

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 25 JANUARY 2018 AT 10.00 AM.

Elected Members	Appointed Members
H C Birkbeck	Breckland DC
J Borthwick	* S G Bambridge
J Bracey	W Borrett
* J F Carrick	* Mrs L Monument
* H G Cator	
* N W D Foster	Broadland DC
* J P Labouchere	* Mrs C H Bannock
* M R Little	* P Carrick
* T Mutimer	* G Everett
J F Oldfield	Vacancy
P D Papworth	
* M J Sayer	King's Lynn & WN BC
S Shaw	* Mrs E Watson
R Wilbourn	
Vacancy	North Norfolk DC
	Mrs A R Green
	B Hannah
	S Hester
	P Moore
	N Pearce
	South Norfolk DC
	* P Broome
	* C Foulger
	* Dr N Legg
	* Present (52%)

Mr J F Carrick in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer),
Mr G Brown (Flood and Water Manager), Mr P George (Operations Engineer),
Ms C Laburn (Environmental Manager), Mr M Philpot (Project Engineer)
and Mrs M Creasy (minutes)

ID Norfolk Rivers IDB, Minute	Action
<p>01/18 APOLOGIES FOR ABSENCE</p> <p>01/18/01 Apologies for absence were received on behalf of Messrs H C Birkbeck, W Borrett, J Borthwick, J Bracey, B Hannah, S Hester, P Moore, J F Oldfield, P D Papworth, N Pearce, S Shaw, R Wilbourn, Mrs A Green and Miss S Jeffrey (Finance Officer).</p> <p>01/18/02 In the absence of the Board Chairman, Mr P D Papworth, the meeting was chaired by Mr J F Carrick. RESOLVED that this be noted.</p> <p>01/18/03 Mr J F Carrick recorded that he had visited Mr Papworth and was happy to be able to say that Mr Papworth was improving. On behalf of Mr Papworth he thanked all who had sent messages of support.</p>	
<p>02/18 WELCOME AND INTRODUCTIONS</p> <p>02/18/01 Theresa Hewitt and Pablo Dimoglou, both members representing Breckland District Council Scrutiny Committee and attending this meeting as observers, were welcomed by the Chairman. RESOLVED that this be noted.</p> <p>02/18/03 The Chairman welcomed Graham Brown to his first meeting of the Board in his role as WMA Flood and Water Manager.</p>	
<p>03/18 DECLARATIONS OF INTEREST</p> <p>03/18/01 There were no declarations of interest other than those already recorded in the Members' Register of Interests.</p>	
<p>04/18 MINUTES OF THE LAST BOARD MEETING</p> <p>04/18/01 The minutes of the last Board meeting held on 19 October 2017 were approved and signed as a true record. Arising therefrom:</p> <p>04/18/02 De-maining Proposals (63/17/03)</p> <p>The Flood and Water Manager reported that the de-maining pilot scheme had been deferred for one year in Norfolk due to Norfolk County Council's opinion that the EA had not sufficiently engaged with the local District Councils about the watercourses outside the internal drainage district, for which they are currently responsible. The Flood and Water Manager was following this up with the EA and hoping to visit the District Councils to get the pilot programme back on track. RESOLVED that this be noted.</p>	

ID Norfolk Rivers IDB, Minute	Action
<p>05/18 MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING</p> <p>05/18/01 The minutes of the last Executive Committee meeting held on 19 October 2017 were considered in detail and approved. Arising therefrom:</p> <p>05/18/02 Financial Report: Plant (31/17/03)</p> <p>The Project Engineer reported the Board's excavator would be sold now that it had 6,000 hours worked but purchase of a replacement machine would be deferred whilst monitoring whether a machine is actually necessary given that specialist contractors are used for maintenance works. RESOLVED that this be noted.</p>	
<p>06/18 OPERATIONS REPORT</p> <p>06/18/01 The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p> <p>06/18/02 Public Sector Cooperation Agreement with EA (1.2) EA Main River Maintenance Works</p> <p>The Project Engineer apprised members of how successful the IDB works on EA main river had been and the positive feedback received. The Project Engineer intended to produce a detailed report at the end of this programme that would capture all the benefits derived from these works. All agreed the importance of making the general public aware that these main river maintenance works and the resulting benefits to the locality were delivered by the IDB. RESOLVED that this be noted.</p> <p>06/18/03 Dereham Stream (1.2)</p> <p>The recharge works undertaken by IDB officers for Breckland District Council on the Dereham Stream to improve conveyance at Toftwood, and along 250m of ordinary watercourse adjacent to the boundary of Scarning Meadow were noted. It was anticipated that further recharge works for Breckland District Council could be delivered via a public sector cooperation agreement. RESOLVED that this be noted.</p> <p>06/18/04 Theresa Hewitt and Pablo Dimoglou left the meeting at this point.</p> <p>06/18/05 Health and Safety (2)</p> <p>(i) Members were apprised of the 'near miss' incident in which a flail projectile broke the excavator window. The subsequent report highlighted the requirement for guards, which had now been addressed and shared with WMA (Eastern) operatives. RESOLVED that this be noted.</p> <p>(ii) Manual Handling training and Emergency First Aid at Work training</p>	

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<p>undertaken by the Board's operatives in the last quarter were noted.</p>	
<p>06/18/06 Water Level Management Plan – River Nar Restoration (4.1)</p> <p>Members were updated on the plans for the fish pass at Narborough, the meeting scheduled with Castle Acre Parish Council to discuss the design plans for Castle Acre Common and the completion of the restoration scheme at Scarrow Beck. The bank erosion occurring downstream of the sluice at West Lexham was noted, as were the repair works to the bank that were scheduled for Spring 2018.</p>	
<p>06/18/07 Upper Wensum Restoration Project</p> <p>Officers were liaising with contractors and the Raynham Estate regarding the third and final phase of the Upper Wensum restoration project that was due to start in 2018.</p>	
<p>07/18 PLANNING</p>	
<p>07/18/01 The Planning Report, (included within the Operations Report and a copy on file in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p>07/18/02 Norfolk County Council Planning: Application C/5/2017/5007</p> <p>Members considered the tabled briefing paper, (a copy of which is filed in the Report Book), concerning the above application on the former SPC Atlas site at Norwich Road, Weston Longville, Norwich NR9 5SL which sits outside the IDD. Arising therefrom:</p>	
<p>07/18/03 Mr C Foulger declared an interest at this point and left the meeting due to his role as Chair of Norfolk County Council Planning Committee. RESOLVED that this be noted.</p>	
<p>07/18/04 Mr J F Carrick declared an interest in the additional paper circulated to members that included comments on the application from a local resident who is a personal friend of Mr Carrick. RESOLVED that this be noted.</p>	
<p>07/18/05 The Flood and Water Officer's briefing paper provided background information relating to the application and a summary of key consultee comments, together with a report of the site visit made on 23 January 2018 by the Norfolk Rivers IDB Vice-Chairman, the Operations Engineer, Environmental Manager and Flood and Water Manager and subsequent recommendations for the Board to consider given that the Board has no regulatory control over any of activities proposed in the application and therefore limited ability to act.</p>	
<p>07/18/06 Members expressed concern about the amount of waste, some of it hazardous, which would be produced on site and the potential for the spread of pollutants via the predominantly sand/gravel site into</p>	

