

**A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM VIDEO/TELEPHONE LINK ON THURSDAY 27 JANUARY 2022 AT 10.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
H Birkbeck	<b>Breckland DC</b>
* J Carrick	* G Bambridge
* H Cator	W Borrett
* N Foster	<b>Broadland DC</b>
C Joice	* N Brennan
* J Labouchere	* K Kelly
* M Little	* N Shaw
T Mutimer	<b>North Norfolk DC</b>
* M Sayer	* H Blathwayt
Vacancy	P Bütikofer
Vacancy	N Housden
Vacancy	* J Toye
Vacancy	Vacancy
Vacancy	<b>South Norfolk DC</b>
Vacancy	* T Holden
	* N Legg
	* R Savage
	<b>Jointly Appointed</b>
	I Devereux
	* L Monument
	Vacancy
	* Present (52%)

John Carrick in the Chair

**In attendance:**

Karen Bingham (Business Support Officer), Giles Bloomfield (Project Development Manager), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager), Kari Nash (Programme Manager) and Matthew Philpot (Area Manager, East Anglia)

<b>ID</b>	<b>Norfolk Rivers IDB, Minute</b>	<b>Action</b>
<b>01/22</b>	<b>WELCOME AND INTRODUCTIONS</b>	
<b>01/22/01</b>	The Chairman welcomed everyone to the meeting in particular Kari Nash, Programme Manager, who was attending her first meeting of the Board. RESOLVED that this be noted.	

ID Norfolk Rivers IDB, Minute	Action
<p><b>02/22 APOLOGIES FOR ABSENCE</b></p>	
<p><b>02/22/01</b> Apologies for absence were received on behalf of Sue Cook (CEO's PA) and Charles Joice. Apologies were also received after the meeting from Henry Birkbeck and Nigel Housden.</p>	
<p><b>03/22 DECLARATIONS OF INTEREST</b></p>	
<p><b>03/22/01</b> There were no declarations of interest raised.</p>	
<p><b>04/22 MINUTES OF THE LAST BOARD MEETING</b></p>	
<p><b>04/22/01</b> The minutes of the last Board meeting held on 04 November 2021 were approved and confirmed as a true record. It was noted that the Chairman would sign the minutes shortly after the meeting. Arising therefrom:</p>	
<p><b>04/22/02 River Nar WEG Scheme in ADA Gazette (84/21/02)</b></p> <p>The Environmental Manager reported that although it had been submitted, the article regarding the River Nar WEG Scheme had not yet appeared in an edition of the ADA Gazette and it was hoped it would be in the next publication. Once it had been published by ADA, the article would be shared with the Eastern Daily Press to raise the profile of the Board locally. RESOLVED that this be noted.</p>	<p><b>CL</b></p>
<p><b>04/22/03 New Internal Structure (94/21/02)</b></p> <p>The Chief Executive reported that the details of the recent management restructure that went live on 1 December 2021, were contained within the Consortium Matters section of the agenda. RESOLVED that this be noted.</p>	
<p><b>05/22 HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW</b></p>	
<p><b>05/22/01</b> The Health, Safety and Welfare Performance Review (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p><b>06/22 CAPITAL WORKS PROGRAMME OVERVIEW &amp; PROJECT DEVELOPMENT UPDATE</b></p>	
<p><b>06/22/01</b> The Capital Works Programme Overview &amp; Project Development Update (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	

ID	Norfolk Rivers IDB, Minute	Action
<b>07/22 OPERATIONS REPORT</b>		
<b>07/22/01</b>	The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
<b>07/22/02</b>	In accordance with the Adoption and Abandonment Policy, it was agreed and thereby RESOLVED to adopt a new channel created as part of the Buxton Natural Flood Management (NFM) Scheme, which was constructed in the Autumn of 2018, as detailed in paragraph 6.2 of the report, and shown on the maps annexed to the minutes in the Minute Book.	
<b>08/22 ENVIRONMENTAL REPORT</b>		
<b>08/22/01</b>	The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
<b>08/22/02</b>	The Board agreed for a carbon baselining exercise to be undertaken, with the aim of adopting targets to reach Carbon Net Zero in line with government targets. The Environmental Manager agreed to liaise with the Council's Environmental Co-ordinators who may be able to offer advice and/or assistance. RESOLVED that this be actioned.	<b>CL</b>
<b>09/22 SUSTAINABLE DEVELOPMENT REPORT</b>		
<b>09/22/01</b>	The Sustainable Development Report (a copy of which was filed in the Report Book), was considered in detail and approved. Arising therefrom:	
<b>09/22/02</b>	<p><b>21_05544_C: Byelaw 10 Application at Coltihsall Road, Buxton with Lamas</b></p> <p>Following an enforcement visit, an application had been received to finish building a residential extension which was less than 1 metre from the brink on the Board's adopted watercourse, Buxton to Camping Bridge, Hevingham (4) (DRN082G0401). It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications, including a bespoke Deed of Indemnity to ensure the Board's liabilities did not increase as a result of the works.</p>	
<b>09/22/03</b>	<p><b>22_05894_C: Byelaw 10 Application at River Road, West Acre</b></p> <p>A retrospective application had been received to instate stock-proof fencing to implement part of a rewilding project. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications.</p>	
<b>09/22/04</b>	Nigel Legg asked for further details on Planning Application	<b>CB</b>

ID Norfolk Rivers IDB, Minute	Action
<p>Reference 2021/2579 at Bracon Ash (listed on page 33 of the meeting pack), and the Sustainable Development Manager agreed to discuss this with him outside of the meeting. RESOLVED that this be actioned.</p>	
<p><b>10/22 FINANCIAL REPORT</b></p>	
<p><b>10/22/01</b> The Financial Report for the period 01 April 2021 to 31 December 2021, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p><b>11/22 SCHEDULE OF PAID ACCOUNTS</b></p>	
<p><b>11/22/01</b> The Schedule of Paid Accounts for the period 01 October 2021 to 31 December 2021, totalling £241,226 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA Group's website. There were no matters arising.</p>	
<p><b>12/22 RATE ESTIMATES FOR 2022/23</b></p>	
<p><b>12/22/01</b> The detailed Rate Estimates for 2022/23 (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:</p>	
<p><b>12/22/02</b> It was agreed and thereby RESOLVED to approve the Direct Maintenance Work programme of £289,397 and a Biodiversity Action Plan programme of £12,667 for 2022/23 as presented.</p>	
<p><b>12/22/03</b> It was agreed and thereby RESOLVED to approve in principle the EA Precept Charge of £78,175 for 2022/23 (an increase of 2.5% on last year's charge).</p>	
<p><b>12/22/04</b> It was agreed and thereby RESOLVED to approve the Consortium Administration &amp; Establishment charge of £182,142 for 2022/23, as recommended by the Consortium Management Committee.</p>	
<p><b>12/22/05</b> It was agreed and thereby RESOLVED to approve all Other Expenses for 2022/23, as presented.</p>	
<p><b>12/22/06</b> It was agreed and thereby RESOLVED to approve the Consortium Technical Support charge of £385,028 for 2022/23, as recommended by the Consortium Management Committee.</p>	
<p><b>12/22/07</b> It was agreed and thereby RESOLVED to approve all Other Income of £104,827 which together with the Consortium Income of £336,637 reduced the expenditure budget for 2022/23 by 46% and therefore the amount of expenditure that needed to be funded from drainage rates and special levies.</p>	

**13/22 FINANCIAL YEAR 2022/23  
LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES**

**13/22/01 Annual Values as at 31 December 2021**

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

**13/22/02** It was unanimously agreed and thereby RESOLVED to increase drainage rates and special levies by 5.60% for 2022/23 (as detailed in Option 3):

Drainage Rate in the Pound	12.387p
Agricultural Drainage Rates	£89,746
Breckland District Council	£55,607
Broadland District Council	£83,170
King's Lynn & West Norfolk Borough Council	£21,120
North Norfolk District Council	£110,805
Norwich City Council	£6,200
South Norfolk District Council	£70,531
Reserves	<u>£70,766</u>
	<b>£507,945</b>

**13/22/03** Following some concern raised by the appointed members, it was agreed that in future years attempts would be made to arrange face-to-face meetings with Council finance representatives to discuss proposals. Councillors agreed to confirm via email to the Finance and Rating Manager at [sallyanne.jeffrey@wlma.org.uk](mailto:sallyanne.jeffrey@wlma.org.uk) the name and details of who meetings should be with, so these could be planned now ready to be held in the Autumn. RESOLVED that this be actioned. However, it was acknowledged that the onus was very much on the Councils' Officers to establish the nature and extent of the proposed increases in special levies, prior to rates and levies been set by the Board each year.

**Cllrs/  
SJ**

**14/22 INDICATIVE FIVE-YEAR FORECAST**

**14/22/01** The indicative five-year forecast was considered in detail and approved, (a copy of which is filed in the Report Book).

**15/22 EARMARKED BALANCES AND RESERVES**

**15/22/01** The adequacy and appropriateness of the Board's Balances and Reserves was considered in detail and approved, for the purposes set out in the Board's Capital Financing and Reserves Policy (a copy of which is filed in the Report Book).

ID Norfolk Rivers IDB, Minute	Action
<p><b>16/22 BOARD'S PERFORMANCE FOR 2021/22</b></p>	
<p><b>16/22/01</b> The Performance Review of objectives for 2021/22 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
<p><b>17/22 BOARD'S OBJECTIVES FOR 2022/23</b></p>	
<p><b>17/22/01</b> It was agreed and thereby RESOLVED to approve the following objectives for 2022/23:</p> <ul style="list-style-type: none"> <li><b>(i)</b> To ensure that total expenditure does not exceed the expenditure budget for 2022/23 and plan to present a balanced budget within the next 5-year period.</li> <li><b>(ii)</b> To ensure that the Environment Agency's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.</li> <li><b>(iii)</b> To identify alternative income sources, should Highland Water Contributions no longer be made by the Environment Agency to the Board for managing surface water entering the Drainage District from the Upland Catchment.</li> <li><b>(iv)</b> To start to build support for extending the Board's area to the watershed catchment boundary, following the recent enactment of the Environment Act 2021.</li> </ul>	
<p><b>17/22/02</b> It was agreed and thereby RESOLVED to add two further objectives:</p> <ul style="list-style-type: none"> <li><b>(v)</b> To calculate the Board's carbon footprint and introduce SMART objectives (with targets) to reduce carbon usage moving forward.</li> <li><b>(vi)</b> To review the Board's Standard Maintenance Operations Policy document in response to the national changes in environmental policy.</li> </ul>	<b>PJC</b>
<p><b>18/22 RISK REGISTER</b></p>	
<p><b>18/22/01</b> Members considered and approved the risk register for those risks with a risk assessment matrix score of <math>\geq 6</math> (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>18/22/02</b> The Chief Executive reported that the Response for Risk 1(a) would be updated to reflect the recent enactment of the Environment Act 2021. RESOLVED that this be actioned.</p>	<b>PJC</b>

ID Norfolk Rivers IDB, Minute	Action
<p><b>19/22 CORRESPONDENCE</b></p> <p><b>19/22/01</b> Members noted the update from ADA on red diesel (a copy of which is filed in the Report Book), which was a step forward and more positive.</p> <p><b>19/22/02</b> No further correspondence for consideration by the Board had been received during the reporting period.</p>	
<p><b>20/22 DATE OF NEXT MEETING</b></p> <p><b>20/22/01</b> The next Board meeting would take place on Thursday, 19 May 2022 at <b>2.30 pm</b>, ideally as a face-to-face meeting at the Breckland Council Offices in Dereham, but this would be confirmed nearer the time in accordance with the Government's Covid guidelines.</p>	
<p><b>21/22 ANY OTHER BUSINESS</b></p> <p><b>21/22/01</b> Nigel Legg asked for information about the location of some drains in his area and asked if Councillors could be kept informed of any planned works. The Area Manager for East Anglia advised that the programme of work is published on the Board's website at <a href="https://www.wlma.org.uk/norfolk-idb/work-programmes/">https://www.wlma.org.uk/norfolk-idb/work-programmes/</a>, but if further clarity was required, he could be contacted at <a href="mailto:matthew.philpot@wlma.org.uk">matthew.philpot@wlma.org.uk</a>. RESOLVED that this be noted.</p>	
<p><b>22/22 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</b></p> <p><b>22/22/01</b> There were no members of the public present at this point of the meeting.</p>	
<p><b>23/22 CONSORTIUM MATTERS</b></p> <p><b>23/22/01 Unconfirmed Minutes and Report Extracts</b></p> <p>The unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 10 December 2021 were considered in detail and approved.</p> <p><b>23/22/02 WMA Projected Out-turns for 2021/22 and the Estimates for 2022/23</b></p> <p>The Projected Out-turns for 2021/22 and the Estimates for 2022/23, as approved at the CMC meeting on 10 December 2021 were considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	

<b>ID Norfolk Rivers IDB, Minute</b>	<b>Action</b>
<p><b>23/22/03 WMA's Health &amp; Safety Policy</b></p> <p>The WMA's Health and Safety Policy, as recommended at the CMC meeting on 10 December 2021 was considered in detail and approved by the Board. There were no matters arising.</p>	
<p><b>23/22/04 WMA's Planning &amp; Byelaw Strategy</b></p> <p>The WMA's Planning &amp; Byelaw Strategy, as recommended at the CMC meeting on 10 December 2021 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p><b>23/22/05 Issues for discussion at the next CMC meeting</b></p> <p>There were no issues raised by members for discussion at the next Consortium Management Committee meeting on 29 April 2022. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman, Vice-Chairman and Henry Cator, or the Chief Executive directly.</p>	
<p><b>24/22 CONFIDENTIAL BUSINESS</b></p>	
<p><b>24/22/01</b> There was no confidential business to discuss.</p>	



# HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

## For the period 01 November 2021 to 31 December 2021

### 1. INTRODUCTION

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

### 2. LEARNING EVENTS

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

### 3. ACCIDENTS

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

A thorough investigation was carried out by Area Manager, Matthew Philpot, and the KLIDB Operations Manager, reviewed by our Health & Safety Advisers (Copes). Because of the nature of the injury's, it was reported to the HSE under the RIDDOR regulations. As a result of the investigation some changes in the way ladders are used have been implemented in the King's Lynn area.

