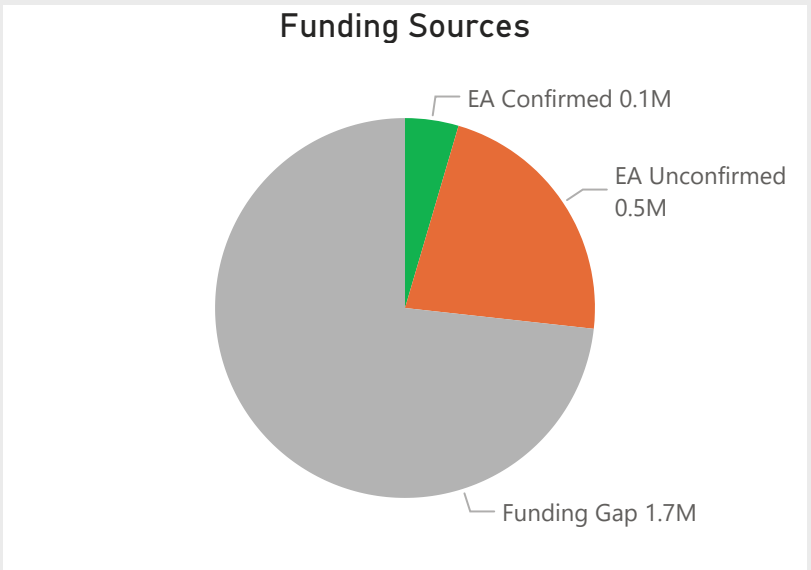
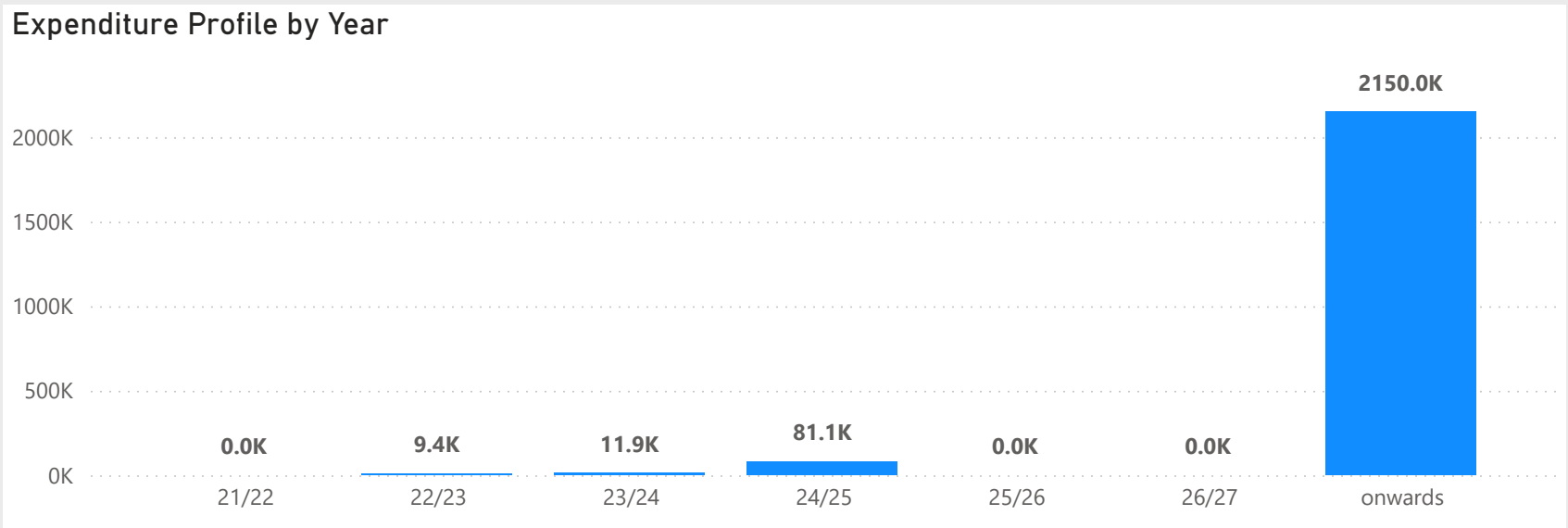
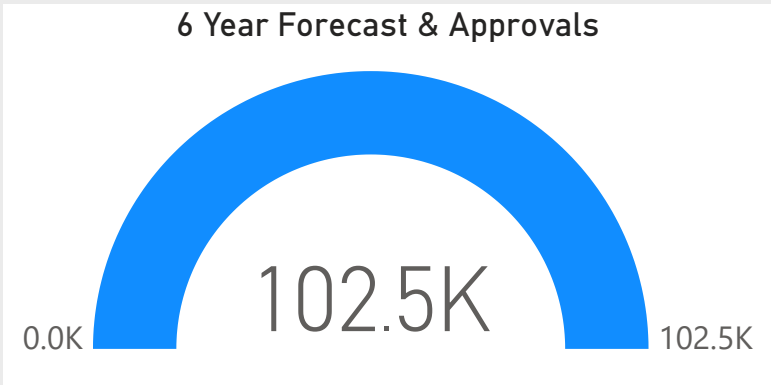
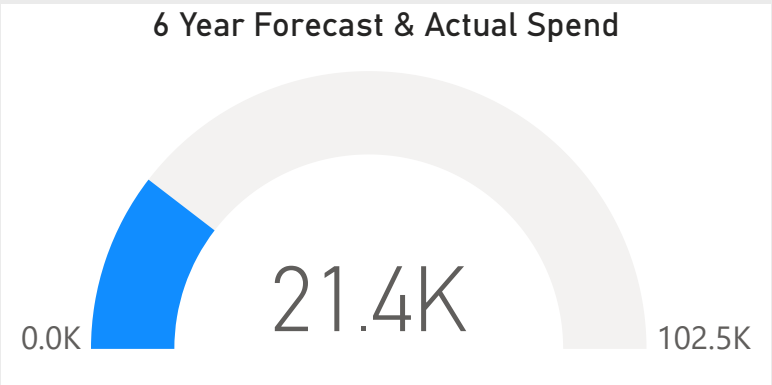
5.3. Annual occupational health assessments

Tom Hunter
AREA MANAGER

NORFOLK RIVERS IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT

FOR THE PERIOD 08 MAY 2024 TO 09 OCTOBER 2024

<p>6 Year Actual Spend</p> <h1 style="text-align: center; margin: 0;">21.4K</h1>	<p>2024/25 Forecast</p> <h1 style="text-align: center; margin: 0;">81.1K</h1>	<p>Variance</p> <h1 style="text-align: center; margin: 0; color: green;">0.0M</h1>	<p>6 Year Forecast</p> <h1 style="text-align: center; margin: 0;">102K</h1>	<p>Variance</p> <h1 style="text-align: center; margin: 0; color: red;">-0.8M</h1>	<p>Forecast beyond 2027</p> <h1 style="text-align: center; margin: 0;">2.2M</h1>
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SCH No	Project Name	Description	Project Manager	Framework	Project Stage	OBC Approval	Start Construction	Complete Construction
SCH28	Keswick Bank Repairs	Breach bank repair		IDB Board	Complete	01/06/2023	01/03/2023	15/03/2023
SCH27	River Wensum Culvert Inspections and Works	Repair / Replacement of Chunker / Syphon culverts under River Wensum	Paul George	IDB Board	Study	TBC	TBC	TBC

Update

Full details are in the Operations Report. In August CCTV Surveys commenced on two culverts, one in Elsing and another beneath the Pennyspot Beck. The surveys revealed that both culverts are in good internal condition, although some remedial work will be required. We are in the process of organising and scheduling surveys for the remaining culverts.

We have received the Indicative Allocation for 2025/26 and 2026/27 from the Environment Agency. The Refresh submission nationally was £400m over the budget available. The prioritisation of Grant in Aid focused on funding schemes delivering flood risk reduction to properties (OM2s) in the next 2 years and all other projects deferred beyond March 2027, including this culvert project. However the results of the surveys are looking promising that capital work may not be required, so this is not a significant concern.

Change

The reduction of £0.8m from the 6 year programme reflects the indicative allocation deferring this project beyond March 2027.

Recommendations for Board

Until any surveys suggest capital work is required updates on this project are presented to the board in the Operations report only.

KARI NASH - PROJECT DELIVERY MANAGER

[Interactive Google Map Link](#)

OPERATIONS REPORT

For the period 23 May 2024 to 07 October 2024

1. INTRODUCTION

- 1.1. The Engineering and Operations teams continue to plan and manage maintenance and capital projects throughout the NRIDB catchment area. The following information pertains to operations and schemes carried out for the Norfolk Rivers IDB for this period.

2. REVENUE MAINTENANCE WORKS

- 2.1. Routine maintenance works were carried out on main drains in the following districts:

- **Norfolk Rivers Machine and Operative(s):**
Upper Bure: Burgh next Aylsham, Aldborough/Scarow Beck, Marsham/Brampton
Upper Yare & Tas: Thuxton, Deopham/Wramplingham
Smallburgh: Hundred Stream

- **Machine Contractors (GDR Sales):**
Wensum: Dereham Stream, Tatterford/Raynham
Upper Bure: Marsham/Brampton, King's Beck, Buxton/Hevingham
Upper Yare & Tas: Keswick
North Norfolk: Burnham Norton

- **Hand Work by Norfolk River IDB Operative(s):**
Wensum: Lenwade, Dereham Stream
Upper Yare & Tas: Deopham/Wramplingham
Upper Bure: King's Beck (Colby Corner), Aldborough

3. RECHARGE WORKS

- 3.1. Scheme Development & Delivery

We have been working on our own arterial watercourses and with Norfolk CC, District Councils, the Environment Agency, Norfolk Rivers Trust, and landowners to provide costed solutions for numerous locations where there are flooding and watercourse management issues. This has included involvement in the landscape recovery projects for The North Norfolk Coast, West Norfolk Nature Network and the North West Norfolk Coast

The Board continues to provide Norfolk County Council Highways with grip clearance and vegetation management works throughout Norfolk. This work has been going well and this year in addition to a programme of sites across West Norfolk, NCC Highways is extending the programme to cover sites also in North Norfolk.

The Board has actively participated in meetings and site visits with the Norfolk Strategic Flooding Alliance (NSFA), contributing valuable input as required. Our engineers have attended multiple site visits alongside representatives from the Environment Agency, Highways, Anglian Water and Norfolk County Council. These efforts are focused on addressing recurring flooding issues at key hotspots across the county. Currently, investigations are underway in Ringland, Taverham, and Costessey, where highway flooding has caused significant disruption, including vehicle damage and lengthy diversions affecting access to and from Norwich. Further investigations are occurring within the River Burn catchment in North Norfolk.

The office space within County Hall, Norwich has been very successful, enhancing collaborative working with the Norfolk County Council's Flood and Water Management Team, helping to further develop working partnerships, project delivery and provide advice and support where

required. Further to this, the office space has been utilised by Engineers, Operations, Management and Planning teams across the Water Management Alliance.

3.2. Turflock Fish Pass Project (PSCA with the Environment Agency)

The Board's operatives and engineers have been carrying out work to enable the construction phase of this fish pass on the River Lark in Mildenhall. Access creation, vegetation management, GPS survey data collection and ecological services have been carried out for the client, whilst they were undertaking a tendering process for the main construction works. Without our assistants this project would have likely missed milestones and funding opportunities. A principal contractor has now been appointed to deliver the main construction works

3.3. Cremer's Meadow Footpath & Footbridge Access improvement Project (Minor Works Recharge)

Following recent culvert repair and footpath improvement works nearby. NRIDB were approached to help improve and create green infrastructure for the communities of Blofield and Brundall. This involved the construction of a footpath and footbridge crossing, linking Marty's Marsh to the adjacent Cremer's Meadow, which already had public access. By connecting these two spaces, local residents now have greater access to enjoy the natural environment and the thriving wildlife area.

The footbridge was constructed using a combination of eco-friendly recycled plastic members and UK sourced oak Beams. This recycled plastic material required no painting or treatment, as it is resistant to rot and insects, offering a long-lasting and sustainable solution, whilst the Oak provided the required strength.





During the construction of the footbridge, to enable access between Marty's Marsh and Cremer's Meadow.

Finished construction of the footbridge. Whilst most of the materials are formed from recycled plastics, the footbridge suits the environment well and blends in with its surroundings.

3.4. Low Street Phase 2 (Minor Works Recharge)

Last year, Norfolk Rivers Trust appointed Norfolk Rivers Internal Drainage Board as the contractor for a river restoration project on the floodplain of the River Yare at Low Street. Although the project commenced successfully, the very wet autumn led to site flooding, forcing the project to be paused.

Phase 2 of the project has now begun, with efforts focused on excavating additional ponds and scrapes, as well as reconnecting the river to the new meanders. These interventions are designed to enhance the floodplain's ecological value and improve the overall health of the river system.



Aerial photograph by Norfolk Rivers Trust in October 2023 of the scrapes and new meandering channel.

3.5. Panford Beck (Minor Works Recharge)

We have been working with Foxburrow Farms to develop and deliver a large-scale river and floodplain catchment restoration plan on the Panford, Blackwater and Wendling Beck. Funding has been sourced from Anglian Water (Get Rivers Positive Fund) to enable survey and design work. We have also submitted a bid to the RPA for £550,000 through the Water Restoration Fund to deliver the construction phases.

3.6. Feasibility for Wendling Beck constructed Wetland (Minor works Recharge)

A private landowner (Gorgate Farms) has commissioned NRIDB to undertake some feasibility works into improving a headland tributary of the Wendling beck along with its surrounding habitat near Hoe. This is well underway with EDNA samples, water quality samples, ecological surveys and infiltration testing all being carried out. Further survey, desktop and analysis work is still required over the next few months prior to a feasibility report being produced.

3.7. Lexham Hall wetland erosion repairs (IDB Storm recovery and asset improvement Fund)

Designs have been produced, and ecological checks made, to enable repair work along a previously restored section of the River Nar. High winter flows caused erosion downstream of a culvert and around the outside of a meander. Further erosion would increase the risk of the bank breaching between a lake and the river. It's proposed to enlarge the culvert and use rock roll mattresses to protect the bed and banks. A bid has been submitted for funding and we are awaiting the outcome.



