

**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 26 JANUARY 2017 AT 10.00 AM.**

**Elected Members**

- \* H C Birkbeck
- \* J Borthwick  
J Bracey
- \* J F Carrick
- \* H G Cator  
N W D Foster  
B J Hannah
- \* J P Labouchere
- \* M R Little
- \* T Mutimer
- \* J F Oldfield
- \* P D Papworth  
M J Sayer
- \* S Shaw  
R Wilbourn

**Appointed Members**

**Breckland DC**

- \* S G Bambridge  
W Borrett  
Mrs L Monument

**Broadland DC**

- \* Mrs C H Bannock
- \* P Carrick
- \* G Everett  
A Mallett

**King's Lynn & WN BC**

- \* Mrs E Watson

**North Norfolk DC**

- \* Mrs A R Green  
P Moore  
Ms B Palmer  
**Vacancy**  
**Vacancy**

**South Norfolk DC**

- \* P Broome
- \* K Kiddie
- \* Dr N Legg

- \* Present (61%)

Mr P D Papworth in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer),  
Mr M Philpot (Project Engineer), Mr Paul George (Operations Engineer),  
Miss H Mandley (Technical and Environmental Assistant)  
and Mrs M Creasy (minutes)

ID Norfolk Rivers IDB, Minute	Action
<b>01/17 APOLOGIES FOR ABSENCE</b>	
<b>01/17/01</b> Apologies for absence were received on behalf of Messrs W Borrett, J Bracey, N Foster, B Hannah, A Mallett, P Moore, M Sayer, R Wilbourn, Mrs L Monument and Ms B Palmer.	
<b>02/17 DECLARATIONS OF INTEREST</b>	
<b>02/17/01</b> There were no declarations of interest other than those already recorded in the register of members' interests. RESOLVED that this be noted.	
<b>03/17 MINUTES OF THE LAST BOARD MEETING</b>	
<b>03/17/01</b> The minutes of the last Board meeting held on 20 October 2016 were approved and signed as a true record. Arising therefrom:	
<b>03/17/02 North Norfolk DC Planning Application PO/16/0916 (66/16/02)</b>	
<p>At the time of this meeting no response had been received from either North Norfolk DC or the applicant with regard to the Board's objection and invitation for discussion with the applicant, with regard to the potential impact on Skeyton Beck. RESOLVED that this be noted.</p>	
<b>04/17 MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING</b>	
<b>04/17/01</b> The minutes of the last Executive Committee meeting held on 20 October 2016 were considered in detail and approved. There were no matters arising.	
<b>05/17 OPERATIONS REPORT</b>	
<b>05/17/01</b> The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
<b>05/17/02 Health and Safety (2)</b>	
<p>There were no accidents, incidents or near misses to record during this reporting period.</p>	
<b>05/17/03 Upper Wensum Restoration (4)</b>	
<p>The Operations Engineer reported that phase 2 of the Upper Wensum restoration project had been completed. Designs for phase 3 would commence in February 2017 with phase 3 construction scheduled for February 2018. RESOLVED that this be noted.</p>	

ID Norfolk Rivers IDB, Minute	Action
<p><b>05/17/04 Water Level Management Plans – River Nar Restoration – Lexham (4)</b></p> <p>The Operations Engineer reported that phase 1 works were complete and phase 2 works were due to commence in Spring 2017. RESOLVED that this be noted.</p>	
<p><b>05/17/05 Water Level Management Plans – River Nar Restoration (4) West Acre Mill</b></p> <p>The Operations Engineer reported that bed levels here had now been readjusted to facilitate a constant flow of water through this channel all year round.</p>	
<p><b>05/17/06 Water Level Management Plans – River Nar Restoration (4) Castle Acre Minns Meadow and Emmanuel Common</b></p> <p>The Operations Engineer reported that works for each of these sections were successfully completed in November 2016.</p>	
<p><b>05/17/07 Water Level Management Plans – River Nar Restoration (4) Newton Common and Newton Common Moated Meadow</b></p> <p>The Operations Manager reported that works on these sections had been rescheduled to start in Spring 2017 due to weather conditions and to avoid trout spawning season. RESOLVED that this be noted.</p>	
<p><b>05/17/08 Hydrology (5)</b></p> <p>Members considered the recent tidal surge, which served as a timely reminder of the importance of maintaining tidal defences. The Catchment Engineer reported that six mobile pumps had been in use during/after the surge, three across the WMA (Eastern) Boards to supplement Board pumps and three on standby at Snape Maltings. Mr J Borthwick recorded the EA’s indication to complete coastal defence repairs at Burnham by raising the defence there to 5.3m.</p>	
<p><b>05/17/09 Lowestoft Temporary Flood Barriers</b></p> <p>Members were apprised of the PSCA between Waveney District Council and WMA (Eastern) for WMA (Eastern) employees to support the preparation, deployment and maintenance of the Lowestoft temporary flood barriers whereby WMA (Eastern) will maintain an out of hours 24/7 duty rota and response resource from October to March each year to 2021. The Lowestoft flood barrier had been deployed the weekend prior to this meeting in response to the tidal surge and thanks were recorded to all employees involved. RESOLVED that this be noted.</p>	

ID Norfolk Rivers IDB, Minute	Action
<b>06/17 PLANNING</b>	
<b>06/17/01</b> The Planning Report, (included within the Operations Report and a copy on file in the Report Book), was considered in detail and approved. Arising therefrom:	
<b>06/17/02 North Norfolk DC Planning Application PF/16/0784</b>	
The Project Engineer's comments submitted to North Norfolk DC Planning in respect of this application were noted.	
<b>06/17/03 South Norfolk DC Planning Application 2016/2668</b>	
Members noted the Project Engineer's comments made to South Norfolk DC Planning in respect of the above application for outline planning consent for the development of up to 61 dwellings at Old Sale Yard, Cemetery Lane, Wymondham. The proposed attenuated discharge to a Board watercourse would be subject to a surface water development contribution payable to the Board and the Project Engineer had invited discussion with the developer to discuss this and Land Drainage consent. RESOLVED that this be noted.	
<b>06/17/04 SUDs Adoption and Charging Policy</b>	
The SUDs Adoption and Charging Policy, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
<b>06/17/05</b> The Chief Executive provided background information to members, outlining that the policy enabled the Board to take commuted sums in addition to surface water development contributions, to properly manage SUDs in perpetuity and thereby prevent any adverse effects on the Board's drainage system. The policy had been adopted by other WMA Member Boards and also by Boards in Lincolnshire, which would support ADA to lobby Government for legislation change in respect of consenting SUDs in the planning process and hopefully make IDBs statutory consultees.	
<b>06/17/06</b> Members considered the need for a dedicated Planning Officer to manage planning applications affecting the Board's system to be more necessary than ever in order to successfully implement the SUDs Adoption and Charging Policy. All considered that the Board required its Project Engineer to dedicate his engineering expertise full time to the Board and should not have to spend time considering planning applications. Mr H G Cator recorded also on behalf of Broads (2006) IDB his support for a dedicated Planning Officer for the WMA (Eastern) Boards.	
<b>06/17/07</b> It was therefore agreed to mandate the Consortium Management Committee to consider the appointment of one FTE Planning Officer for the WMA (Eastern) Boards at its next meeting on 31 March 2017. RESOLVED that this be noted.	

**07/17 ENVIRONMENTAL REPORT**

**07/17/01** The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

**07/17/02 Complaints**

Members were apprised of a complaint received via email alleging the IDB's 'overzealous' maintenance on the Dereham Stream at Toftwood. Following investigation by the Technical and Environmental Officer, Project Engineer and Operations Engineer it was concluded that the works had not been undertaken in an 'overzealous' manner and had been carried out to the standard dictated in the Board's Standard Maintenance Operations document. A response had been sent in this effect to the complainant. RESOLVED that this be noted.

**07/17/03 Training**

Members were advised that both the Technical and Environmental Officer and the Technical and Environmental Assistant, together with a number of WMA (Eastern) operatives were now trained in the Safe Use of Pesticides (PA1) and the Spraying of Herbicides in or near a watercourse (PA6W). WMA (Eastern) employees and contractors had also received a presentation from the Non-Native Invasive Initiative on the importance of the awareness of non-native species and how to deal with these if found. RESOLVED that this be noted.

