

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD IN THE ANGLIA ROOM, CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY, 15 AUGUST 2019 AT 10.00 AM.

Elected Members	Appointed Members
* H C Birkbeck	Breckland DC
J Borthwick	* S G Bambridge
* J F Carrick	W Borrett
* H G Cator	
N W D Foster	Broadland DC
* J P Labouchere	* K Kelly
M R Little	N Shaw
* D Mack	* J Thomas
* T Mutimer	
* M J Sayer	North Norfolk DC
S Shaw	N Housden
* R Wilbourn	Vacancy
Vacancy	Vacancy
Vacancy	Vacancy
Vacancy	Vacancy
Vacancy	
	South Norfolk DC
	* Tony Holden
	* Dr N Legg
	* R Savage
	Joint Appointments
	* Mrs L Monument – Breckland DC
	* Mr I Devereux – King’s Lynn & WN BC
	Vacancy
	* Present (52%)

In attendance:

Mr P Camamile (Chief Executive), Mr M Philpot (Project Engineer, WMA Eastern), Mr G Brown (Flood and Water Manager), Ms H Mandley (Environmental Officer) and Mrs C Cocks (Minutes)

45/19 APOLOGIES FOR ABSENCE

45/19/01 Apologies for absence were received on behalf of Messrs W Borrett, J Borthwick, N Housden, N W D Foster, M Little and N Shaw.

46/19 WELCOME AND INTRODUCTIONS

46/19/01 The Chairman welcomed Messrs I Devereux, T Holden, R Savage and Ms J Thomas as newly appointed members to their first meeting of Norfolk Rivers IDB.

47/19 DECLARATIONS OF INTEREST

47/19/01 There were no declarations of interest other than those already disclosed and recorded in the Register of Member's Interests.

48/19 MINUTES OF THE LAST BOARD MEETING

48/19/01 The minutes of the last Board meeting held on 13 June 2019 were approved and signed as a true record. Arising therefrom:

48/19/02 De-maining Proposals (24/19/02)

Mr Tony Holden reported that his brother, Mr Trevor Holden is Joint Managing Director for both South Norfolk and Broadland District Councils (DC), not Breckland DC and requested that their names be used to distinguish between them. RESOLVED that this be noted.

49/19 MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING

49/19/01 The minutes of the last Executive Committee meeting held on 31 January 2019 were considered in detail and approved, subject to the following amendment:

49/19/02 Amendment (18/19/02)

Mr Bambridge requested that the time he joined the meeting be amended to read 09:36am and not 11:36am. RESOLVED that this be noted.

CC

50/19 OPERATIONS REPORT

50/19/01 The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

ID Norfolk Rivers IDB, Minute	Action
<p>50/19/02 Health and Safety (1)</p> <p>The Project Engineer apprised members of 3 learning events which had been shared across the WMA (Eastern) Boards. Two had occurred in the Broads area and one in the Norfolk Rivers area. The Project Manager confirmed that all staff had been briefed and where required, meetings with landowners had been held. RESOLVED that this be noted.</p>	
<p>50/19/03 Billingford (2.2)</p> <p>The Project Engineer reported that a scheme was being developed with the landowner, IDB and EA to improve the watercourse at Billingford. A sum of £23,000 had been received from the EA for this project. RESOLVED that this be noted.</p>	MP
<p>50/19/04 Silt Trap at Sculthorpe Moor (3.2)</p> <p>A new silt trap located on land owned by Sulthorpe Moor Nature Reserve had been constructed, funded completely by the EA. It had been designed to catch silt at the upstream extent of the system. RESOLVED that this be noted.</p>	CC
<p>50/19/05 River Nar, Emmanuels Common – Giant Hogweed Treatment (4.1.1)</p> <p>The Environmental Officer (EO) reported that the Giant Hogweed on Emmanuels Common had been treated and would be treated again next year. RESOLVED that this be noted.</p>	HM
<p>50/19/06 American Signal Crayfish (4.1.3)</p> <p>It was agreed that the Board would continue to contribute towards this project and to date, no evidence of native Signal Crayfish had been found.</p>	
<p>50/19/07 Abstraction and Water Transfer Licences: Update</p> <p>It was noted that the Board were not currently proposing to apply for any Water Transfer Licences.</p>	GB/MP
<p>51/19 PLANNING REPORT</p>	
<p>51/19/01 The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
<p>51/19/02 Planning Comments (4.1)</p> <p>It was reported that the Planning Team were now reviewing a lot of applications for 10 properties or less. These had been picked up and discussed with the Local Planning Authority. Mr S G</p>	

ID Norfolk Rivers IDB, Minute	Action
<p>Bambridge congratulated the team on their work with smaller developments, as the LLFA were not currently able to review applications for less than 50 properties.</p>	
<p>51/19/03 Dr N Legg discussed the Thickthorn Interchange development where there was a proposal to make changes to the watercourse without consultation with the IDB. The Flood and Water Manager informed members that the Board needed to be clear as to what the impact of the developers proposals would have on the area before considering the application. Dr Legg confirmed that he had requested another meeting with the developers on 12 December 2019 and would ensure that the Board were kept informed.</p>	
<p>51/19/04 General discussion took place regarding the lack of rainfall in recent days and the impact this was having on ground and surface water levels. Mr H Cator who was involved with Water Resources East (WRE) was asked if WRE could do a presentation and briefing in the future, possibly at the next meeting on 17 October 2019. Mr H Cator to confirm.</p>	HC
52/19 RE-CONSTITUTION OF NORFOLK RIVERS IDB	
<p>52/19/01 Internal Audit Report 2018/19 - Membership Numbers (15/19/02)</p>	
<p>Members considered the Proposed Re-constitution to Reduce the number of Board Members Report, prepared by the Chief Executive (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>52/19/02 It was proposed by Mr M Sayer, seconded by Mrs L Monument and unanimously agreed to request the Environment Agency to start the statutory process of reconstituting to reduce the number of directly elected Board members from 15 to 10, which would reduce the total number of Board members from 31 to 21 and lead to the following entitlements for constituent councils (estimated to take between 1 and 2 years to complete):</p> <p>Directly Elected Members: 10 (a reduction of 5)</p> <p>Borough Council of King's Lynn & West Norfolk: 0 (no change)</p> <p>Breckland District Council: 1 (a reduction of 1)</p> <p>Broadland District Council: 2 (a reduction of 1)</p> <p>North Norfolk District Council: 4 (a reduction of 1)</p> <p>Norwich City Council: 0 (no change)</p> <p>South Norfolk District Council: 2 (a reduction of 1)</p>	PJC