### 4. TOOLBOX TALKS & TRAINING THIS PERIOD

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

### 5. UPDATES TO GENERIC RISK ASSESSMENTS (GRA)

- 5.1. None made this quarter.

### 6. HEALTH & SAFETY INSPECTIONS

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

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

### 7. Health & Safety Structure

- 7.1. Under the new WMA Management Structure, the Area Manager (Matthew Philpot) is the Health & Safety Officer for the Norfolk Rivers board. The day-to-day management responsibility is also delegated to the Operations Manager (Paul George). Operatives have individual responsibility to comply with the safe systems of work issued to them, as well as for their own health and safety and that of others.

# CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT

## For the period 4 November 2021 to 12 January 2022

### 1. INTRODUCTION

- 1.1 The Board has one project currently on the FCERM GiA Programme, with a total value of £2.3m and it is currently in the Development Phase.

### 2. PROJECTS IN DEVELOPMENT

ID	Project	Brief Description	Funding Sources	Forecast Approval	Start Construction	Complete Construction	Delivery Route
Tbc	River Wensum Culvert inspections & Works	Repair / Replacement of Chunker culverts under River Wensum	GiA	August 22	June 23	March 27	tbc

- 2.1 We have produced the FCRM7 to access £100k Study costs to prepare information for the Outline Business Case (OBC). The FCRM7 will be submitted to the Environment Agency in January and the funding claimed by end of March 2022.
- 2.2 The study will enable us to assess the conditions of the varying timber and brick chunker/syphon culverts under the River Wensum via de-watering and CCTV surveys. The results will be used to inform the options that are taken forward to the Outline Business Case.

### 3. PROJECTS IN DELIVERY

- 3.1 N/A

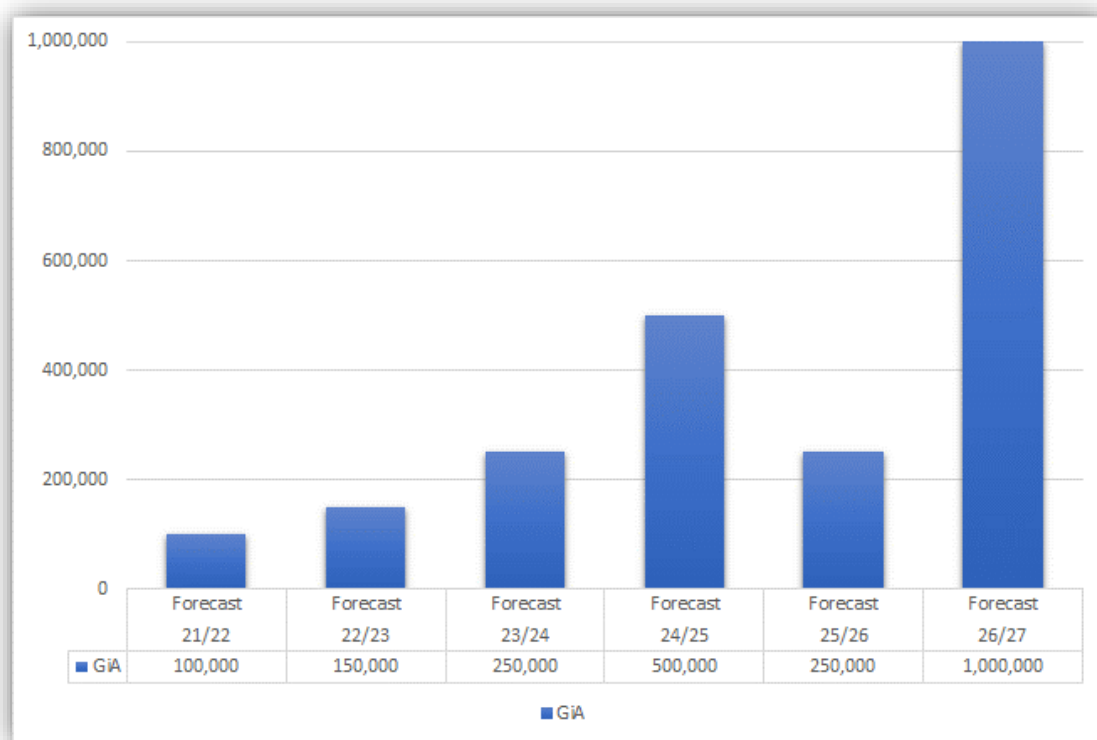
### 4. PROJECT BENEFITS

- 4.1 The Values in the table below will be updated as the Outline Business Case is put together, so the board can see the wider benefits of the project

Project	Total Value £m	Catchment Size ha	Homes EA OM2	Commercial Properties	Infrastructure	Environment
River Wensum Culvert inspections & Works	2.3					SSSI, SAC
	<b>2.3</b>					

## 5. FORECAST SPEND AND CLAIMS

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



5.2 We intend to make the following claims this financial year as shown in the table below.

Project	Amount £	Comment
River Wensum Culvert inspections & Works	100,000	Claim for Study costs following an approval of an FCRM7. To be made my end of March 22
	<b>100,000</b>	

## 6. KEY RISKS / ISSUES

6.1 Low Risk - Until we receive Approval for the Study costs we will be unable to make the claim shown above.

## 7. RECOMMENDATIONS / DECISIONS

7.1 None requested at this Board meeting.

**KARI NASH**  
**PROGRAMME MANAGER**  
**JANUARY 2022**

# OPERATIONS REPORT

## For the period 20 October 2021 to 14 January 2022

### 1. INTRODUCTION

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

### 2. REVENUE MAINTENANCE WORKS

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

- Norfolk Rivers machine and operative:  
Wensum: Sculthorpe, Honingham, Dereham Stream, Ryburgh  
Smallburgh: North Walsham Dilham Canal  
Yare: Forncett to Tasburgh
- Machine Contractors (GDR Sales & R.P. Thaine):  
Wensum: Great Ryburgh B, Hellesdon Low Road B  
Upper Bure: Kings Beck, Aldborough & Scarrow Beck  
Smallburgh: North Walsham Dilham Canal
- Handwork Contractors (AM Grounds Maintenance):  
Wensum: Beetley,  
Upper Yare: Thuxton



*Before works at Great Ryburgh B*



*After works at Great Ryburgh B*

- 2.2. Flood alleviation works at East Bilney. As previously reported to the Board, three properties flooded at East Bilney over Christmas in 2020. Having investigated and confirmed the cause, an alleviation plan was put in place which was completed in November. We worked in partnership with the local landowners and Anglian Water to deliver holistic but simple solutions to help alleviate flooding from fluvial and pluvial (surface water) sources.



*The above photograph shows how timber gravel boards have been retrofitted to existing fencing, to retain and store flood water in a paddock upstream of the properties at risk.*

As part of the works, we cleared an old Grip to improve surface water drainage off the road into the IDB main Drain as shown in the below photograph.



### **3. RECHARGE WORKS**

3.1. Public Sector Cooperation Agreements (PSCA) works:

3.2. Silt trap and Attenuation channel at Sculthorpe.

In partnership with the Environment Agency and the Hawk and Owls trust we have created a new backwater channel connected to the IDB Main drain. The channel will act as an area where silt can be captured and easily removed as part of routine maintenance operations. We have also created additional storage for flood waters and additional aquatic and wetland habitat. The project took three weeks to complete using our own operative and machine along with hired in help from the Broads IDB.



*As built photograph of new channel*

### 3.3. Soham Toney

We have worked with Norfolk County Council, designing and building a slow the flow project upstream of Shipdam. The project involved the installation of timber leaky dams to hold up water during high flows. The levels and spacing of the dams were set in detail following a survey, so as not to impact adjacent properties or land drains and all used timber from the immediate vicinity.

The project was completed by our contractors GDR, with design and construction management by IDB staff.



*As built installation of dam with space for water to pass through.*

#### 3.4. Landowner and minor contract work:

- 1.5 days for NRIDB machine and operative desilting a private pond in the North Walsham Dilham Canal Catchment.

#### 3.5. Incident Response

- Nothing to report this period

### 4. PLANT

#### 4.1. Plant Replacements - Nothing to report this period

### 5. CAPITAL SCHEMES

#### 5.1 Current Works - No works completed this period.

#### 5.2 Capital Works on the FCERM GiA Programme

- The only project the board have on the FCERM GiA Programme is the River Wensum Culvert inspections & Works project. We have produced the FCRM7 to allow us to access £100,000 to undertake a study to move the project forwards.  
The study will enable us to assess the structural conditions of the various timber and brick chunker/syphon culverts under the River Wensum via de-watering and CCTV surveys. The results will be used to inform the options that are taken forward to the Outline Business Case.  
We should receive approval from the Environment Agency and be able to claim the £100,000 by the end of March 22, with the work completed by March 2023

### 6. OPERATIONAL MATTERS

#### 6.1. Rebated Fuel (Red Diesel).

ADA have been lobbying to get IDB's work exempt from the changes due to take place in April 2022, and in January 2022 received confirmation that IDB's can continue to use red diesel for our activities.

This is good news as it helps keep operational cost down for rate payers and taxpayers. Further clarification is still required regarding construction and restoration related activities. There are however other risks around hired plant costs (much more of which will only be permitted to run on White Diesel). This reprieve is also unlikely to be permanent and so the board may wish to prepare for additional costs in the future. This risk has been added to the risk register.

A paper on the fuel issue for all boards will be prepared for the next board meeting, by the area manager.

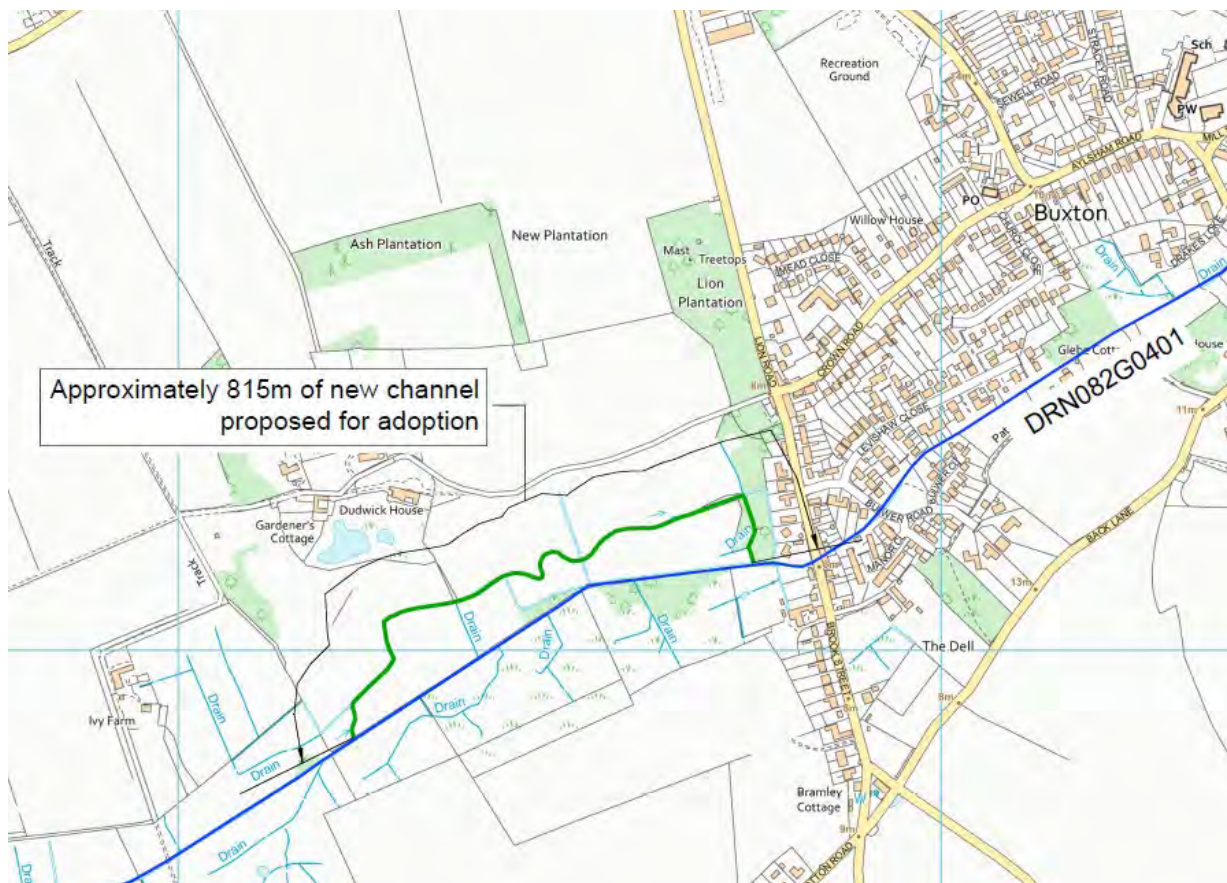
#### 6.2. Watercourse Adoption

**In accordance with the Adoption and Abandonment Policy it is proposed that the following watercourse is adopted as IDB Main drain.**

Buxton to Hevingham

The green line below represents a new channel created as part of the Buxton Natural Flood Management (NFM) Scheme constructed by NRIDB in the Autumn of 2018. The new channel is fundamental to the continued successful attenuation of flood water to help reduce flooding in Buxton. As a Main drain it will be easier to protect and maintain this watercourse.