**08/17 SCHEDULE OF PAID ACCOUNTS**

**08/17/01** The Schedule of Paid Accounts for the period 1 October 2016 to 31 December 2016, totalling £430,181.77, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

**09/17 ESTIMATES 2017/18**

**09/17/01** The detailed estimates for 2017/18, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:

**09/17/02** Members were advised that the maintenance programme is now based on a three-year targeted cycle and this had resulted in a projected underspend for 2016/17. RESOLVED that this be noted.

**09/17/03** It was agreed and thereby RESOLVED to approve the expenditure budget of £1,438,051 for 2017/18 as presented.

ID Norfolk Rivers IDB, Minute	Action
<b>09/17/04</b>	It was agreed and thereby RESOLVED to approve the net requirement of £378,853 for 2017/18 as presented.
<b>09/17/05</b>	The Administration and Technical Support Costs Estimate for 2017/18, as recommended by the Consortium Management Committee on 9 December 2016 was considered in detail and approved. Arising therefrom:
<b>09/17/06</b>	It was agreed and thereby RESOLVED to approve the Administrative Support Consortium Charge of £128,884 and include the same in the Board's Rate Estimates for 2017/18.
<b>09/17/07</b>	It was agreed and thereby RESOLVED to approve the Technical Support Consortium Charge of £175,475 and include the same in the Board's Rate Estimates for 2017/18.
<b>10/17</b>	<b>FINANCIAL YEAR 2017/18 LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES</b>
<b>10/17/01</b>	<b>Annual Values</b>
	It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2016 used for the purposes of raising and apportioning expenses from the agricultural drainage rates and special levies for 2017/18.
<b>10/17/02</b>	The Chairman advised members that the Executive Committee had considered the Estimates 2017/18 at its meeting earlier today and following considerable discussion had resolved to recommend that the Board approves option 2, a 2% increase in drainage rates/special levies as opposed to the Chief Executive's proposal in the Board papers for 1.3%. Mr J F Carrick, Chairman of the Executive Committee went on to explain that the Executive Committee had considered that in view of the fact that inflation was now on the increase and predicted to increase further, the Chief Executive's proposed option 3 at 1.3%, (based on October 2016 inflation rate), was not sufficient to ensure adequate funds to deliver the maintenance programme for 2017/18 in its entirety and the Executive Committee had subsequently agreed to recommend the Board approves a 2% increase.
<b>10/17/03</b>	Considerable discussion ensued with some members of the opinion that 1.3% increase for 2017/18 would be satisfactory given that a 2% increase was forecast for future years. Mr P Carrick proposed increasing the rate/special levy by the actual requirement of 3.48% but this was considered unacceptable by the majority of members, with both the Chairman and Chief Executive conscious of the need for an increase that would be acceptable to the Local Billing Authorities.
<b>10/17/04</b>	It was proposed by Mr S G Bambridge and seconded by Mr G Everett

to approve the Executive Committee's recommendation for option 2, which equated to an increase of 2%. This proposal was put to the vote and carried with 1 abstention, (Mr P Carrick) and 1 against, (Mr J F Carrick). There being no further proposals from members it was agreed and thereby RESOLVED to approve option 2, which equated to a Drainage Rate increase of 2% for 2017/18 at 10.585p in the pound and an increase of 2% on the amount of Special Levies due from the billing Authorities:

Agricultural Drainage Rates	£76,680
Breckland District Council	£47,518
Broadland District Council	£70,954
King's Lynn & West Norfolk Borough Council	£18,048
North Norfolk District Council	£94,686
Norwich City Council	£5,298
South Norfolk District Council	£60,270
Reserves	£5,399
	<b>£378,853</b>

#### 11/17 INDICATIVE FIVE YEAR FORECAST

**11/17/01** The indicative five year forecast was considered in detail and approved, (a copy of which is filed in the Report Book).

#### 12/17 REVIEW OF OBJECTIVES 2016/17

**12/17/01** The review of objectives for 2016/17, (a copy of which is filed in the Report Book), was considered and approved as having been substantively achieved. Arising therefrom:

**12/17/02** The Chief Executive apprised members of the real progress that had been made in regard to the Board's objective to ensure its precept paid to the EA was fair and spent on works benefitting the Board's Internal Drainage District. The Anglia Eastern RFCC approval for the EA to pay £350,000 per year over a three year period for the four IDBs in the Eastern region to deliver maintenance works on main river was considered a real achievement as it would enable the Board to deliver a maintenance programme on main river to derive benefit in the Board's drainage district. RESOLVED that this be noted.

#### 13/17 OBJECTIVES 2017/18

**13/17/01** It was agreed and thereby RESOLVED to approve the objectives for 2017/18 as follows:

- (i) Ensure that total expenditure does not exceed the expenditure budget for 2017/18 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.

ID Norfolk Rivers IDB, Minute	Action
<p>(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.</p> <p>(iii) 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.</p> <p>(iv) Help to introduce a sustainable investment programme primarily for the 'low consequence' main rive network that the Board's watercourses discharge into, by working with the EA, NCC, NE and other partners.</p>	
<p><b>14/17 RISK REGISTER</b></p>	
<p><b>14/17/01</b> The Board's Risk Register, (a copy of which is filed in the Report Book), which had been updated in line with the Governance and Accountability for Smaller Authorities in England Practitioners' Guide to Proper Practices 2016, was considered in detail and approved. There were no matters arising.</p>	
<p><b>15/17 CORRESPONDENCE</b></p>	
<p><b>15/17/01</b> There was no correspondence for the Board to consider during this reporting period.</p>	
<p><b>16/17 NEXT MEETING</b></p>	
<p><b>16/17/01</b> The next meeting would take place on 25 May 2017 at 10.00 am in the Conference Suite at Breckland District Council, Elizabeth House, Walpole Loke, Dereham NR19 1EE.</p>	
<p><b>17/17 ANY OTHER BUSINESS</b></p>	
<p><b>17/17/01</b> Following the Board's consideration of the maintenance programme in conjunction with approval of the Estimates 2017/18 earlier in the meeting, the Project Engineer was asked to research what if any impact on the Board's system could potentially arise from increased surface water run-off from proposed increased development in the Horstead catchment.</p>	<p><b>MP</b></p>
<p><b>17/17/02 ADA Update</b></p> <p>Mr H G Cator recorded his thanks to Norfolk Rivers IDB for its continued membership and support to ADA before providing an update on some of ADA's current projects:</p> <ul style="list-style-type: none"> <li>Continuing to lobby Government for national de-maining of low</li> </ul>	



consequence main river. NFU, CLA and LGA now more active on this issue also.

- Improving EA/IDB liaison – the public sector cooperation agreement is proving very useful.
- Working with local stakeholders to establish new IDBs – North Kent Marshes IDB and Pevensey and Cuckmere Water Level Management Board.
- Working with Government on investing to make savings. ADA is also helping its membership IDBs to understand the importance of maintaining reserves and operating as businesses and the IDB role in water level management.
- Working with LGA on the phasing out of rates/special levy and the financial impact this would have on IDBs' ability to manage flood risk.

**18/17 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN**

**18/17/01** There were no Members of the Public present at today's meeting.

**19/17 CONSORTIUM MATTERS**

**19/17/01** The unconfirmed minutes of the last Consortium Management Committee meeting held on 9 December 2016 were considered in detail and approved. Arising therefrom:

**19/17/02 Financial Report (34/16/02)**

It was agreed and thereby RESOLVED to approve the WMA CMC recommendation to pass on the surplus at 31 March 2017 back to the individual WMA Member Boards per the split as set out in the WMA Income and Expenditure Account. RESOLVED that this be noted.

**19/17/02 WMA Estimates 2017/18 (35/16/02)**

The detailed Consortium Budget and Basis of Apportionment for the financial year 2017/18, as approved at the Consortium Management Committee meeting on 9 December 2016, was considered in detail and approved by the Board. There were no matters arising.

**19/17/03** It was agreed and thereby RESOLVED to approve the recommendation for the WMA (Eastern) Boards to complete the implementation of its new management structure in order to meet the needs of the core business.