ID Norfolk Rivers IDB, Minute	Action	
<p>52/19/03 It was agreed and thereby RESOLVED to keep Electoral Divisions. The Chief Executive would prepare a map that established 10 new Electoral Divisions (one elected member per division) for consideration at the next Board meeting.</p>	<p>PJC</p>	
<p>52/19/04 It was noted that the Board's directly elected members should stand down as Board members if they were absent from meetings for more than 6 months consecutively without a valid reason, as is set out in the legislation.</p>		
<p>52/19/05 It was agreed to give some thought as to how the Board could reconnect with its grass roots to maintain interest in the Board's work and create a stronger network of individuals who were capable and sufficiently motivated to serve as directly elected members in future and able to attend Board meetings. It was accepted that this would be challenging, given that the Board's area and infrastructure was wholly dependent on the performance of the Environment Agency's coastal defences and main-river network.</p>		
<p>52/19/06 Constituent councils were encouraged to take up their full entitlements (particularly North Norfolk DC) and to consider appointing 'non-councillors' (possibly as alternates or substitutes) as well as senior councillors who have the ability to influence and report back to their council's decision making executive, in accordance with the Board's Guidance to Local Authorities when making Appointments to IDBs.</p>		
<p>52/19/07 It was agreed that the Board defers considering changing its name from the Norfolk Rivers Internal Drainage Board to the Norfolk Rivers Water Level Management Board, which could be done at the same time as reconstituting to reduce the number of Board members.</p>		
<p>53/19 FINANCIAL REPORT</p>		
<p>53/19/01 The Financial Report for the period 1 April 2019 to 30 June 2019, was considered in detail and approved, (a copy of which is filed in the Report Book), Arising therefrom:</p>		
<p>53/19/02 Members were apprised that the Board's Highland Water claim for 2019/20 had been invoiced (c. £100k) and the EA had subsequently confirmed that they would be paying this amount in full. RESOLVED that this be noted.</p>		
<p>53/19/03 Mr J Labouchere enquired if the Chairman's Allowance, which had not be paid, should be paid and included in the accounts. The Chief Executive explained that it was down to the Chairman to claim his allowance and that the money was there, should he</p>		

ID	Norfolk Rivers IDB, Minute	Action
	wish to do so.	
	54/19 SCHEDULE OF PAID ACCOUNTS	
54/19/01	The Schedule of Paid Accounts for the period 1 April 2019 to 30 June 2019, totalling £168,256.95 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
	55/19 DATA PROTECTION POLICY	
55/19/01	It was agreed and thereby RESOLVED to approve the revised Data Protection Policy (a copy of which is filed in the Report Book).	
	56/19 WHISTLEBLOWING POLICY	
56/19/01	It was agreed and thereby RESOLVED to approve the revised Whistleblowing Policy (a copy of which is filed in the Report Book).	
	57/19 MATERIAL CHANGES TO RISK REGISTER	
57/19/01	Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:	
57/19/02	It was agreed and thereby RESOLVED to change the wording "... IDB may need to consider appealing its precept." to "The IDB has appealed the precept." The risk rating was to remain the same.	PJC
57/19/03	It was agreed and thereby RESOLVED to update the wording on the Updated Planning and Byelaw Strategy to read that "The Board has now approved the Planning and Byelaw Strategy." The risk rating score was to remain the same.	PJC
	58/19 CORRESPONDENCE	
58/19/01	Members were apprised that the ADA Conference and AGM would take place on 13 November 2019 at One Great George Street, Westminster in London. Those wishing to attend should let officers know as soon as possible.	
58/19/02	Mr H Cator informed members that the ADA Eastern Branch AGM would be held in Kessingland on 2 October 2019. All members were encouraged to attend.	

ID Norfolk Rivers IDB, Minute	Action
<p>59/19 NEXT MEETING</p>	
<p>59/19/01 The next meeting would take place on 17 October 2019 at 10.00 am, here at Breckland District Council.</p>	
<p>60/19 ANY OTHER BUSINESS</p>	
<p>60/19/01 Ms J Thomas asked if there would be an induction for new members and it was agreed that this would be held in the Spring with a visit to 3 sites. The Engineer would suggest some dates in due course.</p>	MP
<p>60/19/02 Dr Legg informed the Board of an issue with a housing development with ditches running through it. Some residents had backfilled the ditches to extend their gardens and parts of the ditches had filled up with vegetation. The ditches were now apparanetly under the EAs control, and there was no clear record of who owned the ditches. Dr Legg wondered whether there was anything the Board could do to highlight and address the issues of riparian responsibilities.</p> <p>The Flood and Water Manager confirmed he had discussed this issue with a number of District Councils in the past, explaining what was required and confirmed that the Board could not regulate outside of its area.</p> <p>The Chief Executive suggested that the councils introduce bye-laws similar to those of the IDB, which would also allow the councils to collect Surface Water Development Contributions (SWDC). There had been a reluctance for councils to do this, although assistance had been offered on a number of occasions in the past.</p>	
<p>61/19 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</p>	
<p>61/19/01 There were no other members of the public present at today's meeting.</p>	
<p>62/19 CONSORTIUM MATTERS</p>	
<p>62/19/01 Unconfirmed Minutes</p> <p>The unconfirmed minutes of the last Consortium Management Committee meeting held on 28 June 2019 were considered in detail and approved. There were no matters arising.</p> <p>62/19/02 Schedule of Paid Accounts</p>	

The WMA Schedule of Paid Accounts for the period 1 March 2019 to 31 March 2019 totalling £153,357.19 as approved at the Consortium Management Committee meeting on 28 June 2019, was considered in detail and adopted by the Board. There were no matters arising.

62/19/03 WMA Financial Report

The WMA Financial Report for the period 1 April 2018 to 31 March 2019, as approved at the Consortium Management Committee meeting on 28 June 2019 was considered in detail and adopted by the Board. There were no matters arising.

62/19/04 Issues for discussion at next CMC meeting

The Chief Executive informed the Board that they would be required to appoint another member to the CMC as each Board should have 3 representatives: Mrs E Watson who represented Norfolk Rivers IDB (along with Mr J Carrick and Mr S G Bambridge) was no longer a member of the Board. It was agreed to consider Mrs E Watson's replacement at the next Board meeting on 17 October 2019, for both the Board's Executive Committee and the CMC.

63/19 CONFIDENTIAL BUSINESS

63/19/01 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.

Meeting closed: 12 noon

A MEETING OF THE NORFOLK RIVERS IDB EXECUTIVE COMMITTEE WAS HELD IN THE DEREHAM ROOM, CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY, 13 JUNE 2019 AT 9.00 AM.

Elected Members	Appointed Members
* J F Carrick	Breckland DC
* J Labouchere	* S G Bambridge
M Little	South Norfolk DC
	* Dr N Legg
	BCKL&WN
	Mrs E Watson
	* Present (66%)

In attendance:

Mr P Camamile (Chief Executive), Mr G Brown (WMA Flood and Water Manager), Mr M Philpot (Project Engineer, WMA Eastern), Miss S Jeffrey (Rating/Finance Manager), Mrs C Cocks (Minutes) and Ms M Ward-Ampleford (Minutes)

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
12/19	WELCOME AND INTRODUCTIONS	
12/19/01	Mr J F Carrick apprised the Committee that Mr Bambridge, the Committee Chairman, may not be able to attend the meeting but would arrive in time for the main Board meeting. It was thereby agreed and RESOLVED that Mr Carrick chair the Executive Committee meeting, during the interregnum. Mr J F Carrick in the Chair	
12/19/02	The Chairman welcomed Michele Ward-Ampleford, Assistant to the PA/CEO to her first meeting of the Norfolk Rivers IDB Executive Committee.	
13/19	APOLOGIES FOR ABSENCE	
13/19/01	Apologies for absence were received from Mr M Little and Mrs E Watson.	
13/19/02	The Chairman announced that Mr M Little had a new role as Head of Savills in Norwich and as such he may not be able to attend many Board and Executive Committee meetings in future (if any). However if he was unable to attend a meeting he would try to ensure that a colleague attended in his place. It was agreed that having a practicing land agent on the Committee and the Board was important and needed to be considered when/if the Board was reconstituted.	