Bank erosion downstream of culvert

4. PLANT

- 4.1. The Board's Doosan DX140 was purchased in January 2021 with 48 months warranty. This machine is therefore reaching the end of its warranty period, which presents an increased financial risk in terms of potential maintenance and repair costs. As a core piece of equipment within the Norfolk Rivers fleet, the reliability of this excavator is critical to the Board's operations.
- 4.2. The current Mobile Plant Replacement Policy states that the proposed point at which replacement for long reach excavators should be considered is 5 years / 7000 hours, and every 7 years / 7000 hours for short reach excavators. The Board's Doosan DX140 is a short reach excavator currently at 4 years and 3200hours. Whilst within the period for replacement we are seeing increased mechanical issues and therefore risk of downtime. Therefore, the end of warranty presents a timely opportunity to evaluate options for upgrading or replacing the current excavator to ensure operational efficiency and minimise future risks.

5. CAPITAL SCHEMES

5.1. High-Risk Culvert Project

Across the Board's catchments, there are hundreds of culverts that play a crucial role in the conveyance of water through our systems. Some of these culverts stretch tens of meters and therefore the importance of ensuring that these are clear of any debris and allow water to flow freely is vital to ensure that the Board adheres to its duties.

In August, the first batch of High-Risk Culvert Surveys commenced, with 4i Pumping Services appointed as the contractor to conduct CCTV surveys on two culverts: one in Elsing and another beneath the Pennyspot Beck. The surveys revealed that both culverts are in good internal condition, although some remedial work, including the removal of a tree root mass, will be required.

In addition, the Elsing culvert survey included the appointment of Norfolk Rivers Trust to conduct electrofishing within the working area before dewatering. This operation provided valuable insight into the fish population present in the watercourse and was a fascinating aspect of the project.

The following fish and quantities were found during these works:

- Chubb - 14
- Lamprey - 12
- Roach - 11
- Dace - 9
- Perch - 6
- Ruffe - 6
- Pike - 1
- Three Spined-Stickleback – 1

The variety of species and quantities found emphasises the importance and ecological value of the Board's watercourses to the surrounding environment.



Photograph through the Elsing culvert, looking upstream.



Photograph of the remote-control CCTV surveying vehicle that drive through the culvert taking pictures and noting the condition.

We are in the process of organising and scheduling additional high-risk culvert surveys.

5.2. River Wensum Restoration Strategy (Flood Defence Grant in Aid).

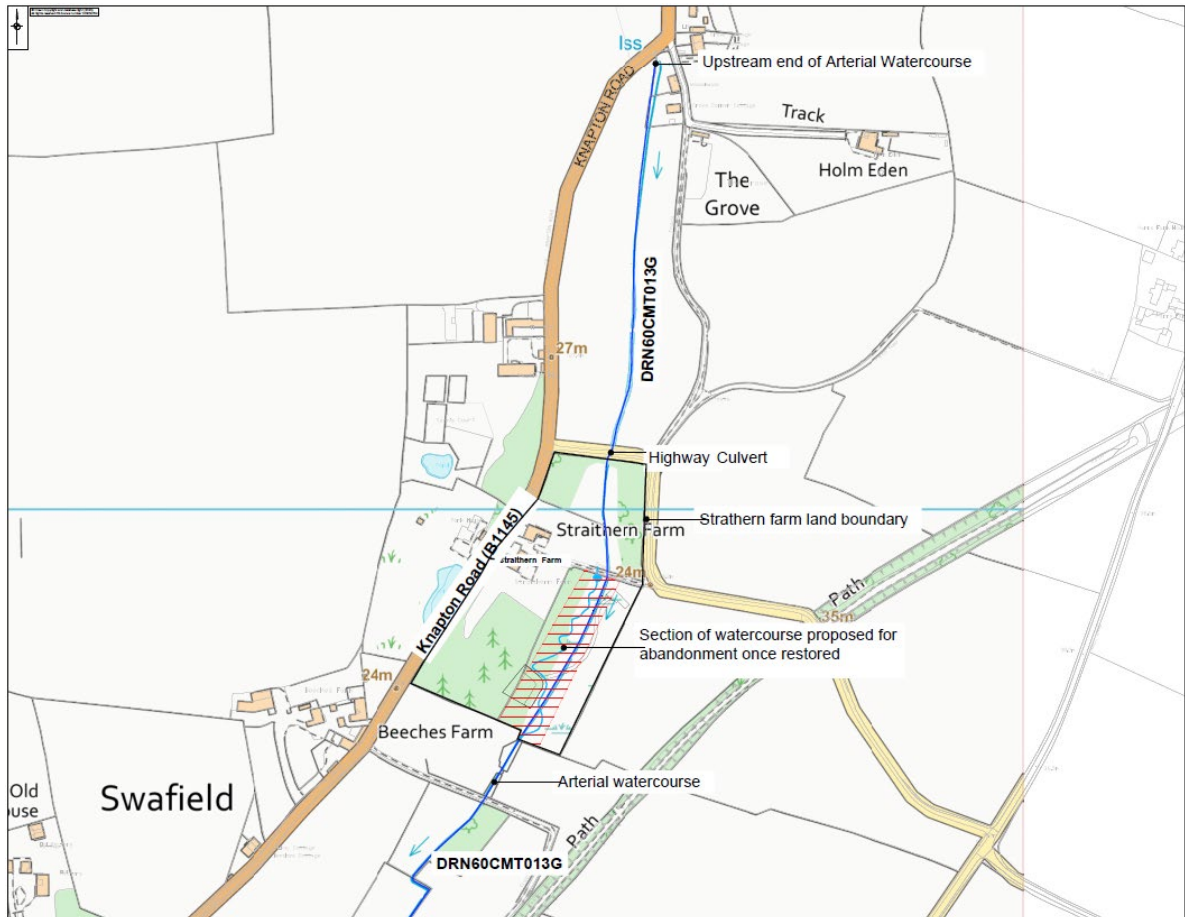
The Environment Agency has reviewed the River Wensum Restoration Strategy and have decided that they can no longer resource its development and delivery. As a Risk Management Authority, we are looking at ways we could take over this project has we have access to the same funding and the Wensum Catchment is of great importance to Norfolk and NRIDB.

6. OPERATIONAL MATTERS

6.1. Proposal for partial abandonment of DRN013G1216

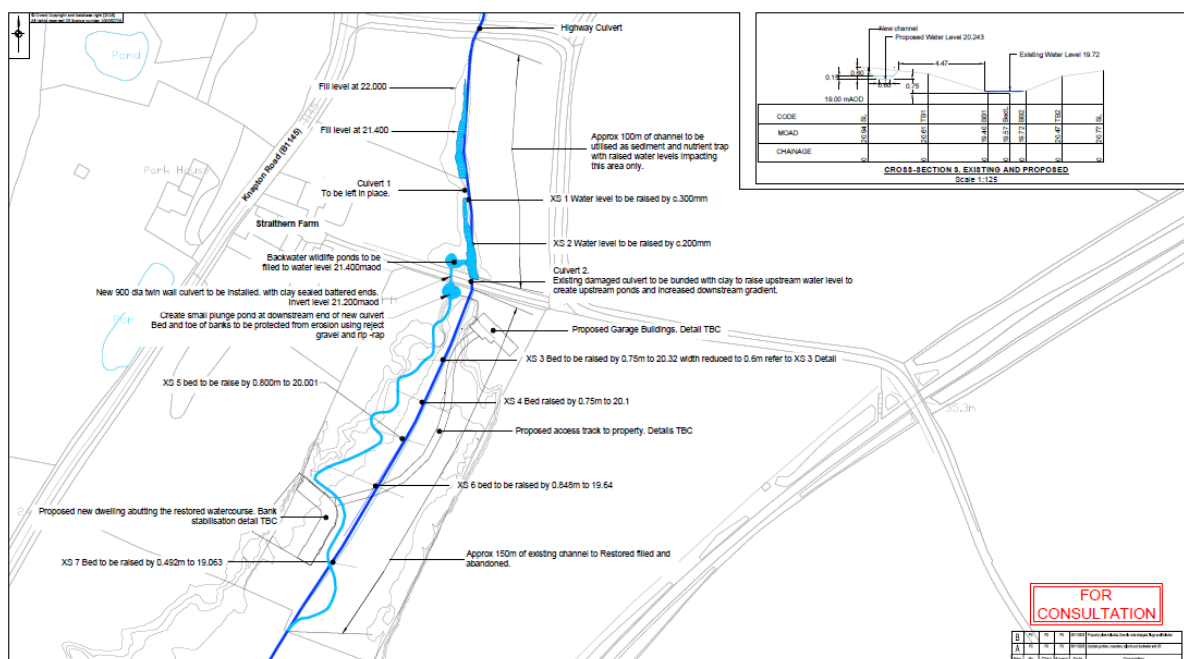
In accordance with the Adoption and Abandonment [Policy](#) it is proposed that the below 150m section of watercourse (Highlighted by red dashed box) is considered for abandonment should the following conditions be met:

- a) It is restored in agreement with and to the satisfaction of the Operations Manager.
- b) The landowner is in agreement.



Plan showing section proposed for abandonment

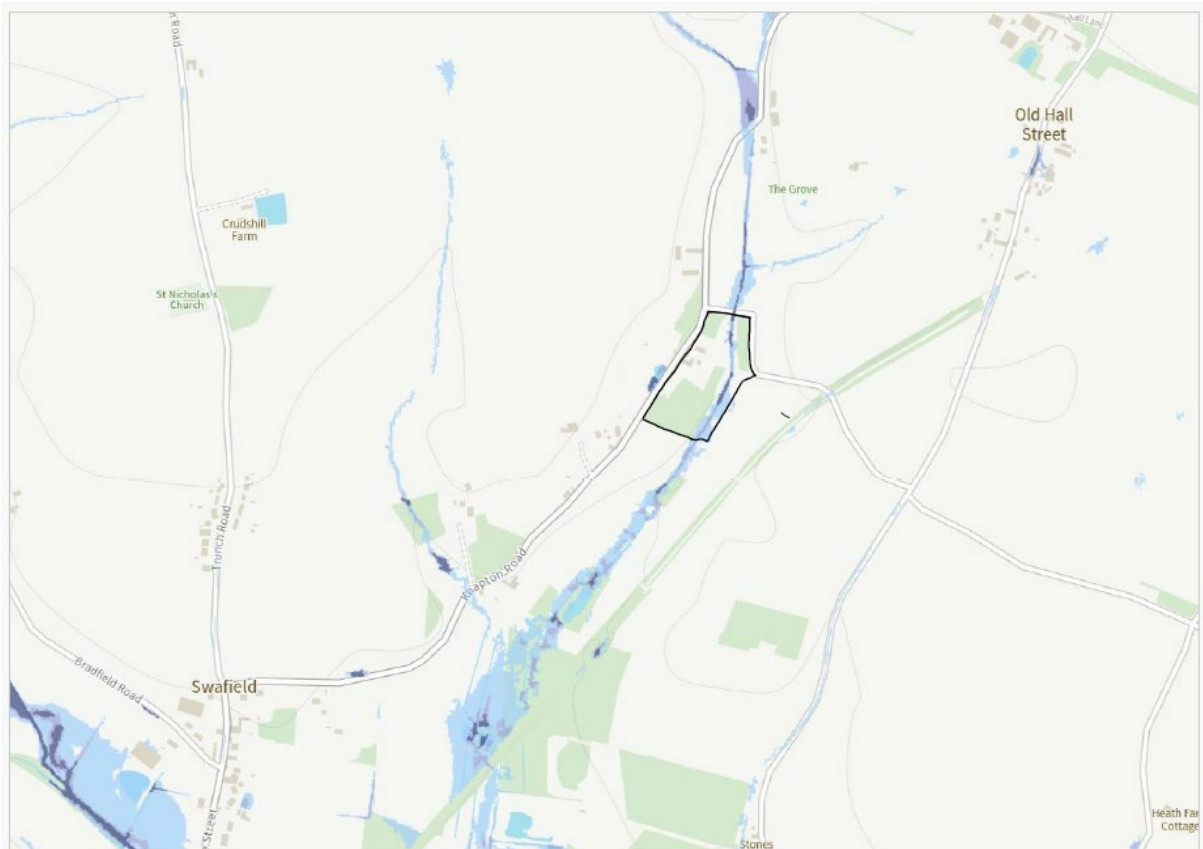
This watercourse through Straithern Farm is a small heavily modified channel located towards the upstream end of its catchment. Neither the development or restoration proposals will impact any other landowner due to the lack of flood risk and existing gradient. A restoration plan has been developed by the Operations Manager, in consultation with the landowner, which will help restore natural process, trap sediments and nutrients and remove the need for future machine maintenance. The landowner's development plans are still to be finalised and are subject to obtaining planning permission. It's likely that elements of the final designs will still need approval from NRIDB should planning permission be granted.



Restoration plan



Photograph showing summertime condition of watercourse



Surface water flood risk map

6.2. New Operations Manager.

Paul George will be leaving the role of Operations Manager to take up a new role of Partnerships Projects Engineer covering Norfolk. A new Operations Manager has been appointed in Matt Gooch. Mathew and Paul will start their new roles on 25th November 2024.

Paul has developed strong relationships with landowners and partner organisations whilst working as the Operations Manager and in his new role will continue to build on this for the area. Matt Gooch brings a wealth of practical experience in developing and building wetlands and managing drains maintenance and operations for the Suffolk Wildlife Trust. With Paul focussing on projects and Matt Gooch as the Operations Manager, we will be able to provide a dedicated focus on delivery whilst developing more beneficial projects with partners.