## 7. HYDROLOGY – UK Overview

[https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East\\_Anglia.txt](https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East_Anglia.txt)

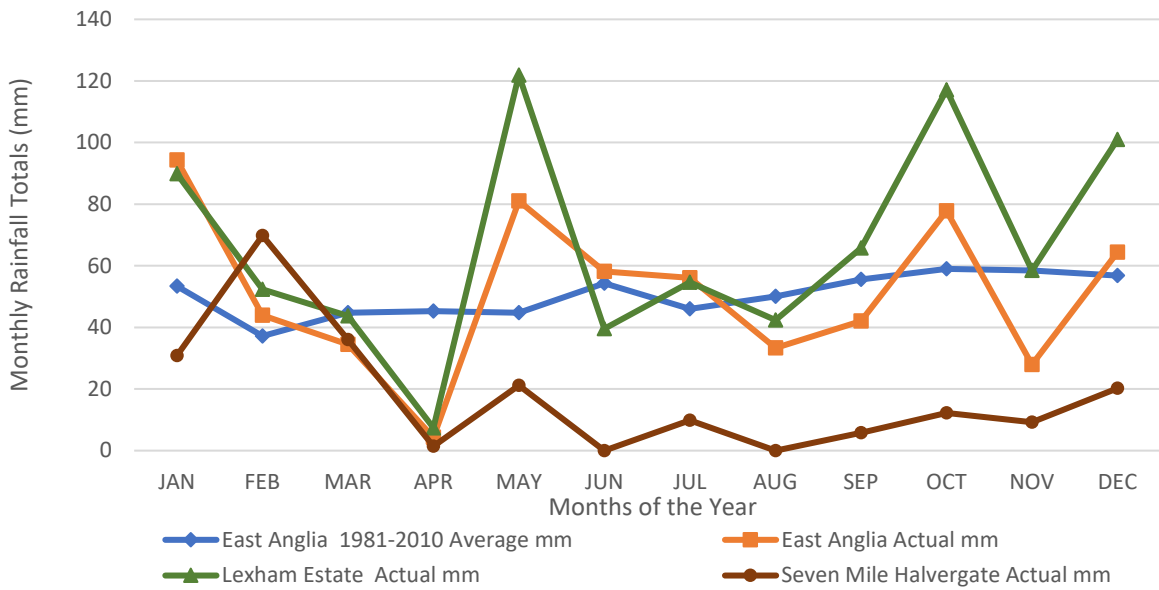
The weather during most of October was unsettled and wet, though there was a drier spell across most areas between the 8th and 17th. Temperatures were above average for much of the time, and frosts were few, but sunshine was in short supply for some areas. The heaviest rain came in the closing days of the month, with some notable totals in Cumbria, and there were gales also on the 31st.

The weather during most of November was on the mild side, with many areas seeing some settled spells, however the last ten days of the month were much colder and more unsettled, with Storm Arwen of note on the 26th/27th. Temperatures were above average for much of the time, and frosts were generally few, especially in northern areas of the UK.

The weather during the early part of December was rather unsettled and chilly, though towards the middle of the month we entered a quieter spell and it turned milder. Unsettled conditions returned in time for Christmas, and, after some very cold nights in northern areas, milder air spread north gradually to all parts, and the last three days of the month were unusually mild. Overall it was a mild, dull month, with rainfall broadly near average.

<http://www.metoffice.gov.uk/climate/uk/summaries/2020/21>

Hydrological Rainfall Data Norfolk & Suffolk 2021



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Seven Mile Halvergate Actual mm
JAN	53.4	94.3	89.9	30.8
FEB	37.2	43.9	52.3	69.8
MAR	44.8	34.5	43.7	36
APR	45.3	4.3	7.4	1.4
MAY	44.8	81	121.9	21.2
JUN	54.3	58.2	39.6	error
JUL	46	56.1	54.6	9.8
AUG	50.1	33.3	42.4	error
SEP	55.6	42.1	65.8	5.8
OCT	59	77.8	117.1	12.2
NOV	58.5	27.9	58.5	9.2
DEC	56.8	64.4	101	20.2

**8. COMPLAINTS/ENFORCEMENT**

8.1 Nothing to report this period.

**PAUL GEORGE  
OPERATIONS MANGER  
JANUARY 2022**

# ENVIRONMENTAL REPORT

## For the period 20 October 2021 to 12 January 2022

### 1. INFORMATION FOR THE BOARD

#### 1.1. NON-NATIVE INVASIVES: FLOATING PENNYWORT IN THE NORTH WALSHAM AND DILHAM CANAL / RIVER ANT – UPDATE

IDB Officers have been continuing to work closely with the NNNSI, Environment Agency, Broads Authority, Natural England and North Walsham and Dilham Canal Trust to implement a plan and a solution to eradicating the plant in the Broads and Norfolk Rivers IDD. Regular virtual meetings continue to be held to coordinate the efforts of all parties and keep up the momentum needed to tackle this aggressive problem.

The WMA Environmental Team has responded to a report of Floating Pennywort in a small pond at Horstead near the River Bure, during November. Nearby IDB drains were surveyed by the team, along with the main river. The Floating Pennywort in the pond was removed quickly upon its identification and the material buried. The pond will continue to be monitored by the landowner and any new growth will be removed and buried. No Floating Pennywort has yet been found in any IDB drains to date.



*A small, isolated pond was discovered in Horstead within the NRIDB drainage district*

#### 1.2. ADA NATIONAL INTERNAL DRAINAGE BOARD ANNUAL BIOMETRICS SURVEY

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

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

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

### **1.3. THE ENVIRONMENT ACT**

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

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

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

[https://www.ada.org.uk/wp-content/uploads/2021/11/ADA\\_TecNote\\_EnvAct2021.pdf](https://www.ada.org.uk/wp-content/uploads/2021/11/ADA_TecNote_EnvAct2021.pdf)

### **1.4. DEFRA CONSULTATION ON THE RE-INTRODUCTION OF BEAVERS TO ENGLAND**

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

### **1.5. CARBON NET ZERO**

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

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

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

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

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

## 2. BIODIVERSITY ACTION PLAN INFORMATION

### 2.1. WATER LIFE RECOVERY EAST (WLRE) - UPDATE

The aim of this group is to eradicate mink in East Anglia via a partnership approach from many organisations from Lincolnshire through Norfolk and Suffolk to Essex and Hertfordshire. The latest WLRE steering group meeting was held on 01 December. The recent newsletter (December 2021) provides some interesting information and updates on the project and its progress and can be found at:

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

### 2.2. WATER VOLE LICENCE (CL24) – MONITORING SURVEYS

Environment Officers have undertaken Water Vole Surveys on drains at Buxton and the River Nar following on from previous maintenance works, as required by the CL24 Water Vole Displacement Licence. This is to report on the presence or absence of Water Voles and will be reported to Natural England.

The survey undertaken on the 11 November showed that Water Voles were present on the surveyed drain at Buxton, displaying field signs including feeding remains, latrines and droppings. This was the third year of surveying after maintenance works.

The survey undertaken on the 12 November showed that Water Voles were present on all of the surveyed sections of the River Nar, displaying field signs including feeding remains, latrines, droppings and burrows. This was the first year of surveying after maintenance works.

### 2.3. NRIDB BIODIVERSITY ACTION PLAN – PROGRESS REVIEW 2021-2022

The Biodiversity Action Plan for the NRIDB has been subject to an annual review of progress. Various actions have been undertaken during 2021 by the Board, mostly via the day to day running of the Boards Maintenance and Capital Scheme Delivery programmes. Some actions, however, are delivered via other organisations on behalf of the Board, where they receive funding from the Board to facilitate projects. A summary of the progress made thus far in 2020-21 can be found at: [https://www.wlma.org.uk/uploads/agendas/5dAPP\\_NRIDB\\_BAP\\_progress\\_2021-22.pdf](https://www.wlma.org.uk/uploads/agendas/5dAPP_NRIDB_BAP_progress_2021-22.pdf)

### 2.4. MANNINGTON DRAIN AT ITTERINGHAM – CRASSULA REMOVAL

Patches of *Crassula helmsii*, an invasive non-native species, were reported on the Mannington stream, Itteringham, to Environmental Team in Autumn 2021. The extent of the invasive was thought to be fairly localised and preparations were made by the IDB and the NT to remove the plant from the stream by hand on the 30 November 2021.

Hand tools, nets, buckets and filtering matting were deployed and the plant carefully removed to prevent further downstream spread.



An example of *Crassula helmsii* removed from the Mannington drain

Unfortunately, upon closer inspection of the waterside margins and a further upstream survey, more invasive *Crassula* was disappointingly found on the stream edges, banks and in some of the deeper more inaccessible sections of the watercourse. Further thoughts will need to be made as how best to tackle the plant in the future.

The Environment Team will continue to work closely with the National Trust to understand how best to try to control this plant and will be advising workforce to ensure Check, Clean Dry and appropriate biosecurity measures are undertaken to prevent any further spread of this plant.



*Crassula* removal from the Mannington Drain at Itteringham undertaken by the Environment Team

### 3. PRE-WORKS SITE VISITS DURING THIS PERIOD:

Date	Officer	Project / Maintenance / BAP	Site	Comments
26-10-21	EB, CH	Maintenance	Sculthorpe	Water Vole Mitigation
02-11-21	CL, EB, CH	Maintenance	Sculthorpe	Water Vole Mitigation
18-11-21	CL, JLM, EB, CH	Maintenance	Horstead, Coltishall	Floating Pennywort walkover survey starting from Horstead activity centre
30-11-21	CL, JLM, EB, CH	Maintenance	Mannington Stream	Removal of the invasive non- native species <i>Crassula helmsii</i>
09-12-21	EB, CH	Maintenance	Great Ryburgh B	Site visit to undertake an SMO Audit on recently maintained drains
10-01-22	CL, CH	Maintenance	Fakenham Golf Course	Water Vole survey on riparian drains to for culvert installation

### 4. ASSENTS/LICENCES GRANTED AND/OR APPLIED FOR DURING THIS PERIOD:

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
Billingford Desilt Assent (DRN105G0101)	19/10/2021	03/12/2021
Dereham Stream Maintenance Assent (DRN104G0101, DRN104G0102, DNR104G0103)	21/10/2021	17/11/2021
Great Ryburgh Golf Course - Desilt & Bank Repairs Assent (DRN093G0201)	29/11/2021	08/12/2021

## 5. MEETINGS OR TRAINING ATTENDED BY ENVIRONMENT TEAM:

Date Applied	Meeting / Training Attended	Brief Description
20-10-21	Meeting with Copes H&S, Martham	Discussion of H&S for Environment Team
21-10-21	ISO Management Meeting	Meeting to discuss results of external audit and move forward combined ISO 9001:2015 and ISO 14001:2015.
03-11-21	Webinar - The Big Talk Presents: Chris Packham – hosted by North Norfolk District Council – Green Build	A talk discussing biodiversity, climate change and conservation with a particular focus on Norfolk. Reflecting on the current biodiversity crisis, climate change, and how we as individuals might be able to make a difference.
16-11-21	Broads Biodiversity Partnership Meeting	Regular meeting of partners. Discuss current projects and involvement of all matters surrounding the Broads.
19-11-21	eDNA meeting with Naturemetrics	Meeting to discuss usage and differences in eDNA techniques.
01-12-21	Water Life Recovery East Meeting	See above.
13-12-21	Reintroduction of Beavers Webinar – hosted by EUROPARC Atlantic Isles	This webinar looked at experience from three Beaver re-introduction projects particularly around project development, community engagement, progress and benefits to the wider landscape and downstream of the reintroductions.
13-12-21	Floating Pennywort Group	Regular update meeting to discuss management of Floating Pennywort on the North Walsham and Dilham Canal and surrounding marshes.
09-12-21	Water Vole Stakeholder Group Meeting	A meeting held by NE to water vole ecology and mitigation practitioners to look at ways of understanding and improving mitigation techniques.