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
14/19	MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING	
14/19/01	The minutes of the last Executive Committee meeting held on 31 January 2019 were approved and signed as a true record. There were no matters arising.	
15/19	INTERNAL AUDIT REPORT 2018/19	
15/19/01	Members considered the Internal Audit Report for 2018/19 as prepared by the Board's Internal Auditor, together with the Chief Executive and Finance Officer responses and agreed actions, (copies of which are filed in the Report Book). Arising therefrom:	
15/19/02	There was one 'high-risk' issue raised by the Internal Auditor relating to the size of the Board in terms of membership number. However this issue was being addressed and had been discussed at previous Board and Committee meetings.	
15/29/03	It was agreed and thereby RESOLVED to recommend to the Board that the Internal Audit Report for 2018/19 be approved.	
16/19	APPOINTMENT OF INTERNAL AUDITOR FOR 2019/20	
16/19/01	It was agreed and thereby RESOLVED to recommend to the Board that the Internal Auditor be reappointed for 2019/20 (King's Lynn & West Norfolk Borough Council's Internal Audit Service, shared with Fenland District Council).	
17/19	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT	
17/19/01	It was agreed and thereby RESOLVED to recommend that the Board approves the Annual Governance Statement as set out in Section 1 of the Norfolk Rivers IDB Annual Governance and Accountability Return Part 3 for year ending 31 March 2019.	
18/19	FINANCIAL REPORT 2018/19	
18/19/01	Members considered the Financial Report for 2018/19 in detail (a copy of which is filed in the Report Book). Arising therefrom:	
18/19/02	Mr S G Bambridge joined the meeting at 11:36 am.	
18/19/03	It was agreed and thereby RESOLVED to recommend that the Board approves the Financial Report for the year ending 31	

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
	March 2019.	
18/19/04	It was agreed and thereby RESOLVED to recommend that the Board approves the Financial Report reconciliation to the Annual Governance and Accountability Return Part 3 Section 2 Accounting Statements for 2018/19.	
19/19	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3 SECTION 2 ACCOUNTING STATEMENTS 2018/19	
19/19/01	It was agreed to recommend that the Board approves the Accounting Statements as set out in Section 2 of the Norfolk Rivers IDB Annual Governance and Accountability Return Part 3 for the year ended 31 March 2019. RESOLVED that this be noted.	
20/19	DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS	
20/19/01	It was agreed and thereby RESOLVED to recommend to the Board that the Accounts for the year ending 31 March 2019 would be published and made available for inspection for the 30 working day period commencing 17 June 2019 and ending on 26 July 2019. The notice, if approved, should be published on the Board's website (Public Notices web page).	
21/19	SCHEDULE OF PAID ACCOUNTS	
21/19/01	The Schedule of Paid Accounts for the period 1 January 2019 to 31 March 2019, totalling £182,609.67 (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
21/19/02	The Rating and Finance Manager was asked to look at the % Cost Recoverable for GDR Sales and B J Goose Digger Hire which were 25% and 80% respectively.	SJ
22/19	COLLECTION OF DRAINAGE RATES	
22/19/01	Discussed earlier in the meeting as recorded in minute 18/19/01.	
23/19	NEXT MEETING	
23/19/01	The next Executive Committee meeting would take place on Thursday, 15 August 2019 at 9.00 am, here at Breckland District Council's offices.	

24/19 ANY OTHER BUSINESS

24/19/01 There was no other business to report.

ENGINEERING, OPERATIONS AND ENVIRONMENTAL REPORT

August 2019

The Engineering and Operations teams continue to plan and manage maintenance and capital projects throughout the NRIDB catchment area, facilitated by the Environmental Team. The following information pertains to operations and schemes carried out for the Norfolk Rivers IDB, from the **09 May 2019 – 23 July 2019**:

1. HEALTH & SAFETY

BIDB Learning Event July 2019

A member of staff was charged by cattle whilst undertaking routine maintenance works in June. The staff member dealt with the situation very professionally and due to his experience of working with cattle read the situation well and avoided any harm.

This has however highlighted the need to remain vigilant around cattle, particularly bulls and livestock with young calves – as was the situation in this event.

Further to the event the incident was investigated and all staff have been briefed on the dangers associated with livestock and the safe systems the board have for working and accessing sites in the vicinity of cattle. The toolbox talk given to all staff was based on HSE and NFU presentation and information tailored to our specific situation.

BIDB Learning event July 2019

Whilst accessing our drains for routine maintenance a bridge collapsed, whilst our machine was travelling over it. No injuries were sustained.

The event happened on an area of marsh which the staff member had not been to before and believed the access route being taken was correct.

This highlights the need to complete the element of work already underway to digitise our maintenance plans so that anyone can find the correct and safe route through our system. We have since increased our efforts on completing the digitisation work, focussing on compartments where we believe we may have limited knowledge internally. Our ops manager has also arranged a number of meetings with various landowners to confirm which access routes we typically use and which crossing points are known to be poor.

Where suitable we will install new piped crossing points to facilitate safe access.

NRIDB Learning Event June 2019

Prior to starting some flailing a member of the environment team notice faulty guards on a flail about to be used.

The operation was re-assessed prior to continuing and the contractor responsible was re-briefed on the pre-flail check sheet we operate for ensuring all defective guardings are fixed.

Pre-use flail check sheet to be re-briefed to all BIDB staff and checked weekly by ops manager

2 REVENUE MAINTENANCE WORKS

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

Contractor's Machine: (GDR Ltd)

Bure: Hevingham, Itteringham, Oxnead, Brampton
Wensum: Swanton Morley, East Bilne, Billingford,
Upper Yare and Tas: Flordon

Handwork: NRIDB Operatives

Numerous sites across the whole of the district

2.2 Billingford

The landowners at Billingford Lakes have recently met to discuss maintenance of the drain that feeds into the lakes. This drain has historically been maintained by the previous landowner and was also affected by the pollution incident that occurred last year. Therefore, a scheme is being developed with the landowner, IDB and EA to improve this water course and return its maintenance under NRIDB operations.

Whilst scoping the drain, an area of the invasive plant Himalayan Balsam was spotted. Following this, a further survey showed it to be quite extensive along and around the drain. Subsequently, a flail of the areas of Himalayan Balsam have been undertaken before it has flowered in order to help prevent its spread by stopping it from seeding this year. Further control and liaison with all affected landowners will be included within the future maintenance of the drain.

2.3 North Walsham and Dilham Canal: Royston Bridge

A site visit was made with the North Walsham and Dilham Canal Trust Environmental Officer to look at the NRIDB Main Drains adjacent to the canal near Royston Bridge. The Trust have requested that more frequent maintenance be undertaken on some limited sections of drain that they have identified as being botanically diverse. Further surveys are to be undertaken here.

2. PLANT

Nothing to report this period.

3. CAPITAL SCHEMES

3.1 Fish Passage at Narborough

Works are now completed retrofitting prefabricated structures to existing concrete weirs on the river at Narborough. The site was de-watered at the working area using specialist temporary Portadams and pumps to allow the work to happen

which will enable fish and eels to migrate upstream to spawning grounds to successful breed.

Many of our rivers have barriers to this migration. On the River Nar we have been working through a River Restoration Plan which has improved upstream habitat and removed or bypassed these barriers.

Chalk stream habitats are extremely rare worldwide. Unrestricted movements of fish and Eels will help restore the River Nar's ecosystems and natural processes.



Fish and Eel pass in place

3.2 Silt Trap at Sculthorpe Moore

The NRIDB main drain runs through Sculthorpe Moore and suffers from high levels of silt inundation.

Working in partnership with the Environment Agency we have constructed a new silt trap which will help to catch silt at the upstream extent of the system, reducing the amount entering the drain and ultimately the Wensum.