ID Norfolk Rivers IDB, Minute	Action
<b>19/17/04 Schedule of Paid Accounts</b>	
<p>The WMA Schedule of Paid Accounts for the period 1 April 2016 to 30 November 2016 totalling £734,844.17 as approved at the Consortium Management Committee meeting on 9 December 2016, was considered in detail and adopted. There were no matters arising.</p>	
<b>19/17/05 Financial Report</b>	
<p>The WMA Financial Report for the period 1 April 2016 to 30 November 2016, as approved at the Consortium Management Committee meeting on 9 December 2016 was considered in detail and adopted by the Board. There were no matters arising.</p>	
<b>19/17/06 Issues for discussion at next CMC meeting</b>	
<p>Please refer to minute 06/17/07 for discussion at the next Consortium Management Committee meeting on 31 March 2017.</p>	
<b>20/17 CONFIDENTIAL BUSINESS</b>	
<b>20/17/01</b> There was no confidential business to discuss	

**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, 20 OCTOBER 2016 AT 9.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* J F Carrick	<b>Breckland DC</b>
* M Little	* S G Bambridge
* P D Papworth	<b>South Norfolk DC</b>
	* Dr N Legg
	<b>BCKL&amp;WN</b>
	* Mrs E Watson
	* Present (100%)

In attendance:

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

<b>ID</b>	<b>Norfolk Rivers IDB: Executive Committee, Minute</b>	<b>Action</b>
<b>29/16</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>29/16/01</b>	There were no apologies to record.	
<b>30/16</b>	<b>MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING</b>	
<b>30/16/01</b>	The minutes of the last Executive Committee meeting held on 18 August 2016 were approved and signed as a true record. Arising therefrom:	
<b>30/16/02</b>	<b>De-Maining Proposals (23/16/02)</b>	
	Mr D Papworth recorded that Messrs Rob Wise, NFU East Anglia and Martin Rogers Flood Adviser, National NFU would be attending the main Board Meeting to present the NFU's project looking at alternative funding and management solutions available to its members when the EA reduces or stops main river maintenance. In view of Norfolk Rivers IDB's aspirations to take forward the en-maining of low priority main river, the NFU had requested to meet with the Board to discuss how it may be able to help move this forward. Members considered this to be particularly relevant now that the EA/DEFRA had put the pilot study with Norfolk Rivers IDB on hold. RESOLVED that this be noted.	

**30/16/03 De-Maining Proposals (23/16/03)**

The Project Engineer reported that discussion with the EA about the possibility of the IDB undertaking maintenance of low priority watercourse via a PSCA, (pending an EA decision on the de-maining pilot study), had stalled with the EA suggesting it had sufficient in-house resource for these works. RESOLVED that this be noted.

**30/16/04 Collection of Drainage rates (26/16/01)**

Members considered the closing balances as at 20 October 2016 for outstanding drainage rates for 2016/17, which identified £13,003.65 not yet received.

**30/16/05** The Chief Executive reported that those rate payers who had signed up to the Direct Debit Scheme had been written to and received an apology for the delay in the implementation of this scheme, (due in part to NatWest bank, as reported at the last Executive Committee meeting). Rate payers had been asked to pay by other means for this year's rate demand although the 2.5% discount would still be honoured and the Direct Debit scheme would be in place as soon as possible. Summonses had been issued for other non-payers. There was currently £13,000 of drainage rates outstanding. RESOLVED that this be noted.

**31/16 FINANCIAL REPORT**

**31/16/01** The Financial Report for the period 1 April 2016 to 30 September 2016 was considered in detail and approved. Arising therefrom:

**31/16/02** The Chief Executive reported that the Highland Water Contribution of £122,203 from the EA had now been received, therefore significantly reducing the £135,268 debtor profile reported as at 30 September 2016. RESOLVED that this be noted.

**31/16/03** The Chairman suggested it may be worth considering the feasibility of the Board procuring an additional man and machine for recharge works, given the volume of such works reported in the Finance Report, however, the Chief Executive emphasised the importance of guaranteed recharge works before committing to additional resource. RESOLVED that this be noted.

**31/16/04** It was agreed and thereby RESOLVED to recommend that the Board approves the Financial Report 1 April 2016 – 30 September 2016.

<b>ID Norfolk Rivers IDB: Executive Committee, Minute</b>	<b>Action</b>
<p><b>32/16 SCHEDULE OF PAID ACCOUNTS</b></p>	
<p><b>32/16/01</b> The Schedule of Paid Accounts for the period 1 July 2016 to 30 September 2016, totalling £159,963.84 was considered in detail and approved.</p>	
<p><b>33/16 COLLECTION OF DRAINAGE RATES</b></p>	
<p><b>33/16/01</b> Minute numbers 30/16/04 and 30/16/05 refers.</p>	
<p><b>34/16 DATE OF NEXT MEETING</b></p>	
<p><b>34/16/01</b> The next Executive Committee meeting would take place on Thursday 27 January 2017 at 9.00 am.</p>	
<p><b>35/16 ANY OTHER BUSINESS</b></p>	
<p><b>35/16/01</b> There was no other business to discuss.</p>	

## Water Management Alliance

### OPERATIONS REPORT FOR THE PERIOD OCTOBER 2016 TO JANUARY 2017

#### 1. REVENUE MAINTENANCE WORKS

Works were carried out on board main drains in the following districts:

**Board Machine:**

Binham Stream.

Currently undertaking work at Swannington including bank repairs.

Also undertaken re-charge work to other drainage boards since the last board meeting.

**Contractor's Machine:** (Wayne Risebrow & Gary Riseborough)

Bure: Mermaid (Marsham/Brampton system), Suffield, Kings Beck.

Wensum: Brisley/Beetley, Sculthorpe, Dereham stream, Salle (Reepham/Booton system),

Sculthorpe.

Yare & Tass: Hackford Run (Deopham/Wreningham system).

**Handwork: NRIDB Operatives:**

Numerous sites across the whole of the district.

#### 2. HEALTH & SAFETY

No accidents, incidents or near misses this period.

#### 3. PLANT

Nothing to report this period.

#### 4. CAPITAL SCHEMES

**Upper Wensum Restoration Project**

Phase 2 is now complete with the designs for phase 3 starting in February 2017.

**RIVER NAR RESTORATION SCHEMES (WLMP)**

**Lexham Restoration Scheme, Norfolk**

The project has been simplified into two phases which has reduced costs whilst still allowing the desired restoration outcomes to be achieved. Phase 1 is now complete.



*As built photograph of Phase 1*

Phase two will involve:

- Excavating a small bypass channel along the south bank for fish passage
- Lining the existing culvert to reduce the risk of collapse
- In-channel restoration upstream of the culvert

Designs are being finalised and works are planned to start early Spring 2017.

### **West Acre Mill**

Bed levels have been readjusted to ensure a constant flow of water through the channel all year round.



*As built photograph of the modified bypass channel*

The new channel will be left to mature and naturalise over the coming seasons with its effectiveness being monitored.

**Castle Acre Minns Meadow.**

Works here were completed in November 2016. We have restored approximately 600m of watercourse by installing seven gravel glides. The gravel material was won locally from the adjacent meadow. Whilst on site the opportunity was taken to work in partnership with Norfolk County Council to improve the Nar Valley Way footpath which runs the entire length of the North bank of the river. This was also done with the use of local gravels. Five Rivers Environmental Contracting carried out the work which was closely supervised by Charles Rangeley-Wilson, NRT and Helen Mandley. The bed gradient here is now much more akin to a chalk stream and trout have already been witnessed spawning on the gravel glides.

**Emmanuel's Common Phase 2**

Works here were completed in late November 2016. This scheme involved very similar works to that at Minns Meadow with the same scheme management roles in place. Approximately 320m of existing channel has been restored along with approximately 200m of new channel constructed. Six gravel glides were constructed in the existing channel to create a suitable gradient and habitat.

**Newton Common & Newton Common Moated Meadow**

Planned works here have been reprogrammed to start in Spring 2017 in order to avoid trout spawning season and the worst of the weather. Again the works are very similar in nature to Minns Meadow and Emmanuel's Common. The work downstream at the Moated Meadow involves reconnecting a relic meander loop.