## 6. NON-COMPLIANCE

6.1 Nothing to report within this period.

## 7. COMPLAINTS

7.1 Nothing to report within this period.

**CAROLINE LABURN**  
**ENVIRONMENTAL MANAGER**  
**JANUARY 2022**

## SUSTAINABLE DEVELOPMENT REPORT

### 1. REPORTING PERIOD

This planning report covers the reporting period 19 October 2021 to 13 January 2022.

### 2. CONSENT APPLICATIONS

There are currently 12 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	4
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	3
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	4
<b>Total:</b>	<b>12</b>

The current status of these applications are;

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

As is highlighted by the table immediately above there 2 applications requiring consideration by the Board in this report. These are;

<b>Case. Ref(s)</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Officer</b>
21_05544_C	Buxton With Lamas	Coltishall Road	WC
22_05894_C	West Acre	River Road	ET



### 3. ITEMS REQUIRING THE BOARD'S CONSIDERATION

#### 3.1. 21\_05544\_C: Byelaw 10 application at Coltishall Road, Buxton with Lamas

Following an enforcement visit, the Board has received an application to finish building a residential extension which comes less than 1 metre from the brink of the adopted watercourse Buxton to Camping Bridge, Hevingham (4) (DRN082G0401) at the location shown in Figure 1 below.

The original property has reportedly been in place since approximately 1880 and falls within 9m of the adopted watercourse. In 2018 the applicant built a sun-room and decking which extended to the brink of the adopted watercourse.

The current extension is planned to replace the decking and will be a two-storey extension. A sandbag wall will continue to function as a new bank to the adopted watercourse. The applicant has already started works and states that they were unaware of the Board's Byelaws.

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

**Officer Recommendation:** Due to the Board not previously objecting to the long-standing location of the dwelling, the previous extensions nor the decking officers believe that any appeal would likely be found reasonable. The officer recommendation is therefore for approval, subject to the Board's standard conditions and specifications including a bespoke Deed of Indemnity to ensure the Board's liabilities do not increase as a result of the works.

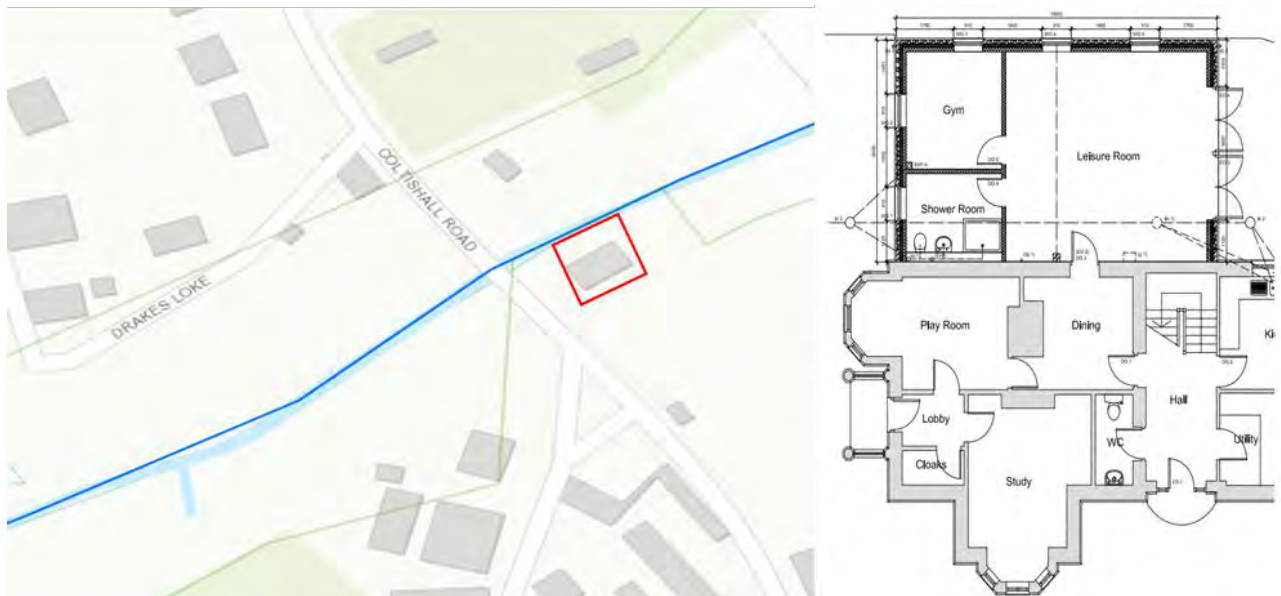


Figure 1: Location of the existing dwelling (red) and ongoing extension works (right) within 9m of the Board adopted watercourse (dark blue). Proposed flood plan on the right.

### 3.2. 22\_05894\_C: Byelaw 10 Application at River Road, West Acre.

Officers responded to reports of fencing obstructing the (Board Adopted) River Nar (DRN120G0101) downstream of the River Road bridge in December 2021. The landowner was in the process of instating stock-proof fencing to implement part of a rewilding project. Barbed wire had been stretched across the River which was obstructing wildlife movements along the river corridor. The landowner removed the wire strands across the river and agreed to apply for retrospective consent for the fencing.

The stock fencing has been installed at five locations within 9 metres the Board's adopted watercourse (see figure 2). The applicant has confirmed that at no point is the fencing closer than 1 metre from the brink of the watercourse, and pedestrian gates have been incorporated to facilitate the existing public rights of way.

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

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

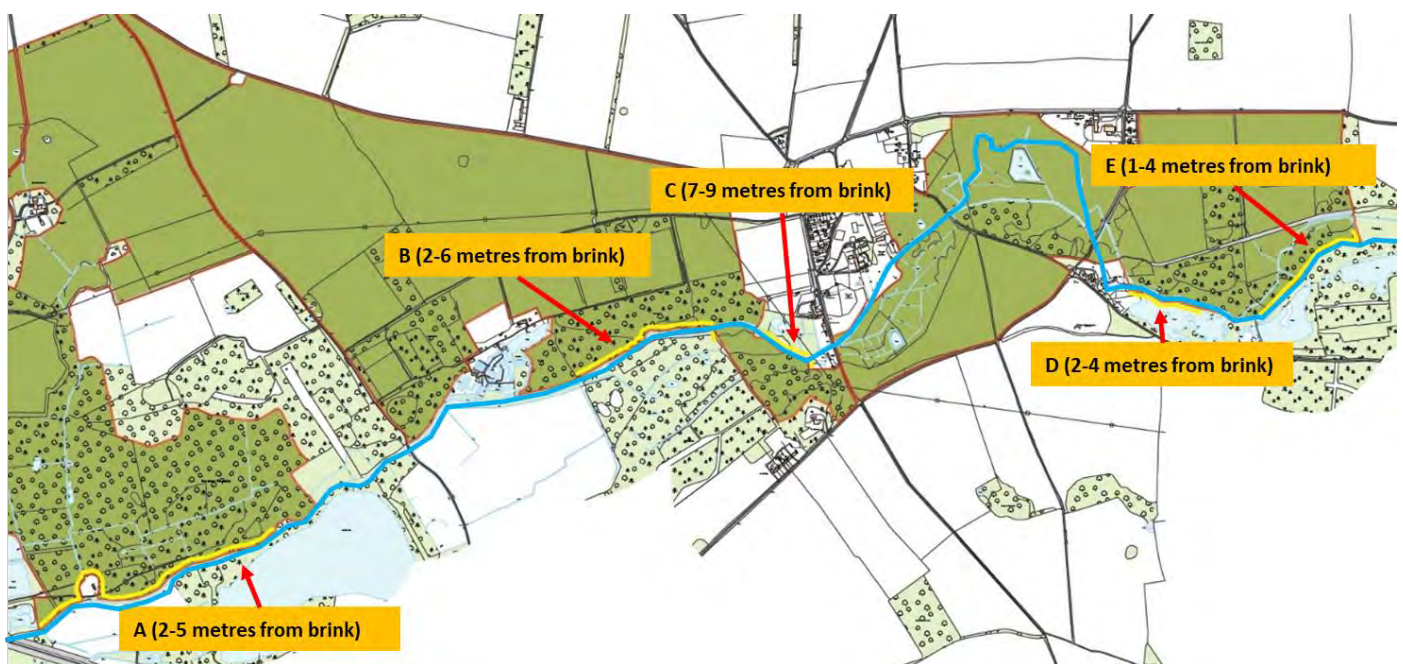


Figure 2: Map supplied by applicant showing extent of stock fencing (yellow line). Board Adopted watercourse shown with a blue line.

#### 4. CONSENTS DETERMINED

During this reporting period, the following 9 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

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

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

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Description of Application or Proposal</b>	<b>Outcome</b>
21_05224_C	Byelaw 10	Swanton Abbott	Scottow Road Bridge	Bridge maintenance works (working platform on bank)	Granted 20/10/2021
21_05316_C	Byelaw 3 Surface Water	Witton	Mill Common Road	Surface water discharge from a new impermeable area of 165m <sup>2</sup>	Granted 04/11/2021
21_05317_C	Byelaw 3 Treated Foul Water	Witton	Mill Common Road	Treated foul water discharge from 1 domestic property	Granted 04/11/2021
21_05318_C	Byelaw 10	Witton	Mill Common Road	Outfall apparatus within 9 metres of adopted watercourse	Granted 04/11/2021
21_05435_C	Byelaw 10	Foulsham	Foulsham FP10	Replacement footbridge	Granted 01/11/2021
21_05497_C	Byelaw 3 Surface Water	Burgh & Tuttington	Beck Lane	Discharge of surface water from an existing impermeable area of 4000m <sup>2</sup>	Granted 02/12/2021

21_05498_C	Byelaw 10	Burgh & Tuttington	Beck Lane	Outfall apparatus within 9 metres of adopted watercourse	Granted 02/12/2021
21_05520_C	Section 23, LDA 1991	Raynham	Raynham FP3	Replacement footbridge	Granted 07/01/2022
21_05651_C	Section 23, LDA 1991	Burgh & Tuttington	Beck Lane	Installation of 2x leaky dams as part of sediment capture scheme	Granted 02/12/2021

## 5. PLANNING COMMENTS

Officers have provided comments on 49 applications that are either in or could impact on the Boards Internal Drainage District. 21 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
2021/0054	Wymondham	Rightup Lane	33 dwellings
2018/0111	Long Stratton	East of the A140	1,275 dwellings plus commercial development
2018/0112	Long Stratton	West of the A140	387 dwellings plus commercial
2021/2204	Great Moulton	Overwood Lane	Commercial Development
20211843	Wroxham	Green Lane West	322 dwellings
20211911	Great Witchingham	Church Lane	Commercial Development
20211831	Taverham	Ringland Road	Commercial Development
CD/21/2992	Catfield	Sutton Road	Discharge of drainage condition

<b>Planning App. Ref.</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Description</b>
3DC/2021/0287/DOC	Dereham	Norwich Road	62 dwellings
20212010	Rackheath	Wroxham Road	350 dwellings
DE21/21/2747	Mundesley	Paston Road	Commercial Development
20211959	Horsham St Faith	A140	Commercial Development
PF/21/3141	Sheringham	Weybourne Road	Commercial Development
2021/2495	Swainsthorpe	Brick Kiln Lane	Commercial Development
3DC/2021/0312/DOC	Yaxham	Norwich Road	25 Dwellings
3DC/2021/0314/DOC	Yaxham	Elm Close	45 dwellings
2021/2579	Bracon Ash	Norwich Road	23 Dwellings
2021/2547	Harleston	Mendham Lane	354 dwellings
2021/2572 2021/2712 2021/2713	Tacolneston	The Fields	21 dwellings

In addition to the above planning applications, officers continue to monitor the following applications for Development Consent and liaise with the Planning Inspectorate / applicants as required:

- Norfolk Vanguard Offshore Wind Farm (Cable Route)
- Norfolk Boreas Offshore Wind Farm (Cable Route)
- Sheringham and Dudgeon Offshore Wind Farm Extension (Cable Route)
- Hornsea Project 3 Offshore Wind Farm (Cable Route)
- A7 North Tuddenham to Easton Dualling Scheme