The silt trap is located on land owned by Sculthorpe Moore Nature Reserve, who have worked with us to develop the project.



3.3 Felthorpe Hall: Pond, Drain and Wetland Improvements

A site meeting has been held with the landowner at Felthorpe Hall to discuss the NRIDB undertaking some improvement works, on his behalf, to a pond, wetland area and drain within his land. The project conveys water towards one of the NRIDB main drains and also represents an opportunity to improve habitats as well as help control the invasive Rhododendron plant.

Plans are currently being developed in consultation with the landowner.

3.4 Scarrow Beck: River Restoration

The NRIDB is working with the National Trust to deliver a WEG funded river restoration project on the downstream reach of Scarrow Beck. An initial site visit has been made with the project designer to ensure they are aware of environmental constraints and further NRIDB involvement will continue. Once the design has been finalised, it is hoped that works can commence in September 2019.

3.5 2019 Environment Agency Maintenance Work

NRIDB officers continue to work with the Environment Agency on assisting in the delivery of their 2019-20 routine maintenance programme. A number of projects have been passed to the NRIDB team including;

- Truxor Weedcuts on 5 different river systems
- Footpath Works at Burnham Deepdale
- De-silt works at Weybourne Beck
- Routine maintenance on the Hales Watercourse
- River Tudd Routine maintenance
- Secondment of hand operative to the EA

Further information available on request.

4 OPERATIONAL MATTERS

4.1. Invasive Species

4.1.1 River Nar, Emmanuels Common – Giant Hogweed Treatment

The Environment Officer (EO) has surveyed Emmanuels Common for Giant Hogweed and treated the plants during June 2019. The plants are mainly located north of the common within the wooded area. This is a continued effort to bring the stands of Giant Hogweed under control. It has been noted that an unknown person is walking around the site knocking down the G. Hogweed in an attempt to stop them flowering. This is making it difficult to spray because they become hidden under the vegetation. If the plants are missed and not sprayed then they will continue to grow back the next year.



Giant Hogweed growing next to the River Nar

4.1.2 River Bure – Giant Hogweed Treatment

The Environment Agency have decided to treat the G. Hogweed along the River Bure within their maintenance team. This means that NRIDB do not need to organise the treatment moving forward.

4.1.3 American Signal Crayfish

The NRIDB are continuing to fund crayfish surveys in NRIDB river systems again this year as part of their contribution toward benefiting White Clawed Crayfish and the NRIDB BAP. This is a valuable piece of work which is concentrating of tributaries of the River Yare and tributaries including the River Tiffey between now till the end of October 2018. Notices of entry have been sent out in preparation of the Norfolk Crayfish Group undertaking surveys to find out the extent of the spread of American Signal Crayfish, whether there are or any evidence of our native Whiteclawed Crayfish and also to seek out any potential arc sites to reintroduce native crayfish.

4.2 Licence or assent applications made during this period:

License / Assent / Habitat Regulations Assessment	Applied	Granted
Environment Agency Bespoke permit to install the fish pass at Narborough on the River Nar	18 Feb 2019	21 June 2019
Natural England Assent for the spraying of herbicide to treat Giant Hogweed on Emmanuels Common, River Nar	10 May 2019	22 May 2019
Environment Agency licence for the spraying of herbicide to treat Giant Hogweed on Emmanuels Common, River Nar	13 May 2019	14 May 2019
Natural England Assent for The River Nar 5 year maintenance plan	19 June 2019	11 July 2019
Natural England SSSI assent to carry out river restoration River Nar, Castle Acre Common.	12 July 2019	16 July 2016
Notice of Entry letters sent out to landowners on the River Yare catchment in preparation to Norfolk Crayfish Group carrying out crayfish surveys.	22 July 2019	N/A

5. OTHER MATTERS

5.1 Abstraction and Water Transfer Licences: Update

Following communications with the EA via ADA regarding the new water transfer regulations, it has been concluded that IDBs currently abstracting more than 20 cubic metres per day for any of the previously exempt activities and want to continue to do so as of 1st January 2020, will be required to apply for an EA abstraction and transfer licence for all structures prior to this date.

Exemptions that have been removed and may impact IDB activities are for the following activities:

- Abstracting water into internal drainage districts (Sluices/ Water control Structures)
- All forms of irrigation and land drainage systems (including transfers into managed wetlands systems) to maintain field water levels.

An audit of IDB assets requiring abstraction and water transfer licensing within the Norfolk Rivers IDB area is being undertaken by IDB staff and communications are being made with local EA staff.

Applications for licenses will be submitted to the EA in due course and prior to the December deadline. It is still unknown at this stage, the final cost and financial implications of these applications to the NRIDB. The Board will be updated at the next Board meeting.

6. COMPLAINTS/ENFORCEMENT

None this quarter

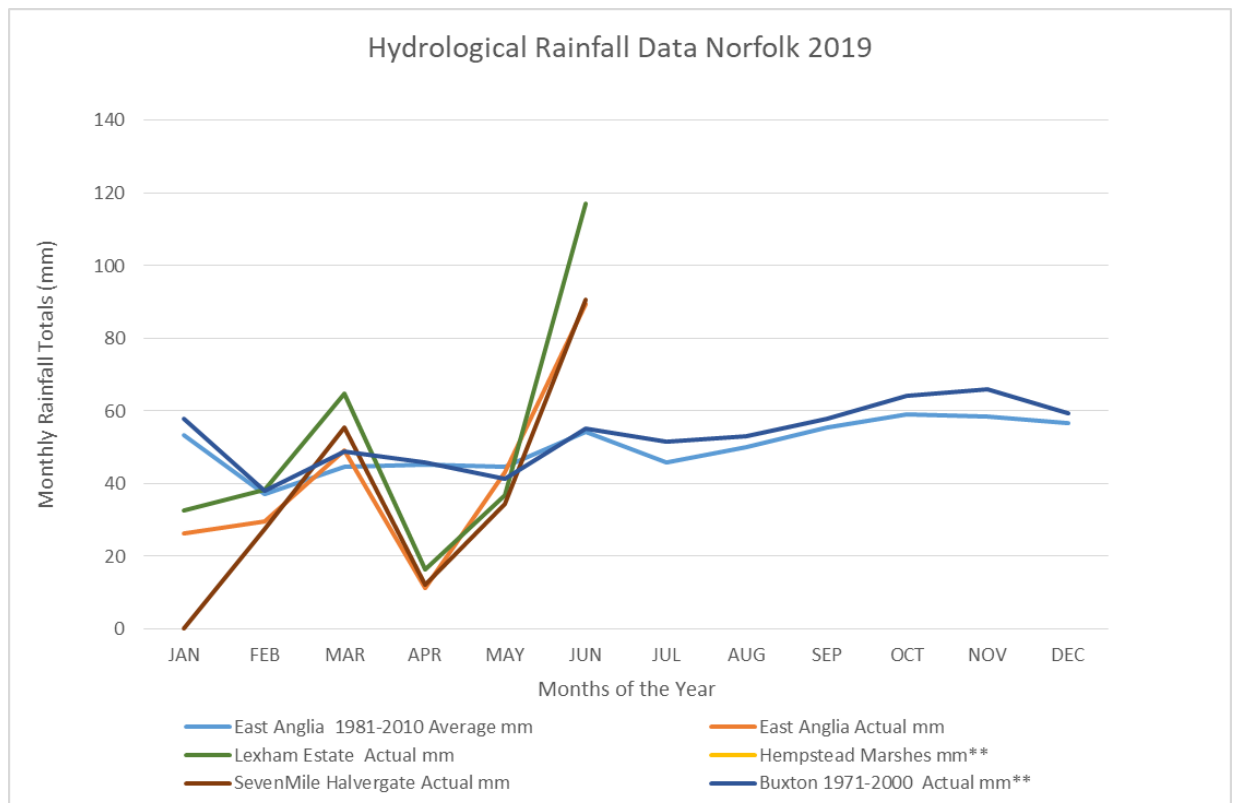
9. HYDROLOGY – UK Overview

(extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2019>)