*Minns Meadow as built photograph*





Emmanuel's Common as built Photograph

## 5. HYDROLOGY

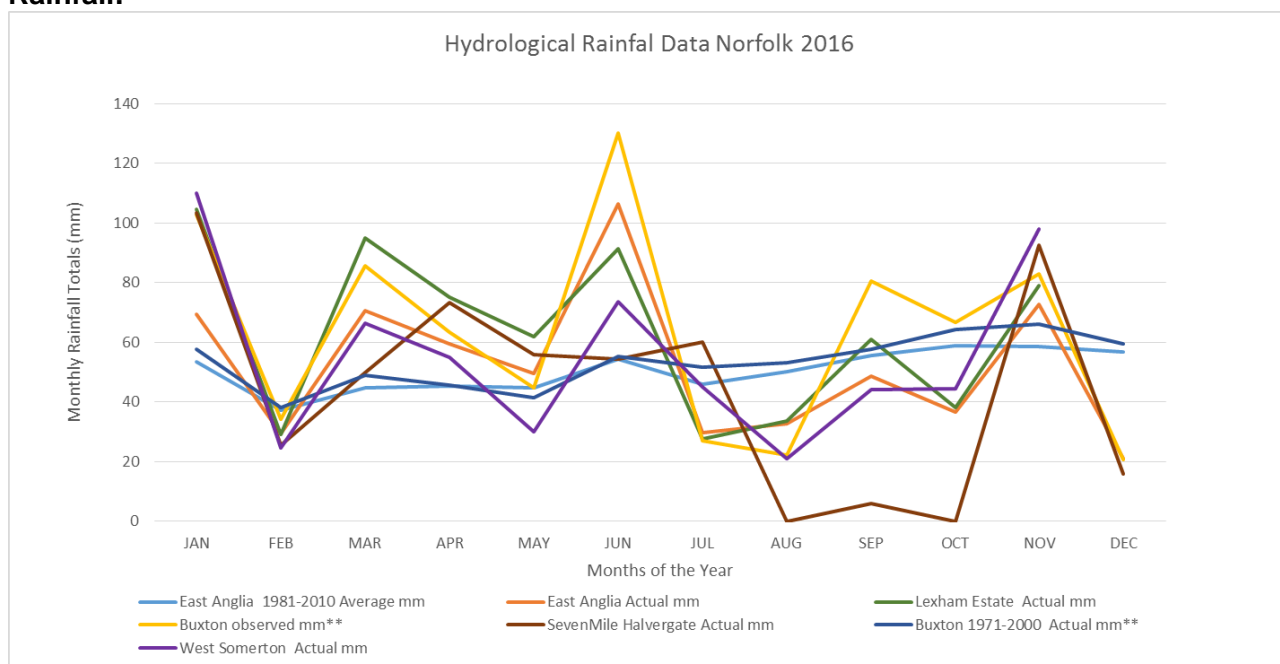
**UK Overview** (extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2016>)

October began wet in the south with low pressure moving across the country, but an easterly type became established by the 3rd, and the rest of the month had mostly easterly winds, which brought showers into many eastern coastal areas, but plenty of sunshine for the west and especially the south-west. The weather turned more unsettled between the 15th and 19th. For most of the month temperatures were mostly near or a little below normal, but it was warm at the end of the month.

November began quiet and mild in the south, but colder air quickly spread southwards via a slack northerly airflow. Northerly winds were frequent in the first third of the month, and there was some snow in the north on the 9th. The weather turned more unsettled around mid-month. Storm Angus brought wet and windy weather and flooding especially to the south-west on the 19th/20th, and another system on the 21st brought rain and flooding further north. The month ended with high pressure in charge, and it was mostly dry and sunny and increasingly cold.

December began settled with high pressure in charge, and cold and frosty in the south but with temperatures nearer average in the north. From the 6th to the 20th, southerly winds brought generally mild and often quiet weather, though with some rain or drizzle at times. The 21st to 26th was unsettled and windy, especially in the north, but the month ended quiet, with widespread frost and fog especially in the south.

## 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	69.5	104.5	102.9	103.4	57.8	110
FEB	37.2	29.3	29	34.1	25.4	38	24.5
MAR	44.8	70.5	95	85.6	50	49	66.5
APR	45.3	59.6	75	63.5	73.4	45.8	55
MAY	44.8	49.7	62	44.7	56	41.4	30
JUN	54.3	106.5	91.5	130.2	54.3	55.2	73.5
JUL	46	29.7	27.5	27.1	60	51.6	45
AUG	50.1	32.8	33.5	22.3	0	53.2	21
SEP	55.6	48.8	61	80.4	6	57.8	44
OCT	59	36.5	38	66.6	0	64.3	44.5
NOV	58.5	72.7	79	83	92.6	66.1	98
DEC	56.8	21.1		20.8	16	59.5	

\* <http://www.metoffice.gov.uk/climate/uk/summaries/2016>

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

## 6. STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

### Project Engineer attended the following meetings:

11 December 2016  
RFCC/IDB liaison meeting

17 November 2016  
ADA Conference (London)

06 December 2016  
De-mainment Catch-up Meeting with the Environment Agency

14 December 2016  
FCRM Programme Workshop at Environment Agency Offices in Ipswich

**Catchment Engineer attended the following meetings:**

11 November 2016  
RFCC/IDB liaison meeting

17 November 2016  
ADA Conference (London)

30 November 2016  
River Nar river inspection downstream of Emanuel's Common and Minn's Meadow

14 December 2016  
FCRM Programme Workshop

**Operations Engineer attended the following meetings:**

21 October 2016  
Minns Meadow site set up

24 October 2016  
Lexham site visit

03 November 2016  
Binham Stream site meeting

04 November 2016  
Hundred Stream site meeting

11 November 2016  
Lexham site meeting with culvert CCTV contractor

14 November 2016  
Dereham Stream site meeting

17 November 2016  
Emmanuel's common site meeting

18 November 2016  
AutoCAD training to colleague

24 November 2016  
Blickling Hall site meeting

28 November 2016  
Institute of Civil Engineers meeting

29 November 2016  
Lowestoft Temporary Flood Barrier training

30 November 2016  
Emmanuel's common site visit

01 December 2016  
CITB Site Safety Plus

05 December 2016  
Swannington beck site meeting

12 December 2016  
Presenting at Sensitive Ditch Management Workshop Blickling

14 December 2016  
FCRM Programme Workshop

20 December 2016  
(i) Swannington site visit; (ii) Hevingham site meeting with Landowner

04 January 2017  
West Acre site meeting

09 January 2017  
IDB Health and Safety Day

11 January 2017  
Lowestoft Barrier deployment

12 January 2017  
Burnham Deepdale site meeting with landowner

### **Workforce**

01 December 2016  
CITB Site Safety Plus Training for all WMA Eastern operatives along with close working contractors

9 December 2017  
1<sup>st</sup> Annual IDB Eastern Health and Safety Day for all IDB Eastern operatives along with close working contractors

## **7. COMPLAINTS/ENFORCEMENT**

No complaints this reporting period.

## **8. INFORMATION FOR THE BOARD**

### **Sensitive Ditch Management Workshop**

The Operations engineer and Technical and Environmental assistant were involved in delivering an educational workshop which was attended by over thirty local landowners. The theory and practical element of sensitive ditch management was presented and demonstrated by the Operations engineer and our contractors.



*Photograph showing bankside discussions as part of the workshop*

## Lowestoft Temporary Flood Barriers

In later Autumn Public Sector Cooperation Agreement (PSCA) derived piece of work with Waveney District Council to support the preparation, deployment and maintenance of the Lowestoft Temporary Flood Barriers (LTFB) was initiated.

Waveney DC are working towards a bigger flood defence project for Lowestoft using Capital FDGiA to deliver a permanent solution to flood risk within Lowestoft as a result of the devastating Dec 2013 tidal surge. This is planned to come on-line in 2021. The temporary flood barriers are an interim solution, offering a fixed level of protection to key parts of Lowestoft.