## 6. FEES

There have been 2 surface water development contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid?	Reason for payment
21_05062_C	Bintree Road, Billingford	£234.56	24/09/2021	Yes, 16/11/2021	Discharge of surface water from an impermeable area of 425m <sup>2</sup> at a rate of 0.1 l/s.
21_05316_C	Mill Common Road, Witton	£2,065.15	11/11/2021	Yes, 12/11/2021	Surface water discharge from a new impermeable area of 165m <sup>2</sup>
		<b>Total: £2,299.71</b>			

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**CATHRYN BRADY**  
**SUSTAINABLE DEVELOPMENT MANAGER**  
**JANUARY 2022**

From: 01 April 2021  
To: 31 December 2021

Period To: 9  
Year Ended: 31 March 2022

NOTES	INCOME AND EXPENDITURE ACCOUNT	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
	<b>Income</b>						
	Occupiers Drainage Rates	84,986	84,986	0	84,986	84,986	0
1	Special Levies issued by the Board	329,005	329,005	0	329,005	329,005	0
2	Highland Water Contributions from EA	90,895	95,824	4,929	90,895	95,824	4,929
	Grants Applied	0	3,257	3,257	0	3,257	3,257
3	Income from Rechargeable Works	2,250	344,750	342,500	3,000	344,750	341,750
	Investment Interest	0	274	274	0	274	274
5	Other Income	162,739	168,377	5,638	266,205	259,856	-6,349
	<b>Total Income</b>	<b>£669,875</b>	<b>£1,026,473</b>	<b>£356,598</b>	<b>£774,091</b>	<b>£1,117,952</b>	<b>£343,861</b>
	<b>Less Expenditure</b>						
6	Capital Works	0	3,361	-3,361	0	3,361	-3,361
7	Precept Contributions to EA	76,351	76,268	83	76,351	76,268	83
8	Maintenance Works	432,194	403,984	28,210	573,172	570,029	3,143
9	Administration Charges	142,220	132,047	10,173	190,101	184,047	6,054
3	Cost of Rechargeable Works	0	326,348	-326,348	0	341,750	-341,750
4	Net Deficit/(Surplus) on Operating Accounts	0	2,706	-2,706	0	0	0
	<b>Total Expenditure</b>	<b>£650,765</b>	<b>£944,714</b>	<b>-£293,949</b>	<b>£839,624</b>	<b>£1,175,455</b>	<b>-£335,831</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
	<b>Net Surplus/(Deficit)</b>	<b>£19,110</b>	<b>£81,759</b>	<b>£62,649</b>	<b>-£65,533</b>	<b>-£57,504</b>	<b>£8,029</b>

From: 01 April 2021  
To: 31 December 2021

Period To: 9  
Year Ended: 31 March 2022

NOTES	BALANCE SHEET AS AT 31-12-2021	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
<b>10</b>	<b>Fixed Assets</b>			
	Land and Buildings	36,963	-749	36,214
	Plant and Equipment	107,996	-13,079	94,916
	Shared Consortium Assets	0	0	0
		<b>144,959</b>	<b>-13,829</b>	<b>131,130</b>
	<b>Current Assets</b>			
11	Bank Account	357,976	72,336	430,312
12	Trade Debtors	64,940	-52,134	12,806
13	Work in Progress	65,054	31,721	96,775
	Staff Health Insurance	0	73	73
14	Term Deposits	300,000	0	300,000
15,16	Drainage Ratepayers and Special Levies Due	-242	85	-157
	Prepayments	0	0	0
17	Prepayments to WMA	944	1,011	1,955
	VAT Due	4,248	-5,874	-1,626
	Grants Due	0	0	0
		<b>792,919</b>	<b>47,218</b>	<b>840,138</b>
	<b>Less Current Liabilities</b>			
	Trade Creditors	13,562	9,991	23,553
	Accruals	64,525	-29,329	35,196
	Payments Received In Advance	26,822	-25,774	1,048
	Finance Leases	0	0	0
	Payroll Controls	0	0	0
		<b>104,910</b>	<b>-45,112</b>	<b>59,798</b>
	<b>Net Current Assets</b>	<b>688,010</b>	<b>92,330</b>	<b>780,340</b>
	<b>Less Long Term Liabilities</b>			
19	Pension Liability	218,000	-9,000	209,000
	<b>Net Assets</b>	<b>£614,968</b>	<b>£87,502</b>	<b>£702,470</b>
<b>20</b>	<b>Reserves</b>			
	<b>Earmarked</b>			
	General Reserve	502,298	81,759	584,056
18	Grants Reserve	14,677	-3,257	11,420
21	Development Reserve	210,035	0	210,035
22	Plant Reserve	65,000	0	65,000
		<b>792,009</b>	<b>78,502</b>	<b>870,511</b>
	<b>Non-Distributable</b>			
23	Revaluation Reserve	40,959	0	40,959
19	Pension Reserve	-218,000	9,000	-209,000
		<b>-177,041</b>	<b>9,000</b>	<b>-168,041</b>
	<b>Total Reserves</b>	<b>£614,968</b>	<b>£87,502</b>	<b>£702,470</b>

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER



**From: 01 April 2021**  
**To: 31 December 2021**

**Period To: 9**  
**Year Ended: 31 March 2022**

**Note Notes to the Accounts**

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

	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>BUDGET</b>	<b>2021/22</b>
Breckland District Council	52,658	52,658
Broadland District Council	78,758	78,758
King's Lynn and West Norfolk Borough Council	20,000	20,000
North Norfolk District Council	104,928	104,928
Norwich City Council	5,871	5,871
South Norfolk District Council	66,790	66,790
	<b>329,005</b>	<b>329,005</b>

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

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

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

	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>BUDGET</b>	<b>2021/22</b>
Labour Operations Account	0	3,096
Mobile Plant Operations Account	0	-390
	<b>0</b>	<b>2,706</b>

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

- 5 Other income is made up as follows:

	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>BUDGET</b>	<b>2021/22</b>
Shared Income from WMA	162,739	168,377
Insurance Claims	0	0
Sundry Income	0	0
Summons Costs	0	0
	<b>162,739</b>	<b>168,377</b>

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

- 7 The EA Precept due for 2021/22 is payable to the EA on 31 May and the other half is payable to them on 30 November. The Board has no idea where or how this money is spent.

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

	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>BUDGET</b>	<b>2021/22</b>
Labour Charges	61,332	51,408
Plant Charges	8,501	7,125
Materials	6,800	5,700
Contractors	117,595	98,566
Plant Hire & Transport	1,259	1,055
<b>Direct Works</b>	<b>195,488</b>	<b>163,855</b>
Technical Support Staff Costs	197,397	209,523
Other Technical Support Costs	31,810	24,009
Biodiversity Action Plan Costs	7,500	6,597
<b>Maintenance Works</b>	<b>432,194</b>	<b>403,984</b>

From: 01 April 2021  
To: 31 December 2021

Period To: 9  
Year Ended: 31 March 2022

**Note Notes to the Accounts**

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

	<b>Y-T-D BUDGET</b>	<b>Y-T-D 2021/22</b>
Administration Staff Costs	105,255	100,511
Other Administration Costs	35,465	29,941
Development Expenditure	0	0
Drainage Rates AV Increases/(Decreases)	375	54
Depreciation Kettlewell House	749	749
Sundry Debtors written off	0	0
Sundry Expenses	0	315
Settlement Discount	376	478
	<b>142,220</b>	<b>132,047</b>

9(ii) **Consortium Charges**

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
<u>Expenses</u>		
Technical Support Staff (note 8)	197,397	209,523
Other Technical Support (note 8)	31,810	24,009
Administration Staff Costs (note 9i)	105,255	100,511
Other Administration Costs (Note 9i)	35,465	29,941
Shared Income from the WMA (note 5)	-162,739	-168,377
<b>Net Consortium Charge</b>	<b>207,188</b>	<b>195,607</b>

<b>Cost</b>	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Total</b>
Opening Balance as at 1-4-2021 b/fwd	49,950	139,691	189,641
(+) Additions	0	0	0
(-) Disposals	0	0	0
(=) Closing Balance as at 31-12-2021 c/fwd	<b>49,950</b>	<b>139,691</b>	<b>189,641</b>
<b>Depreciation</b>			
Opening Balance as at 1-4-2021 b/fwd	12,987	31,696	44,683
(+) Depreciation Charge for year	749	13,079	13,829
(-) Accumulated Depreciation written out on disposal	0	0	0
(=) Closing Balance as at 31-12-2021 c/fwd	<b>13,736</b>	<b>44,775</b>	<b>58,511</b>
Net Book Value as at 31-3-2021	<b>36,963</b>	<b>107,996</b>	<b>144,959</b>
Net Book Value as at 31-12-2021	<b>36,214</b>	<b>94,916</b>	<b>131,130</b>

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

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

	<b>2020/21</b>	<b>2021/22</b>
Opening Balance as at 1-4-2021 b/fwd	326,668	357,976
(+) Receipts	2,085,301	1,368,660
(-) Payments	-2,053,993	-1,296,324
(=) Closing Balance as at 31-12-2021 c/fwd	<b>357,976</b>	<b>430,312</b>
Balance on Statement as at 31-12-2021	348,519	430,304
Less: Unpresented payments	-22,543	8
Add: Unpresented receipts	32,000	0
Closing Balance as at 31-12-2021 c/fwd	<b>357,976</b>	<b>430,312</b>

**From:** 01 April 2021  
**To:** 31 December 2021

**Period To:** 9  
**Year Ended:** 31 March 2022

**Note** Notes to the Accounts

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	12,806	3
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days	0	0
	<u>12,806</u>	<u>3</u>

>90 days	Amount	Inv. Date	Originator
	<u>0</u>		
	<u>0</u>		

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

Customer	Amount	Comp. Date	Originator
REA0002	31,895	31/01/2022	Operations Manager PG
RSC0004	17,931	31/01/2022	Operations Manager PG
RWEG257-2018-4555	46,303	31/01/2022	Operations Manager PG
RW10001	645	31/01/2022	Operations Manager PG
	<u>96,775</u>		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Vernon Building Society	<u>300,000</u>	06/10/2021	06/05/2022	0.12%
	<u>300,000</u>			

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

16 There are currently 57 Ratepayers that have not paid their Drainage Rates for 2021/22, as compared to 71 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2020/21	2021/22
Arrears b/fwd	-149	-242
Drainage Rates for the year	83,306	84,986
Special Levies for the year	322,428	329,005
New Assessments	1,012	537
Value Decreases	-1,903	-2,287
Value Increases	891	1,750
Payments Received	-405,783	-414,233
Settlement Discount	-407	-478
Returned/(Represented) amounts	63	856
Irrecoverables and write offs	300	-49
Summons collection costs	0	0
Adjustments	0	-2
Arrears c/fwd	<u>-242</u>	<u>-157</u>

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

**From:** 01 April 2021  
**To:** 31 December 2021

**Period To:** 9  
**Year Ended:** 31 March 2022

**Note** **Notes to the Accounts**

18 **Grants Reserve**

Movements on the Grants Reserve are made up as follows:

		<u>2021/22</u>
	Opening Balance at 1-4-2021	-14,677
	Add: Grant Received	0
	Less: Grant Applied	<u>3,257</u>
	Closing Balance as at 31-12-2021	<b>-11,420</b>

		<u>2020/21</u>	<u>2021/22</u>
SCH03	Giant Hogweed Project	3,792	3,792
SCH02	River Wensum Restoration Project WLMP	1,233	1,233
SCH07	River Nar Litcham to Lexham Hall Lakes	760	760
SCH12	River Wensum Resoration Scheme	22,059	0
SCH13	River Nar Restoration Scheme 4 Year	4,007	1,992
SCH25	WFD Maintenance Improvements PSCA	<u>3,643</u>	<u>3,643</u>
		<b>35,494</b>	<b>11,420</b>

- 19(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability, which has been calculated by the LGPS Fund Actuary as at 31 March 2021.
- 19(ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £5,099,000 as at 31 March 2021 that is shared by all 6 Member Boards. However Waveney Lower Yare and Lothingland IDBs liability is capped at £5,000 until 31st March 2022. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 28 January 2021.
- 20 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 28 January 2021. This policy is available for viewing on the Board's website.
- 21 The purpose of the Development Reserve is to reduce the impact on drainage rates and special levies from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to fund in part improvement works that are necessary because of development.
- 22 The purpose of the Plant Reserve is to reduce the impact on drainage rates and special levies as and when equipment is bought and sold, in accordance with the plant renewals programme. Depreciation is its primary source of income, which largely comes from drainage rates/special levies in the form of plant charges included within the maintenance budget, together with any profits on disposal. Changes in hourly charge out rates are determined by the Operations Manager and the Chief Executive. Expenditure is determined by the Board, following recommendations made by the Chief Executive and Operations Manager.
- 23 This Revaluation Reserve has arisen from the revaluation of the Board's share of Kettlewell House on 31 March 2009 (approx. 10%).