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<p>watercourses/main river,(particularly the SAC designated River Wensum and possibly, ultimately into the IDB drainage system.</p>	
<p>07/18/07 Considerable discussion concluded that the IDB has no statutory jurisdiction to object on the proposals. It was agreed that the IDB would support the EA and Anglian Water conditions for the implementation and appropriate infiltration and SUD on site fit for purpose to protect groundwater and surface water run-off, to prevent pollution impact, particularly on the River Wensum SAC. RESOLVED that this be noted.</p>	
<p>07/18/08 Mr C Foulger rejoined the meeting at this point.</p>	
<p>08/18 ENVIRONMENTAL REPORT</p>	
<p>08/18/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>08/18/02 BIODIVERSITY ACTION PLAN (BAP) 1.1</p> <p>Members considered the draft BAP, (a copy of which is filed in the Report Book), which had been reviewed and updated in line with Defra requirements and the Natural Environment and Rural Communities Act (2006). Arising therefrom:</p>	
<p>08/18/03 It was agreed and thereby RESOLVED to approve the BAP in principle, subject to making some of the generic targets more bespoke to particular sections of watercourse as proposed by Mr M Sayer.</p>	CL
<p>08/18/04 STANDARD MAINTENANCE OPERATIONS (SMO) (1.2)</p> <p>The Standard Maintenance Operations (SMO) V2 document, (a copy of which is filed in the Report Book), that had been reviewed and agreed with Natural England for compliance with their requirements for assent permitting a five-year maintenance plan for a number of tributaries of the River Wensum, was considered in detail and approved.</p>	
<p>09/18 SCHEDULE OF PAID ACCOUNTS</p>	
<p>09/18/01 The Schedule of Paid Accounts for the period 1 October 2017 to 31 December 2017, totalling £181,714.65 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p>10/18 ESTIMATES 2018/19</p>	
<p>10/18/01 The detailed estimates for 2018/19, (a copy of which is filed in the</p>	

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	Report Book), were considered in detail and approved. Arising therefrom:	
10/18/02	It was agreed and thereby RESOLVED to approve the expenditure budget of £1,028,058 for 2018/19 as presented.	
10/18/03	It was agreed and thereby RESOLVED to approve the net requirement of £444,885 for 2018/19 as presented.	
10/18/04	Consortium Charges 2018/19	
	The Administration and Technical Support Costs Estimate for 2018/19, as recommended by the Consortium Management Committee on 8 December 2017 was considered in detail and approved. Arising therefrom:	
10/18/05	It was agreed and thereby RESOLVED to approve the net Administrative Support Consortium Charge of -£104,951 (£134,900 less other income £239,851), and include the same in the Board's Rate Estimates for 2018/19.	
10/18/06	It was agreed and thereby RESOLVED to approve the Technical Support Consortium Charge of £284,863 and include the same in the Board's Rate Estimates for 2018/19.	
11/18	FINANCIAL YEAR 2018/19 LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES	
11/18/01	Annual Values	
	It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2017 used for the purposes of raising and apportioning expenses from the agricultural drainage rates and special levies for 2018/19.	
11/18/02	Members considered the Executive Committee's recommendation for approval of a 3% increase in the rate and special levy for 2018/19 which would require taking c£60K from Board Reserves to fund the total expenditure for 2018/19 if the anticipated reduction in Highland Water Contributions from the EA was realised. It was noted that the level of Board Reserves would, however, remain within the audit recommended 25% of net spend.	
11/18/03	It was unanimously agreed and thereby RESOLVED to approve the Executive Committee's recommendation for Option 3, which equated to a Drainage Rate increase of 3% at 10.903p in the pound and 3% increase in Special Levies due from constituent Billing Authorities:	
	Option 3	
	Drainage Rate in the Pound: 10.903p	

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	<div> <div> Agricultural Drainage Rates Breckland District Council Broadland District Council King's Lynn & West Norfolk Borough Council North Norfolk District Council Norwich City Council South Norfolk District Council Reserves </div> <div> £78,996 £48,945 £73,086 £18,590 £97,531 £5,457 £62,081 £60,199 £444,885 </div> </div>	
11/18/04	Mr N Foster left the meeting at this point.	
12/18	INDICATIVE FIVE YEAR FORECAST	
12/18/01	The indicative five year forecast was considered in detail and approved, (a copy of which is filed in the Report Book).	
13/18	REVIEW OF OBJECTIVES 2017/18	
13/18/01	The review of objectives for 2017/18, (a copy of which is filed in the Report Book), was considered and approved as having been substantively achieved. Arising therefrom:	
13/18/02	The Chief Executive reported that the IDB's delivery of the maintenance programme on EA main river as agreed with the EA was proving a big success and he hoped the programme would continue for the full three-year period.	
13/18/03	Objective 2, to make progress with changes in legislation to enable the Board to extend its drainage district to the full watershed catchment should the EA reduce or completely stop payment of Highland Water Contributions for the management of surface water entering the IDB district from the upland catchment, had not yet been achieved and it was agreed to roll this over to the 2018/19 objectives. RESOLVED that this be noted.	
14/18	OBJECTIVES 2018/19	
14/18/01	It was agreed and thereby RESOLVED to approve the following objectives for 2018/19:	
	<div>(i) Ensure that total expenditure does not exceed the expenditure budget for 2018/19 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.</div> <div>(ii) Ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.</div> <div>(iii) Review the arterial network and the Board's Infrastructure</div>	

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<p>Adoption/Abandonment policy.</p> <p>(iv) Devise an indicative 5 year Asset Management Plan and Works Programme for consideration by the Board.</p> <p>(v) Identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.</p> <p>(vi) Help introduce a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, NNDC, NCC, NE, BA and our other partners.</p>	
<p>14/18/02 2018/19 Objective (vi)</p> <p>The Catchment Engineer reported that the WMA (Eastern) Project Manager, Karen Thomas, who is experienced in coastal geomorphology, was currently the WMA representative working with partners looking at the review of the Shoreline Management Plan from the perspective of how this links into the Broadland catchment. Mr M Sayer recorded that he would be interested in getting involved and would like the opportunity to meet with Ms Thomas if this presented itself. RESOLVED that this be noted.</p>	<p>GB/KT</p>
<p>15/18 RISK REGISTER</p> <p>15/18/01 The full risk register, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p>16/18 CORRESPONDENCE</p> <p>16/18/01 There was no correspondence requiring the Board's consideration during this reporting period.</p>	
<p>17/18 NEXT MEETING</p> <p>17/18/01 The next meeting would take place on 24 May 2018 at 10.00 am and would be followed by the tour of inspection to view some of the River Nar restoration works.</p>	
<p>18/18 ANY OTHER BUSINESS</p> <p>18/18/01 Members considered the Catchment Engineer's verbal report on a study proposal from Cranfield University looking at links between water management and industry / agriculture in the region, which it</p>	<p>GB</p>