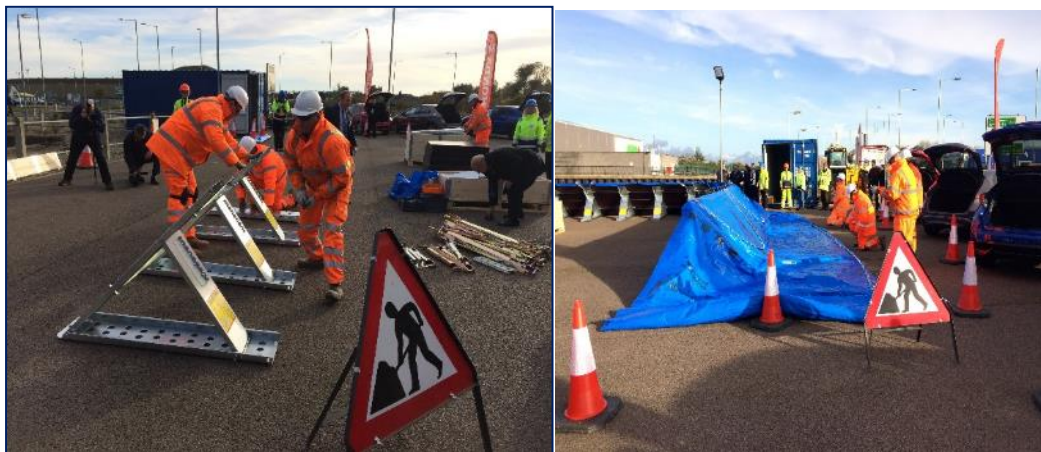
LTFB offers a level of protection to 3.20mAODN. This protection level was derived by WDC and their larger capital project consultant CH2M. Approximately 1400m of special light-weight aluminium demountable flood barriers have been bought from a specialist Swedish company called GeoDesign.

WMA (Eastern)- staff from Broads, Norfolk Rivers and East Suffolk IDB working with partners Waveney Norse undertook two days of training over the 28-29<sup>th</sup> November 2016 to ensure as many people that were available at the time received training direct from the manufacturer.

A Deployment Plan document exists that will aid the installation, management and demobilisation of the flood barriers during a tidal surge of sufficient level to require the barriers to be installed.

WMA(Eastern) are the lead Contractor for delivering the installation, manning and demobilisation of the LTFB once trigger levels have been met and activation calls received from the Suffolk Resilience Forum (SRF) via Waveney DC. Working in partnership with Waveney Norse we will coordinate the initial response and onward deployment management.

From the beginning of October to end of March each year up until 2021 WMA (Eastern) will maintain an out of hours 24/7 dedicated duty roster and response resource capable of mobilising to install the barriers at 36hours notice from Waveney DC.



## 9. PLANNING

### SUDs Adoption and Charging Policy

The Board is asked to consider adopting the WMA (Eastern) SUDs Adoption and Charging Policy, please refer to Appendix 1

### Planning Comments

#### **18/11/16 North Norfolk DC: Comment: PF/16/0784 | Conversion of existing function room to six flats including front extensions and parking. Re-building of existing dining room with staff lounge area over | Wensum Lodge Hotel, Bridge Street, Fakenham, NR21 9AY**

The site falls within the boundary of the Norfolk Rivers IDB and the site is within 9m of an IDB main drain.

As such Land Drainage consent is required, details of which can be found on our website.

The IDB drain finishes at the grate and this structure is cleared by NRIDB operatives. Access to the grill is important and we are pleased to see that this will not be affected by the works.

Should the grill become blocked then machine access to remove blockages could be required and again we are pleased to see that this should not be impacted on by the proposals.

NRIDB do not have hydraulic model records for the flow or flood levels in this location for our drain.

#### **18/11/16, South Norfolk, PA ref: 2016/2430 | Outline application with access and Landscaping (all other matters reserved) for 83 dwellings (including 27 affordable dwellings) with areas of public open space, sustainable drainage systems and associated infrastructure. | Land North Of Farmland Road Costessey Norfolk**

No Comment made, however worth noting it is only at outline stage at present with little detail. Site is adjacent to, but not within the NRIDB boundary. Early indications from the gravelly soil is that full infiltration will be possible.

#### **18/11/16: Hellesdon Neighbourhood Plan: Pre Submission Consultation Draft - invitation to comment**

Hellesdon borders the Norfolk Rivers IDB drainage district and any development may pass additional water into our system:

[http://www.wlma.org.uk/uploads/NRIDB\\_115G\\_CostesseyMill.pdf](http://www.wlma.org.uk/uploads/NRIDB_115G_CostesseyMill.pdf)

These are gravity drains, which pass adjacent to a number of properties and outfall into the River.

We welcome the Environmental importance placed within the plan and look forward to working with the area as more detailed plans for development are submitted.

#### **05/01/16: South Norfolk Council, Planning Application 2016/2668-Old Sale Yard, Cemetery Lane, Wymondham, Norfolk Outline planning permission for up to 61 homes. All matters other than means of access are reserved – Comment**

The site falls within the boundary of the Norfolk Rivers IDB and impacts on an IDB maintained watercourse.

We are pleased to see that an infiltration solution is possible for part of the site, but also that an attenuated discharge to our watercourse will be required.

The NRIDB hold a hydraulic model for the Tiffey in this location and in order for an informed decision to be made on the impact of the additional proposed flows, in terms of potential additional flood heights, we would suggest it beneficial for the developer to fund the modelling of this additional hydraulic input. We will share all results, which can help all involved in confirming there will be no negative impacts and that the downstream watercourse can receive these new additional flows.

The development will require land drainage consent and due to the additional input of flow into the watercourse, a Surface Water Discharge contribution will also be required. Details of this can be found on our website (<http://www.wlma.org.uk/norfolk-idb/development/> )

The drawings of the site indicate a green strip being made available adjacent to the watercourse, which we are pleased to see as this will be required in order for access to remain available by IDB machine for future maintenance requirements. No planting or building will be permitted within 9m of the watercourse, so that access is always available. Access to the watercourse will also be required.

We would welcome further discussions with the developer regarding the detailed design to incorporate these points.

## SuDS ADOPTION POLICY

### Sustainable Drainage Systems (SuDS) adoption policy

#### 1. Adoption of SUDS within each IDB's respective Drainage District

IDBs will consider the adoption of SUDS within their respective Drainage Districts where the SUDS cater for more than one property owner. The decision whether to adopt will be made:-

- On a site specific basis
- Dependent on the IDB having had input to the design from an early stage so that:
  - Adequate access and working space is allowed around the SUDS for future maintenance with machinery.
  - Landscaping designs consider the future maintenance and access to the SUDS.
  - Space is allowed within the site design for deposition of arisings from the SUDS, whether it be annual weed cutting material, or more infrequent mudding material, so that this did not have to be removed, but instead accommodated on site.

Generally, for guidance, IDBs may only consider adopting the type of SUDS which:-

- Are above ground and can be maintained using the equipment commonly used by IDBs, such as flails, basket cutters etc. for example storage ponds, swales, and flood storage areas (it is felt that other types of SUDS may better be suited for adoption by another authority).
- Have a maintenance regime similar to the rest of the IDB's infrastructure, e.g. cutting once or twice a year, (it is generally felt that SUDS infrastructure that needs maintaining much more frequently such as public open space or swales in front of properties may better be suited for adoption by another authority, but check first with the IDB concerned).

#### 2. Adoption of SUDS within each IDB's respective "extended area"

Those IDBs with "extended areas" may also consider adopting SUDS outside of their Drainage District, but within their "extended area", if doing so will be of a benefit to their Drainage District, subject to the same conditions as shown above.

#### 3. Adoption charges for IDBs to adopt SUDS

A one-off upfront Adoption Charge will be payable, by the developer, to the IDB as part of the IDB's adoption procedure. This charge is based on the present value of the total maintenance cost associated with the SUDS over the design life of the development (usually 100 years unless it can be demonstrated to be less). The annual maintenance costs used to calculate this charge will be based on a maintenance programme agreed as part of the SUDS consenting and adoption process.