**Related Party Transactions**

- 24 Mr J F Carrick is the Chairman of the Norfolk Rivers IDB. He has been paid £3,500.00 Chairman's Allowance for the period 01.11.2020-31.10.2021.
- 25 The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.

**Recommended Actions:**

1. To approve the Financial Report for the period ending 31-12-2021.

S JEFFREY BSc (Hons) FCCA  
**FINANCE & RATING MANAGER**



**From: 01 April 2021**  
**To: 31 December 2021**

**Period To: 9**  
**Year Ended: 31 March 2022**

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2022	ACTUAL 2020/21 £	ACTUAL 2021/22 £
<b>5 (-) Loan Interest/Capital Repayments</b>		
Loan Interest	0	0
Capital Repayments	0	0
<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>
<b>6 (-) All Other Expenditure</b>		
Capital Works	20,817	3,361
Maintenance Works	497,169	403,984
Environment Agency Precept	74,854	76,268
Development Expenditure	0	0
Administration Charges	168,183	132,047
Cost of Rechargeable Works	114,061	326,348
Net Deficit/(Surplus) on Operating Accounts	8,654	2,706
Pension Interest Cost/(Expected Return on Assets)	0	0
<b>As per Statement of Accounts</b>	<b>883,738</b>	<b>944,714</b>
<b>(-) All Other Expenditure (Non Cash)</b>		
Plant and Equipment	7,863	13,079
Buildings	0	0
Depreciation on Kettlewell House (including in admin. Exp.)	999	749
Pension Interest Cost/(Expected Return on Assets)	0	0
	<b>8,862</b>	<b>13,828</b>
<b>(-) Staff Costs now reported in Box 4</b>	<b>411,089</b>	<b>375,368</b>
<b>(+) Capitalised Additions</b>		
Land and Buildings	0	0
Plant and Equipment	102,695	0
	<b>102,695</b>	<b>0</b>
<b>(=) Adjusted Other Expenditure</b>	<b>566,482</b>	<b>555,518</b>
<b>7 (=) Balances carried forward</b>		
General Reserve	502,298	584,056
Development Reserve	210,035	210,035
Plant Reserve	65,000	65,000
Revaluation Reserve	40,959	40,959
Grants Reserve	14,677	11,420
Pension Reserve	-218,000	-209,000
<b>As per Statement of Accounts</b>	<b>614,969</b>	<b>702,470</b>
<b>(-) Fixed Assets and Long Term Liabilities</b>		
Long Term Borrowing	0	0
Pension Liability	-218,000	-209,000
Net Book Value of Tangible Fixed Assets	144,959	131,130
	<b>-73,041</b>	<b>-77,870</b>
<b>(=) Adjusted Balances carried forward (Net Current Assets)</b>	<b>688,010</b>	<b>780,340</b>
<b>8 Total Cash and Short Term Investments</b>		



From: 01 April 2021  
To: 31 December 2021

Period To: 9  
Year Ended: 31 March 2022

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2022	ACTUAL 2020/21 £	ACTUAL 2021/22 £
	Cash at Bank and in Hand	357,976	430,312
	Short Term Investments	300,000	300,000
	<b>As per Statement of Accounts</b>	<b>657,976</b>	<b>730,312</b>
<b>9</b>	<b>Total Fixed Assets and Long Term Assets (Net Book Value)</b>		
	Land and Buildings	36,963	36,214
	Plant and Equipment	107,996	94,916
	Shared Consortium Assets	0	0
	<b>As per Statement of Accounts</b>	<b>144,959</b>	<b>131,130</b>
<b>10</b>	<b>Total Borrowings</b>		
	Loans Due (<= 1 Year)	0	0
	Loans Due (> 1 Year)	0	0
	<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>



From: 01 April 2021  
To: 31 December 2021

Period To: 9  
Year Ended: 31 March 2022

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2022	ACTUAL 2020/21 £	ACTUAL 2021/22 £
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7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2020/21 £	ACTUAL 2021/22 £
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<b>7</b>	<b>Balances carried forward (adjusted)</b>	<b>688,010</b>	<b>780,340</b>
	<b>(-) Deduct: Debtors and Prepayments</b>		
	Trade Debtors	64,940	12,806
	Work in Progress	65,054	96,775
	Drainage Rates and Special Levies Due	-242	-157
	Staff Health Insurances	0	73
	Prepayments	0	0
	Prepayments to WMA	944	1,955
	Vat Due from HMRC	4,248	-1,626
	Grants Due	0	0
		<b>134,944</b>	<b>109,826</b>
	<b>(+) Add: Creditors and Payments Received in Advance (&lt;= 1 Year)</b>		
	Trade Creditors	13,562	23,553
	Accruals	64,525	35,196
	Drainage Rates/Special Levies paid in advance	26,822	1,048
	Finance Leases	0	0
		<b>104,910</b>	<b>59,798</b>
	<b>(=) Box 8</b>	<b>657,976</b>	<b>730,312</b>
<b>8</b>	<b>(=) Total Cash and Short Term Investments</b>		
	Cash at Bank and in Hand	357,976	430,312
	Short Term Investments	300,000	300,000
		<b>657,976</b>	<b>730,312</b>

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

28/04/2022

## NORFOLK RIVERS IDB

### SCHEDULE OF PAID ACCOUNTS

Payment Date From: 01/10/2021

Payment Date To: 31/12/2021

<u>NAME</u>	<u>DETAILS</u>	<u>% COST RECOVERABLE</u>	<u>AMOUNT PAID THIS PERIOD</u>
Acorn Tree Services	Tree Works	100	2,125.00
AM Ground Maintenance	Maintenance Works	0	5,460.00
Anglia Farmers	Rechargeable Materials	83	4,752.67
Broadscape East Limited	Truxor Hire with Operator	81	36,720.00
British Metal Treatments	Galvanising	0	103.73
Broads (2006) IDB	Rechargeable Work	58	23,001.13
A & W Cushion Ltd	Timber	100	614.54
DIY Tool Hire Ltd	Plant Hire	0	147.00
Ernest Doe & Sons Ltd	Small Tools/PPE	0	134.39
EAS Plant Hire Ltd	Aggregates	100	1,897.30
East Suffolk IDB	Galvanising/Overtime	100	273.58
Engineering & Hire Ltd	Parts	0	655.18
Environment Agency Precept	Precept	0	38,134.03
GDR Sales Ltd	Plant/Labour Hire	43	51,674.98
Hoben International Ltd	Materials	100	1,603.80
Hubble	Nuts & Bolts	57	28.28
Inland Revenue	PAYE	0	4,723.60
John Davidson (Pipes) Ltd	Pipework	100	992.05
J K H Drainage Units Ltd	Headwalls & Accessories	100	5,012.40
Mervyn Lambert Plant Hire Ltd	Plant Hire/Servicing	80	7,509.53
Little Fields Farm Ltd	Virkon Aquatic Tablets	0	70.55
Martyn J Green	Plant Hire	0	168.00
MDH Arb Hire	Plant Hire	0	720.00
MLP Traffic Ltd	Traffic Light System Hire	0	356.40
Norfolk Pension Fund	Superannuation	0	4,739.03
Norfolk Rivers Trust	Environmental Surveys	100	3,000.00
Pips Skips Ltd	Skip Hire	100	246.00
Mr C Rangeley-Wilson	WEG River Restoration	100	6,159.57
Skyguard Ltd	Lone Worker Service	0	489.60
Strickland MFG Limited	Parts	0	441.60
Stuart Group Ltd	Small Tools	0	152.45
Robert P Thain	Plant Hire/Machine Moves	30	5,602.80
Thomson Sawmills Limited	Materials	0	425.71
Torry Hill Chestnut Fencing Ltd	Stakes	100	441.60
C R Turner	Low Loader Hire	49	2,484.00
Vodafone Ltd	Mobile Phone Charges	0	250.02



**NORFOLK RIVERS IDB**  
**SCHEDULE OF PAID ACCOUNTS**

<b><u>NAME</u></b>	<b><u>DETAILS</u></b>	<b><u>% COST RECOVERABLE</u></b>	<b><u>AMOUNT PAID THIS PERIOD</u></b>
Water Management Alliance	Rechargeable Works	56	27,916.42
A P Wakeham Hire Ltd	Plant Hire	100	1,932.00
Witham Oil & Paint Lowestoft Ltd	Grease Cartridges	0	67.10

**Please note that the  
amounts shown above  
include VAT**

**£241,226.04**

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD  
MAINTENANCE WORKS PROGRAMME FOR 2022/23**

NOTE	OUR REF.	MAINTENANCE WORKS	ACTUAL (£) 2020/21	ESTIMATE (£) 2021/22	PROBABLE (£) 2021/22	ESTIMATE (£) 2022/23
1		<b>Smallburgh Sub Catchment</b>				
	CMT013G	North Walsham & Dilham Canal Catchment	1,839	14,000	14,000	9,000
	CMT014G	Hundred Stream Catchment	11,890	7,000	7,000	9,000
		<b>Middle Bure Sub Catchment</b>				
1	CMT026G	Hoveton Catchment	0	5,700	0	9,000
		<b>North Norfolk Rivers Sub Catchment</b>				
	CMT042G	Holme Catchment	0	7,550	5,480	0
	CMT043G	Burn Catchment (Burnham Norton)	3,583	1,500	3,143	9,000
	CMT044G	Stiffkey Catchment	4,877	0	56	448
		<b>Upper Yare and Tas Sub Catchment</b>				
	CMT061G	<b>Forncett to Tasburgh</b>				
	061G0301	3 Tharston Drain	0	1,750	0	0
	061G0302	3a Fundenhall Drain	0	1,750	0	0
	061G0303	3b Peck Drain	0	1,750	2,025	4,500
	061G0304	3c Wacton Drain	0	1,750	0	0
	061G0305	3d Sandpit Drain	0	1,750	0	0
	CMT062G	Flordan to Caistor St Edmunds Catchment	5,806	0	13,443	5,443
2	CMT063G	Trowse Catchment	915	1,500	2,235	1,064
	CMT064G	Keswick Catchment	0	3,700	3,700	0
	CMT065G	Greath Melton to Colney Catchment	0	0	0	0
	CMT066G	Barnham Broom Catchment	0	0	0	0
	CMT067G	Thuxton Catchment	2,442	3,850	3,872	5,172
	CMT068G	Deopham to Wrampingham	1,266	3,200	6,916	7,020
	CMT069G	Wymondham Catchment	1,845	6,200	4,512	2,128
	CMT070G	Dyke Beck Catchment	312	1,000	2,697	0
		<b>Upper Bure Sub Catchment</b>				
	<b>CMT071G Thurning Catchment</b>					
	071G3701	37 Fulling Mill - Growle Abbey	3,601	3,850	2,366	4,500
	071G3801	38 Blackwater to Guestwick	0	0	0	4,500
	071G3802	38a Thurning Spa	0	0	0	4,500
	CMT072G	Corpustry/Cropton Hall Catchment	4,810	4,700	1,582	4,500
	CMT073G	Mannington Hall Catchment	1,092	500	448	1,064
	<b>CMT074G Itteringham</b>					
	074G3401	Itteringham Marsh - 34 Itteringham Marsh u/s Bure	234	1,500	2,193	1,064
	074G3501	Itteringham Marsh - 35 Itteringham to Oulton	0	0	0	0
	074G3601	Itteringham Marsh - 36	0	0	714	1,064
	CMT075G	Blickling-Itteringham Catchment	0	7,200	0	0
	<b>CMT076G Aldborough and Scarrow Beck</b>					
	076G2901	29 Scarrow Beck - Aldborough	104	0	1,202	2,660
	076G3001	30 Wickmere to Matlaske	0	0	0	0
	076G3002	30a Wickmere Drain	5,403	2,500	2,618	4,256
	076G3101	31 Aldborough to Bressingham	2,184	0	1,596	3,192
	076G3201	32 Aldborough to Dairy Farm	0	0	0	0
	076G3301	33 Aldborough to Thurgaton Hall	3,523	2,000	2,072	4,256
	076G3302	33a Hanworth Park Spur	1,300	1,000	448	2,128
	076G3303	33b Haworth Common	2,002	0	770	2,128
	076G4001	40 Thwaite Common Drain	1,612	0	2,114	2,128
	CMT077G	Blickling Catchment	1,719	5,350	0	0
	CMT078G	Aylsham Catchment No.1	1,365	5,700	0	2,250
	CMT079G	Aylsham North Catchment No.2	3,854	6,350	2,436	2,128
	CMT080G	Burgh-Next-Aylsham Catchment	1,958	11,000	2,569	2,250
	CMT081G	Marsham-Brampton Catchment	30,065	18,000	26,192	26,884
	CMT082G	Buxton - Hevingham Catchment	4,250	7,500	3,957	9,000
	CMT083G	Kings Beck Catchment	49,045	47,500	47,500	52,292
	CMT084G	Horstead - Hautbois Catchment	2,275	1,500	3,000	2,128
	CMT085G	Horstead Catchment	364	1,000	1,680	2,128
	CMT086G	Itteringham Marsh Catchment	0	0	0	0
		<b>Wensum Sub Catchment</b>				
	CMT087G	Tatterset A Catchment	0	0	0	0