7. FLOOD EVENTS/INCIDENTS

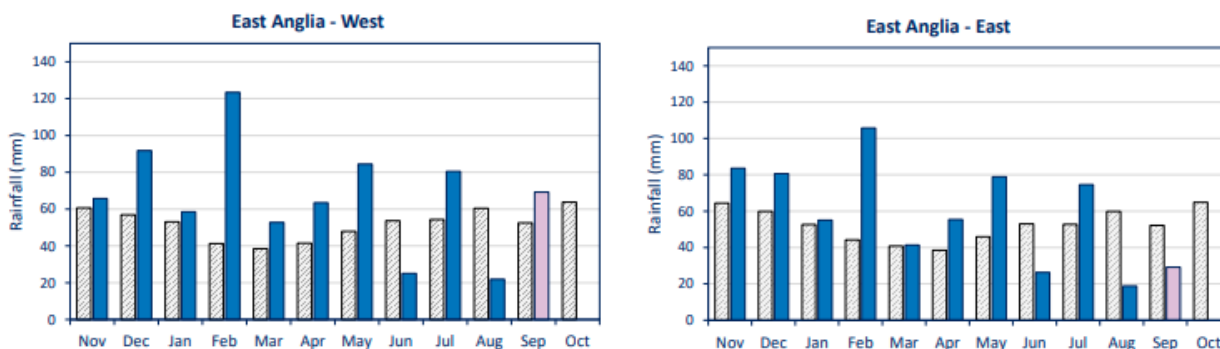
- 7.1. Despite there being no flood reports during this period, the autumn and winter rainfall period will be occurring soon, therefore general maintenance operations and structure checks will continue and remain crucial for the conveyance of water throughout our systems.

East Anglia Rainfall Update (24/09/2024)

Rainfall	Aug-2024 Rainfall (mm)	Rainfall as a % of LTA for month	Sep-2024 Rainfall (mm) 1st to 24th	Rainfall as a % of LTA for month	7 Day Rainfall Total 18/09/2024 to 24/09/2024 (mm)
East Anglia - West	22	36	69	132	46
Upper Bedford Ouse	31	51	151	275	128
Lower Bedford Ouse	21	36	99	191	75
Central Area Fenland	20	34	46	91	20
Cam	18	31	51	104	24
Little Ouse and Lark	19	30	33	63	12
NW Norfolk and Wissey	22	34	27	46	7
East Anglia - East	19	31	29	56	12
North Norfolk	21	33	21	36	4
Broadland Rivers	19	30	19	35	5
East Suffolk	18	32	31	61	12
North Essex	18	32	39	80	17
South Essex	17	34	33	70	23

Areal Average Rainfall Month Totals:

Month Total Rainfall (mm)
 Long-Term Average Rainfall (mm)
 Rainfall (mm) from 1st to 24th September 2024



A table and graph showing the average monthly rainfall across East Anglia. Publication released on 24th September 2024

8. COMPLAINTS/ENFORCEMENT

8.1. Wood Dalling Hall. Private Culvert Damage.

The landowner at Wood Dalling Hall has accused NRIDB of damaging their private culvert. The culvert is of red brick construction and spans the DRN071G3801 (Blackwater to Guestwick) arterial watercourse. There is evidence of a crossing being here in the 1840's (as shown on the OS first edition map). The house itself was constructed of red brick in 1582 so there is a possibility that the culvert is a few hundred years old, although the exact age and history is not known.

The landowner has claimed that the weed cutting maintenance work we carried out in November 2023 has led to the damage. They state that increased flows has led to bank erosion which in turn washed away the foundations of the wing wall on the downstream end. This was reported to us on 01 August 2024 by the landowner.

15 August 2024 at 15:53
Norwich - Guestwick - 4 of 17



Photograph showing the damaged wingwall

We have reviewed all the evidence which we documented in a report which disputes the claim. This has been shared with the landowner. The contractors did not cross the culvert or carryout any work within 2m. The maintenance was carried out to ensure the watercourse could convey proper flow and we believe the Board cannot be held liable for the impact of proper flow on the third-party structure nor for the structure's integrity when faced with proper flow.

This position has been made clear to the landowner and we are awaiting their response.

PAUL GEORGE
OPERATIONS MANGER
OCTOBER 2024

TOM HUNTER
AREA MANAGER

ENVIRONMENTAL REPORT

For the period 09 May 2024 to 09 October 2024

1. INFORMATION FOR THE BOARD

1.1. NON-NATIVE INVASIVES

1.1.1 FLOATING PENNYWORT IN THE NORTH WALSHAM AND DILHAM CANAL / RIVER ANT – UPDATE

IDB Environment Officers have been continuing to work closely with the NNNSI, Environment Agency, Broads Authority and Natural England to implement a plan and a solution to eradicating the plant in the Broads and Norfolk Rivers Internal Drainage Districts. Monthly virtual meetings continue to be held to coordinate the efforts of all parties and keep up the momentum needed to tackle this aggressive non-native invasive problem.

The NNNSI Officer continues to undertake spraying and volunteers continue hand work for the group.

2. BIODIVERSITY ACTION PLAN – UPDATE

2.1 FLOATING PENNYWORT REMOVAL FROM THE HUNDRED STREAM



Photo 1 – Machine removal of floating pennywort from Hundred Stream

IDB Environment Officers have been working closely with NNNSI, Environment Agency, Broads Authority and Natural England to implement a plan and a solution to eradicating the plant in the Broads and Norfolk Rivers Internal Drainage Districts. During August 2024 Environment Officers surveyed the Hundred Stream, East Ruston to monitor for Floating Pennywort prior to the proposed autumn maintenance. During the survey, floating pennywort was observed at two sites downstream of the Weaver's Way. The Environment Team worked alongside the Operations Team and the NNNSI to deliver a management plan to remove the invasive, aiming to eradicate it. An archaeological search was undertaken for the site as the material was buried to prevent further spread.

In September 2024, the team undertook removal of the plant from the watercourse by machine. Additional sporadic growths of the invasive downstream will be sprayed by NNNSI Officer and hand pulled by volunteers. Immediate follow up surveys and spray treatment will be conducted by the NNNSI to target any individual plants that remain. The Environment Team will undertake a further survey in early 2025 to determine any new growth and this will be treated in spring 2025.

This extra non-native species removal was funded by the NRIDB and BIDB IDB BAPs.

2.2 HIMALAYAN BALSAM BASH – NARBOROUGH

In early July prior to the seeding of the non-native invasive riparian plant, Himalayan Balsam, the environment team pulled out a large section of the plant on the banks of the River Nar SSSI at Narborough. This was the fourth visit, following on from pulling efforts in 2021, 2022 and 2023. The previous three years efforts were evidently a success as less Himalayan Balsam was present on site.



Photo 2 – Environment team pulling Himalayan balsam from the bank of the River Nar

2.3 MINK

2.3.1 WATERLIFE RECOVERY TRUST (WRT) - UPDATE

The WRT is a charity, registered in 2022, with origins in the Waterlife Recovery East (WRE) project. The aim of this group is to eradicate mink throughout Great Britain via a partnership approach from many organisations. The WRT today sees partner organisations and volunteers trapping mink and seeing native wildlife rebound from Yorkshire through to Sussex, with more counties to likely sign up. The Environmental Manager continues to sit on this steering group to represent WMA interests.

The latest WRT steering group meeting was held on 23rd September 2024. The seventh edition of the WRT newsletter produced for July 2024 provides some interesting information, updates on the project and its progress which can be found [here](#).

3. WATER VOLE LICENCE (CL24) – MONITORING SURVEYS

Environment Officers undertook a water vole survey on a drain at Reepham on 13/08/2024) following on from water vole mitigation required for IDB project and maintenance works under the CL24 Water Vole Displacement Class Licence. The information collected from these follow-up surveys is reported to Natural England, informing them of presence or absence of water voles in locations previously mitigated under this licence. Specifically, signs of Water Vole activity were present at eight sections and absent from one.

4. PRE-WORKS SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
21/05/24	CH, OP	Maintenance	Marsham Brampton	Site visit to scope the proposed maintenance along the Marsham Brampton drains
07/06/24	CH, DP, OP	Maintenance	Kings Beck	Site visit to scope the proposed maintenance along the Kings Beck drains
14/06/24	CL, EB, DP	Maintenance / BAP	Emmanuels Common	Annual site visit to Emmanuels Common to assess the status of the INNS Giant Hogweed that has previously been treated.
14/06/24	CL, EB	Maintenance	Coltishall/ Hautbois	Site visit to the foot bridge at Hautbois activity centre to undertake a water vole check prior to a breach repair
21/06/24	CL,WR, TP	Maintenance	Coltishall/ Hautbois	Site visit to assess proposed maintenance for collapsed culvert removal. Watching brief for breach reappear.
25/06/24	EB, OP	Maintenance	Buxton – Hevingham	Site visit to scope the proposed maintenance along the Buxton – Hevingham drains
02/07/24	EB, DP, OP	Maintenance	Aldborough	Site visit to scope the proposed maintenance along the Aldborough drains
08/07/24	CL, EB, DP	BAP	Narborough	Himalayan balsam pulling along a stretch of the River Nar at Narborough
17/07/24	EB, DP, OP	Maintenance	Dereham, Aylsham	Site visit to scope drains at Dereham and Aylsham prior to upcoming maintenance
19/07/24	CH, OP	Maintenance	Swannington	Site visit to scope the swannington drains prior to upcoming maintenance
23/07/24	CH, DP, OP, WR	Maintenance	Thuxton, Deopham to Wramplingham & Keswick	Site visit to undertake a water vole survey at Thuxton prior to the replacement of a failing culvert and to scope the Deopham to Wramplingham & Keswick drains prior to upcoming maintenance.
02/08/24	CL, CH, DP	Maintenance	Billingford Lakes	Site visit to undertake water vole survey at Billingford Lakes prior to the replacement of a culvert.
05/08/24	CH, DP, OP	Maintenance	Burnham Norton, Holme next the Sea	Site visit to scope the Burnham Norton & Holme next the Sea drains prior to upcoming maintenance.
13/08/24	EB, CH	Project	Reepham	Site visit to undertake water vole monitoring surveys following on from water vole mitigation taking place under the CL24 displacement class licence.
16/08/24	CL, DP	Maintenance	East Ruston (Hundred Stream)	Scoping visit to assess condition of Hundred Stream (SSSI) under which biomass removal and maintenance can be carried out given the discovery of Floating Pennywort.
23/08/24	EB, OP	Project	Ringland	Water Vole survey on a section of the main river Wensum to instruct mitigation requirements for a project
27/08/24	DP, OP	Maintenance	Beetley & Costessey Mill	Site visit to scope Beetley and Costessey Mill drains prior to upcoming maintenance.
29/08/24	CH, OP	Maintenance	Foulsham	Site visit to scope the Foulsham drains prior to upcoming maintenance.
02/09/24	CH, OP	Maintenance	Sculthorpe	Site visit to scope the Sculthorpe drains prior to upcoming maintenance.
06/09/24	CL,PC	Planning/ Enforcement	Fakenham	Site visit with Enforcement Officer.
11/09/24	CL, OP, DP	Maintenance	East Ruston (Hundred Stream)	Site visit to assess conditions under which biomass removal and maintenance can be carried out given the presence of Floating Pennywort.
18/09/24	EB, OP	Project	Forncett	Site visit to the Forncett Meadows SSSI to look at proposed project plans and undertake a preliminary water vole survey plus scoping of the Forncett drains prior to maintenance.

Date	Officer	Project / Maintenance/ BAP	Site	Comments
24/09/24	CL, OP, CH, DP, EB, WR	BAP	East Ruston - Hundred Stream	Floating Pennywort removal along a section of the Hundred Stream.
25/09/24	CL, TP, CH, DP, EB, WR	BAP	East Ruston - Hundred Stream	Floating Pennywort removal along a section of the Hundred Stream.
26/09/24	EB, OP	Maintenance	Drayton Low Road	Site visit to scope Drayton Low Road drains prior to upcoming maintenance.
26/09/24	EB, OP	Project	Honningham	Site visit to scope Honningham drain to assess the need for a desilt prior to the culvery survey.
30/09/24	CH, CL, OP	Maintenance	Tatterford Raynham	Site visit to Tatterford Raynham to provide ecological support whilst undertaking the removal of a large fallen tree blocking a culvert.
07/10/24	DP, OP	Maintenance	Aylsham & Burgh-next-Aylsham	Site visit to Aylsham for environmental scoping of drains undergoing maintenance. Site visit to Burgh-next-Aylsham to check for potential Japanese Knotweed.

5 ASSENTS/LICENCES GRANTED AND/OR APPLIED FOR DURING THE PERIOD:

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
River Nar (5-year assent) SSSI Assessment	10/06/2024	N/A
Wensum Culvert Survey HRA, WFD	19/06/2024	11/07/2024
Thuxton Culvert Replacement WFD	26/07/2024	N/A
Deopham – Wrampingham SSSI Assessment (OLCD)	12/08/2024	N/A
Lenwade Rapid HRA	01/08/2024	N/A
Dereham Stream HRA, WFD	15/08/2024	06/09/2024
Hundred Stream Floating Pennywort Removal WFD	17/09/2024	N/A
Tatterford – Rayham HRA, WFD	12/09/2024	23/09/2024
Kings's Beck Desilt WFD	20/09/2024	N/A
Keswick WFD	27/09/2024	N/A
Ringland Project HRA, WFD	14/08/2024	06/09/2024
Burnham Norton HRA, WFD and SSSI Assessment (OLCD)	22/08/2024	N/A
Homle next the Sea (Not being undertaken) HRA, WFD	03/09/2024	N/A
Billingford Culvert Replacement (Partnership project) HRA, WFD	09/09/2024	18/09/2024
Newton Mill (5-year assent) WFD	02/10/2024	N/A
Wensum Culvert Survey HRA	01/10/2024	01/10/2024

6. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
14/05/24	Floating Pennywort Steering Group	Meeting to discuss Floating Pennywort sightings/removal
16/05/24	WRT Steering Group Meeting	Meeting of stakeholders to discuss the progress of the WLRT efforts over the last 4 months.
16/05/24	CIEEM Member Network Event: 30 by 30: What does it mean for nature conservation?	CIEEM held a member network event with guest speakers to discuss the government's target to designate 30% of the Earth's land and ocean by 2030, and the current progress of meeting this target in the UK.
21/05/24	LNRS - Water and Coast Management Themed Working Group Workshop	A workshop allowing practitioners to contribute to the LNRS for Norfolk and Suffolk, focusing in on freshwater and coastal habitats; looking at the roles of NGOs, public bodies, agencies, Rivers Trust's and other partner's in contributing to and prioritising nature recovery in the two counties.
24/05/24	Mammal Society: Dormouse Ecology & Conservation – Online Training Course	This one-day Mammal Society dormouse ecology, survey and monitoring training course included information on relevant legislation, dormouse ecology and conservation, survey techniques and habitat management theory, led by expert trainer David Wells.