**Norfolk Rivers IDB  
Environmental Report  
January 2017**

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 Assistant (TEA), from the 03 October 2016 – 11 January 2017:

**1. Information for the Board:**

**River Restoration Schemes – River Nar**

Three River Restoration schemes have been delivered on the River Nar during this period. These schemes have been carried out at West Lexham Hall (Phase 1), Emmanuel's Common Minns Meadow. Further tweaks have been made to the Fish and Eel Pass at West Acre Mill in order to facilitate the movement of fish from the low level to the high level past the mill structure. Further details of these schemes are covered with in the Engineers report.

**Training in the Safe Use of Pesticides (PA1) and the Spraying of Herbicides in or Near a Watercourse (PA6W)**

During this period and following a successful test on the Safe use of Pesticides in the last period, several Broads and Norfolk Rivers operatives, the TEA and the TEO passed the practical examination on on the Spraying of Herbicides in or near water using a Knapsack sprayer (PA6W).

The following operatives are now trained to store, carry and apply herbicide by means of a knapsack sprayer to areas in or near water: Ricky Grimmer, Stuart Hunt, Barry Harding, Neil Marshal, Chris Sparrow, Aren Halls, Helen Mandley, Caroline Laburn.

It is hoped that this training will help the WMA Eastern group to tackle and improve the control of Non-Native Invasive Species in the Eastern area catchments where spraying will allow us to do so. It may also allow us to control branched Burr reed in badly degraded sections and enhance the flows and hydromorphological diversity of watercourses by the targeted spraying of instream vegetation.

**Health and Safety and Environmental Awareness Training – 09 January 2017**

A joint training day was presented to all Operational Staff and Eastern Area Contractors by WMA Eastern Officers. The training day covered various aspects of Health and Safety awareness, the SMO and Hydromorphological Harm, Non-Native Invasive Species and Biosecurity. Dr Katy Owen from the Norfolk Non-Native Invasive Initiative also made a presentation illustrating the importance of awareness of these non-native species and what to do if they are found.

**2. Statutory Duties towards Conservation**

**2.1 Pework Checks and Site Visits**

The following information lists pre-works checks and site visits undertaken by the TEO and or the TEA during the period:

03 October 2016

A site visit was made to the River Wensum by the TEO to carry out continued survey and checks for water voles during River Wensum Restoration.

06 October 2016

Am. Site visits were made to West Lexham Hall by the TEA and TEO to carry out water vole checks during the mitigation process and prior to restoration.

Pm. The TEA and TEO staked out restoration feature areas on Emmanuel's Common prior to river restoration.

11 October 2016

Site visit made to West Lexham Hall by the TEO to carry out water vole checks during the mitigation process and prior to restoration taking place..

17 October 2016

The TEA and TEO attended the tool box talk along with Operations Engineer, Tree Surgeons and Operatives at the onset of the River Restoration project at West Lexham. Further water vole checks prior to works were also undertaken.

19 October 2016

A site visit was made by the TEA to West Lexham with Paul George to check on the progress of the project and undertake checks for water vole.

20, 21, 24 October 2016

TEA organised pit digging to search for gravel on test 4 sites on the River Nar, where river restoration projects were proposed. The sites were at Minns meadow, Emmanuel's Common, Newton moated meadow and Newton Common. Test pit digging was a requirement for the SSSI consent from Natural England to sign off the projects. Gravel was found at all 4 sites.

24 October 2016

A site visit was made by the TEA to West Lexham, River Nar to check on the progress of the project.

25 October 2016

A site visit was made by the TEA and Paul George, Project Engineer did a site visit to Minns Meadow, River Nar to mark out the river restoration berms/riffles. The TEA marked out the water vole burrows so they would be avoided during the works.

26 October 2016

A site visit was made by the TEA and conducted water vole burrow surveys at Minns meadow and checked the progress of the West Lexham project.

26 October 2016

The TEA attended a site visit with Natural England SSSI Officer Nik Berthold and Charles Rangeley-Wilson, river restoration designer to discuss the work happening at Minns Meadow.

27 October 2016

Am. A site visit was made by the TEA and conducted water vole burrow surveys at Minns meadow.

Pm. The TEA attended a site visit to Emmanuel's and Newton Common with Paul George, Charles Rangeley-Wilson and the 5 Rivers Team.

28 October 2016

A site visit was made by the TEA and conducted water vole surveys at Minns meadow river restoration project.

01 November 2016

A site visit was made by the TEA to Brisley drain (DRN101G0103) where maintenance was happening. The maintenance practices needed to be checked to prevent disturbance to badgers and minimise any ecological losses or harm to the stream, under the terms of the WFD during tree and scrub removal..

04 November 2016

A site visit was made by the TEA to Minns Meadow, river restoration project to check progress.

07 November

Pm A site visit was made by the TEO to monitor the progress of restoration at Minns Meadow.

08 November 2016

Am A site visit was made by the TEA to Binham to advise the operative on maintaining an eroded section of bank on the Binham Stream.

Pm A site visit was made by the TEA to Blickling to identify a good location for a sensitive ditch management event that the Environment Agency was organising at Blickling Hall.

09 November 2016

A site visit was made by the TEA to Minns meadow, River Nar (DRN120G0101) while works were happening to ensure no ecological damage was happening while vegetation sods were being placed to narrow the over widened channel.

14 – 16, 18, 22, 23, 25 November 2016

The TEA was on site each of these days when the river restoration started at Emmanuel's Common, River Nar (DRN120G0101). Water vole surveys were done and advice was being given to the work force to avoid damage to the banks and water vole burrows while works were taking place.

22 November 2016

Am. A pre-maintenance scoping visit was carried out by the TEO and the Project Engineer at Wrenningham and Hackford.

Pm. The TEO and the Operations Engineer carried out a visit to the Dereham Stream at Toftwood following a complaint from a resident, regarding maintenance.

24 November 2016

A site visit was made by the TEA and Paul George, Project Engineer with Wayne Riseborough to assess logistics for the Blickling Sensitive Ditch Management day and instruct the IDB contractor prior to him giving a demonstration at the event.

30 November 2016

A site visit was made by the TEA to Emmanuel's Common with Paul George, Giles Bloomfield, Nik Berthold (SSSI NE), Charles Rangely-Wilson (restoration designer) to look at the project once it had been completed. Nik was very pleased with the results.

01 December 2016

A pre-maintenance scoping visit was carried out by the TEO and the Project Engineer at Hackford.

06 December 2016

A visit was made by the TEO and Amy Prendergast (WFD officer with the EA) to Mannington Hall to look at the extent of a *Crassula helmsii* in the ornamental pond on the site. The pond lies at the top end of the NRIDB main drain and control measures were discussed with the site manager. A potential stretch of IDB main drain was also looked at for restoration measures, ie simple woody material installation.

08 December 2016

A site visit was made by the TEA with Nik Berthold, SSSI Officer at Natural England to Minns Meadow, to see the finished project. Nik was very pleased with the results.

14 December 2016

A site visit was made by the TEO to meet with NRIDB operations staff at Swannington Beck prior to maintenance of the breaches on the bank of the Swannington Beck.

15 December 2016

A site visit was made by the TEA to Newton Common, River Nar (DRN120G0101) to ensure the bamboo canes used to mark water vole burrows had been left in the correct place by contractors. These are ready to be used for surveys in February.

20 December 2016

Am A site visit was made by the TEA with Paul George, Project Engineer to Swannington Beck to assess the handwork that was needed to be carried out

Pm A site visit was made by the TEA with Paul George, Project Engineer to visit a farmer at Hevingham to discuss a drainage issue. Paul advised that we would be able to help with the maintenance of the drain running through his land.

### **3. Meetings and Training Attended**

05 October 2016

The TEA attended Norfolk Non-native species initiative meeting, Norfolk County Hall to discuss the location of various non-native invasive species such as Giant Hogweed on the River Bure.

Pm A telecom meeting was undertaken between the TEA ,TEO and Nik Bertholdt from Natural England to discuss the restoration programme on the River Nar.

10 October 2016

The TEO attended and passed the CSCS Card Test for Professionals, on Health and Safety Awareness on Construction sites.

14 October 2016

The TEA attended a meeting with James Beamish, Farm Manager of Holkham to discuss the river restoration projects on the River Nar at Castle Acre, Emmanuels Common and Newton, River Nar (DRN120G0101).

19 October 2016

A Team Meeting of the Eastern WMA was held at Kettlewell House, Kings Lynn.