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<p>was hoped would receive NERC funding. The Broads (2006) IDB had agreed to provide financial support over a five year period and Norfolk Rivers IDB members were asked to consider the same. Members considered the project to be a good idea but recorded that more detailed information should have been made available for consideration. It was proposed by Mrs L Monument, seconded by Mr G Everett and unanimously agreed to contribute £2k per year over a five-year period, (total £10k) to the Cranfield University Study subject to receiving more detailed information. RESOLVED that this be noted.</p> <p><i>Post meeting note: Summary of study details to be circulated to members.</i></p>	
<p>19/18 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</p>	
<p>19/18/01 There were no Members of the Public present at today's meeting.</p>	
<p>20/18 CONSORTIUM MATTERS</p>	
<p>20/18/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 8 December 2017 were considered in detail and approved. Arising therefrom:</p>	
<p>20/18/02 WMA Planning Update (54/17/04)</p> <p>It was agreed and thereby RESOLVED to approve the Consortium Management Committee recommendation that the Flood and Water Manager establishes a framework for all planning, regulation and enforcement policy for adoption by all WMA Member Boards to support IDB engagement with the Local Planning Authorities within their areas. A draft of this framework would be presented for the Board's consideration in due course. Members considered that workshops with Local Planning Authorities including officers and planning and scrutiny committee members may be a useful part of the consultation process.</p>	
<p>20/18/03 Schedule of Paid Accounts</p> <p>The WMA Schedule of Paid Accounts for the period 1 September 2017 to 30 November 2017 totalling £303,858.56, as approved at the Consortium Management Committee meeting on 8 December 2017, was considered in detail and adopted. Arising therefrom:</p>	
<p>20/18/04 Mr P J Camamile declared an interest in respect of the payment made to Byzantine Ltd, as recorded in the WMA Schedule of Paid Accounts, due to his position as Company Secretary and also shareholder of that Company, plus his wife is a Director and shareholder of Byzantine Ltd. RESOLVED that this be noted.</p>	

ID	Norfolk Rivers IDB, Minute	Action
20/18/05	<p>WMA Estimates 2018/19</p> <p>The WMA Estimates detailing Administration and Technical Support Costs for 2018/19, together with the projected out-turns for 2017/18 were considered in detail and approved. There were no matters arising.</p>	
20/18/06	<p>Issues for discussion at next CMC meeting</p> <p>There were no specific issues raised by Members requiring discussion at the next Consortium Management Committee meeting on 23 March 2018.</p>	
21/18	<p>CONFIDENTIAL BUSINESS</p>	
21/18/01	<p>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.</p>	

A MEETING OF THE NORFOLK RIVERS IDB EXECUTIVE COMMITTEE WAS HELD IN THE CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY, 25 JANUARY 2018 AT 9.00 AM.

Elected Members	Appointed Members
* J F Carrick	Breckland DC
* M Little	* S G Bambridge
P D Papworth	South Norfolk DC
	* Dr N Legg
	BCKL&WN
	* Mrs E Watson
	* Present (83%)

Mr J F Carrick in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer),
Mr G Brown (Flood and Water Manager), Mr M Philpot (Project Engineer)
and Mrs M Creasy (minutes)

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
01/18	APOLOGIES FOR ABSENCE	
01/18/01	Apologies for absence were received from Mr P D Papworth and Miss S Jeffrey (Finance Officer).	
02/18	MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING	
02/18/01	The minutes of the last Executive Committee meeting held on 19 October 2017 were approved and signed as a true record. Arising therefrom:	
02/18/02	De-Maining Proposals (30/17/02)	
	The Flood and Water Manager reported that the de-maining pilot was on schedule in Suffolk, but in Norfolk it had been deferred due to perceived insufficient consultation from EA with the District Councils who were subsequently not fully engaged with the idea of IDBs taking on maintenance of the watercourses falling outside the IDD. These watercourses are currently the District Councils' responsibility although in the Lead Local Flood Authority (LLFA) area and Norfolk County Council, as the LLFA was reluctant to proceed without full support from the District Councils. The Flood and Water Manager intended to follow this up with the EA and hoped to be involved in discussions with the District	

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
	<p>Councils in Norfolk to get the pilot scheme back on track. Mr G Bambridge reported that he would ask Breckland District Council/Norfolk County Council 'twin hat' councillors to lobby for the de-maining pilot with Norfolk County Council as the Lead Local Flood Authority, if this would help. RESOLVED that this be noted.</p>	
02/18/03	<p>The Chief Executive apprised members that Defra had made it a condition of the pilot scheme that IDBs must have all their governance arrangements in place, and specifically, have attained and retained full membership for both elected and appointed members or they may be forced to reduce membership by reconstituting.</p>	
02/18/04	<p>Financial Report: Plant (31/17/03)</p> <p>The Project Engineer reported that there was no requirement to replace the Board's excavator at the present time. RESOLVED that this be noted.</p>	
03/18	<p>SCHEDULE OF PAID ACCOUNTS</p>	
03/18/01	<p>The Schedule of Paid Accounts for the period 1 October 2017 to 31 December 2017, totalling £181,714.65 was considered in detail and approved. Arising therefrom:</p>	
03/18/02	<p>It was agreed and thereby RESOLVED to recommend that the Board approves the Schedule of Paid Accounts for the period 1 October 2017 to 31 December 2017.</p>	
04/18	<p>ESTIMATES 2018/19</p>	
04/18/01	<p>The detailed estimates for 2018/19, (a copy of which is filed in the Report Book), were considered in detail. Arising therefrom:</p>	
04/18/02	<p>The Chief Executive reported that Highland Water Contributions from the EA for 2018/19 could potentially reduce and this had been reflected in the Estimates.</p>	
04/18/03	<p>It was agreed and thereby RESOLVED to recommend that the Board approve the expenditure budget of £1,028,058 for 2018/19 as presented.</p>	
04/18/04	<p>It was agreed and thereby RESOLVED to recommend that the Board approve the net requirement of £444,885 for 2018/19, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
04/18/05	<p>Members considered the Chief Executive's proposal for a 3% increase in the rate/special levy for 2018/19, based on</p>	