Date Applied	Meeting / Training Attended	Brief Description
29/05/24	CIEEM Webinar - Considering reptiles when designing Biodiversity Net Gain	A webinar hosted by CIEEM to learn about a new tool to design habitat creation and enhancement for BNG in ways that benefit reptiles. The webinar discussed the developed methodology for Ecologists to check whether habitats being enhanced or created for BNG are suitable for reptiles, along with case studies.
16/07/24	CIEEM 2024 Summer Conference	CIEEM annual summer conference delivered by a number of speakers (via a webinar platform) discussing the use of various Green Finance options to deliver nature recovery.
17/06/24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.
09/07/24	Floating Pennywort Meeting	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.
10/07/2024	LNRS- Themed working group feedback	Feedback from LNRS on Water and Coast Topic as well topics from other groups
18/07/24	First Aid Training	Environment Officers undertook the Emergency First Aid at Work Training Course provided by Norvic Training
23/07/24	Methodology for Assessing Water Vole Habitat Meeting	Meeting between Environment Officers and Millhouse Ecology Ltd to discuss Water Vole Survey and Habitat Assessment Methodology.
25/07/24	CIEEM Badger Impacts and Mitigation training course	A CIEEM one day course providing training on Badger Impacts and Mitigation. The course covered the relevant legislation and how this applies to various scenarios, appropriate mitigation options, the licensing process and how to implement mitigation.
13/08/24	Floating Pennywort Meeting	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.
14/08/24	Beaver Ecology and Conservation (online) Workshop	Online workshop providing training on Beaver ecology and conservation. The workshop covered Beaver life-history, reintroduction, biology and behaviours, survey field signs, monitoring methods, legal status and legislation, and mitigation measures.
14/08/24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.
20/08/24	CIEEM Aquatic Plants Identification Training Course	A CIEEM one day training course providing training on Aquatic Plants Identification. The course covered an Introduction to a range of different groups of Aquatic plants (submerged, emergent, floaters etc.) and the key features that can help to accurately identify them to genus and species. The course also touched on the tools required for making an accurate identification.
03/09/24	Women in FCERM and IDB's	A virtual meet-up between employees of various IDB's to discuss ideas and initiatives to support and celebrate women within the IDB industry.
03/09/24	Hundred Stream Floating Pennywort Meeting	Meeting between IDB Officers and the NNNIS officer to discuss the management plan for the Floating Pennywort of the Hundred Stream.
05/09/24	CIEEM Barn Owl: Ecology, Survey and Mitigation	A CIEEM one day training course providing training on Barn Owl ecology, surveying and mitigation. The course covered Barn Owl ecology and habitat requirements, threats, conservation methods, legislation and guidance, and survey methods, followed by an infield session to observe various barn owl boxes.
09/09/2024	ADA IDB Ecologists Forum	Virtual meeting with other IDB ecologists to share information and knowledge.
09/09/24	CIEEM Water Vole live-trapping (Day 1)	Day 1 of a CIEEM training course providing training on Water Vole live-trapping. Day 1 provided training on how to legally and safely set up water vole traps for in field mitigation.
10/09/24	CIEEM Water Vole live-trapping (Day 2)	Day 2 of a CIEEM training course providing training on Water Vole live-trapping. Day 2 provided training on checking traps in the field, and correct methods of handling live water voles.
17/09/24	Floating Pennywort Meeting	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.

Date Applied	Meeting / Training Attended	Brief Description
23/09/24	Environment Bank and IDB Meeting	Meeting to discuss BNG with the Environment Bank
30/09/24	Peatland restoration in the Broads Webinar	The Fens East Peat Partnership held the most recent webinar as a part of their series of monthly lunchtime webinars on lowland peat restoration. This month's webinar was presented by Andrea Kelly (Environment Policy Adviser, Broads Authority) on Peatland restoration in the Broads. The webinar highlighted the likelihood of the Broads landscape to alter as a result of climate change and sea level rise, leading to more saline habitats and changes in land use, agricultural practices and cropping. An estimated 13 million tonnes of carbon are stored in the Broads' peat soils. Crucially, we can expect fewer greenhouse gas emissions from peatlands with water at or close to the soil surface and carbon rich alluvial soils than from intensively drained peatlands. The course provided an insight to the Horsey peatland case study site.
01/10/24	ISO 9001 WMA External Audit 20244	An external audit was undertaken of the WMA Quality Management System for ISO 9001.
02/10/24	CIBT – Health, Safety and Environment Test for Operatives	Environment Officers undertook the CIBT – Health, Safety and Environment Test for Operatives
02/10/24	Damselflies of the UK (Part 1)	Biological Recording Company webinar delivered by Dave Smallshire of the British Dragonfly Society, discussing the ecology and ID of 10 species of Damselfly in the UK.
03/10/24	ISO 14001 WMA External Audit 2024	An external audit was undertaken of the WMA Quality Management System for ISO 14001.
07/10/24	First Aid Training	Environmental Manager undertook the Emergency First Aid at Work Training Course provided by Norvic Training

7. NON-COMPLIANCE

None within this period.

8. COMPLAINTS

None within this period.

CAROLINE LABURN
ENVIRONMENTAL MANAGER
OCTOBER 2024

SUSTAINABLE DEVELOPMENT REPORT

1. REPORTING PERIOD

This planning report covers the reporting period 7 May to 3 October 2024.

2. CONSENT APPLICATIONS

There are currently 11 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.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	2
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	2
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	5
Total:	11

In accordance with the scheme of delegation there is one matters for consideration by the Board in this report, this is detailed in section 2.1.

2.1. 24_29271_C: Byelaw 10 application at Old Turnpike Road, Roughton

An application has been received to construct an extension (replacing an existing conservatory) and replace existing drainage within 9 metres of DRN083G2201 - Great Water - Hanworth to Roughton (22), on the northern bank.

The existing property already has several permanent structures, including an outhouse, within the garden of the property. An existing fenceline also encloses the garden, and runs along the brink of the watercourse. These works do not appear to have the Board’s prior written consent. Addition the existing dwelling is also within the 9m byelaw zone.

Officers have consulted with the Board’s Operations Team and no concerns were raised as this area is maintained mostly by hand.

Officer Recommendation: Officers recommend that the application is approved, subject to the Board’s and standard conditions and specifications including a Deed of Indemnity.

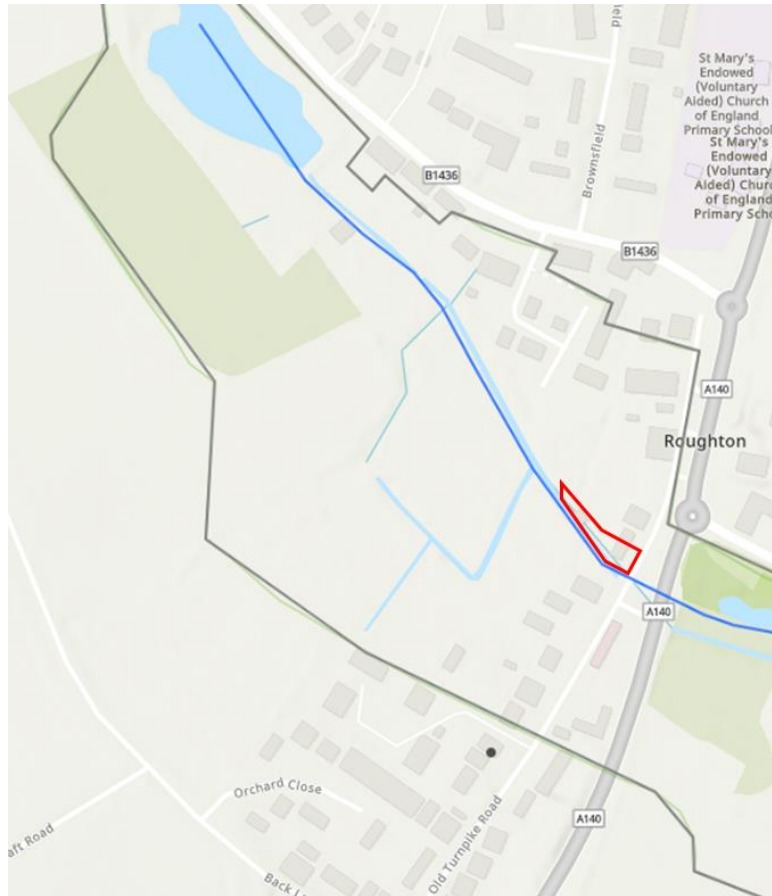


Figure 1: Location plan. Site shown in red, arterial watercourse shown dark blue.

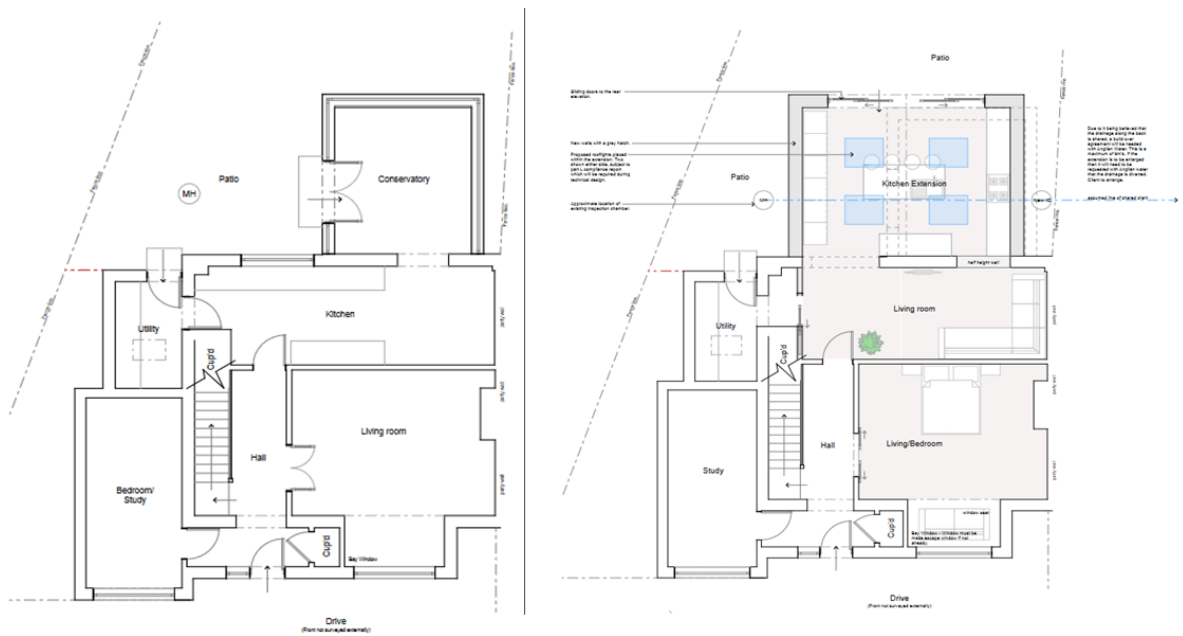


Figure 2: Existing and proposed site layout

3. CONSENTS DETERMINED

During this reporting period, the following 26 applications for consent under the Land Drainage Act 1991, the Board's Byelaws or a Development Consent Order (DCO) have been determined by Officers in accordance with their delegated authority.

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_26715_C	Section 23, LDA 1991	Ringland Road, Easton	6m access culvert	Granted
24_27026_C	Section 23, LDA 1991	North Elmham Road, Billingford	Replacement 6m access culvert	Granted
24_27127_C	Section 23, LDA 1991	Swanton Road, Elsing	6m access culvert	Granted
24_27131_C	Section 23, LDA 1991	Swanton Road, Elsing	Temporary damming for cable crossing	Granted
24_27134_C	Section 23, LDA 1991	Swanton Road, Elsing	8m access culvert	Granted
24_27136_C	Section 23, LDA 1991	Swanton Road, Elsing	8m access culvert	Granted
24_27138_C	Section 23, LDA 1991	Gressenhall Road, Dillington	Temporary damming for cable crossing	Granted
24_27164_C	Section 23, LDA 1991	Fakenham Road, Pensthorpe	Replacement of timber footbridge	Granted
24_27356_C	Byelaw 3 Surface Water	Waterworks Road, Old Hunstanton	Surface water discharge from 640m ²	Granted

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_27411_C	Byelaw 3 Treated Foul Water	Cowpers Gate, Long Sutton	Discharge of treated foul water from commercial development	Granted
24_27955_C	Byelaw 10	Happisburgh Road, Ridlington	Water vole displacement works within 9m of arterial watercourse	Granted
24_27957_C	Byelaw 10	Bacton Road, North Walsham	Water vole displacement works within 9m of arterial watercourse	Granted
24_27958_C	Byelaw 10	Dereham Road, Pettywell	Vegetation removal within 9m of arterial watercourse	Granted
24_27959_C	Byelaw 10	Brick Kiln Lane, Suffield	Water vole displacement works within 9m of arterial watercourse	Granted
24_27960_C	Byelaw 10	North Walsham Road, Ridlington	Vegetation removal within 9m of arterial watercourse	Granted
24_27962_C	Byelaw 10	Silvergate Lane, Silvergate	Water vole displacement works within 9m of arterial watercourse	Granted
24_27965_C	Byelaw 10	Dereham Road, Pettywell	Water vole displacement works within 9m of arterial watercourse	Granted
24_27966_C	Byelaw 10	Cawston Road, Salle	Vegetation removal within 9m of arterial watercourse	Granted
24_28918_C	Section 23, LDA 1991	Brick Kiln Lane, Suffield	10 access culvert	Granted
24_28919_C	Section 23, LDA 1991	Rectory Road, Suffield	10 access culvert	Granted