02 November 2016

The TEA and other operational staff completed and passed the practical test; PA6W Herbicide Spraying with a Knapsack, in or near water.

16 November 2016

The TEO completed and passed the practical test; PA6W Herbicide Spraying with a Knapsack, in or near water.

01 December 2016

The TEA attended a healthsafety awareness training day at Hickling Barn with the Eastern Operations team.

12 December 2016

The TEA and Paul George, Project Engineer attended and presented at the Sensitive Ditch Management event held at Blickling Hall. A practical demonstration by IDB trained contractors was carried out. This event was very well attended by contractors and the farming community.

19 December 2016

AM The TEA and the TEO attended a meeting/training session with Nik Berthold, NE SSSI Advisor to discuss Habitats Regulation Assessments. Natural England will likely be charging for some advice in the future, so ensuring the correct information is presented accurately within assent documents is key to ensuring we are not charged during the process of gaining assent.

09 January 2017

WMA officers and Operatives met at Hickling Barn for the Health and Safety and Environmental Awareness Training event.

#### 4. Non - Compliance

Nothing to report within this period.

#### 5. Complaints

A complaint (via email) was made by a resident of the Toftwood Estate regarding, what she considered to be, overzealous maintenance on the Dereham Stream at the Toftwood end. The complaint was considered and followed up by The TEO, the Project Engineer and the Operations Engineer.

It was found upon investigation that the work was not considered to have been carried out in an overzealous manner. The work been carried out to the standards presented in the Norfolk Rivers IDB Standard Maintenance Operation document. A reply was sent to the resident to this effect.

#### 6. Assents Granted and/or Applied for:

<b>Licence / Assent / Habitat Regulations Assessment</b>	<b>Applied</b>	<b>Granted</b>
NE assent to dig gravel test pits at Minns meadow, Emmanuel's Common, Newton moated meadow and Newton common, on the River Nar SSSI.	07 October 2016	11 October 2016
NE assent for a vegetation cut on the bank ready for the river restoration works at Minns meadow on the River Nar SSSI	10 October 2016	11 October 2016
NE assent for a vegetation cut on the bank ready for the river restoration works at Newton Common on the River Nar SSSI.	10 October 2016	11 October 2016
NE assent for the river restoration works at West Lexham on the River Nar SSSI.	11 October 2016	14 October 2016
NE assent for the river restoration works at Minns Meadow on the River Nar SSSI.	13 October 2016	21 October 2016
NE assent and habs regs for maintenance on Dereham Stream (DRN104G0101, DRN104G0102, and DRN104G0103) which is a tributary of the River Wensum SAC.	14 October 2016	20 October 2016
NE assent for the river restoration works at Emmanuel's Common on the River Nar SSSI.	04 November 2016	16 November 2016
De-silt report on drain at Marsham Brampton (DRN081G1301, DRN081G1201)	06 December 2016	---
NE assent and habs regs for maintenance work on Reepham and Booton drain (DRN110G0401) which is a tributary of the River Wensum SAC.	21 December 2016	22 December 2016
NE assent and habs regs for some de-silting maintenance work on the Sculthorpe drain (DRN092G0101, DRN092G0102, DRN092G0103 and DRN092G0104) which is a tributary of the River Wensum SAC.	21 December 2016	22 December 2016
Application to EA for Waste Exemption-burning waste near the Kings Beck drain DRN083G1801, Suffield.	22 December 2016	27 December 2016

#### 7. Freedom of Information Act Requests

None during this period.

## NORFOLK RIVERS IDB

### SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/10/2016

Payment Date to: 31/12/2016

<u>NAME</u>	<u>DETAILS</u>	<u>% COST RECOVERABLE</u>	<u>AMOUNT PAID THIS PERIOD</u>
Acorn Tree Service	LWD Work	100	5,745.00
Acle Garden Machinery	Strimmers/Parts	65	2,877.73
AMIS Piling & Dredging	Truxor Hire	100	1,334.40
Anglia Farmers Ltd	Materials/Equipment	100	4,165.10
Atkins Ltd	Professional Services	100	23,928.00
Autoplant	Excavator Service/Repair	0	2,160.51
BASECology Ltd	Water Vole Surveys	100	999.50
Bingham Hall Associate	River Modelling	100	7,200.00
Broads (2006) IDB	Labour/materials	100	5,292.67
Clarke Hydraulics	Hose	0	100.87
A & W Cushion Ltd	Timber Stakes	100	93.00
Ernest Doe & Sons Ltd	Brushcutter Blade	100	35.00
East Suffolk IDB	Gas oil	0	2013.78
Five Rivers Env	Completed Reaches	100	262,761.00
GDR Sales Ltd	Plant/Labour Hire	25	59,676.00
Halls Power Equipment	Chainsaw Helmet/Pliers	0	76.50
Industrial Water Jetting	CCTV Survey	100	1,020.00
Inland Revenue	PAYE	0	6,294.77
Mervyn Lambert	Road Traffic Management	100	1,368.00
Keith Langdon	Ecological Survey	100	1,027.26
Longwater Construction	Polypipe	100	256.16
Norfolk Pension Fund	Superannuation	0	4,425.45
Norwich Instruments	Calibration	0	32.78
Mr C Rangeley-Wilson	Design Work	100	2,093.03
Rocksure Systems Ltd	Lone Worker Service	0	129.60
Salix	Bionet/Bio-pegs	0	385.20
Stalham Engineering	Ratchet Strap	0	10.02
Torry Hill Fencing Ltd	Round Posts	100	1,242.00
Vodafone Ltd	Mobile Phone Charges	0	87.42
WMA	Staff Recharges	100	30,758.20
Heather Wallis	Archaeological Monitoring	100	2,592.82

**Please note that the amounts shown above include VAT** **£430,181.77**

**Norfolk Rivers Internal Drainage Board**  
**Draft Objectives 2016/17 – Performance Review**

	<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
1.	Ensure total expenditure does not exceed the expenditure budget for 2016/17 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	Some progress has been made: the EA Precept charge increased by 5% from 2015/16 to 2016/17 and will increase again by another 5% for 2017/18 without any real idea of where this precept money will be spent. However the Board's Officers have now been requested by EA Officers to prepare a 3-year programme of works showing where and how we would like our precept money spending. EA officers have indicated that this work programme may then be delivered by the IDB and part-funded from the Board's precept payment/RFCC local levy, moving forward.
3.	To conclude the review of the arterial network and the Board's infrastructure Adoption/Abandonment Policy	Project Engineer	Achieved
4.	To complete the 5 year Asset Management Plan and Works Programme for consideration by the Board.	Project Engineer	Achieved
5.	To move forward the project of extending the Drainage District to the full watershed catchment.	Chief Executive/Board	Some progress has been made: Chief Executive is working with Defra and ADA to change primary legislation,

**Norfolk Rivers Internal Drainage Board  
Draft Objectives 2016/17 – Performance Review**

			which will give IDBs the mechanism to extend their areas.
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19 January 2017

P J CAMAMILE  
CHIEF EXECUTIVE





### **Draft Objectives for 2017/18**

1. To ensure that total expenditure does not exceed the expenditure budget for 2017/18 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 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.
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.

# **NORFOLK RIVERS INTERNAL DRAINAGE BOARD**

# **GOVERNANCE**

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## **RISK MANAGEMENT POLICY**

**WATER MANAGEMENT ALLIANCE**

**January 2017 (Version 1.2). Last Updated February 2013.**

## Risk Management Policy

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## Risk Management Policy

### 1. INTRODUCTION

- 1.1 Risk management is not just about financial management; it is about achieving the objectives of the organisation to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and the ability to achieve desired targets.
- 1.2 The Board is ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, members should at least twice a year:
- take steps to identify and update key risks facing the Board;
  - evaluate the potential consequences to the Board if an event identified as a risk takes place; and
  - decide upon appropriate measures to manage the risk or its consequences.