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action																		
	<p>the rate of inflation as at 1 October 2017. Members considered that an inflation only increase required the Board to take funds from its Reserves, and whilst projected figures for Reserves for March 2019 were satisfactory, it may be necessary to increase rates/special levy by more than the rate of inflation in future years in order to maintain a satisfactory level of Reserves. RESOLVED that this be noted.</p>																			
04/18/06	<p>It was proposed by Mrs E Watson, seconded by Mr S G Bambridge and unanimously agreed to recommend that the Board approves Option 3, which equated to a Drainage Rate increase of 3% for 2018/19 at 10.903p in the pound and an increase of 3% on the amount of Special Levies due from the Billing Authorities:</p> <table><tr><td>Agricultural Drainage Rates</td><td>£78,996</td></tr><tr><td>Breckland District Council</td><td>£48,945</td></tr><tr><td>Broadland District Council</td><td>£73,086</td></tr><tr><td>Kings Lynn & West Norfolk Borough Council</td><td>£18,590</td></tr><tr><td>North Norfolk District Council</td><td>£97,531</td></tr><tr><td>Norwich City Council</td><td>£5,457</td></tr><tr><td>South Norfolk District Council</td><td>£62,081</td></tr><tr><td>Reserves</td><td>£60,199</td></tr><tr><td></td><td>£444,885</td></tr></table>	Agricultural Drainage Rates	£78,996	Breckland District Council	£48,945	Broadland District Council	£73,086	Kings Lynn & West Norfolk Borough Council	£18,590	North Norfolk District Council	£97,531	Norwich City Council	£5,457	South Norfolk District Council	£62,081	Reserves	£60,199		£444,885	
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04/18/07	<p>Annual Values</p> <p>It was agreed and thereby RESOLVED to recommend that the Board approves the aggregate annual values as at 31 December 2017 to determine the proportion of expenses raised from agricultural drainage rates and special levies for 2018/19.</p>																			
05/18	<p>INDICATIVE FIVE YEAR FORECAST</p>																			
05/18/01	<p>The Indicative Five Year Forecast was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>																			
05/18/02	<p>It was agreed and thereby RESOLVED to recommend that the Board approves the Indicative Five Year Forecast.</p>																			
06/18	<p>REVIEW OF OBJECTIVES 2017/18</p>																			
06/18/01	<p>Members considered the status of the 2017/18 objectives and agreed to recommend that the Board approve these as substantively achieved. The 3-year maintenance programme of works on EA main river for delivery by the IDB and benefiting the IDB system had commenced as scheduled in 2017/18 under the public sector cooperation agreement in place between Norfolk Rivers IDB and the EA</p>																			

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	<p>and thus far was proving to be a huge success.</p> <p>06/18/02 The objective to make progress with changes in legislation to enable the Board to extend its drainage district to the full watershed catchment should the EA reduce or completely stop payment of Highland Water Contributions for the management of surface water entering the IDB district from the upland catchment, was ongoing and would therefore be rolled into the 2018/19 objectives. RESOLVED that this be noted.</p> <p>07/18 OBJECTIVES 2018/19</p> <p>07/18/01 It was agreed and thereby RESOLVED to recommend that the Board approve the following objectives for 2018/19:</p> <ul style="list-style-type: none"> (i) Ensure that total expenditure does not exceed the expenditure budget for 2018/19 and plan for subsequent years' rate increases to equate to no more than an inflationary rise. (ii) Ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District. (iii) Review the arterial network and the Board's Infrastructure Adoption/Abandonment policy. (iv) Devise an indicative 5 year Asset Management Plan and Works Programme for consideration by the Board. (v) Identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment. (vi) Help introduce a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, NNDC, NCC, NE, BA and our other partners. <p>08/18 COLLECTION OF DRAINAGE RATES</p> <p>08/18/01 Drainage rates outstanding as at 24 January 2018 were £4,274.84, spread across 84 ratepayers, each for relatively small amounts. Court orders had been issued where appropriate and bailiffs were in the process of collecting £1,585.</p>	

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
09/18	DATE OF NEXT MEETING	
09/18/01	The next Executive Committee meeting would take place on Thursday 24 May 2018 at 9.00 am.	
10/18	ANY OTHER BUSINESS	
10/18/01	<p>Norfolk County Council Planning Application C/5/2017/5007 for change of use from warehousing to waste processing and production of refuse derived fuel at former SPC Atlas Works, Weston Longville, Norwich</p> <p>Members considered the briefing paper, (a copy of which is filed in the Report Book), tabled by the Flood and Water Manager concerning the above application that had been brought to the Board's attention after the issue of the Board meeting papers. Arising therefrom:</p>	
10/18/02	<p>The Flood and Water Officer's paper provided background information relating to the application and a summary of key consultee comments, together with a report of the site visit made on 23 January 2018 by the Norfolk Rivers IDB Vice-Chairman, the Operations Engineer, Environmental Manager and Flood and Water Manager and subsequent recommendations for the Board to consider given that the Board has no regulatory control over any of activities proposed in the application and therefore limited ability to act.</p>	
10/18/03	<p>It was agreed to discuss this in more detail in the main Board meeting to determine what comments the Board should submit.</p>	

OPERATIONS REPORT FOR PERIOD NOVEMBER 2017 – JANUARY 2018

1 REVENUE MAINTENANCE WORKS

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

Board Machine

Recharge work at Halvergate for the Broads (2006) IDB.

Contractor's Machine: (GDR Ltd)

<u>Bure:</u>	Kings Beck, Buxton,
<u>Wensum:</u>	Guist, East Bilney, North Elmham, Dereham
<u>Upper Yare & Tass:</u>	Flordon, Deopham & Wreningham / Hackford Run

Handwork: NRIDB Operatives

Numerous sites across the whole of the district including:

Aylsham, Dereham Stream, Buxton, Marsham

Our hand crew have also carried out:

- Quarterly checks of structures in Buxton and on the Dereham Stream (as well as before heavy rain forecasts);
- Monthly clearing of the weed screen at Fakenham Mill.

1.2 Maintenance Construction Projects

Environment Agency Public Sector Co-operation Agreement (PSCA) Work

EA Main River Maintenance Work

Working under a PSCA with the Environment Agency, Norfolk Rivers IDB will undertake main river maintenance work at locations across the Norfolk Rivers IDB district. These locations will be decided by Norfolk Rivers IDB officers based on optimum areas that will benefit the efficient operation of our systems, as well as reducing risk to people and property.

This is a three year agreement, with a value of circa £350k/year across the WMA Eastern boards and Waveney, Lower Yare and Lothingland IDB.

Routine maintenance activities at priority locations have been completed on The River Hun, River Yare and River Whitewater delivering significant improvements to conveyance. These are primarily locations where the Environment Agency have withdrawn maintenance due to there being little or no flood risk to people and properties and works have been well received.



Upper Yare - Barford Before



Upper Yare - Barford After

We have submitted a scheme to the Environment Agency for approval under the Environment Permitting Regulation to complete 1.1KM of restoration works on the River Whitewater downstream of the Reepham IDB main drain. This seeks to manage problem weedgrowth and improve the habitat whilst reducing the long term maintenance liability of the watercourse. This is of particular interest as this watercourse is a candidate for demaining so this represents an opportunity to use the IDBP now to deliver savings in the future. Mitigation and preparatory works are due to start mid-February with the main work programmed to start late March.

We are currently forecasting to spend over the 2017/18 NRIDB allocation and are working closely with the Environment Agency to deliver maximum benefit from this programme, seeking partnership contributions where possible enhance the programme.