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_28920_C	Section 23, LDA 1991	Wroxham to County School Line, Reepham	10 access culvert	Granted
24_28922_C	Section 23, LDA 1991	Brick Kiln Lane, Suffield	Temporary damming for cable crossing	Granted
24_28923_C	Section 23, LDA 1991	Rectory Road, Suffield	Temporary damming for cable crossing	Granted
24_28925_C	Section 23, LDA 1991	Wroxham to County School Line, Reepham	Temporary damming for cable crossing	Granted
24_29013_C	Byelaw 10	Scottow Road, Scottow	Bridge repair works within 9m of arterial watercourse	Granted
24_29147_C	Section 23, LDA 1991	Bawburgh Road, Marlingford	6m access culvert	Granted

During this reporting period officers have also granted the following 18 consents associated with the A47 North Tuddenham to Easton Dualling Scheme in accordance with their delegated authority as agreed by the Board at the last meeting:

Case. Ref.	Case File Sub-type	Location	Description of Works
23_23028_C	Section 23, LDA 1991	610860, 311791	Approximately 80.5m of existing watercourse to be infilled and realigned to facilitate construction of new carriageway
23_23030_C	Section 23, LDA 1991	607187, 312726	Partial infilling of existing watercourse for a length of 5m to facilitate construction of new carriageway
23_23031_C	Section 23, LDA 1991	607205, 312704	Partial infilling of existing watercourse for a length of 6m to facilitate construction of new carriageway

Case. Ref.	Case File Sub-type	Location	Description of Works
23_23034_C	Section 23, LDA 1991	610689, 311783	Installation of weir wall
23_23036_C	Section 23, LDA 1991	610661, 311766	Installation of weir wall
23_23038_C	Section 23, LDA 1991	610722, 311715	Installation of weir wall
23_23039_C	Section 23, LDA 1991	610851, 311553	Installation of weir wall
23_23040_C	Section 23, LDA 1991	610888, 311502	Installation of weir wall
23_23041_C	Section 23, LDA 1991	607126, 312736	Partial infilling of existing watercourse for a length of 11.4m to facilitate construction of basin
23_23042_C	Section 23, LDA 1991	607944, 312560	Approximately 228.5m of existing watercourse to be infilled and realigned to facilitate construction of new carriageway
23_23043_C	Section 23, LDA 1991	607867, 312618	Approximately 40m of existing watercourse to be infilled and realigned to facilitate construction of new carriageway
23_23048_C	Section 23, LDA 1991	607784, 312623	Installation of a 42.4m long box culvert to facilitate the construction of new carriageway
23_23049_C	Section 23, LDA 1991	607784, 312623	Realignment of existing watercourse over a length of approximately 83m to facilitate construction of culvert under works ID 20a
23_25328_C	Byelaw 3 Surface Water	610877, 311568	1.33 l/s discharge of surface water from 'Network M8' serving an impermeable area of 10,210 m²

Case. Ref.	Case File Sub-type	Location	Description of Works
24_26354_C	Byelaw 3 Surface Water	607134, 312718	2.03 l/s discharge of surface water from 'Network M3B' serving an impermeable area of 8,500 m²
24_26360_C	Byelaw 3 Surface Water	611823, 311220	9.83 l/s discharge of surface water from 'Network NEB' serving an impermeable area of 40,600 m²
24_26361_C	Byelaw 3 Surface Water	611855, 311276	11.85 l/s discharge of surface water from 'Network NEA' serving an impermeable area of 74,500 m²
24_26711_C	Byelaw 3 Surface Water	611013, 311784	2.72 l/s discharge of surface water from 'Network M7' serving an impermeable area of 21,000 m²

4. FEES

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

Case ref(s)	Date invoiced	Amount (no VAT)	Date Paid
24_25993_C	29/04/2024	£3,633.60	20/05/2024
24_26231_C	29/04/2024	£327.06	29/04/2024
24_27356_C	20/05/2024	£1,011.20	23/05/2024
23_25328_C, 24_26354_C, 24_26360_C, 24_26361_C, 24_26711_C	04/10/2024	£141,851.81	-
Total:		£146,823.67	

5. PLANNING COMMENTS

Officers have provided comments on 51 applications that are either in or could impact on the Boards Internal Drainage District. 11 of these applications are for major developments and are summarised below;

Planning Ref.	Location / Site Name	Description
20222089	Norwich Road, Aylsham	Residential Development (225 Dwellings)
2023/2422	Rectory Road, Coltishall	Residential Development (25 Dwellings)
2023/3003	Burgh Road, Aylsham	Residential Development (242 Dwellings)
2021/2579	Norwich Road, Bracon Ash	Residential Development (242 Dwellings)
FUL/2023/0030	Rawhall Lane, East Bilney	Quarry Development
FUL/2023/0031	Field Lane, East Bilney	Quarry Development
2024/0879	Bunwell Road, Spooner Row	Residential Development (45 Dwellings)
FUL/2024/0022	Western Link Road	Road Development
2024/1850	West of A140, Long Stratton	Residential Development (387 Dwellings)
FUL/2024/0025	North Walsham Road, Beeston	Water Recycling Development
2024/1734	Main Road, Swardeston	Commercial Development

Additionally, officers continue to engage with applications for Development Consent, and liaise with the Planning Inspectorate / applicants as required regarding the following projects:

- A47 North Tuddenham to Easton Dualling Scheme
- Hornsey 3 Offshore Windfarm
- Vanguard Offshore Windfarm
- Boreas Offshore Windfarm
- Sherringham and Dudgeon Offshore Windfarm

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CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
OCTOBER 2024

NORFOLK RIVERS IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/04/2024
 Payment Date To : 30/09/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>% Cost Recoverable</u>	<u>Amount Paid This Period</u>
AG0002	Agroco Trailers	Trailer Parts	0	302.76
AJ0001	A J Barham Limited	Telegraph Poles	100	456.00
AN0002	Anglian Plant Limited	Plant Hire	65	11,061.42
AN0100	Anglia Farmers Limited	Rechargeable Materials	59	9,796.31
AP0001	Applications in CADD Ltd	N4CE Pro Licence	100	210.00
AR0001	Allstar Business Solutions	Fuel	2	2,946.46
BR0001	Broadscape East Limited	Rechargeable Work	100	36,120.00
BR0275	Broads (2006) IDB	Rechargeable Work	25	18,153.61
BU0001	Building Materials Nationwide Ltd	Fiber Board	100	329.64
CA0004	Cap Trac	Turf Mats	100	1,442.40
CI0001	City Electrical Factors	RCD and CO Detector	0	78.54
DI0004	Direct Cleaning Services	Welfare Clean	0	21.60
DI0005	Digg & Co	Rechargeable Works	100	13,763.63
DU0002	Duffin Fabrication	Parts	0	976.97
EA0001	EAS Plant Hire Ltd	Reject Stone and Gravel	100	3,296.32
EA0002	East Suffolk WMB	Rechargeable Work	100	576.00
EE0001	EE Ltd	SIMO for Security Cameras	0	53.70
EN0550	Environment Agency Precept	Precept	0	40,507.73
FR0001	Frazer	Materials	12	4,397.51
GD0001	GDR Sales Ltd	Plant/Labour Hire	47	158,406.00
GR0002	Great Yarmouth Aggregates Ltd	Reject Stone	0	964.80
HM0001	HMRC	Class 1A NIC 2023/24	0	606.79
HO0001	Hoben International Ltd	Soluform	0	1,274.40
HU0002	Hubble	Parts	100	1,316.28
IN0002	Independent Lifting Services Limited	Small Tools/Consumables	0	566.43
IN0920	Inland Revenue	PAYE	0	13,131.19
IT0001	ITS	Small Tools/Consumables	0	1,667.54
JA0001	James & Milton Drilling Ltd	Plant/Labour Hire & Aggregates	100	1,465.80
JD0001	John Davidson (Pipes) Ltd	Pipework	15	3,882.43
JE0002	Jewsons Limited	Parts	0	2,283.01
KE0001	Kedel	Materials	100	6,931.54
LA0001	Landmark Information Group Limited	Envirocheck Modular Report	100	546.94
LA1201	Mervyn Lambert Plant Hire Ltd	Servicing/Repairs & Plant Hire	84	8,825.68

NORFOLK RIVERS IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/04/2024
 Payment Date To : 30/09/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>% Cost Recoverable</u>	<u>Amount Paid This Period</u>
MA0001	Mastenbroek Environmental Ltd	Parts	0	192.17
MA1305	M and H Ecology Ltd	Rechargeable Works	100	6,423.00
MH0001	MHE Consulting	Surveys	100	3,561.00
MI0001	Middleton Aggregates Ltd	Clay & Reject Stone	70	7,002.00
NO0001	Norfolk County Council	Year 2 & 3 SLA Data Agreement	70	7,916.40
NO0004	Norvic Training UK Ltd	First Aid Courses	0	384.00
NO1450	Norfolk Pension Fund	Superannuation	0	12,742.89
OR0001	Orbital Fasteners Ltd	Parts	100	177.63
PL0001	PLG Country Store Ltd	Materials	94	1,716.92
RA1803	Mr C Rangeley-Wilson	Rechargeable Works	100	3,263.20
RH0001	Rhino Building & DIY Supplies Ltd	Materials	100	308.35
SA0001	Salix	Rock Mattresses	100	5,407.63
SA0002	Safety First Aid Group	First Aid Kits	100	155.82
SK0001	Skyguard Ltd	Lone Worker Service	0	489.60
SU0003	The Survey Equipment Company	Pole Extension	100	108.00
TB0001	TBF Traffic Ltd	Traffic Management	100	3,000.00
TE0001	TerrAffix Solutions Ltd	Hydroseeding	100	2,832.48
TH0002	Robert P Thain	Machine Moves/Plant Hire	41	2,832.00
TO0001	Torry Hill Chestnut Fencing Ltd	Fencing Materials	100	1,374.00
TU0001	C R Turner	Machine Moves/Plant Hire	100	1,845.00
TU0002	Joe Turner Equipment Ltd	Parts	0	262.90
UK0002	UK Timber Ltd	Oak Beams	100	1,443.59
VO2201	Vodafone Ltd	Mobile Phone Charges	0	442.22
WA0001	Water Management Alliance	Rechargeable Works/Materials	96	75,629.82
WA0002	Heather Wallis	Archaeological Desk Based Study	100	1,593.20
WA0005	Waterlife Recovery Trust	Mink Control & Eradication	0	2,500.00
WO0002	Workwear (East Anglia) Ltd	PPE	0	704.76
WO0003	Wolseley UK Ltd	Materials	100	727.33
Please note that the amounts shown above include Vat				<u><u>£491,395.34</u></u>

From: 01 April 2024
To: 30 September 2024

Period To: 6
Year Ended: 31 March 2025

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	100,668	100,668	0	100,668	100,668	0
1	Special Levies issued by the Board	388,735	388,735	0	388,735	388,735	0
2	Highland Water Contributions from EA	87,390	109,358	21,968	87,390	74,309	-13,081
	Grants Applied	40,810	13,756	-27,054	81,619	81,619	0
3	Income from Rechargeable Works	1,500	228,557	227,057	3,000	228,557	225,557
	Investment Interest	8,750	10,861	2,111	17,500	23,000	5,500
5	Other Income	169,846	149,923	-19,923	339,099	339,099	0
	Total Income	£797,699	£1,001,858	£204,159	£1,018,011	£1,235,986	£217,976
	<u>Less Expenditure</u>						
6	Capital Works	40,810	13,756	27,053	81,619	81,619	0
7	Precept Contributions to EA	81,766	81,015	751	81,766	81,015	751
8	Maintenance Works	342,559	331,439	11,120	680,122	680,122	0
	Development Expenditure	0	0	0	0	0	0
9	Administration Charges	96,736	91,870	4,866	186,679	186,679	0
3	Cost of Rechargeable Works	0	199,008	-199,008	0	218,557	-218,557
4	Net Deficit/(Surplus) on Operating Accounts	0	-13,506	13,506	0	0	0
	Total Expenditure	£561,871	£703,583	-£141,712	£1,030,186	£1,247,992	-£217,806
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
	Net Surplus/(Deficit)	£235,829	£298,275	£62,446	-£12,175	-£12,005	£169

From: 01 April 2024
To: 30 September 2024

Period To: 6
Year Ended: 31 March 2025

NOTES	BALANCE SHEET AS AT 30-9-2024	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
10	Fixed Assets			
	Land and Buildings	33,966	-500	33,467
	Plant and Equipment	74,280	-10,359	63,921
	Shared Consortium Assets	0	0	0
		108,246	-10,859	97,387
	Current Assets			
11	Bank Account	278,671	-25,067	253,604
12	Trade Debtors	151,699	77,773	229,472
13	Work in Progress	34,309	34,173	68,483
	Staff Health Insurance	10	163	173
14	Term Deposits	500,000	0	500,000
15,16	Drainage Ratepayers and Special Levies Due	-1,799	191,685	189,885
	Prepayments	0	0	0
17	Prepayments to WMA	9,130	-14,593	-5,463
	VAT Due	1,749	4,755	6,504
	Grants Due	0	0	0
		973,769	268,889	1,242,658
	Less Current Liabilities			
	Trade Creditors	49,255	31,797	81,052
	Accruals	152,405	-46,430	105,975
	Payments Received In Advance	11,854	-11,854	0
	Finance Leases	0	0	0
	Payroll Controls	0	0	0
		213,514	-26,488	187,026
	Net Current Assets	760,255	295,377	1,055,632
	Less Long Term Liabilities			
19	Pension Liability/(Asset)	-213,000	7,000	-206,000
	Net Assets	£1,081,501	£277,518	£1,359,019
20	Reserves			
	Earmarked			
	General Reserve	462,478	298,275	760,752
18	Grants Reserve	90,029	-13,756	76,273
21	Development Reserve	210,035	0	210,035
22	Plant Reserve	65,000	0	65,000
		827,542	284,518	1,112,060
	Non-Distributable			
23	Revaluation Reserve	40,959	0	40,959
19	Pension Reserve	213,000	-7,000	206,000
		253,959	-7,000	246,959
	Total Reserves	£1,081,501	£277,518	£1,359,019

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 30 September 2024

Period To: 6
Year Ended: 31 March 2025

Note **Notes to the Accounts**

- 1 Special Levies due from constituent Billing Authorities are as follows:

	Y-T-D	Y-T-D
	BUDGET	2024/25
Breckland District Council	62,364	62,364
Broadland District Council	93,037	93,037
King's Lynn and West Norfolk Borough Council	23,618	23,618
North Norfolk District Council	123,910	123,910
Norwich City Council	6,934	6,934
South Norfolk District Council	78,872	78,872
	388,735	388,735

- 2 The EA Highland Water Claim for 2024/25 has been submitted to the Environment Agency (EA) to the Board in September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December). We have been advised that there is a shortfall in funding, and not all of the claim may be paid, which has been reflected in the Forecast Outturn.