April started off cool with showers and longer spells of rain, bringing sleet and snow to some places especially on high ground. Easterly winds prevailed from the 5th to 18th, and between the 5th and 9th it turned generally warmer, though still quite unsettled. It turned colder with widespread overnight frosts between the 10th and 16th, though often dry and sunny. The weather turned settled and very warm with plenty of sunshine for most between the 17th and 23rd, with the warmest and sunniest weather coinciding with the Easter weekend, producing a new record high temperature for Easter Sunday. It turned more unsettled during the last week with strong winds on the 26th and 27th associated with Storm Hannah.

May began with shallow low pressure and weak fronts, bringing rather cloudy and showery weather to most parts. A northerly outbreak on the 3rd/4th brought widespread frosts, and wintry showers penetrated locally to low levels in some northern and eastern regions. Cloudy and unsettled weather persisted until the 9th, but then high pressure built close to the country bringing generally warm, dry and sunny weather around midmonth. The weather remained fairly quiet until the 24th, but generally cooler, with more in the way of rain or showers. It turned changeable from the 25th onwards but the last two days were very warm in the south and east.

June started with a ridge of high pressure which brought warm dry sunny weather to much of the south and south-east, hot for a time in East Anglia, but it was cloudier with rain further north. From the 3rd to 9th a westerly flow brought spells of rain interspersed with brighter showery weather. It turned unseasonably cool, and very wet in places, especially Lincolnshire, between the 10th and 13th, with north-easterly winds. The 14th to 20th was generally warmer but continued unsettled, and thunderstorms affected the south-east overnight 18th/19th. The last third of the month was often warm and humid, with further rain at times and some thundery outbreaks especially in the north, but also some dry sunny weather especially between the 26th and 29th, and the 29th was a very hot day in many areas with temperatures as high as 34 °C in the London area.



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Hempstead Marshes mm**	SevenMile Halvergate Actual mm	Buxton 1971-2000 Actual mm**
JAN	53.4	26.2	32.5		0	57.8
FEB	37.2	29.6	38.4		27.4	38
MAR	44.8	49.1	64.8		55.6	49
APR	45.3	11.3	16.3		12.2	45.8
MAY	44.8	43	36.8		34.4	41.4
JUN	54.3	89.5	117		90.8	55.2
JUL	46					51.6
AUG	50.1					53.2
SEP	55.6					57.8
OCT	59					64.3
NOV	58.5					66.1
DEC	56.8					59.5

* <http://www.metoffice.gov.uk/climate/uk/summaries/2019>

** <http://www.buxton-weather.co.uk/weather.htm#daily>

Giles Bloomfield – Catchment Engineer (WMA Eastern)
Matthew Philpot – Project Engineer (WMA Eastern)
Caroline Laburn – Environmental Manager
Jamie Manners – Environmental Officer
Helen Mandley – Environmental Officer

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 11 May 2019 to 24 July 2019. There are currently 2 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	0
Total:	2

- 1.2 The current status of these applications are;

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

- 1.3 As is highlighted by the table immediately above there are no applications requiring consideration by the Board in this report.

2. DELEGATED CONSENTS DETERMINED

- 2.1 During this reporting period, the following 4 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	0
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	1
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	2
Total:	4

- 2.2 These determined consents are listed in more detail in the table overleaf.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
19_01410_C	Byelaw 10	Corpusty	Horseshoe Lane	Installation of a 110mm discharge pipe (and headwall) into Board Adopted Watercourse	Granted 17/06/2019
19_01419_C	Section 23, LDA 1991	Norwich	Church Lane	Installation of dam to enable culvert survey in a dry working area	Granted 28/05/2019
19_01422_C	Byelaw 3 Treated Foul Water	Corpusty	Horseshoe Lane	Discharge of treated foul water from package treatment plant at an approximate daily rate of 1.2 m ³ per day	Granted 17/06/2019
19_01702_E	Exemption from Byelaw 10	Cawston	Sall Bridge	Installation of temporary scaffolding to enable works to repair existing bridge	Granted 24/07/2019

3. ENQUIRIES

3.1. Officers have responded to 12 enquires during the reporting period, outlined below;

Case. Ref.	Case File Sub-type	Parish	Description
19_01472_Q	QR - About Regulation	Lingwood and Burlingham	Enquiry regarding surface water discharge
19_01480_Q	QR - About Regulation	Castle Acre	Enquiry regarding works beneath watercourse
19_01516_Q	QP - About Planning	Mileham	Enquiry regarding proposed development
19_01548_Q	QR - About Regulation	Sustead	Enquiry regarding proposed development
19_01556_Q	QR - About Regulation	Brinton	Enquiry regarding stopping up of the highway consultation
19_01557_Q	QR - About Regulation	Tacolneston	Enquiry regarding proposed development
19_01603_Q	QP - About Planning	Mileham	Enquiry regarding proposed development
19_01625_Q	QP - About Planning	Cringleford	Statutory Consultation on Thickthorn Junction Improvements
19_01667_Q	QP - About Planning	Wymondham	Enquiry regarding FRA requirements
19_01668_Q	QR - About Regulation	Billingford	Enquiry regarding works to IDB adopted watercourse as part of an application for environmental permit (EA)
19_01686_Q	QR - About Regulation	Cawston	Enquiry regarding proposed works to bridge over adopted watercourse
19_01695_Q	QP - About Planning	Mileham	Enquiry regarding proposed development

4. PLANNING COMMENTS

4.1. Officers have provided comments on 9 applications that are either in or could impact on the Boards Internal Drainage District.

Planning App. Ref.	Parish	Location / Site Name	Stage of Planning	Description
3PL/2019/0471/O	Billingsford	Holl Lane	Outline	Development of 9 dwellings
20190792	Foulsham	Claypit Road	Full	Development of 9 dwellings
PF/18/0951	Sustead	New Road	Full	Development of 5 dwellings
3PL/2018/1564/O	Mileham	Litcham Road	Outline	Development of 6 dwellings
3PL/2019/0631/F	Mattishall	Mill Road	Full	Development of 1 dwelling
3PL/2018/1564/O	Mileham	Litcham Road	Outline	Development of 6 dwellings
3PL/2019/0674/F	Whinburgh and Westfield	Dereham Road	Full	Development of 2 dwellings
3PL/2019/0633/D	Guist	Bridge Road	Reserved Matters	Development of 1 dwelling
3PL/2019/0753/F	Whinburgh and Westfield	Dereham Road	Full	Development of 2 dwellings

5. FEES ASSOCIATED WITH CONSENTS GRANTED

5.1. There have been no fees invoiced during the reporting period.

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

PROPOSED RE-CONSTITUTION TO REDUCE THE NUMBER OF BOARD MEMBERS

1. Terms of Reference

- 1.1 During the last year or so the Board has discussed the pros and cons of reducing the number of its members from 31 and the number of its Electoral Divisions from 15.
- 1.2 This is being considered primarily because the Board has not been able to fill the casual vacancies that have arisen in its elected membership in recent years despite having a legal duty to do so¹, and some of the constituent councils have equally struggled to appoint the full number of members they are entitled to do. In the Board's [Election of Members Policy \(Casual Vacancies\)](#) we have said that we will consider reducing the number of Board members in such circumstances.
- 1.3 The Internal Auditor has also recommended that the Board considers reducing its membership. The purpose of this paper is to review the current position, consider the case for change and recommend what that reduced number of Board members should be, if appropriate.