Norfolk Rivers Trust – Trimmingham Silt trap work

We have undertaken design, construction management and delivery of a large silt trap for the Norfolk Rivers Trust at Trimmingham.

The silt trap closes two flow paths into the adjacent watercourse.



Trimmingham Silt trap

Dereham Stream - Breckland Council recharge works

Approximately 200m of recharge work along a problem section of watercourse at Toftwood to ensure winter conveyance.

Approximately 250m of recharge work to clear an ordinary watercourse along the boundary of Scarning Meadow.

We are working closely with Breckland DC to deliver the above routine works through a 5 year PSCA from next year.

Burnham Deepdale Clearance works

Recharge work completed. This section of watercourse will now be adopted to alleviate flood risk as previously agreed by the board.



Clearance works at Burnham

2. HEALTH & SAFETY

Near miss with regard flail projectile, which broke excavator window. Report completed highlighting some guarding issues, which have been addressed and learning will be shared.

3. PLANT

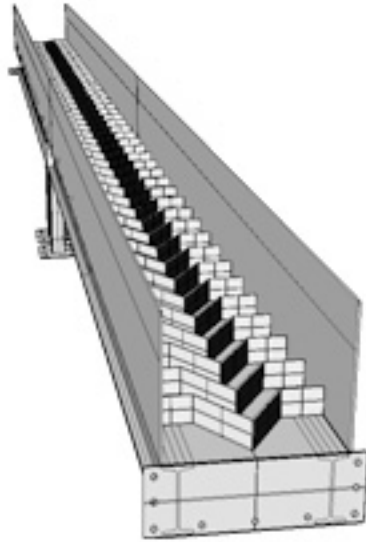
Nothing to report this period.

4. CAPITAL SCHEMES

4.1 River Nar Restoration Schemes (WLMP)

Fish passage at Narborough

Environment Agency designs for two Larinier fish passes have been approved. The modular structures are now being fabricated. NRIDB will act as contractor and install the structures this summer.



Example of Larinier fish pass

Castle Acre Common

Designs have been updated of the back of recent site investigations. The local community has been informed of the plans. Castle Acre Parish Council have requested a meeting to discuss the plans in more detail which will take place on 2 February 2018.

West Lexham Erosion

High energy winter flows have resulted in some bank erosion just downstream of the sluice that was lined and extended as part of last year's restoration works. This was previously identified as a risk if vegetation failed to sufficiently establish in time. Minor bank repair works will take place in the spring using woody faggots and chestnut stakes.

4.2 Scarrow Beck WFD Restoration Scheme

Works were finished in October 2017 and to date we have seen great improvements in channel morphology and ecology.



Drone footage of improved channel. Note new gravel berms and pools.

Wensum Restoration Project

Meetings have been held with the Raynham Estate and our contractor 5 Rivers, regarding the final phase of the project.

We have sent out tender drawings, which will be costed by the contractor allowing our finances to be adjusted accordingly.

This will represent the third and final phase of the project.

Phases one and two have been monitored as part of the post works monitoring services and have shown to be producing highly beneficial results both in terms of reduced maintenance and improved ecology.

5. OPERATIONAL MATTERS

Nothing to report this period.

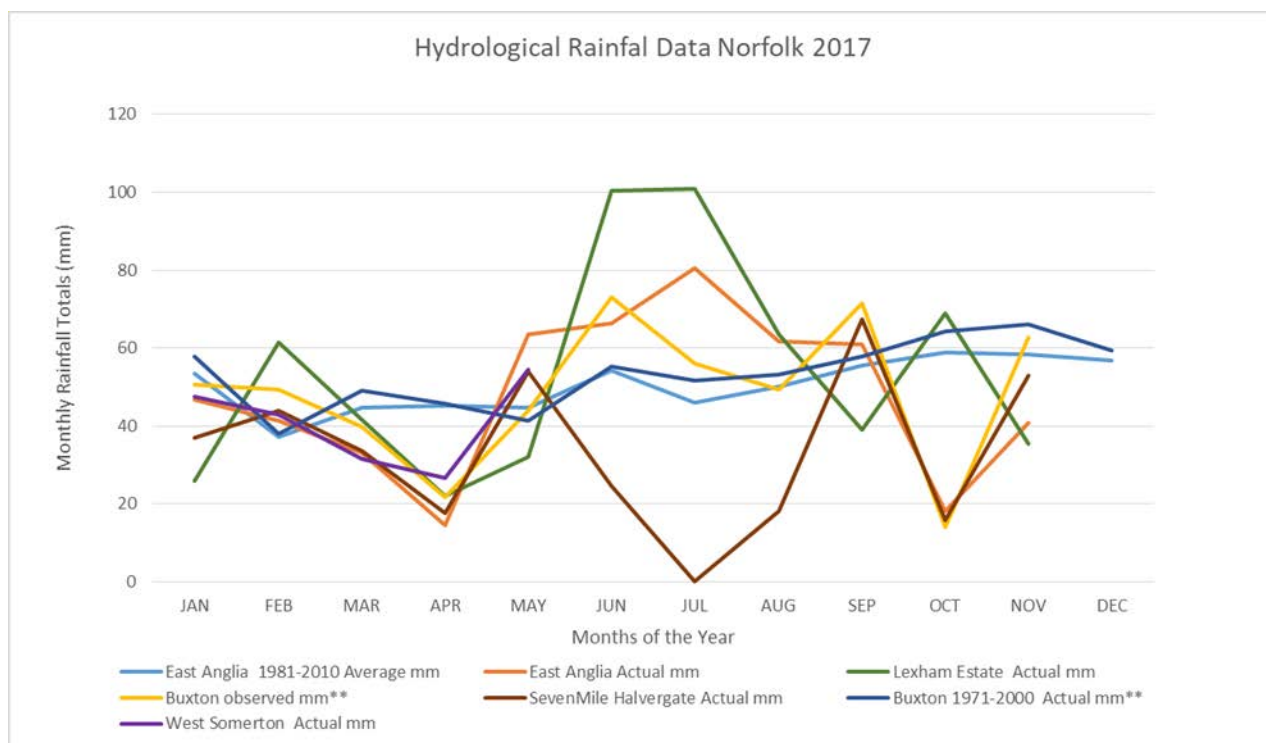
6. HYDROLOGY – UK Overview

(extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2017>)

October began unsettled with westerly winds and near-average temperatures, and this regime persisted during the first week. South-westerly winds prevailed for most of the month, and there were some notable high temperatures at times, notably the 16th (associated with ex-hurricane Ophelia) and 23rd/24th. It was often cloudy, especially in the north-west, but rainfall amounts were generally modest. It turned colder with overnight frost in places during the last few days.

November started off relatively quiet, but most of the month had a mobile westerly type interspersed with some short-lived northerlies. Fronts crossed the country at frequent intervals but many areas also had plenty of dry sunny weather in between. It was briefly very mild from the 20th to 22nd, and also very wet in the north-west, then turned colder in the last week with widespread (but not especially severe) frosts, and sleet and snow showers fell widely in eastern counties on the 30th.