- 3 Rechargeable work includes professional supervision and contracting services for various Risk Management Authorities.

- 4 Net Deficit/(Surplus) on Operating Accounts is made up as follows:

	Y-T-D	Y-T-D
	BUDGET	2024/25
Labour Operations Account	0	-18,338
Mobile Plant Operations Account	0	4,832
	0	-13,506

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of mobile plant are shown in the Labour and Mobile Plant Operations Reports, which can be made available to members on request.

- 5 Other income is made up as follows:

	Y-T-D	Y-T-D
	BUDGET	2024/25
Shared Income from WMA	169,846	149,923
Insurance Claims	0	0
Sundry Income	0	0
Summons Costs	0	0
	169,846	149,923

- 6 The gross cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works as managed by the Project Development Manager, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Executive Committee scrutinise this Report every year.

- 7 The EA Precept due for 2024/25 is payable to the EA on 31 May and the other half is payable to them on 30 November. The Board has no idea where or how this money is spent.

- 8 Detailed maintenance operations are approved by the Board annually and shown on the Operations map, together with the schedule of maintenance works for each catchment, which can be made available to members on request. Expenditure is analysed as follows:

	Y-T-D	Y-T-D
	BUDGET	2024/25
Labour Charges	20,609	20,295
Plant Charges	5,063	4,986
Materials	12,124	11,939
Contractors	91,436	90,043
Plant Hire & Transport	7,968	7,846
Direct Works	137,200	135,109
Technical Support Staff Costs	181,899	175,200
Other Technical Support Costs	19,210	16,631
Biodiversity Action Plan Costs	4,250	4,499
Maintenance Works	342,559	331,439

From: 01 April 2024
To: 30 September 2024

Period To: 6
Year Ended: 31 March 2025

Note **Notes to the Accounts**

- 9(i) Administration charges reflect the Board's share of consortium expenditure (excluding technical support costs). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	Y-T-D BUDGET	Y-T-D 2024/25
Administration Staff Costs	62,705	57,155
Other Administration Costs	32,781	33,644
Development Expenditure	0	0
Drainage Rates AV Increases/(Decreases)	250	21
Depreciation Kettlewell House	500	500
Sundry Debtors written off	0	0
Sundry Expenses	0	0
Settlement Discount	501	551
	96,736	91,870

9(ii). **Consortium Charges**

	Y-T-D Budget	Y-T-D Actual
<u>Expenses</u>		
Technical Support Staff (note 8)	181,899	175,200
Other Technical Support (note 8)	19,210	16,631
Administration Staff Costs (note 9i)	62,705	57,155
Other Administration Costs (Note 9i)	32,781	33,644
Shared Income from the WMA (note 5)	-169,846	-149,923
Net Consortium Charge	126,749	132,707

10 **Cost**

	Land and Buildings	Plant and Equipment	Total
Opening Balance as at 1-4-2024 b/fwd	49,950	152,327	202,277
(+) Additions	0	0	0
(-) Disposals	0	0	0
(=) Closing Balance as at 30-9-2024 c/fwd	49,950	152,327	202,277
Depreciation			
Opening Balance as at 1-4-2024 b/fwd	15,984	78,047	94,031
(+) Depreciation Charge for year	500	10,359	10,859
(-) Accumulated Depreciation written out on disposal	0	0	0
(=) Closing Balance as at 30-9-2024 c/fwd	16,484	88,406	104,890
Net Book Value as at 31-3-2024	33,966	74,280	108,246
Net Book Value as at 30-9-2024	33,467	63,921	97,387



From: 01 April 2024
To: 30 September 2024

Period To: 6
Year Ended: 31 March 2025

Note **Notes to the Accounts**

11 Additional sums are now being invested on the short term money market to maximise the return on the working balances, in accordance with the Board's Investment Policy. The Bank Account is reconciled as follows:

	<u>2023/24</u>	<u>2024/25</u>
Opening Balance as at 1-4-2024 b/fwd	205,306	278,671
(+) Receipts	1,492,659	620,839
(-) Payments	-1,419,295	-645,905
(=) Closing Balance as at 30-9-2024 c/fwd	<u>278,671</u>	<u>253,604</u>
Balance on Statement as at 30-9-2024	278,545	253,604
Less: Unpresented payments	0	0
Add: Unpresented receipts	126	0
Closing Balance as at 30-9-2024 c/fwd	<u>278,671</u>	<u>253,604</u>

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	109,301	6
>30 days and <=60 days (Highland Water Charge)	109,358	1
>60 days and <=90 days (Paid October)	10,813	3
>90 days	0	0
	<u>229,472</u>	<u>10</u>

13 Work in Progress is currently made up of the following jobs:

Customer	Amount	Comp. Date	Originator
RBI0001 - Billingford, EA WEIF Project	4,000	31/10/2024	Operations Manager PG
RBL0003 - Blofield Parish Council - Marty's Marsh Culvert Repairs	1,236	31/03/2025	Operations Manager PG
RBL0004 - Blofield Parish Council - Brundall & Blofield Footbridge	1,253	31/10/2024	Operations Manager PG
RBU0007 - Buxton Footpath Repairs PSCA 2024	387	31/10/2024	Operations Manager PG
REA0006 - EA Chalky Water River TAS	2,866	31/10/2024	Operations Manager PG
REA0011 - EA Bintree Restorative Desilt 2024	2,888	30/11/2024	Operations Manager PG
REA0012 - EA Wensum WEIF Works	36,452	31/10/2024	Operations Manager PG
RFF0001 - Foxburrow Farm - Panford, Blackwater and Wendling	3,993	31/10/2024	Operations Manager PG
RNC0014 - NCC Brockdish Phase 1 NFM	518	31/03/2025	Operations Manager PG
RNCC0015 - NCC Besthorpe and Morley FAS	13,834	31/10/2024	Operations Manager PG
RNT0020 - Norfolk Rivers Trust - Low Street, River and Wetland	1,056	31/10/2024	Operations Manager PG
	<u>68,483</u>		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Vernon Building Society	250,000	11/07/2024	11/10/2024	5.10%
Vernon Building Society	250,000	16/09/2024	16/01/2025	4.80%
	<u>500,000</u>			

15 Special Levies are due to be paid by Constituent Councils in two halves on 1 May and 1 November every year.



From: 01 April 2024
To: 30 September 2024

Period To: 6
Year Ended: 31 March 2025

Note Notes to the Accounts

16 There are currently 81 Ratepayers that have not paid their Drainage Rates for 2024/25 as compared to 153 Ratepayers this time last year. (23 of those outstanding are under £5). Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<u>2023/24</u>	<u>2024/25</u>
Arrears b/fwd	-1,470	-1,799
Drainage Rates for the year	95,314	100,687
Special Levies for the year	368,473	388,735
Payments Received	-463,721	-297,584
Settlement Discount	-511	-551
Returned/(Represented) amounts	0	163
Paid Refund	0	248
Annual Value Decreases	-1,494	-2,229
Annual Value Increases	1,161	1,337
New Assessments	333	892
Irrecoverables and write offs	-194	-38
Creditors Control Contra	0	0
Special Levy Adjustment	8	0
Drainage Rate Adjustment	0	24
Summons collection costs	300	0
Arrears c/fwd	<u>-1,799</u>	<u>189,885</u>

17 Prepayments represent the amount that has been paid to the WMA in advance, which will be used by the WMA to pay the Board's share of consortium expenditure during the next reporting period.

18 **Grants Reserve**

Movements on the Grants Reserve are made up as follows:

	<u>2024/25</u>
Opening Balance at 1-4-2024	90,029
Add: Grant Received	0
Less: Grant Applied	-13,756
Closing Balance as at 30-9-2024	<u>76,273</u>

	<u>2023/24</u>	<u>2024/25</u>
SCH03 Giant Hogweed Project	3,792	3,792
SCH02 River Wensum Restoration Project WLMP	1,233	1,233
SCH07 River Nar Litcham to Lexham Hall Lakes	235	235
SCH25 WFD Maintenance Improvements PSCA	3,643	3,643
SCH27 River Wensum Culvert Inspections and Works	81,101	67,344
SCH28 Keswick Bank Repairs	26	26
	<u>90,029</u>	<u>76,273</u>

Grant Due

0
<u>0</u>

From: 01 April 2024
To: 30 September 2024

Period To: 6
Year Ended: 31 March 2025

Note **Notes to the Accounts**

- 19(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability/(asset), which has been calculated by the LGPS Fund Actuary as at 31 March 2024.
- 19(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 asset of £675,000 as at 31 March 2024 that is shared by all 6 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 24th January 2024.
- 20 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 28 January 2021. This policy is available for viewing on the Board's website.
- 21 The purpose of the Development Reserve is to reduce the impact on drainage rates and special levies from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to fund in part improvement works that are necessary because of development.
- 22 The purpose of the Plant Reserve is to reduce the impact on drainage rates and special levies as and when equipment is bought and sold, in accordance with the plant renewals programme. Depreciation is its primary source of income, which largely comes from drainage rates/special levies in the form of plant charges included within the maintenance budget, together with any profits on disposal. Changes in hourly charge out rates are determined by the Operations Manager and the Chief Executive. Expenditure is determined by the Board, following recommendations made by the Chief Executive and Area and Operations Managers.
- 23 This Revaluation Reserve has arisen from the revaluation of the Board's share of Kettlewell House on 31 March 2009 (approx. 10%).

Related Party Transactions

- 24 Mr J F Carrick is the Chairman of the Norfolk Rivers IDB. He has been paid £3,500 Chairman's Allowance for the period of 01.11.23-31.10.24.

Recommended Actions:

1. To approve the Financial Report for the period ending 30-9-2024.

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

Internal Drainage Boards – Remote auditing audit programme
2024/25 Internal Audit Arrangements

Strategic Risks

Governance

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures (I will obtain this data from your website)
- 2) Review Board agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 3) Review any Committee agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 4) The drainage board has published information on its website to comply with the Transparency Code for smaller authorities (I will obtain this data from your website)
- 5) The drainage board for the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (I will obtain this data from your website, and from sight of your Board minutes approving the dates set)
- 6) The drainage board has complied with the publication requirements as stated by the Accounts and Audit Regulations 2015 (Please provide evidence that these have been complied with)

Risk Management

- 1) Review risk management policy and procedures (These should be on the website, but please provide if not)
- 2) Review risk register (If not on the website please provide)
- 3) Review process and procedures for how risk is managed on a day by day basis (A brief note on this please)
- 4) Review key objectives for the IDB and the risks associated with achieving these objectives (This should flow from the risk register)
- 5) Review the controls in place to mitigate these risks and see how effective they are. (These should be contained within the risk register. I may select a sample for review to confirm working as expected)

Operational Risks

Accounting Records

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance (A current trial balance please and a copy of the profit and loss account and balance sheet at the time of the audit)

Expenditure

- 1) Review accounts payable (creditors) (An aged creditors list please)
- 2) Test a sample of payments made to verify they have been correctly paid. Check if possible the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations. (I will select my sample from the expenditure items reported to the Board meetings) (Copies of the supporting documents for the sample selected will be required)
- 3) Check treatment of VAT (included above)

Budget

- 1) Review the budgetary arrangements. (This should be available in the Board papers)
- 2) Review the precept of rates (Please provide the Board agenda and minute approving the penny rate for 24/25 if not already provided above)
- 3) Review how the budget is monitored (These should be included in the Board papers above)
- 4) Review reserves and the policy for these (Please provide latest reserves position and 5/10 year forecast that shows how general reserves are expected year on year in the future) **Income**
- 1) Review accounts receivable (debtors) (An aged debtors list please – both general and rates)
- 2) Review debt collection procedures (Please confirm debt collection arrangements and dates)
- 3) Review any write off arrangements (Please provide details of any write offs – approval/procedures)
- 4) Review recording and banking of income (Please confirm banking arrangements particularly cash or cheque)
- 5) Test a sample of payments received to verify they have been correctly dealt with. Check accuracy and procedures – was this in accordance with Financial Regulations. (Please provide a list of debts raised in the year and I will select a sample for a more detailed review)
- 6) Check treatment of VAT (included above)

Petty Cash

- 1) Check the Petty Cash arrangements where held
- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present. (Please provide a short note on petty cash and confirm VAT has been correctly treated)
- 3) Check treatment of VAT (included above)

Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and treatment of variations including Tax and NI. (Please provide a summary of payments made to staff which includes all deductions both employee and employer)
- 3) Verify PAYE and NI requirements have been met (Please confirm and evidence that PAYE, NI and pension payments have been made to HMIC and LCC)

Asset Register

- 1) Verify the asset register is complete and up to date. (Please provide a copy of the asset register)
- 2) Verify where possible the asset and investment exists (I will not be confirming that any asset exists for this audit!!)

Bank

- 1) Verify and confirm bank reconciliations have been regularly undertaken. (Please provide a latest bank reconciliation)
- 2) Confirm end of year bank reconciliation (Year end follow up audit)

Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book. (Please confirm and year end follow up audit)
- 2) Review and verify the audit trail of sums feeding into the accounting statements. (Year end follow up audit)

Norfolk Rivers Internal Drainage Board Risk Register

As a Risk Management Authority the Norfolk Rivers Internal Drainage Board are required to have a risk register in order to systematically identify, assess and manage any potential risks to our business. It will also be used to ensure accountability, compliance with regulations, and the effective use of resources to safeguard public interests. The risk Register is a live document and should be reviewed regularly.