2. Current Position

- 2.1 The Board currently has [15 places](#) for its directly elected membership² which is set out in its constitution and [15 Electoral Divisions](#) (one member per division), however only [12 places](#) are actually filled: there are 3 vacancies in the Newton Flotman, Fakenham and Aylesham Electoral Divisions. One other member from the Coltishall Division struggles to attend meetings and has already indicated their intention to stand down at the next Election, so in reality we have 11 places filled.
- 2.2 The Board currently has [16 places](#) for its appointed membership³: Breckland DC (2 places), Broadland DC (3 places), North Norfolk DC (5 places), South Norfolk DC (3 places) and all councils including the Borough Council of King's Lynn & West Norfolk and Norwich City Council (3 jointly appointed places), however only [11 places](#) are actually filled: there are 5 vacancies, where North Norfolk DC have not been able to appoint 4 members on to the Board and all councils have not been able to jointly appoint 1 member.
- 2.3 The number of places each council is entitled to appoint depends on their proportion of annual value and therefore the proportion of IDB net spend that they pay for. However it is important to note that the legislation caps the majority that the councils can have collectively to one⁴: the directly elected membership representing agricultural ratepayers stands as 15 places and the appointed membership representing the interests of urban drainage ratepayers stands at 16 places, making 31 places in total. However, we currently only have in reality 11 directly elected members and 11 appointed members that have been taken up, making a total of 22, as explained in sections 2.1 and 2.2 above.
- 2.4 If the Board was to reconstitute and reduce the place number of its directly elected membership from 15 then the councils would be entitled to appoint fewer members, but crucially each council would maintain a very similar proportion of the total number of members to what they do now.

¹ Land Drainage Act 1991, Schedule 1, Part III, Section 10(1).

² Elected members are all Board members that have not been appointed by one or more billing authorities: Land Drainage Act 1991, Part III, Section 12.

³ Appointed members are all Board members that have been appointed by one or more billing authorities: Land Drainage Act 1991, Part III, Section 6(5).

⁴ Land Drainage Act 1991, Schedule 1, Part II, Section 6(2).

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

23 JULY 2019

PROPOSED RE-CONSTITUTION TO REDUCE THE NUMBER OF BOARD MEMBERS

3. Case for Change

- 3.1 Boards with a high number of members were criticised by the National Audit Office (NAO) in 2017 as an example of bad governance, and both Defra and ADA now recommend that Boards should consider reducing their number of members if constituent councils struggle to appoint their full entitlements and Board meetings are not well attended. The thinking here is that some Boards may be deliberately keeping numbers high in the hope that constituent councils will struggle to field all of their entitlement and attend Board meetings, which means that a handful of 'farmers' retain control of the decision making. This is of course complete rubbish, but perception is everything and whilst numbers remain high it's easy for policy makers to use this as an excuse not to devolve more decision making locally.
- 3.2 The average attendance at Board meetings during the last 3 years has been 52% (16 members present), which falls well short of what is expected and could be perceived by some as giving credence to the NAO's message. The most we've had attending in the last 3 years is 21 and the least we've had attending is 13. Average attendance is evenly split between the directly elected and appointed membership.
- 3.3 The Board has not been able to fill the casual vacancies that have arisen in its elected membership in recent years despite having a legal duty to do so, and some of the constituent councils have also struggled to appoint the full number of members they are entitled to do, which again could be taken by some as evidence that supports the NAO's message.
- 3.4 The Board has also not been able to enforce the '6-months and you're off' rule, despite having a legal duty to do so⁵: where elected members do not attend Board meetings for a period of 6 months consecutively, the legislation states that they should be automatically struck off the Board unless their absence is due to illness or other reason approved by the Board and minuted as such. If we had followed this rule during the last 3 years we would only have 5 directly elected members remaining on the Board with 7 more casual vacancies to fill that we could not fill. As a public body, it is important that the Board is able to comply with the law.
- 3.5 Boards with a high number of members are less likely to have contested elections. It is important to note that the Board has never had a contested election of members since it was formed in 2005. The theory here is that if there are fewer places, then they will be more fiercely contested at an election and therefore fewer members' leads to a healthier working democracy and a higher turnover of Board member.
- 3.6 The largest Boards in England in terms of area do not generally have more than 21 Board members in total (for example, King's Lynn IDB and South Holland IDB are c 40k hectares in size and both have 21 Board members). Norfolk Rivers IDB is c 15k hectares in size and has 31 Board members.

⁵ Land Drainage Act 1991, Schedule 1, Part III, Section 8(2).

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

23 JULY 2019

PROPOSED RE-CONSTITUTION TO REDUCE THE NUMBER OF BOARD MEMBERS

4. Recommendations

4.1 The Board requests the Environment Agency to start the statutory process of reconstituting to reduce the number of directly elected Board members from 15 to 10, which would reduce the total number of Board members from 31 to 21 and lead to the following entitlements⁶ for constituent councils (estimated to take between 1 and 2 years to complete):

Directly Elected Members: 10 (a reduction of 5)

Borough Council of King's Lynn & West Norfolk: 0 (no change)

Breckland District Council: 1 (a reduction of 1)

Broadland District Council: 2 (a reduction of 1)

North Norfolk District Council: 4 (a reduction of 1)

Norwich City Council: 0 (no change)

South Norfolk District Council: 2 (a reduction of 1)

(=) Entitlement to individually appoint members: 9 (a reduction of 4)

(+) Entitlement to jointly appoint members: 2 (a reduction of 1)

(=) Collective entitlement to appoint members: 11 (a reduction of 5)

4.2 The Board gives some thought as to how to select 10 of its 11 directly elected members to be the first members of the reconstituted Board.

4.3 The Board seeks to abolish its 15 Electoral Divisions by statutory resolution, which, if the Environment Agency agrees would mean that the 10 elected members could be nominated by any land occupier who pays drainage rates anywhere within the drainage district, giving the electorate more choice and reducing the risk of those members who have been appointed to fill casual vacancies during the 3-year life of a Board not being able to stand at the next election.

4.4 The Board's directly elected members should stand down as Board members if they are absent from meetings for more than 6 months consecutively without a valid reason, as is set out in the legislation.

4.5 The Board gives some thought as to how it can reconnect with its grass roots to maintain interest in the Board's work and create a stronger network of individuals who are capable and sufficiently motivated to serve as directly elected members in future and able to attend Board meetings. This will be challenging, given that the Board's area and infrastructure is wholly dependent on the performance of the Environment Agency's coastal defences and main-river network.

4.6 The Board encourages its constituent councils to take up their full entitlements (particularly North Norfolk DC) and consider appointing 'non-councillors' (possibly as alternates or substitutes) as well as senior councillors who have the ability to influence and report back to their council's decision making executive, in accordance with its [Guidance to Local Authorities when making Appointments to IDBs](#).

⁶ Subject to triennial review: Land Drainage Act 1991, Part II, Section 6(1).