Rainfall:



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Buxton observed mm**	SevenMile Halvergate Actual mm	Buxton 1971-2000 Actual mm**	West Somerton Actual mm
JAN	53.4	46.7	26	50.7	37	57.8	47.5
FEB	37.2	41.4	61.5	49.4	44	38	43
MAR	44.8	33.1	41.5	39.7	33.6	49	31.5
APR	45.3	14.5	22	21.7	17.6	45.8	26.8
MAY	44.8	63.5	32	44	54	41.4	54.5
JUN	54.3	66.3	100.5	73.1	24.6	55.2	
JUL	46	80.6	101	56	0	51.6	
AUG	50.1	61.7	63.5	49.4	18.2	53.2	
SEP	55.6	60.9	39	71.5	67.4	57.8	
OCT	59	18.2	69	14	15.8	64.3	
NOV	58.5	40.8	35.5	62.7	53	66.1	
DEC	56.8					59.5	

* <http://www.metoffice.gov.uk/climate/uk/summaries/2017>

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

7. STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

Project Engineer attended the following meetings:

4 October 2017

Meeting with the developers of the Crisp Maltings site at Gt. Ryburgh regarding their drainage plans and proposed scheme.

9 October 2017

Meeting regarding Wensum restoration phase 3.

16 November 2017

Public consultation drop in session regarding the de-mainment of the River Stiffkey.

18 November 2017

Meeting with the National Trust regarding their new 'river lands' project which will see restoration opportunities on Rivers mainly within the Bure Valley.

19 November 2017

Public consultation drop in session regarding the de-mainment of the Wendling Beck.

20-21 November 2017

Site Manager Safety Training Scheme course.

14 December 2017

Breckland DC scrutiny committee. Presentation with Graham Brown regarding our role and bylaw options.

Catchment Engineer attended the following meetings:

8 November 2017

Risk Management Authority Partnership meeting to discuss the benefits of Public Sector Cooperation agreements. Board Officers were able to highlight the pioneering works delivered for our multiple RMA Partners.

28 November 2017

ADA Eastern Branch AGM Pump House Aldeburgh. A comprehensive review of activities within the area with our RMA partners giving presentations of the good works we were achieving for our stakeholders.

4 December 2017 Board Staff put on standby to deploy the Lowestoft Barrier due to worsening weather forecasts. Stood down at T-12hrs when reduced water levels were forecast with wind direction changes improving the conditions off the coast.

7 December 2017

Emergency at Work First Aid Training.

Operations Engineer (Paul George) attended the following meetings:

18 October 2017

Pensthorpe site visit to scope maintenance and restoration works.

20 October 2017

Mimms Meadow scoping and footpath patch repairs.

15 November 2017

Natural Flood Management Workshop, Kesgrave conference centre.

17 November 2017

Newton Mill bypass structure site visit to scope repair works.

21 November 2017

Langor Brook site visit with Natural England to scope out partnership restoration project.

28 November 2017

ADA AGM Eastern Branch Meeting.

20 December 2017
CDM paperwork review meeting.

11 January 2018
Avoidance of Underground Services training. City and Guilds.

Operations Engineer (Thomas Jones) attended the following meetings:

02 October 2017
IMRM monthly programme meeting with EA.

10 October 2017
Landowner meetings on River Whitewater and Wensum.

12 October 2017
Crayfish Invasive Species Training.

26 October 2017
Environment Agency Demaining Public Exhibition.

02 November 2017
Manual Handling Training.

8 November 2017
East Anglian Public Sector Co-operation Workshop.

16 November 2017
Upper Yare works scoping.

8 December 2017
River Whitewater restoration scheme site meeting with Environment Agency.

30 November 2017
Landowner meeting – Scarrow Beck Restoration scheme promoting landowner involvement in restoration schemes.

11 December 2017
IMRM monthly programme meeting with EA.

13 December 2017
Emergency First Aid at Work Training.

20 December 2017
CDM Paperwork review meeting – internal procedure review.

16 January 2018
River Whitewater restoration scheme design meeting with Environment Agency.

Workforce Training

19 October 2017
Manual Handling Training attended by Adrian Brooks, Neil Marshall and Arun Halls.

13 December 2017
Emergency First Aid at Work attended by Adrian Brooks, Neil Marshall and Arun Halls.

8. COMPLAINTS/ENFORCEMENT

Nothing to report this period.

9. PLANNING

No planning this quarter however two Anglian Water sites were given consent for water course crossings with infrastructure.

NORFOLK RIVERS IDB ENVIRONMENTAL REPORT –January 2018

The following information pertains to environmental work carried out for the Norfolk Rivers IDB involving the Technical and Environmental Officer (TEO) and/or the Technical and Environmental Assistants (TEA), from the 09 October 2017-12 January 2018:

1. INFORMATION FOR THE BOARD

1.1 Norfolk Rivers Biodiversity Action Plan Document (BAP)

The Norfolk Rivers IDB Biodiversity Action Plan Document has been reviewed and updated in line with DEFRA requirements and in line with the duties of the Norfolk Rivers IDB to comply with the Natural Environment and Rural Communities Act (2006). The updated document can be found in Appendix I of the Environmental Report, for comment by Members. Following comments at the Board Meeting the TEO would like Board Approval to complete the BAP based on the appended draft, prior to 1 April 2018.

1.2 Norfolk Rivers IDB Standard Maintenance Operation Document (SMO)

The Norfolk Rivers IDB Standard Maintenance Operations document has been reviewed over the winter period. The document has been discussed with Natural England and is compatible with the requirements to allow a 5 year maintenance plan to be assented for many of the tributaries of the River Wensum.

The document can be found in Appendix II of the Environmental Report.

2 STATUTORY DUTIES TOWARDS CONSERVATION

2.1 Prework Checks and Site Visits

10 October 2017

The TEA attended a site visit with Jason Lovering, (Five Rivers) to dig 12 gravel test pits on Castle Acre Common, River Nar (DRN120G0101) to confirm the presence of gravel on site and along the proposed route of the new river channel. This proved to be a successful day and a report was written confirming the findings.

11 October 2017

A site visit was undertaken by the TEA to assess progress on the Scarrow Beck River Restoration project and photograph the site.

16 October 2017

A site visit was undertaken by the TEA to Burnham Deepdale to conduct a water vole survey prior to bank works. The drain needed pioneering works (tree removal, scrub clearance and bank works). No water vole burrows were found.

18 October 2017

The TEA and Paul George, Operations Engineer, visited Langor brook, to undertake a preliminary scoping exercise with a view to a future river restoration scheme.

30 October 2017

The TEA carried out a site visit at Newton on the River Nar to prior to work being undertaken on the Mill Pond and to determine areas for herbicide application.

31 October 2017

AM The TEA visited site during silt removal from the Newton mill pond and to carry out herbicide spraying with a knapsack sprayer on bur reed and fools water cress in the River Nar.