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD  
MAINTENANCE WORKS PROGRAMME FOR 2022/23**

<b>NOTE</b>	<b>OUR REF.</b>	<b>MAINTENANCE WORKS</b>	<b>ACTUAL (£) 2020/21</b>	<b>ESTIMATE (£) 2021/22</b>	<b>PROBABLE (£) 2021/22</b>	<b>ESTIMATE (£) 2022/23</b>
		CMT088G Tatterset B Catchment	0	0	0	0
		CMT089G Tatterford - Raynham Catchment	0	0	0	0
		CMT090G Dunton Patch Catchment	3,033	0	7,436	0
		CMT091G Dunton Patch - Nights Common Catchment	13	6,350	0	0
		CMT092G Sculthorpe Catchment	12,381	8,700	2,972	9,000
		CMT093G Gt Ryburgh Catchment	1,948	0	0	0
		CMT094G Gt Ryburgh Langor Catchment	0	0	1,000	0
		CMT095G Gt Ryburgh Stibbard Catchment	234	0	4,050	0
		CMT096G Gt Ryburgh B Catchment	2,994	0	3,000	4,500
		CMT097G Guist Catchment	0	0	0	2,250
		CMT098G Foulsham Catchment	9,140	0	1,287	5,535
		CMT099G Elmham A Catchment	5,601	6,700	6,700	6,750
		CMT0100G Elmham B Catchment	0	0	420	2,250
		CMT0101G Beetley Catchment	925	2,850	5,000	7,692
		CMT0102G Gressenhall A Catchment	0	0	3,000	0
		CMT0103G Gressenhall B Catchment	0	0	0	0
		CMT0104G Dereham Stream Catchment	6,593	5,200	5,200	6,750
		CMT0105G Billingford Catchment	6,108	3,700	3,700	4,500
		CMT0106G Bylaugh Meadows Catchment	10,534	3,200	0	4,500
3		CMT107G Swanton Morley Catchment	5,556	5,700	0	4,500
		CMT108G Easthaugh Catchment	0	0	0	0
		CMT109G Lenwade Catchment	180	3,200	3,200	0
		CMT110G Reepham - Booton Catchment	6,972	4,700	4,700	9,000
		CMT111G Swannington Catchment	8,891	5,700	5,700	4,500
		CMT112G Ringland - Morton Hall Catchment	11,090	5,500	8,732	3,375
		CMT113G Taverham Hall Catchment	0	0	0	4,500
		CMT114G Drayton Low Road Catchment	7,118	0	0	0
		CMT115G Costessey Mill Catchment	143	0	4,500	0
		CMT116G Hellesdon Low Road A Catchment	0	0	0	0
		CMT117G Honningham - Berry Hall Catchment	0	5,350	4,750	0
		CMT119G Hellesdon Low Road B Catchment	0	0	2,500	0
		<b>Upper Nar Sub Catchments</b>				
		CMT120G Upper Nar River Catchment	7,801	2,700	8,241	7,020
		<b>All Sub Catchments</b>				
	ALL	General Duties	0	0	0	0
		<b>Direct Works</b>	<b>£262,786</b>	<b>£260,650</b>	<b>£260,623</b>	<b>£289,397</b>

**NOTES**

- 1 Detailed scoping on this system has confirmed that a desilt is required early autumn to utilise favourable ground conditions. The window was missed in 2021/22 hence works are now programmed for 2022/23.
- 2 Desilt planned for this financial year.
- 3 Checks have confirmed that no works are required this year in this catchment.

M PHILPOT  
AREA MANAGER - WMA EAST ANGLIA

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD  
ESTIMATES FOR THE FINANCIAL YEAR 2022/23**

13 January 2022

**1. RATE REQUIREMENT**

	ACTUAL 2020/21	ESTIMATE 2021/22	PROBABLE 2021/22	ESTIMATE 2022/23	PROPORTION 2022/23
<b>NEW WORKS AND IMPROVEMENT WORKS</b>	£	£	£	£	%
Non Grant Aided Works	0	0	0	0	0%
Buxton Slow the Flow NFM	0	0	0	0	0%
WFD Maintenance Improvements (PSCA)	0	0	0	0	0%
River Wensum WLMP and Restoration (100%)	18,802	0	3,361	0	0%
River Nar WLMP and Restoration (100%)	2,015	0	0	0	0%
	20,817	0	3,361	0	0%
<b>CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY</b>	74,854	76,351	76,268	78,175	8%
<b>MAINTENANCE WORKS</b>					
Drain Maintenance	262,786	260,650	260,623	289,397	30%
Biodiversity Actions/BAP (external costs)	14,622	10,000	10,000	12,667	1%
Net (Surplus)/Deficit on Absorption Accounts	8,654	0	0	0	0%
Consortium Charges - Technical Support Costs	219,761	302,522	299,406	385,028	41%
Contingency	0	0	0	0	0%
	505,822	573,172	570,029	687,092	72%
<b>ADMINISTRATION AND OTHER EXPENSES</b>					
Consortium Charges - Administration Costs	167,010	188,101	182,548	182,142	19%
Provision for Annual Value Decreases and Bad Debts	173	500	500	500	0%
Other Expenses	999	1,500	999	1,500	0%
	168,182	190,101	184,047	184,142	19%
<b>TOTAL EXPENDITURE</b>	<b>£769,675</b>	<b>£839,624</b>	<b>£833,705</b>	<b>£949,409</b>	<b>100%</b>
<b>Less:</b>					
<b>GOVERNMENT GRANTS</b>					
Buxton Slow the Flow NFM	0	0	0	0	0%
WFD Maintenance Improvements (PSCA)	0	0	0	0	0%
River Wensum WLMP and Restoration (100%)	18,802	0	3,257	0	0%
River Nar WLMP and Restoration (100%)	2,015	0	0	0	0%
	20,817	0	3,257	0	0%
<b>CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY</b>	106,946	90,895	95,824	101,618	11%
<b>OTHER INCOME</b>					
Consortium Income	183,359	266,205	259,856	336,637	35%
Other Income	2,479	0	274	209	0%
Profit/(Loss) on Rechargeable Works	2,736	3,000	3,000	3,000	0%
Profit/(Loss) on Disposal of Plant & Equipment	0	0	0	0	0%
	188,574	269,205	263,130	339,846	36%
<b>TOTAL INCOME</b>	<b>£316,337</b>	<b>£360,100</b>	<b>£362,211</b>	<b>£441,464</b>	<b>46%</b>
<b>NET REQUIREMENT</b>	<b>£453,339</b>	<b>£479,524</b>	<b>£471,495</b>	<b>£507,945</b>	<b>54%</b>
<b>FINANCED BY:-</b>					
<b>RATE INCOME LEVIED BY THE BOARD:</b>					
Occupiers Drainage Rates	83,223	84,986	84,986		
Breckland District Council	51,625	52,658	52,658		
Broadland District Council	77,088	78,758	78,758		
King's Lynn & West Norfolk Borough Council	19,608	20,000	20,000		
North Norfolk District Council	102,871	104,928	104,928		
Norwich City Council	5,756	5,871	5,871		
South Norfolk District Council	65,480	66,790	66,790		
	<b>£405,651</b>	<b>£413,991</b>	<b>£413,991</b>		
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>(47,688)</b>	<b>(65,533)</b>	<b>(57,504)</b>		
<b>NET REQUIREMENT</b>	<b>£453,339</b>	<b>£479,524</b>	<b>£471,495</b>		
<b>GENERAL RESERVE</b>					
Balance brought forward at 1 April	549,985	502,298	502,298		
ADD: Net Surplus/(Deficit) for the year	(47,688)	(65,533)	(57,504)		
Movement on Reserves:					
Transfer from/(to) Capital Works Reserves	0	0	0		
Transfer from/(to) Development Reserve	0	0	0		
Transfer from/(to) Plant Reserve	0	0	0		
Balance carried forward at 31 March	<b>£502,298</b>	<b>£436,765</b>	<b>£444,794</b>		

On preparing the expenditure budget for the financial year 2021/22 it was estimated that the General Reserve would amount to £500,569 as at 31 March 2021. The actual General Reserve as at 31 March 2021 was £502,298 and it is estimated that the General Reserve will be in the region of £444,794 as at 31 March 2022.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD  
SECTION 37, LAND DRAINAGE ACT 1991**

**2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2021**

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

PROPERTIES	RATED AREA	VALUES PROPORTION		VALUE PER
	HA	£	%	HECTARE £
Agricultural Land and/or Buildings	12,855.392	724,521	20.529	56.359
Other Land:-				
Breckland District Council	367.164	448,914	12.719	1,222.653
Broadland District Council	600.526	671,427	19.024	1,118.065
King's Lynn & West Norfolk Borough Council	109.428	170,501	4.831	1,558.111
North Norfolk District Council	448.589	894,530	25.346	1,994.097
Norwich City Council	80.663	50,055	1.418	620.545
South Norfolk District Council	564.777	569,392	16.133	1,008.171
<b>Totals</b>	<b>15,026.539</b>	<b>£3,529,340</b>	<b>100.000</b>	
Agricultural Land and/or Buildings	12,855.392	724,521	20.529	56.359
District Councils	2,171.147	2,804,819	79.471	1,291.860
<b>Totals</b>	<b>15,026.539</b>	<b>£3,529,340</b>	<b>100.000</b>	

**SECTION 40, LAND DRAINAGE ACT 1991**

**3. DRAINAGE RATES/SPECIAL LEVIES FOR 2022/2023**

The following table shows the rate/levies for last year, and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate/levies requirement of 22.69%. Option 2 shows the planned rate increase of 3.10%. Option 3 shows an increase of 5.60%. Option 3 is recommended and members attention is drawn to the 5 year indicative forecast shown overleaf, which incorporates the capital schemes included in the indicative 20 year programme previously approved by the Board.

FINANCED BY:-	REQUIREMENT			
	2021-2022 ESTIMATED	2022-2023 OPTION 1	2022-2023 OPTION 2	2022-2023 OPTION 3
	£	£	£	£
Capital Works Reserve	0	0	0	0
Development Reserve	0	0	0	0
Plant Reserve	0	0	0	0
General Reserve	65,533	0	81,107	70,766
Reduction/(Increase) in Cash Reserves	65,533	0	81,107	70,766
<b>RATES/LEVIES:</b>				
Occupiers Drainage Rates	84,986	104,274	87,624	89,746
Breckland District Council	52,658	64,608	54,292	55,607
Broadland District Council	78,758	96,632	81,202	83,170
King's Lynn & West Norfolk Borough Council	20,000	24,539	20,620	21,120
North Norfolk District Council	104,928	128,741	108,184	110,805
Norwich City Council	5,871	7,204	6,054	6,200
South Norfolk District Council	66,790	81,947	68,862	70,531
<b>NET REQUIREMENT</b>	<b>£479,524</b>	<b>£507,945</b>	<b>£507,945</b>	<b>£507,945</b>
Penny Rate in the Pound	11.730p	14.392p	12.094p	12.387p
<b>INCREASES/(DECREASES):</b>				
Drainage Rate Increase/(Decrease)	2.00%	22.69%	3.10%	5.60%
Special Levy for District Councils' Increase/(Decrease)	2.04%	22.69%	3.10%	5.60%
<b>GENERAL RESERVE:</b>				
Probable Reserve at 31 March	£435,036	£444,794	£363,688	£374,029
Reserve expressed as a percentage of Net Requirement	90.72%	87.57%	71.60%	73.64%
<b>AVERAGE RATE PER ACRE:</b>				
Agricultural Land and/or Buildings	£2.68	£3.28	£2.76	£2.83
District Councils	£61.32	£75.24	£63.23	£64.76

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

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD**

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

<b>RATE REQUIREMENT</b>	<b>OPTION 3 REQUIREMENT...</b>				
	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>
	£	£	£	£	£
New Works and Improvement Works	0	0	0	0	0
Contributions Payable to the Environment Agency	78,175	80,520	82,936	85,424	87,987
Maintenance Works	687,092	713,317	728,763	756,028	798,452
Administration and Other Expenses	184,142	195,191	206,902	219,316	232,475
Government Grants	0	0	0	0	0
Contributions from the Environment Agency	-101,618	-104,667	-107,807	-111,041	-114,372
Other Income	-339,846	-360,237	-381,851	-404,762	-429,048
<b>NET REQUIREMENT</b>	<b>£507,945</b>	<b>£524,124</b>	<b>£528,943</b>	<b>£544,965</b>	<b>£575,494</b>