### 2. PURPOSE, AIMS AND OBJECTIVES

- 2.1 The purpose of the Risk Management Policy is to effectively manage potential opportunities and threats to the Board achieving its objectives.
- 2.2 The Risk Management Policy has the following aims and objectives:
- Integration of Risk Management into the culture of the Board
  - Raising awareness of the need for Risk Management by all those connected with the delivery of services (including partners)
  - Minimising injury, damage, loss and inconvenience to staff, members of the public, service users, assets etc. arising from or connected with the delivery of the Board services
  - Introduction of a robust framework and procedures for identification, analysis, assessment and management of risk, and the reporting and recording of events
  - Minimising the cost of risk.

## Risk Management Policy

2.3 To achieve these aims and objectives, the following strategy is proposed:

- Establish clear accountabilities, roles and reporting lines for all employees
- Acquire and develop the necessary skills and expertise
- Provide for risk assessment in all decision making processes
- Develop procedures and guidelines for use across the Board
- Develop arrangements to measure performance of risk management activities against the aims and objectives
- To make all partners and service providers aware of the Boards' expectations on risk.

2.4 Norfolk Rivers Internal Drainage Board has adopted the former Audit Commission definition of Risk:

'Risk is the threat that an event or action will adversely affect the organisation's ability to achieve its objectives and to successfully execute its strategies'.

### 3. ACCOUNTABILITIES, ROLES AND REPORTING LINES

3.1 A framework has been implemented that addresses where risk should be managed, plus Board and staff roles and accountabilities.

3.2 The Chief Executive will be responsible for the Board's overall risk management policy, and will report to the Board.

### 4. SKILLS AND EXPERTISE

4.1 The Board must ensure that it has the skills and expertise necessary. It will achieve this by providing risk management training for officers and operatives as appropriate.

## Risk Management Policy

### 5. EMBEDDING RISK MANAGEMENT

- 5.1 Risk management is an important part of the service planning process with risks from a number of areas to be properly considered. Over time the Board aims to be able to demonstrate that there is a fully embedded process.
- 5.2 This policy provides a framework to be used by staff and Members in the implementation of risk management as an integral part of good management.

### 6. RISKS AND THE DECISION MAKING PROCESS

- 6.1 Risk needs to be addressed at the point when decisions are taken. Where Members and Officers are asked to make decisions they should be advised of the risks associated with recommendations being made. The Board will need to demonstrate that it took reasonable steps to consider the risks involved in a decision.
- 6.2 There needs to be a balance struck between efficiency of the decision making process and the need to address risk. Risk assessment is seen to be particularly valuable in options appraisal. All significant decisions are reported to the Board (including new and amended policies and strategies) and should include an assessment of risk to demonstrate that risks (both threats and opportunities) have been considered.

### 7. RISK EVALUATION

- 7.1 A risk register should be used to record the Board's objectives and the risks to achieving these. Once these have been identified an assessment of the impact and likelihood of occurrence is made using knowledge of current controls and assurances and a risk score determined. Any gaps in controls and/or assurance should then be identified and an action plan for improvement developed. A format for the register is attached.
- 7.2 The risk score is obtained using the risk matrix below:

## Risk Management Policy

### 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
	<b>Impact</b>		

The categories for impact and likelihood are defined as follows:

#### IMPACT

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

## Risk Management Policy

### LIKELIHOOD

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

7.3 Risk is unavoidable, and action must be taken to manage risk in a way in which it can justify to a level which is tolerable. The response to risk, by the use of internal control, may involve one or more of the following standard responses:

- **Tolerate** the risk – for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified, (eg because they would be disproportionate); and for unavoidable risks, (eg terrorism).
- **Treat** the risk – a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
- **Transfer** the risk – buy in a service from a specialist external body or take out insurance. Some risks cannot be transferred, especially reputational risk.
- **Terminate** the activity giving rise to the risk – it may be best to stop, or not to start activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.

## 8. REVIEW OF RISK REGISTER

8.1 The risk register will be kept under constant review by senior management to ensure the action plan is being implemented and to identify and assess any new or revised risks.



## Risk Management Policy

### 9. RISK REGISTER FORMAT

STRATEGIC OBJECTIVES	RISKS	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (WHAT ACTIONS ARE PLANNED/HAVE BEEN TAKEN)
	<i>What could prevent this objective being achieved?</i>	<i>What the impact on the IDB would be.</i>				

**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 →	Need to formally identify, record and advise EA of works required. Develop protocol to undertake works on recharge basis

**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>Potential to implement PSCA to undertake works</p> <p>Encourage the EA to demand lengths of less strategically important main river for the IDB to adopt and maintain</p>
	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 ↓	<p>Board is an equal member of the WMA CMC, which strengthens the organisation and assures access to appropriate skills/competencies. Board is kept updated via member representation at CMC meetings</p> <p>Extensive staff training is recorded and documented</p> <p>Effective management, Employee handbook and compliant disciplinary and grievance procedures</p> <p>Key man insurance is in place for appropriate personnel</p>
	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 &amp; Safety Policy, risk assessments and safe systems of work all in place</p> <p>ISO9001 accredited with external audit of QA systems</p> <p>Complaints register</p>
	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	Loss of public confidence in IDB	1	2	Low 2 →	As a WMA member Board there is access to support from other

**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)
	the event of failure to provide a 24 hour/365 day emergency response for the community	Potentially damaging to IDB's relationship with other RMAs				<p>member Boards and the WMA Staffing Plan and Duty Rota</p> <p>Emergency workforce and volunteers available</p> <p>Procedures for managing the media are set out in the Board's Reserved Matters</p>
	Public do not know who to contact in an emergency	Delayed response	1	2	Low 2 →	<p>Contact information on website: <a href="http://www.wlma.org.uk/norfolk-idb/contact-us/">http://www.wlma.org.uk/norfolk-idb/contact-us/</a> and in telephone directory</p> <p>Duty Officer emergency telephone line</p> <p>LRF/LLFA have contact details</p>
	Loss or damage of assets through	Reduces IDB capability of fulfilling its	2	2	Medium 4 ↓	Asset management plan and maintenance programmes in place

**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)
	pilferage, theft or neglect	statutory function  Cost implications for replacement, even with insurance				Visual asset inspections  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	IDB could incur			.	Work with EA, NE and

**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>works constrained by the Water Framework Directive legislation and Habitat Regulations Assessment</p> <p>Onus of proof sits with IDBs</p>	penalties/fines	2	3	High 6 ↓	<p>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 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</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)
						<p>Member Boards to reduce costs, strengthen organisation and increase influence</p> <p>Member of ADA</p> <p>Develop linkages with local media to promote IDB</p>
	Unable to take on the extra work due to lack of resources	Could reduce LLFA/EA confidence in the IDB's ability to deliver	2	2	Medium 4 ↓	<p>Explore new funding sources locally with EA, LLFA and others</p> <p>Arrangement with WMA Member Boards for support</p> <p>Introduction of new management structure for WMA (Eastern) Boards</p> <p>Additional Resource in post and shared across other WMA (Eastern) Boards to increase capacity and capability</p>
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	Lack of maintenance on these sections of main rivers could adversely affect the IDB's watercourses and	2	2	Medium 4 →	<p>Continue to liaise with EA to bring proposal to Board.</p> <p>De-maining of low consequence main river remains under</p>



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RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	if the IDB refuses to adopt them.	reduce the IDB's ability to fulfil its statutory function				<p>consideration</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>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</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</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>

**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)
	be managed by private companies who may allow them to fall into disrepair through lack of long term maintenance	SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding				Look to introduce a SUDs adoption and charging policy
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 delivery</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>	2	2	Medium 4 ↓	<p>BAP approved by Board and submitted to DEFRA and EA</p> <p>Work to WFD compliant SMO</p> <p>Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure</p> <p>Prepare a programme of environmental survey work in and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</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)
						<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>

Norfolk Rivers IDB

**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  
Everett G  
Foster N W D  
Green A R Mrs  
Hannah B J  
Kiddie K  
Labouchere J P  
Legg N  
Little M R  
Mallett A  
Monument L Mrs  
Moore P  
Mutimer G T  
Oldfield J F  
Palmer B Miss  
Papworth P D (Chairman)  
Sayer M J  
Shaw S  
Watson E Mrs  
Wilbourn R

**Officers**

Bloomfield G  
Camamile P J  
George P  
Laburn Ms C  
Mandley Ms H  
Philpot M

Norfolk Rivers IDB  
26 January 2017