17 November 2017

The TEA and Paul George, Operations Engineer visited the River Nar, Newton Mill (DRN120G0101) to assess a culvert repair.

3. Meetings and training

12 October 2017

The TEA organised a crayfish biosecurity morning at Hickling Barn for WMA operational staff with guest speaker, Helen Beardsley, EA Officer, to inform the workforce of what they should be doing to protect the native crayfish and how to identify invasive species of crayfish. Biosecurity measures to be undertaken during working practices were also highlighted.

26 October 2017

The TEA attended a Manual Handling Training Course at Hickling Barn.

27 October 2017

The TEA attended the EA de-maining consultation drop in event at Hunstanton Community Centre with regard to the proposed de-maining of the Hun.

02 November 2017

Am. The TEO attended a Manual Handling Training Course at Hickling Barn.

Pm. The TEO undertook a water vole survey at Potter Heigham prior to a proposed bank reprofiling exercise.

15 November 2017

The TEAs attended the Natural Flood Management (NFM) Workshop in Ipswich. Presentations outlined different ways of working with natural processes to help prevent flooding to people and property. Funding streams were also discussed for NFM projects.

24 November 2017

The TEA and TEO attended a meeting at Dragonfly House with Nik Berthold, SSSI adviser at Natural England to discuss the 5 year plan for Habitat Regulations Assessment and assenting for IDB Watercourses which are tributaries of the River Wensum. This will enable both organisations to lessen their workloads over the next 5 years beginning 01 April 2018.

05 December 2017

The TEA attended the Norfolk Non-Native Species Initiative meeting at Norfolk County Hall.

07 December 2017

The TEAs attended the First Aid at Work, one day course in Kings Lynn.

4. Non - Compliance

Nothing to report within this period.

5. Complaints

Nothing to report within this period.

6. Freedom of Information Act Requests

None during this period.

7. SSSI assent, herbicide applications, Waste Exemptions

License / Assent / Habitat Regulations Assessment	Applied	Granted
Habitat Regulations Assessment for Burnham Deepdale desilt	09 October 17	13 October 17
Norfolk Biodiversity Information Service (NBIS)	16 November 17	27 November 17
River Nar, Newton culvert repair SSSI assent to NE	05 December 17	13 December 17
Habitat Regulations Assessment and assent letter for the 5 year plan for the River Wensum routine maintenance 2018-2023	11 December 17	13 December 17

Norfolk Rivers IDB

Schedule of Paid Accounts

Payment Date From: 01/10/2017

Payment Date To: 31/12/2017

<u>Name</u>	<u>Details</u>	<u>% Cost Recoverable</u>	<u>Amount Paid This Period</u>
Acle Garden Machinery Centre	Chainsaw PPE	0	245.40
AMIS Piling & Dredging	Norfolk Truxor Hire	100	1,320.00
Mr D Andrews	Watervole watching	100	244.60
Anglia Farmers Ltd	Materials/Equipment	75	9,461.37
Atkins Ltd	PAR Preparation	100	14,400.00
Aylsham Plant Hire Ltd	Excavator Transport	0	162.00
Broads (2006) IDB	Recharge Work	0	6,402.13
C.E.F. (Anglian Division)	Lamp/Bulbs	0	61.21
CJ Spares Ltd	Repairs/Oil/Parts	0	34.51
Enforcement Bailiffs Ltd	Bailff Fees	100	15.00
Engineering & Hire Ltd	Parts	0	707.45
Environment Agency	Precept	0	33,940.50
Five Rivers Environmental	Test Pit Excavations	0	1,560.00
GDR Sales Ltd	Plant/Labour Hire	55	68,331.55
Geocurve Ltd	Channel Survey	100	4,488.00
B J Goose Digger Hire Ltd	Plant/Labour Hire	0	5,367.00
Halls Power Equipment Ltd	Two Stroke Oil	0	12.50
Inland Revenue	PAYE/NIC	0	5,433.77
Mervyn Lambert Plant Hire Ltd	Plant Hire/Serviceing	25	960.00
Robin Lofty	Repairs	0	40.00
Longwater Construction Supplies	Pipe	100	787.48
Norfolk County Council	Environmental Data Enquiry	0	90.00
Norfolk Pension Fund	Superannuation	0	5,311.89
Norwich Instrument Services Ltd	Calibration	0	153.96
Norfolk Rivers Trust	Crayfish Survey	0	5,000.00
P & R Hydraulics Ltd	Solenoid	0	152.68
Rocksure Systems Ltd	Lone Worker Service	0	129.60
Vodafone Ltd	Mobile Phone Charges	0	145.80
Water Management Alliance	Staff Recharges/PPE	85	13,660.00
Heather Wallis	Archaeological/Monitoring	0	1,857.75
Yarmouth Rewinds Ltd	Repairs	0	1,238.50

Please note that the amounts shown above include VAT

£181,714.65

Norfolk Rivers Internal Drainage Board

Objectives 2017/18– Performance Review

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2017/18 and plan for subsequent year's rate increases to equate to no more than an inflationary rise.	Chief Executive/ Budget Holders :Catchment Engineer / Project Engineer / Operations Manager	Achieved
2.	Ensure the EA's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage District.	Chief Executive/Board	In agreement with the EA, the Board's Officers have prepared a 3-year programme of works to EA main river that would benefit the IDB system and for delivery by the IDB, to be funded by the Board's precept/RFCC Local Levy payment. Delivery of this programme commenced in 2017/18 under terms of PSCA with the EA.
3.	To make progress with changing the legislation to enable the Board to extend its area, should Highland Water Contributions be reduced or no longer made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.	Chief Executive/Board	Ongoing.
4.	To help introduce a sustainable investment programme primarily for the 'low consequence' main river network that the Board's watercourses discharge into, by working with the EA, NCC, NE and our other partners.	Project Engineer	Achieved within Objective 2.

18 January 2018

P J CAMAMILE
CHIEF EXECUTIVE



Draft Objectives for 2018/19

1. To ensure that total expenditure does not exceed the expenditure budget for 2018/19 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
2. To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
3. To review the arterial network and the Board's Infrastructure Adoption/Abandonment policy.
4. To devise an indicative 5 year Asset Management Plan and Works Programme for consideration by the Board.
5. To identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.
6. To help introduce a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, NNDC, NCC, NE, BA and our other partners.