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

23 JULY 2019

PROPOSED RE-CONSTITUTION TO REDUCE THE NUMBER OF BOARD MEMBERS

4.7 The Board considers changing its name from the Norfolk Rivers Internal Drainage Board to the Norfolk Rivers Water Level Management Board, which could be done at the same time as reconstituting to reduce the number of Board members.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

23 JULY 2019

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

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	81,586	81,586	0	81,586	81,586	0
1	Special Levies issued by the Board	315,784	315,784	0	315,784	315,784	0
2	Highland Water Contributions from EA	91,057	0	-91,057	91,057	91,057	0
	Grants Applied	25,155	27,590	2,435	100,620	103,055	2,435
3	Income from Rechargeable Works	1,250	22,303	21,053	5,000	22,303	17,303
	Investment Interest	0	1,034	1,034	0	4,136	4,136
	Development Contributions	0	0	0	0	0	0
5	Other Income	66,020	46,638	-19,382	264,079	244,697	-19,382
Total Income		£580,852	£494,935	-£85,917	£858,126	£862,618	£4,492
<u>Less Expenditure</u>							
6	Capital Works	25,155	27,590	-2,435	100,620	103,055	-2,435
7	Precept Contributions to EA	74,026	72,693	1,333	74,026	72,693	1,333
8	Maintenance Works	147,102	128,581	18,521	588,407	569,886	18,521
	Development Expenditure	1,500	0	1,500	6,000	6,000	0
9	Administration Charges	42,571	40,209	2,362	170,785	168,297	2,488
3	Cost of Rechargeable Works	0	13,647	-13,647	0	13,647	-13,647
4	Net Deficit/(Surplus) on Operating Accounts	0	-17,844	17,844	0	0	0
Total Expenditure		£290,354	£264,875	£25,478	£939,838	£933,579	£6,260
	Profit/(Loss) on disposal of Fixed Assets	£0	£17,000	£17,000	£0	£17,000	£17,000
Net Surplus/(Deficit)		£290,498	£247,060	-£43,438	-£81,712	-£53,960	£27,752

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

NOTES	BALANCE SHEET AS AT 30-6-2019	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
10	Fixed Assets			
	Land and Buildings	38,961	-250	38,711
	Plant and Equipment	16,738	-875	15,863
	Shared Consortium Assets	0	0	0
		55,699	-1,125	54,574
	Current Assets			
11	Bank Account	31,875	96,312	128,187
12	Trade Debtors	64,324	169	64,493
13	Work in Progress	2,877	11,508	14,385
14	Term Deposits	900,000	0	900,000
15,16	Drainage Ratepayers and Special Levies Due	314	132,655	132,969
	Prepayments	0	0	0
17	Prepayments to WMA	22,728	-34,561	-11,833
	VAT Due	-3,947	15,667	11,720
	Grants Due	0	0	0
		1,018,170	221,751	1,239,922
	Less Current Liabilities			
	Trade Creditors	52	42,623	42,675
	Accruals	44,450	-40,783	3,667
	Drainage Rates/Special Levies paid in advance	16,853	-683	16,170
	Finance Leases	0	0	0
	Payroll Controls	0	0	0
		61,355	1,158	62,513
	Net Current Assets	956,815	220,593	1,177,409
	Less Long Term Liabilities			
19	Pension Liability	169,000	0	169,000
	Net Assets	£843,514	£219,469	£1,062,984
20	Reserves			
	Earmarked			
	General Reserve	545,862	247,061	792,923
18	Grants Reserve	150,658	-27,590	123,068
21	Development Reserve	210,035	0	210,035
22	Plant Reserve	65,000	0	65,000
		971,555	219,470	1,191,025
	Non-Distributable			
23	Revaluation Reserve	40,959	0	40,959
19	Pension Reserve	-169,000	0	-169,000
		-128,041	0	-128,041
	Total Reserves	£843,514	£219,470	£1,062,984

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note **Notes to the Accounts**

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

	Y-T-D	Y-T-D
	BUDGET	2019/20
Breckland District Council	50,561	50,561
Broadland District Council	75,499	75,499
King's Lynn and West Norfolk Borough Council	19,204	19,204
North Norfolk District Council	100,751	100,751
Norwich City Council	5,638	5,638
South Norfolk District Council	64,131	64,131
	315,784	315,784

- 2 The EA Highland Water Claim for 2019/20 is due to be paid by the Environment Agency (EA) to the Board in September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December).

- 3 Rechargeable work includes professional supervision and contracting services to the Broads and East Suffolk IDBs.

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

	Y-T-D	Y-T-D
	BUDGET	2019/20
Labour Operations Account	0	-10,137
Mobile Plant Operations Account	0	-7,707
	0	-17,844

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	2019/20
Shared Income from WMA	66,020	46,638
Insurance Claims	0	0
Sundry Income	0	0
Summons Costs	0	0
	66,020	46,638

- 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 Engineer, 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 2019/20 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	2019/20
Labour Charges	23,282	18,351
Plant Charges	0	0
Materials	92	72
Contractors	44,025	34,700
Plant Hire & Transport	0	0
Direct Works	67,399	53,124
Technical Support Staff Costs	76,744	72,331
Other Technical Support Costs	500	3,126
Biodiversity Action Plan Costs	2,459	0
Maintenance Works	147,102	128,581

- 9 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:

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note Notes to the Accounts

	Y-T-D BUDGET	Y-T-D 2019/20
Administration Staff Costs	31,935	26,278
Other Administration Costs	10,262	13,292
Development Expenditure	1,500	0
Drainage Rates AV Increases/(Decreases)	125	2
Depreciation Kettlewell House	250	250
Sundry Debtors written off	0	0
Sundry Expenses	0	0
Settlement Discount	125	387
	44,071	40,209

10 TANGIBLE FIXED ASSETS

Cost	Land and Buildings	Plant and Equipment	Total
Opening Balance as at 1-4-2019 b/fwd	49,950	78,344	128,294
(+) Additions	0	0	0
(-) Disposals	0	-39,847	-39,847
(=) Closing Balance as at 30-6-2019 c/fwd	49,950	38,497	88,447
Depreciation			
Opening Balance as at 1-4-2019 b/fwd	10,989	61,581	72,570
(+) Depreciation Charge for year	250	900	1,150
(-) Accumulated Depreciation written out on disposal	0	-39,847	-39,847
(=) Closing Balance as at 30-6-2019 c/fwd	11,239	22,634	33,872
Net Book Value as at 31-3-2019	38,961	16,763	55,724
Net Book Value as at 30-6-2019	38,711	15,863	54,574

Full details of all movements during this year are recorded in the Board's Fixed Assets Register, which can be made available to members on request. The Board also shares ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors, as at 31 March 2018. Such assets have a Net Book Value of zero.