With regard to the Risk Register below;

- A Consequence of 3 relates to repercussions which would have a serious effect on the operation/service delivery, which 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.
- A Consequence of 2 relates to repercussions which would have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Would 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.
- A Consequence of 1 relates to repercussions which would 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.
- A Likelihood of 1 relates to an unlikely, outside risk of occurrence.
- A likelihood of 2 relates to this being a foreseeably realistic risk, which could happen infrequently.
- A likelihood of 3 relates to this being a high likelihood of occurrence.

Using the risk matrix shown below a risk rating score is determined, which enables risks to be prioritised using one or more of the “four T’s”

- **Tolerate - score 1-2 - Accept the risk**
- **Treat - score 3–4 - Take cost effective in-house actions to reduce the risk**
- **Transfer – score 6 - Dedicate major resources to managing the risk. If possible transfer the risk to someone else (e.g: by insurance or passing responsibility for the risk to another)**
- **Terminate – score 9 - Agree that the risk is too high and do not proceed with the project or activity**

Likelihood (1 – 3)	Consequence (1-3)		
	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Officers Responsible for actions:

PC - Phil Camamile, Chief Executive: MP - Chief Operating Officer & Deputy CEO: SJ - Sallyanne Jeffrey, Finance and Rating Manager
 KN - Kari Nash, Project Delivery Manager: TH - Tom Hunter, Area Manager: OM - Operations Manager: CL - Caroline Laburn, Environmental Manager,
 CB - Cathryn Brady, Sustainable Development Manager

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
(1) 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.	2	3	6	Transfer	Use knowledge and skills of the projects team to fully utilize all funding streams available to projects, thus transferring the risk across a more diverse funding landscape. Undertake recharge works to build board reserves. 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 catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). The	31.03.2025	MP

							Environment Act 2021 has been enacted, and the Statutory Instrument to update rating calculations has also been consulted on. We now wait for the relevant procedure to be followed for the law to be updated, after which further processes can commence.		
	(1b) EA may cease to pay highland water contribution to IDBs	Reduction in FCREM service the Board is able to provide.	2	3	6	Transfer	<p>Ensure highland water claims are clear, transparent, discussed with the EA in good time and submitted on time.</p> <p>Ensure the importance of the HWC is recognized and supported by the EA, RFCC and constituent councils.</p> <p>Continue with the district expansion plans (1a) such that HWC would no longer be needed.</p>	31.03.2025	SJ/MP
	(1c) Possibility of IDBs having adhere to Water Abstraction licensing regulations introduced January 2018.	No financial impact anticipated as Norfolk Rivers IDB does not transfer water from main river to ordinary watercourses.	1	2	2	Tolerate	It is understood that the Water Abstraction licensing regulations apply only to the transfer of water from main river to ordinary watercourses, from outside the district into the district, therefore	31.03.2025	TH

							NRIDB should not require licenses.		
	(1d) The EA is no longer willing or able to carry out work on sea or river defences that protect the Internal Drainage District, or continues to maintain the sea defences but to a reduced specification.	<p>Potential overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing tidal inundation the increase in water levels.</p>	1	3	3	Treat	<p>Work with the EA to identify areas requiring attention and influence maintenance plans as much as possible, such that board priority areas are considered.</p> <p>Offer to undertake works whenever possible.</p>	31.03.2025	TH
	(1e) EA is no longer willing or able to carry out work on Main Rivers.	Will limit the Board's ability to fulfil its statutory function.	2	3	6	Transfer	<p>PSCA in place between IDB/EA, to allow maintenance works to be undertaken on some sections of main river, if the opportunities arise.</p> <p>Continue to lobby at every available opportunity, and at the highest levels possible, the need for the EA to de-main lengths of 'low-consequence' main river for the IDB to adopt and maintain.</p> <p>As in (1a) push for the changes in legislation such that de-maining</p>	31.03.2025	ALL

							can happen as easily as possible.		
	(1f) IDB receive less PSCA work from the EA.	Potential loss of income and reputational damage to Board and WMA Group.	1	3	3	Treat	EA PSCA work to be a priority for the NRIDB, given it ensures work is completed and is completed to a high standard. Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with other risk management authorities (RMAs) should also be prioritised to ensure a diverse portfolio of clients are available should the EA reduce their work requirements.	31.03.2025	TH
	(1g) Potential for additional work being required on existing IDB infrastructure arising from implementation of Eel Regs 2009.	Huge cost implication if works are not grant funded.	1	3	3	Treat	Work with EA to obtain a derogation for the existing pumping stations. ADA are pressing for this to become a permanent change.	31.03.2025	TH/CL
	(1h) Access to skills and core competencies is reduced.	Reduction in quality of service delivery. Stakeholders	1	3	3	Treat	Board is an equal member of the WMA, which strengthens the organisation and assures access to	31.03.2025	ALL

		potential loss of confidence in the Board's ability to deliver.					<p>appropriate skills/competencies. The Board is kept updated via member representation at CMC meetings.</p> <p>Extensive staff training is recorded and documented.</p> <p>Effective management and Employee handbook and compliant disciplinary and grievance procedures.</p> <p>Key man insurance is in place for appropriate personnel.</p> <p>Succession planning.</p>		
	(1i) Operational failings lead to damage to the environment, third party property or individuals.	<p>Compensation claims made against the Board.</p> <p>Loss of confidence in the Board's capabilities.</p>	1	3	3	Treat	<p>Documented Staff training and Employee handbook in place to limit risk.</p> <p>Internal systems to ensure safety and environmental standards are met, such as Health & Safety Policy, risk assessments and safe systems of work, Insurances, Financial Regulations, all in place.</p>	31.03.2025	ALL

							Use of approved suppliers. ISO9001 accredited with external audit of QA systems. Complaints Register.		
	(1j) Unable to respond to a major incident, due to lack of resources.	Reputational damage from a loss of confidence in the Board's capabilities.	1	2	2	Tolerate	Resources are backed up by volunteers and equipment. Board Emergency Plan integrates with County Emergency Plan.	31.03.2025	TH/OM
	(1k) Claims and/or bad publicity against IDB in the event of failure to provide a 24 hour/365 day emergency response for the community.	Reputational damage from a loss of public confidence in the IDB. Potentially damaging to the IDB relationship with other RMAs.	1	2	2	Tolerate	As a WMA member Board there is access to support from other member Boards and the WMA Staffing Plan and Duty Rota. Emergency workforce and volunteers available. Procedures for managing the media are set out in the Board's Reserved Matters.	31.03.2025	ALL
	(1l) Public do not know who to contact in an emergency.	Delayed response.	1	2	2	Tolerate	Contact information available on the Board's website and on the Local Resilience Forum website.	31.03.2025	TH/OM

	(1m) Loss or damage to assets through pilferage, theft or neglect.	<p>Reduced IDB capability of fulfilling its statutory function.</p> <p>Cost implications for replacement, even with insurance.</p>	1	2	2	Tolerate	<p>Regular stock control checks and up-to-date inventory of assets.</p> <p>Asset management plan and annual visual asset inspection feed into capital programme.</p> <p>SLAs in place with approved suppliers.</p> <p>Insurance, including annual engineering inspection.</p>	31.03.2025	TH/OM
	(1n) Loss of income through error or fraud.	Cost implication for external assistance that may be required to recover monies.	1	3	3	Treat	<p>Board approved Financial Regulations, Anti-Fraud/Corruption Policy, Whistleblowing Policy.</p> <p>Internal controls and segregation of duties.</p> <p>Internal and external audit.</p> <p>Insurances.</p>	31.03.2025	SJ
	(1o) Failure to comply with all current UK and EU legislation/regulation	IDB would incur penalties/fines	1	3	3	Treat	<p>Employ competent staff through WMA.</p> <p>Training for staff and Board members.</p> <p>Board approves Financial Accounts.</p> <p>Internal audit.</p>	31.03.2025	ALL

							Engage HR, Legal and Health and Safety specialists as and when required.		
	(1p) Failure to comply with General Data Protection Regulations introduced May 2018.	IDB would incur penalties/fines.	1	3	3	Treat	<p>Employ competent staff through WMA. GDPR training has been given to all staff and Board members.</p> <p>Board approved Data Protection Officer role to be included within the Chief Executive's remit, effective May 2018. Board's Data Protection Policy updated to reflect new regulations.</p>	31.03.2025	ALL
	(1q) 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 flood risk.	Increase pressure on management time as the Board attempts to keep a handle on the growing number of plans and initiatives in the catchment.	2	3	6	Transfer	<p>IDB consenting team to receive training on the possible impacts of water level management schemes.</p> <p>Management to carefully assess whether or not to directly engage with each water management initiative being developed by other RMAs in the catchment, could</p>	31.03.2025	CB

							adversely impact on the Board's operations and/or increase flood risk.		
	(1r) HMRC have confirmed via Excise Notice 75, that as of 1 April 2022, IDBs can continue to use red diesel for works benefitting agriculture. It is highly likely that this is a temporary decision and that at some point in the future, the use of rebated fuel will not be possible for IDB works.	An annual fuel increase in cost of approximately £30,000, meaning an increase of 3% in drainage rates and special levies.	2	3	6	Transfer	Continue to support lobbying through ADA for the law not to be widened out to IDBs.	31.03.2025	TH/MP
	(1s) 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.	2	3	6	Transfer	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. Support the Council and ADA in actively lobbying Central Government for funding support due to concerns of rising special levies.	31.03.2025	SJ/TH

	(1t) Beavers could escape from enclosures and build dams within the IDB district affecting drainage.	Increased flooding, increased cost, difficulty to maintain water levels in designated areas, inability to undertake statutory function, damage to flood banks and watercourse infrastructure.	1	3	3	Treat	<p>Environmental staff to undertake the necessary training and develop the required procedures to be able to remove any beavers/beaver dams from our drains, as required, under license.</p> <p>Operational staff to remain vigilant and report suspected beaver activity to operations managers, especially around areas where they are being introduced.</p>	31.03.2025	CL/TH
	(1u) The new obligation brought in by the Environment Act to enhance the natural environment, as opposed to maintain and conserve the natural environment.	Additional requirements around enhancing the natural environment could lead to an increased cost of operations.	1	3	3	Treat	<p>Environment Team to review the SMO and any other relevant policies in the light of this new legislation.</p> <p>Environment Team to facilitate any training required for the ops manager/field teams.</p>	31.03.2025	CL
	(1v) Potential liability for certain bridges and culverts in the district.	If the Board is found to have some operational responsibility, this could have a significant financial impact as well as associated	2	3	6	Transfer	The Board's position is that all bridges and culverts carrying public highways are the responsibility of the relevant Highway Authority. All bridges and culverts that carry unadopted highways/private	31.03.2025	CB

		health and safety/ public liability concerns.					access routes are the responsibility of the riparian landowner. WMA staff to undertake a task & Finish activity search of archives to understand situations where the IDB may have explicitly taken responsibility for certain culverts/bridges in the district. This can then be used to ring fence funds for managing these assets as required.		
	(1w) Possible Pension Fund deficit.	The Board may be requested by the Administering Authority and Fund Actuary to make debt recovery payments in addition to the Employers rate of contribution.	1	2	2	Tolerate	The Board have adopted the model discretionary policies, as recommended by the Administering Authority (Norfolk County Council). These policies have been incorporated into the Board's Local Government Pension Scheme Employers Policy Statement, which is reviewed by the Board every 3 years.		
(2) To become the delivery partner of	(2a) LLFA and EA take over the functions of the IDB.	If the LLFA/EA takes over the functions of the IDB, the IDB be	1	3	3	Treat	Build our reputation as an important, competent,	31.03.2025	ALL

<p>choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydraulic sub catchment.</p>		<p>would cease to exist.</p>					<p>progressive, delivery based organisation which adds value to solving local water management issues.</p> <p>Regular review of performance and governance arrangement to maintain strength and integrity.</p> <p>ADA membership.</p> <p>Promote IDB through the media.</p>		
<p>(3) To enable and facilitate land use for residential, commercial, recreational, and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk.</p>	<p>(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.</p>	<p>Increased flood risk.</p> <p>Potential for lost income for SWDCs and commuted sums.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Transfer</p>	<p>Planning/Enforcement to build close relationships with local planning officers, such that our role, input and comments are considered and valued.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates & banding introduced 1 October 2018.</p>	<p>31.03.2025</p>	<p>CB</p>

	(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 & subsequently increase the risk of flooding.	2	3	6	Transfer	<p>A SUDs adoption and charging policy has been approved by the Board.</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.</p>	31.03.2025	CB
(4) To nurture, enhance and maintain the natural habitats and species, which exist in and alongside IDB watercourses, wherever practical to ensure there is no net loss of biodiversity.	(4a) Non-delivery/non-compliance of Biodiversity Action Plan.	Board does not meet its environmental targets.	1	3	3	Treat	<p>BAP approved by Board and submitted to DEFRA and EA.</p> <p>Work to WFD compliant SMO.</p> <p>Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure.</p> <p>Officers monitor and report environmental performance to the Board.</p> <p>Staff awareness training held regularly.</p> <p>ISO 14001</p>	31.03.2025	CL/TH/OM

							accreditation and external audit of QA systems. Complaints procedure available.		
	(4b) Implementation of BAP leads to increased flood risk and increased maintenance costs.	Failure to balance environmental needs with management of flood risk.	1	3	3	Treat	BAP to be developed in liaison with the Ops manager and reviewed at regular intervals. Watercourses prioritised according to flood risk based on criteria agreed by Board.	31.03.2025	CL/TH/OM
	(4c) SMO not WFD compliant.	Potential for Board to incur penalties/fines if environmental/habitat damage occurs as a result of none WFD compliant works.	1	3	3	Treat	Update SMO to maintain WFD compliance.	31.03.2025	CL/TH/OM
	(4d) Increased levels of non-native species adversely affecting work & BAP delivery.	Increased costs of operations. Failure to meet environmental targets	2	2	4	Treat	Ensure biosecurity protocols are adhered to. Adhere to risk assessment and protocol for management of works where non-native species are present. Educate workforce	31.03.2025	CL/TH