**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)	Reduction in, or insufficient finance, grant and income 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
	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	6 →	Develop Investment Plan with key stakeholders
	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 →	PSCA in place between IDB/EA, effective 2017/18 to undertake maintenance works on some sections of main river identified by the IDB's Project Engineer

**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)
						that will provide benefit to IDB watercourses. Continue to encourage the EA to de-main lengths of less strategically important main river for the IDB to adopt and maintain
	Access to skills and core competencies is reduced	Potential to limit delivery of a quality service and thereby weaken stakeholder confidence in the IDB's capabilities	1	3	Medium 3 ↓	Board is an equal member of the WMA CMC, which strengthens the organisation and assures access to appropriate skills/competencies. Board is kept updated via member representation at CMC meetings Extensive staff training is recorded and documented Effective management, Employee handbook and compliant disciplinary and grievance procedures Key man insurance is in place for appropriate personnel
	Damage caused to third party property or individuals,	Compensation claims made against the Board	2	2	Medium 4 ↓	Documented Staff training and Employee handbook in place to limit risk

**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)
	as a result of carrying out works	Loss of confidence in the Board's capabilities				<p>Internal controls provide for segregation of duties</p> <p>Use of approved suppliers</p> <p>Insurance, Financial Regulations, Health & Safety Policy, risk assessments and safe systems of work all in place</p> <p>ISO9001 accredited with external audit of QA systems</p> <p>Complaints register</p>
	Unable to respond to a major incident, due to lack of resources	Low – the IDB is not a first line responder	1	2	Low 2 →	<p>Additional resource in post and shared across WMA Eastern Boards</p> <p>Resources backed up by volunteers and equipment</p> <p>Board is a member of the Local Resilience Forum.</p> <p>Board's emergency plan integrates with County emergency plan</p>
	Claims and/or bad publicity against IDB in the event of	Loss of public confidence in IDB Potentially	1	2	Low 2 →	<p>As a WMA member Board there is access to support from other member Boards and the</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)
	failure to provide a 24 hour/365 day emergency response for the community	damaging to IDB's relationship with other RMAs				WMA Staffing Plan and Duty Rota Emergency workforce and volunteers available Procedures for managing the media are set out in the Board's Reserved Matters
	Public do not know who to contact in an emergency	Delayed response	1	2	Low 2 →	Contact information on website: http://www.wlma.org.uk/norfolk-idb/contact-us/ and in telephone directory Duty Officer emergency telephone line LRF/LLFA have contact details
	Loss or damage of assets through pilferage, theft or neglect	Reduces IDB capability of fulfilling its statutory function	2	2	Medium 4 ↓	Asset management plan and maintenance programmes in place Visual asset inspections

**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)
		Cost implications for replacement, even with insurance				Regular stock control checks and current inventory of assets Insurance
	Loss of income through error or fraud	Cost implication for external assistance that may be required to recover monies May need to implement further training and/or disciplinary procedure	1	2	Low 2 →	Board approved Financial Regulations, Anti-Fraud/Corruption Policy, Whistleblowing Policy Internal controls and segregation of duties Internal and external audit Insurance
	Failure to comply with all current U.K. and E.U. legislation/regulation and/or generally accepted accountancy practice	IDB could incur penalties/fines	1	3	Medium 3 →	Employ competent staff through WMA. Training for staff and Board members Board approves Financial Accounts Internal audit Engage HR, Legal and Health and Safety specialists as and when required
	Maintenance works constrained by the Water	IDB could incur penalties/fines	2	3	High 6 ↓	Work with EA, NE and voluntary sector orgs to meet WFD requirements.

**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>Framework Directive legislation and Habitat Regulations Assessment</p> <p>Onus of proof sits with IDBs</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 become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydraulic sub catchment	<p>LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD</p> <p>LLFA and EA take over the functions of the IDB</p>	<p>Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD</p> <p>If the LLFA/EA were to take over the functions of the IDB, the IDB would cease to exist</p>	1	3	Medium 3 ↓	<p>Build and maintain trust and understanding with LLFA, EA and DEFRA</p> <p>Regular liaison meetings with EA</p> <p>Take on works where possible to demonstrate professionalism and VFM</p> <p>Availability of Public Sector Cooperation Agreement (PSCA)</p> <p>Monitor performance and review governance arrangements</p> <p>Back office functions are spread across the WMA Member Boards to reduce costs, strengthen organisation and increase influence</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)
						Member of ADA Develop linkages with local media to promote IDB
	Unable to take on the extra work due to lack of resources	Could reduce LLFA/EA confidence in the IDB's ability to deliver	2	2	Medium 4 ↓	Explore new funding sources locally with EA, LLFA and others Arrangement with WMA Member Boards for support Introduction of new management structure for WMA (Eastern) Boards Additional Resource in post and shared across other WMA (Eastern) Boards to increase capacity and capability
To liaise with EA to en-main sections of main river that will be de-listed by the EA.	EA may not provide funding to the IDB for this additional maintenance. EA will not de-main the rivers if the IDB refuses to adopt them.	Lack of maintenance on these sections of main rivers could adversely affect the IDB's watercourses and reduce the IDB's ability to fulfil its statutory function	2	2	Medium 4 →	Continue to liaise with EA to bring proposal to Board. 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.

**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>Board has agreed to adopt de-mained rivers</p> <p>Prioritise maintenance programme</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>Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>Potential for developers to allow SUDs to be managed by private</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</p>	2	3	High 6 →	<p>Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues</p> <p>Board comments made on planning applications are available on each Planning Authority's website</p> <p>Planning/Enforcement issues reported at Board and Committee meetings</p> <p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>The Board approved a SUDs adoption and</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)
	companies who may allow them to fall into disrepair through lack of long term maintenance	impact on the IDB infrastructure and subsequently increase the risk of flooding				<p>charging policy at its meeting on 26 January 2017</p> <p>Liaise with Local Authorities about the introduction of IDB Byelaws outside the IDD</p> <p>Increased resource following appointment of WMA Chief Planning Officer in November 2017 and dedicated WMA Eastern Planning Officer in December 2017.</p>
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	<p>Non-delivery/ non compliance of Biodiversity Action Plan (BAP)</p> <p>Implementation of BAP leads to increased flood risk and increased maintenance costs</p> <p>Increased levels of non-native species adversely affect BAP</p>	<p>Board does not meet its environmental targets. Potential to incur penalties/fines</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Failure to successfully control/eradicate invasive species</p>	1	2	Low 2 →	<p>BAP approved by Board and submitted to DEFRA and EA. Revised and updated for Board approval January 2018</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>Prepare a programme of</p>

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STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	delivery					<p>environmental survey work in and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</p> <p>ISO 14001 accreditation and external audit of QA systems</p> <p>Actions monitored by EA, NE, Police, SWT and local population</p> <p>Complaints Register</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present</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.

Distributed to:

Members

Bambridge S G
Bannock C H Mrs
Birkbeck H C
Borrett W
Borthwick J
Bracey J
Broome P
Carrick J F (Vice-Chairman)
Cator H G
Carrick P H
Everett G
Foster N W D
Foulger C
Green A R Mrs
Hannah B J
Hester S
Labouchere J P
Legg N
Little M R
Monument L Mrs
Moore P
Mutimer G T
Oldfield J F
Papworth P D (Chairman)
Pearce N
Sayer M J
Shaw S
Watson E Mrs
Wilbourn R

Officers

Bloomfield G
Brown G
Camamile P J
George P
Jeffrey Miss S
Laburn Ms C
Philpot M