**FINANCED BY:-**

Capital Works Reserve	0	0	0	0	0
Development Reserve	0	0	0	0	0
Plant Reserve	0	0	0	0	0
General Reserve	70,766	35,417	12,884	0	0
Reduction/(Increase) in Cash Reserves	70,766	35,417	12,884	0	0

**RATES/LEVIES:**

Occupiers Drainage Rates	89,746	100,324	105,939	111,873	118,140
Breckland District Council	55,607	62,161	65,640	69,317	73,200
Broadland District Council	83,170	92,972	98,176	103,675	109,483
King's Lynn & West Norfolk Borough Council	21,120	23,609	24,931	26,327	27,802
North Norfolk District Council	110,805	123,866	130,798	138,124	145,862
Norwich City Council	6,200	6,931	7,319	7,729	8,162
South Norfolk District Council	70,531	78,844	83,256	87,920	92,845
	<b>£507,945</b>	<b>£524,124</b>	<b>£528,943</b>	<b>£544,965</b>	<b>£575,494</b>

Penny Rate in the Pound	13.113p	13.847p	14.622p	15.441p	16.306p
Rate Increase/(Decrease)	5.60%	5.60%	5.60%	5.60%	5.60%

**GENERAL RESERVE:**

Probable Reserve at 31 March	£374,029	£338,612	£325,728	£325,728	£325,728
Reserve expressed as a percentage of Net Requirement	73.64%	64.61%	61.58%	59.77%	56.60%

**AVERAGE RATE PER ACRE:**

Agricultural Land and/or Buildings	£2.83	£3.16	£3.33	£3.52	£3.72
District Councils	£64.76	£72.39	£76.44	£80.73	£85.25

<b>5. EARMARKED BALANCES AND RESERVES</b>	<b>ACTUAL</b>	<b>ADEQUACY</b>	<b>PROJECTED</b>	<b>ESTIMATED</b>	<b>TREND</b>
	<b>31/03/2021</b>	<b>31/03/2022</b>	<b>31/03/2022</b>	<b>31/03/2023</b>	<b>20/21-22/23</b>
	£	✓x	£	£	Inc/Dec
<b>Earmarked Cash Reserves</b>					
Capital Works Reserve	£0	N/A	£0	£0	Stable
Development Reserve	£210,035	x	£210,035	£210,035	Stable
Grants Reserve	£14,677	N/A	£10,000	£0	Decreasing
Plant Reserve	£65,000	✓	£65,000	£65,000	Stable
General Reserve	£502,298	✓	£444,794	£374,029	Decreasing
	<b>£792,010</b>	<b>ADEQUATE</b>	<b>£729,829</b>	<b>£649,064</b>	
<b>Other Reserves</b>					
Revaluation Reserve	£40,959	✓	£40,959	£40,959	Stable
Pensions Reserve	-£218,000	✓	-£209,000	-£209,000	Stable
	<b>-£177,041</b>	<b>ADEQUATE</b>	<b>-£168,041</b>	<b>-£168,041</b>	
<b>Total Reserves</b>	<b>£614,969</b>	<b>ADEQUATE</b>	<b>£561,788</b>	<b>£481,023</b>	

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

## NORFOLK RIVERS INTERNAL DRAINAGE BOARD OBJECTIVES 2021/22– PERFORMANCE REVIEW

	<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
1.	Ensure total expenditure does not exceed the expenditure budget for 2021/22 and plan for subsequent year's rate increases to equate to no more than an inflationary rise.	Chief Executive/Budget Holders: Area Manager, Operations Manager	Achieved.  This may be difficult to achieve next year with rising fuel and energy prices, and employment costs.
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	Achieved as far as we're able. The agreement with the EA for the IDB to deliver a 3-year programme of works on EA main-rivers benefitting the IDB system, which commenced in 2017/18 was unilaterally stopped by the EA in 2018/19. Given that this programme of work would have delivered real tangible benefits to the Board's arterial network, the Board appealed its 2019/20 precept charge, in the absence of the EA being able to otherwise demonstrate that the Board derived any benefit from work funded by this charge.  The Board has appealed the precept for 2019/20 and Defra/EA are reviewing how this charge is calculated nationally to ensure that it is still fit for purpose and that the Board is being treated fairly.
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	Achieved. The Environment Act 2021 has come into being. With local support, this will give the Board the ability to extend its area to the watershed catchment, which would enable an upland drainage rate to be levied and for development contributions to be collected in the upper reaches, instead of receiving Highland Water Contributions from the EA for managing surface water that enters the district from outside the district.  The EA paid the Board's HWC in full this year (by cheque).
4.	To develop a plan to be less reliant on the Environment Agency's main-river network.	Area Manager/ Operations Manager	Achieved as far as we're able. We have prepared an Integrated Main River Maintenance programme for the EA, which the EA have chosen not to implement. The EA have also decided not to de-main any of the main-rivers that the Board have asked for because in the EAs view, the Board cannot be trusted, due to their Iken Waste Licencing Investigation which has been running for 4 years now. This position will not change until the EAs criminal investigation concludes (expected to take 5 years, concluding in 2022/23).

P J CAMAMILE  
CHIEF EXECUTIVE

## **NORFOLK RIVERS INTERNAL DRAINAGE BOARD DRAFT OBJECTIVES FOR 2022/23**

1. To ensure that total expenditure does not exceed the expenditure budget for 2022/23 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
2. To ensure that the Environment Agency's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
3. To identify alternative income sources, should Highland Water Contributions no longer be made by the Environment Agency to the Board for managing surface water entering the Drainage District from the Upland Catchment.
4. To start to build support for extending the Board's area to the watershed catchment boundary, following the recent enactment of the Environment Act 2021.



**NORFOLK RIVERS INTERNAL DRAINAGE BOARD  
RISK REGISTER**

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).	(1a) Reduction in, or insufficient finance, grant and income.	Erosion of Board's capital and general reserves.  Unable to replace assets as scheduled in asset management plan.	3	3	High 9 →	Explore alternative funding streams.  Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed, which in turn would provide additional rates to the Board from the upland area. Defra supports the Environment Bill which, if enacted could facilitate these aims.
	(1b) EA may cease to pay highland water contributions to IDBs.	Reduction in FCERM service the Board is able to provide.	3	3	High 9 →	Close liaison with EA to support its next 6 year compulsory spending to facilitate inclusion of IDB programmes/FDGiA where possible.
	(1c) EA is no longer willing or able to carry out work on sea defences that protects the Internal	Potential overtopping into IDD in severe weather events and cost implications of managing the	2	3	High 6 ↑	Develop Investment Plan with key stakeholders.  Contribute to the review of the Shoreline Management Plans and lobby ADA, to ensure that

**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)
	Drainage District, or the works are undertaken to a reduced specification.	increase in water.				the policy of “hold the line” is maintained where appropriate.
	(1d) EA is no longer willing or able to carry out work on Main Rivers.	Will limit the Board’s ability to fulfil its statutory function.	2	3	High 6 ↑	<p>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 that will provide benefit to IDB watercourses, however EA has halted these works in 2018/19. The IDB has appealed the precept.</p> <p>Continue to encourage the EA to de-main lengths of less strategically important main river for the IDB to adopt and maintain.</p>
	(1m) Maintenance works constrained by the Water Framework Directive legislation and Habitat Regulations	IDB could incur penalties/fines.	2	3	High 6 ↓	<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to</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)
	Assessment and onus of proof sits with IDBs.					remain WFD compliant.  Regular SMO update training for employees.  Pursue funding from all available sources.
	1(o) Increasing cost (financially and ecologically) implications of managing invasive species, such as Floating Pennywort, and of it becoming out of control within the catchment area.		3	3	High 9 ↑	Staff awareness training.  Ensuring the public are aware of the plant and the need to report it immediately.
	1(q) The red diesel exemption expires on 1 April 2022, which means that all of the existing mobile plant will need to run on white diesel.	An annual fuel increase in cost of approximately £30,000, meaning an increase of 3% in drainage rates and special levies.	3	3	High 9 ↑	ADA are lobbying Government and Board Members to lobby their local Members of Parliament, etc. We support the move to lower carbon usage, but it should be phased in over a number of years.
To liaise with EA to ensure sections of main river that will be de-listed by the EA.	(3a) EA may not provide funding to the IDB for this additional	Lack of maintenance on these sections of main rivers could	3	2	High 6 ↑	Continue to liaise with EA to bring proposal to Board.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD  
RISK REGISTER**

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
	maintenance.	adversely affect the IDB's watercourses and reduce the IDB's ability to fulfil its statutory function.				Prioritise maintenance programme.
	(3b) 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.	3	2	High 6	De-maining of low consequence main river remains under consideration by EA. Public consultation during Autumn 2017 for national de-maining pilot study in Norfolk/Suffolk, but the pilot study is currently on hold in Norfolk.  Board has agreed to adopt de-mained rivers.
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.	(4a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	Potential for increased flood risk.	2	3	High 6 ↓	Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board meetings.  Officers' comments on planning applications are available on Local Authority website.
	(4b) Potential for developers to allow SUDs to be managed by	Lost income from SWDCs and commuted sums.	2	3	High 6	A SUDs adoption and charging policy approved by the Board.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD  
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	private companies who may allow them to fall into disrepair through lack of long term maintenance.	Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.				At its 16 August 2018 meeting the Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.
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.	(5c) Increased levels of non-native species adversely affect BAP delivery.	Failure to successfully control/eradicate invasive species.	2	3	High 6	Adhere to risk assessment and protocol for management of works where non-native species are present.  Ensure biosecurity protocols are adhered to.

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

**Risk Assessment Matrix**

<b>Likelihood</b>			
Highly Likely	<b>Medium (3)</b>	<b>High (6)</b>	<b>High (9)</b>
Possible	<b>Low (2)</b>	<b>Medium (4)</b>	<b>High (6)</b>
Unlikely	<b>Low (1)</b>	<b>Low (2)</b>	<b>Medium (3)</b>
	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.

**LIKELIHOOD**

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



# Representing Drainage Water Level & Flood Risk Management Authorities

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By email to all IDB Clerks/CEOs

Thursday 06 January 2022

Dear Clerks & CEOs,

## Red diesel: January 2022 Update

### Background

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

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

### HM Treasury clarification

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

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

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

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

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



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

## **Pumping stations**

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

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

## **Next steps for ADA**

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

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

### ***Ditch clearing and drainage***

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

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

Therefore, ADA proposes to seek:

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

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

Yours faithfully

Ian Moodie MSci, Technical Manager, ADA





### Timeline of changes to rebated fuels entitlement

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

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

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

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

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

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

10 June 2021 | Finance Act 2021 received royal assent.

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

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

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

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

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

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

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

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



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

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

From: 01 April 2022  
To: 31 March 2023

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

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

From: 01 April 2022  
To: 31 March 2023

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

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

From: 01 April 2022  
To: 31 March 2023

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

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

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

**Recommendations:**

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

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

From: 01 April 2022  
To: 31 March 2023

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

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

From: 01 April 2022  
To: 31 March 2023

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

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

From: 01 April 2022  
To: 31 March 2023

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

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

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From: 01 April 2022  
To: 31 March 2023

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

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

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

S JEFFREY  
FINANCE AND RATING MANAGER

# Planning Report – Changes to Planning and Byelaw Strategy

## 1. Introduction

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

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

## 2. Byelaw 10 Scheme of Delegation / Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Distributed to:**

	<b>Printed Meeting Pack Requested</b>	<b>Watched ADA Health, Safety &amp; Welfare Modules</b>
<b>Members</b>		
Gordon Bambridge (Vice-Chairman)		YES 17/08/2021
Henry Birkbeck		YES 17/08/2021
Harry Blathwayt		YES 13/12/2021
Bill Borrett		
Nigel Brennan		YES 12/07/2021
Pierre Bütikofer		
John Carrick (Chairman)	YES	YES 29/07/2021
Henry Cator		YES 14/12/2021
Ian Devereux		YES 13/07/2021
Neil Foster		YES 21/12/2021
Tony Holden		YES 14/12/2021
Nigel Housden		
Charles Joice		YES 15/12/2021
Ken Kelly (H&S Champion)	YES	YES 22/06/2021
John Labouchere	YES	YES 11/08/2021
Nigel Legg	YES	YES 13/12/2021
Mark Little		
Linda Monument		
Tom Mutimer		YES 18/07/2021
Robert Savage		YES 02/08/2021
Michael Sayer		
Nigel Shaw		
John Toyne		YES 18/10/2021

**Officers**

Karen Bingham  
Giles Bloomfield  
Cathryn Brady  
Phil Camamile  
Sue Cook  
Paul George  
Sallyanne Jeffrey  
Caroline Laburn  
Kari Nash  
Matthew Philpot

Business Support Manager  
Project Development Manager  
Sustainable Development Manager  
Chief Executive  
PA to the CEO  
Operations Manager (NRIDB)  
Finance & Rating Manager  
Environmental Manager  
Programme Manager  
Area Manager (WMA East Anglia)

**Norfolk Rivers IDB**  
**Meeting 27 January 2022**