						<p>and have clear communication line for the reporting of potential non-native sightings, such that these can be assessed by the environmental team.</p> <p>Continue to work with the EA and local authorities to obtain funding for works to manage any non-natives found, to minimize the financial burden on the board.</p>		
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NRIDB Policy Review Summary – Full Board Meeting, October 2024

	Policy	Owner	Comments
1	Local Government Pension Scheme Employer Pension Policy Click here	BST	

FEEDBACK & COMPLAINTS REVIEW
For the period May 2024 – September 2024

1. OFFICIAL COMPLAINTS

Date of complaint	Location	Nature of complaint	Allocated to	Status	Action taken

2. OTHER FEEDBACK

Date of feedback	Location	Nature of Feedback	Allocated to	Status	Action taken
8/7/2024	Cremers Meadow	Thank you for the sensitive nature used when dealing with a member of the public.	P. George	Resolved	N/A

FRANCES BLIGH
ICT MANAGER

WMA Meeting Calendar 2025- DRAFT 6

	January	February	March	April	May	June	July	August	September	October	November	December			
Mo									1				1	Mo	
Tu				1			1	SHIDB Conservation	2				2	BG JMC	
We	1	Bk. Hol.		2			2		3	1			3	ES A&O & Deben	
Th	2			3	1		3		4	2			4		
Fr	3			4	2		4	1	5	WMA Pay	3		5	WMA CMC	
Sa	4	1	1	5	3		5	2	6	4	1		6		
Su	5	2	2	6	4	1	6	3	7	5	2		7		
Mo	6	3	BG B&I	3	WMA Pay	7	5	Bk. Hol.	2	7	4		8		
Tu	7	4	BG A&E	4		8	6		3	BG B&O	8	5	SHIDB	9	SHIDB & BG B&O
We	8	5	WLY&L	5		9	7	ES A&O & Deben	4		9	6		10	
Th	9	6		6		10	8		5	BIDB	10	7		11	
Fr	10	7		7		11	9	KLIDB	6	South of England Show	11	8		12	KLIDB
Sa	11	8		8		12	10		7	South of England Show	12	9		13	
Su	12	9		9		13	11		8	South of England Show	13	10		14	
Mo		10		10		14	12		9	ESWMB	14	11		15	
Tu	14	SHIDB Perf & Chairman's	11	SHIDB	11	15	13	SHIDB	10	SHIDB Angling	15	12		16	
We	15		12		12	16	14	NRIDB	11		16	13		17	
Th	16		13		13	17	15		12		17	14		18	
Fr	17	KLIDB	14		14	18	Bk. Hol.	16	13		18	15		19	KLIDB P&W
Sa	18		15		15	19		17	14		19	16		20	
Su	19		16		16	20		18	15		20	17		21	
Mo	20		17		17	21	Bk. Hol.	19	16	BG B&I	16	18		22	
Tu	21	Pevensey and BG B&O	18		18	22		20	17	BG A&E	17	19	PCWLMB	22	
We	22	NRIDB	19		19	23		21	18	WLY&L	18	20	Lincs Show	23	
Th	23		20		20	24		22	19	Lincs Show	24	21		25	Bk. Hol.
Fr	24		21		21	25	WMA CMC	23	20		25	22		26	WMA CMC
Sa	25		22		22	26		24	21		26	23		27	
Su	26		23		23	27		25	22		27	24		28	
Mo	27	ESWMB	24		24	28		26	23	Bk. Hol.	23	28		25	Bk. Hol.
Tu	28		25		25	29	BG JMC	27	24		24	29		26	
We	29		26		26	30		28	25	Suffolk Show	25	30		27	
Th	30	BIDB	27		27			29	26	Suffolk Show	26	31		28	
Fr	31		28		28			30	27	WMA CMC	27			29	
Sa			29		29			31	28		28			30	
Su			30		30				29		29			31	
Mo			31		31				30		30				

WMA CMC 9.30 am
Water Management Alliance Consortium Management Committee

NRIDB 10.00 am
Norfolk Rivers IDB

BIDB 10.00 am
Broads IDB

SHIDB 10.30 am
South Holland IDB

ESWMB 10.00 am
East Suffolk WMB

PCWLMB 10.00 am
Pevensey & Cuckmere WLMB

WLY&L 10.00 am
Waveney, Lower Yare & Lothingland IDB

KLIDB 9.30 am
King's Lynn IDB

BG B&I 2pm
Bedford Group Bedfordshire & River Ivel

BG B&O 2pm
Bedford Group Buckinghamshire & River Ouzel

BG A&E 9am
Bedford Group Alconbury & Ellington

BG JMC 2pm
Bedford Group Joint Management Committee

CONSORTIUM REPORTS

To receive the confirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 26 July 2024, to view [Click here](#)

- Confirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 April 2024 to 30 June 2024
- WMA Financial Report for the period 01 April 2024 to 30 June 2024
- WMA Capital Works Portfolio Overview Update to 10 July 2024
- Correspondence – Environment Statutory Allowance
- Social Media Report for the period 01 April 2024 to 30 June 2024

To receive the unconfirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 27 September 2024, to view [Click here](#)

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 June 2024 to 31 August 2024
- WMA Financial Report for the period 01 April 2024 to 31 August 2024
- Social Media Report for the period 01 June 2024 to 31 August 2024

WMA Policy Review Summary – CMC Meeting, 27 September 2024

	Policy	Owner	Comments
1	Health and Safety Policy and Responsibilities Click here	RK, MP, KV	Annual Review
2	Drought Policy Click here	CL	3-year review
3	WMA Division of Responsibilities: Roles of Chairman and Chief Executive Click here	PC	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
4	WMA Schedule of Reserved Matters Click here	PC	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
5	WMA Financial Regulations Click Here	SJ	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
6	WMA Data Breach Procedures Click Here	FB	Annual Review
7	WMA Information Security and Systems Acceptable Use Policy Click Here	FB	Annual Review

**WATER MANAGEMENT ALLIANCE
OBJECTIVES 2024/25: INTERIM PERFORMANCE REVIEW**

Objective	Responsible Officer	Status
<p>1. Develop and agree a service level agreement for each WMA Member Board that clearly defines the individual service functions to be provided by the WMA. The agreement should include service delivery and performance expectations together with monitoring and reporting requirements, so that each Member Board can better appraise the effectiveness of the WMA and periodically benchmark its performance against other service providers.</p>	<p>COO</p>	<p>Work on the WMA strategy is now complete, which has highlighted member board priorities and strategic objective alignment.</p> <p>COO is now developing a dashboard relating to the strategic objectives, which will enable more detailed board objectives and benchmarking to be produced.</p>
<p>2. Encourage all Member Boards to set objectives and ensure that these objectives are met.</p>	<p>CEO</p>	<p>All member boards have set objectives and are progressing towards achieving them.</p> <p>These objectives can be found in the relevant meeting minutes and report extracts.</p>
<p>3. Ensure all shared personnel have the capacity, ability and training to perform within the agreed budget. Specifically, to:</p>		

**WATER MANAGEMENT ALLIANCE
OBJECTIVES 2024/25: INTERIM PERFORMANCE REVIEW**

Objective	Responsible Officer	Status
<p>3.1 Increase capacity within the Finance & Rating team, so that the staff are able to consistently produce monthly Financial Reports by the 14th day of the following month and any other financial information that the business may reasonably require from time to time, as and when needed. Pressure on the team is only likely to increase, as more of the Member Boards move into full-code audit.</p>	<p>Finance & Rating Manager</p>	<p>The Finance and Rating Team have been upskilling their apprentices and are consistently producing Financial Reports by the deadlines set.</p> <p>The annual leave system has now been modernised and is being successfully used by the office staff and external workforce.</p> <p>The new electronic PO and invoicing system is nearing completion and is about to undertake testing by the team. It is hoped this will be live by the end of October 2024. Both of these systems will aid in reducing time burden for both the Finance and Rating Team, and those that are Budget Holders, as well as aiding accuracy of procurement against our Financial Regulations.</p>
<p>3.2 Provide additional training for the new Business Support team, so that the staff are able to confidently fulfil all aspects of their role. For example, turning around draft minutes for Member Board/Committee Chairs within two weeks of a meeting.</p>	<p>Finance & Rating Manager</p>	<p>BST have achieved their deadlines on minutes consistently.</p> <p>Training plan for each member of the BST is agreed as part of the annual appraisal process.</p>

**WATER MANAGEMENT ALLIANCE
OBJECTIVES 2024/25: INTERIM PERFORMANCE REVIEW**

Objective	Responsible Officer	Status
<p>3.3 Increase training within the Sustainable Development team, so that they can confidently give planning/consenting advice to the business and take enforcement action quickly, when necessary.</p>	<p>Sustainable Development Manager / Compliance manager</p>	<p>The team are on track to achieve their targets for SWDC.</p> <p>Training plan for each member of the team is agreed as part of the annual appraisal process.</p> <p>New in-house CPD on river restoration and backwater effects is being delivered within the next 3 months, given the noticeable increase in applications of this nature.</p> <p>Dedicated enforcement role is now focussed on enforcement action.</p>
<p>3.4 Increase GIS/mapping capacity within the ICT team, so that they can quickly create maps which are specified by the business, to the required standard.</p>	<p>ICT Manager</p>	<p>Two new recruits have been made to the ICT team, both with GIS skills.</p> <p>This has already seen the development of the electronic system for site work, monitoring work undertaken, etc.</p>
<p>3.5 Introduce a more streamlined approach of ensuring environmental compliance when carrying out unplanned emergency response/maintenance work to minimise cost and delays.</p>	<p>Environment Manager</p>	<p>SMO reviews are to be completed for each board which will review emergency work procedures, as well as the standard maintenance functions.</p> <p>Works following winter flooding of 2024 was streamlined, under close working relationship between engineering and environmental team.</p>
<p>3.6 Ensure the Area team for East Anglia is able to produce accurate maintenance work</p>	<p>Area Manager</p>	<p>Templates for work programmes are set which should enable work programmes to be completed before 30 November each year.</p>

**WATER MANAGEMENT ALLIANCE
OBJECTIVES 2024/25: INTERIM PERFORMANCE REVIEW**

	Objective	Responsible Officer	Status
	programmes before 30 November every year.		
4.	Ensure all communications on social media, in the press and through the staff are dealt with in accordance with the Communications Policy and are clearly credited to the relevant Member Board(s). Ensure that all Board owned equipment is appropriately labelled as such, and Board branding is correctly exhibited on all project work being undertaken.	ICT Manager	This has been communicated to all staff and will continue to be monitored. All social media posts are checked before sending.
5.	Oversee and secure succession planning, especially regarding senior management. Specifically prioritising the following Managers:		
	5.1 Finance & Rating Manager	CEO	Professional development of the Finance and Rating Team continues with a view to produce capable successors to the role.
	5.2 ICT Manager	CEO	Professional development of the ICT Team continues with a view to producing capable successors to the role.
	5.3 Area Manager (East Anglia)	CEO	Professional development of the Team continues with a view to producing capable successors to the role.

**WATER MANAGEMENT ALLIANCE
OBJECTIVES 2024/25: INTERIM PERFORMANCE REVIEW**

	Objective	Responsible Officer	Status
	5.4 Project Delivery Manager	CEO	Professional development of the Project Delivery Team continues with a view to producing capable successors to the role.

	Objective	Responsible Officer	Status
6.	Start implementing the agreed 3-year strategy for the long-term success and sustainability of the WMA for the benefit of all Member Boards.	COO	Dashboard is under development and will be available for the next CMC meeting. Certain elements of the strategic objectives have already been completed and team briefings on the strategic objectives have been delivered, to ensure business alignment.
7.	Continue to monitor carbon usage at Pierpoint House and reduce carbon emissions, as per the agreed Carbon Management Plan. To commission the 6 EV charging stations and allow the staff and visitors to use them.	COO	Carbon monitoring continues as per the carbon reduction plan. Charging stations at Pierpoint House are now working.
8.	To ensure that the WMA group's net expenditure does not exceed the net Administration and Technical Support Budget for 2024/25 and aim to increase the proportion of total expenditure financed by third	Finance & Rating Manager / COO	On track to meet the budget. Third party work continues to grow in line with the target provided.

**WATER MANAGEMENT ALLIANCE
OBJECTIVES 2024/25: INTERIM PERFORMANCE REVIEW**

	parties from 55% to 70% within the next 3 years.		
9.	To ensure that the WMA Group has a robust DRS after the 31 st March 2025, for use by its Member Boards and consider licensing the system to third parties, should they also want to use the software.	CEO	Achieved

Distributed to:

	Printed Meeting Pack Requested	Watched ADA Health, Safety & Welfare Modules
Members		
Gordon Bambridge (Vice-Chairman)		YES 17/08/2021
Harry Blathwayt		YES 13/12/2021
Bill Borrett		
Nigel Brennan		YES 12/07/2021
John Carrick (Chairman)	YES	YES 29/07/2021
Henry Cator		YES 14/12/2021
Tom Cator		YES 25/01/2022
Neil Foster		YES 21/12/2021
Nigel Housden		
Charles Joice		YES 15/12/2021
James Keith		YES 14/12/2023
Ken Kelly (H&S Champion)	YES	YES 22/06/2021
Nigel Legg	YES	
Terry Parish		
Callum Ringer		
Deborah Sacks		
Robert Savage		YES 02/08/2021
Michael Sayer		
Sue Williams		

Officers

Giles Bloomfield
Cathryn Brady
Phil Camamile
Olivia Follen
Paul George
Tom Hunter
Sallyanne Jeffrey
Caroline Laburn
Kari Nash
Matthew Philpot

Project Development Manager
Sustainable Development Manager
Chief Executive
Business Support Officer
Operations Manager (NRIDB)
Area Manager (East Anglia)
Chief Financial Officer
Environmental Manager
Project Delivery Manager
Deputy Chief Executive

Norfolk Rivers IDB
Meeting 23 October 2024