11 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:

	2018/19	2019/20
Opening Balance as at 1-4 b/fwd	240,663	31,875
(+) Receipts	1,259,168	315,817
(-) Payments	-1,467,956	-219,504
(=) Closing Balance as at 30-6-2019 c/fwd	31,875	128,187
Balance on Statement as at 30-6-2019	75,227	209,602
Less: Unpresented payments	-43,352	-81,415
Add: Unpresented receipts	0	0
Closing Balance as at 30-6-2019 c/fwd	31,875	128,187

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	14,249	4
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days	50,244	1
	64,493	5

>90 days	Amount	Inv. Date	Originator
EA0003 Badley Moor Restoration	29,244	21/03/2019	Operations Engineer TJ

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note **Notes to the Accounts**

EA0003 Langor Brook	21,000	25/03/2019 Operations Engineer PG
	50,244	

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

Customer	Amount	Comp. Date	Originator
RBR0003 Brown & Co	35	Ongoing	Operations Engineer PG
RBA0003 EA Badley Moor Restoration	99	Ongoing	
RIMNR01 EA Integrated Maintenance Programme	873	Ongoing	Operations Engineer TJ
RLA0002 Langor Brook Restoration	3,222	Ongoing	Operations Engineer PG
RNA0001 Narborough Fish Passes	8,393	Ongoing	Operations Engineer PG
RNM0001 Neil Marshall Secondment	-630	31.07.19	Finance
RSC0003 Scarrow Brook NFM	-7	31.07.19	Finance
RSI0003 Silt Trap Scoping Staff Time	420	Ongoing	Project Engineer MP
RWEG257-2018-4555	1,980	Ongoing	Operations Engineer PG
	14,385		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Natwest Treasury Reserve Deposit	400,000	26/10/2018	28/10/2019	0.88%
West Bromwich Building Society	500,000	28/06/2019	30/09/2019	0.81%
	900,000			

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

16 There are currently 170 Ratepayers that have not paid their Drainage Rates for 2019/20, as compared to 213 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2018/19	2019/20
Arrears b/fwd	2,190	314
Drainage Rates for the year	78,978	81,586
Special Levies for the year	305,690	315,783
New Assessments	216	129
Value Decreases	-1,018	-159
Value Increases	802	30
Payments Received	-386,928	-264,448
Settlement Discount	-310	-387
Returned/(Represented) amounts	20	79
Irrecoverables and write offs	-908	-2
Summons collection costs	1,500	0
Adjustments	82	44
Arrears c/fwd	314	132,969

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:

	2019/20
Opening Balance at 1-4-2019	-150,658
Add: Grant Received	0
Less: Grant Applied	27,590
Closing Balance as at 30-6-2019	-123,068

	2018/19	2019/20
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	760	760
SCH04 River Nar East Lexham Lakes Bypass	0	0
SCH12 River Wensum Resoration Scheme	52,447	35,943

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note Notes to the Accounts

SCH13	River Nar Restoration Scheme 4 Year	88,783	77,697
SCH15	Strategic Modelling and Restoration Project	0	0
SCH25	WFD Maintenance Improvements PSCA	3,643	3,643
		150,658	123,068

- 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, which has been calculated by the LGPS Fund Actuary as at 31 March 2019.
- 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 liability of £2,429,000 as at 31 March 2019 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 31 January 2019.
- 20 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 21 January 2015. 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 this 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 Operations Manager.
- 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 £0 Chairman's Allowance during the year.
- 25 The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 30-6-2019.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

NORFOLK RIVERS IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/04/2019

Payment Date to: 30/06/2019

<u>NAME</u>	<u>DETAILS</u>	<u>% COST RECOVERABLE</u>	<u>AMOUNT PAID THIS PERIOD</u>
Anglia Farmers Ltd	Materials/Equipment	63	263.90
Atkins Ltd	Professional Services	100	2,055.60
Beatbush Fencing	Stock Fencing	100	7,854.10
Broads (2006) IDB	Supervision/materials	67	5,558.20
Burlington Uniforms Ltd	PPE	100	218.28
S J Cobbold Suffolk	Restoration Works	100	21,886.80
Ernest Doe & Sons Ltd	Tools/Supplies	100	2,145.41
Enforcement Bailiffs	Bailiff Fees	0	62.00
Environment Agency	Precept	0	36,346.57
Fishtek Ltd	Fish Passes	100	23,334.00
GDR Sales Ltd	Plant/Labour Hire	28	58,016.06
Inland Revenue	PAYE	0	2,370.82
Mervyn Lambert	Welfare Unit Servicing	0	30.00
Norfolk Pension Fund	Superannuation	0	2,853.07
C R Turner	Low Loader Hire	66	720.00
Vodafone Ltd	Mobile Phone Charges	0	156.52
WMA	Staff Recharges	100	4,385.62

Please note that the amounts shown above include VAT

£168,256.95

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	(1a) Reduction in, or insufficient finance, grant and income (1b) EA may cease to pay highland water contributions to IDBs	Erosion of Board's capital and general reserves Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in asset management plan	3	3	9 →	Explore alternative funding streams
	(1c) EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or the works are undertaken to a reduced specification	Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water	2	3	8 ↑	Develop Investment Plan with key stakeholders
	(1d) 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	8 ↑	PSCA in place between IDB/EA, effective 2017/18 to undertake maintenance works on some sections of main river identified by the

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						<p>IDB's Project Engineer that will provide benefit to IDB watercourses, however EA has halted these works in 2018/19 therefore IDB may need to consider appealing its precept</p> <p>Continue to encourage the EA to de-main lengths of less strategically important main river for the IDB to adopt and maintain</p>
	(1m) Maintenance works constrained by the Water Framework Directive legislation and Habitat Regulations Assessment and onus of proof sits with IDBs	IDB could incur penalties/fines	2	3	High 6 ↓	<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to remain WFD compliant</p> <p>Regular SMO update training for employees</p> <p>Pursue funding from all available sources</p>
To liaise with EA to en-main sections of main river that will be de-listed by the EA.	(3a) EA may not provide funding to the IDB for this additional	Lack of maintenance on these sections of main rivers could	3	2	High 6 ↑	Continue to liaise with EA to bring proposal to Board.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>maintenance.</p> <p>(3b) EA will not de-main the rivers if the IDB refuses to adopt them.</p>	<p>adversely affect the IDB's watercourses and reduce the IDB's ability to fulfil its statutory function</p>				<p>De-maining of low consequence main river remains under consideration by EA. Public consultation during Autumn 2017 for national de-maining pilot study in Norfolk/Suffolk, but the pilot study is currently on hold in Norfolk</p> <p>Board has agreed to adopt de-mained rivers</p> <p>Prioritise maintenance programme</p>
<p>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>(4a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(4b) Potential for developers to allow SUDs to be managed by private companies who may allow them to fall into disrepair through lack of long term</p>	<p>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and</p>	<p>2</p>	<p>3</p>	<p>High 6 ↓</p>	<p>Planning/Enforcement is undertaken by the Board's Flood and Water Officers and issues are raised at Board meetings.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 for consultation with LPAs before presenting to WMA Member Boards for adoption</p>

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	maintenance	subsequently increase the risk of flooding				<p>A SUDs adoption and charging policy was adopted by the Board at its 26 January 2017 meeting to promote IDB services for adoption of SUDs to ensure these are properly maintained in perpetuity.</p> <p>At its 16 August 2018 meeting the Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA Flood and Water Manager and the South Holland IDB Engineer. New rates and banding introduced 1 October 2018.</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 26 January 2017)

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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

Norfolk Rivers IDB

Distributed to:

Members

Bambridge S G (Vice-Chairman)

Birkbeck H C

Borrett W

Borthwick J

Carrick J F (Chairman)

Cator H G

Foster N W D

Holden, T

Housden, N

Kelly, K

Labouchere J P

Legg N

Little M R

Mack D

Monument L Mrs

Mutimer G T

Savage, R

Sayer M J

Shaw N

Shaw S

Thomas, Ms J

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Officers

Bloomfield G

Brown G

Camamile P J

George P

Jeffrey Miss S

Jones T

Laburn Ms C

Mandley Miss H

Philpot M

Norfolk Rivers IDB

Meeting 15 August 2019