

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY BY ZOOM VIDEO/TELEPHONE LINK ON THURSDAY 28 JANUARY 2021 AT 10.00 AM.

Elected Members

H C Birkbeck
J Borthwick
* J F Carrick
* H G Cator
* N W D Foster
* C Joice
* J P Labouchere
M R Little
* N Middleton
T Mutimer
* M J Sayer
S Shaw
* R Wilbourn
Vacancy
Vacancy

Appointed Members

Breckland DC
S G Bambridge
* W Borrett

Broadland DC
* N Brennan
* K Kelly
* N Shaw

North Norfolk DC
* H Blathwayt
P Bütikofer
* N Housden
J Toye
Vacancy

South Norfolk DC

T Holden
* N Legg
* R Savage

Jointly Appointed

I Devereux
* L Monument
Vacancy

* Present (55%)

J Carrick in the Chair

Guest Speaker: Professor Tony Martin

In attendance:

Karen Bingham (Business Support Officer), Giles Bloomfield (Catchment Engineer), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to CEO), Paul George (Operations Engineer, WMA Eastern), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager) and Matthew Philpot (Project Engineer)

ID Norfolk Rivers IDB, Minute	Action
<p>01/21 WELCOME AND INTRODUCTIONS</p>	
<p>01/21/01 The Chairman started the meeting by requesting that the Board take a moment to remember and reflect on the life of Frank Oldfield who had sadly passed away on 15 October 2020. Frank had been a member of the River Wensum IDB and Norfolk Rivers IDB for over 40 years and was a well-respected member of the community.</p>	
<p>01/21/02 The Chairman welcomed everyone to the meeting and reminded members that Professor Tony Martin would be joining the call at 10.30 am.</p>	
<p>02/21 APOLOGIES FOR ABSENCE</p>	
<p>02/21/01 Apologies for absence were received on behalf of Gordon Bambridge, Pierre Bütikofer, Ian Devereux, Tony Holden and John Toye.</p>	
<p>03/21 DECLARATIONS OF INTEREST</p>	
<p>03/21/01 There were no declarations of interest other than those already recorded in the Member's Register of Interests. RESOLVED that this be noted.</p>	
<p>04/21 MINUTES OF THE LAST BOARD MEETING HELD ON 15 OCTOBER 2020</p>	
<p>04/21/01 The minutes of the last Board meeting held on 15 October 2020 were approved and confirmed as a true record. Neil Foster requested that paragraph 72/20/04 be amended from East Lexham, to West Lexham. RESOLVED that this be actioned. It was noted that the Chairman would sign the amended minutes shortly after the meeting. Arising therefrom:</p>	
<p><i>Post meeting note: the minutes were amended and signed immediately after the meeting.</i></p>	
<p>04/21/02 Castle Acre Common (72/20/02)</p>	
<p>The Operations Engineer reported that further footage was required before the promotional video would be made available. RESOLVED that this be noted.</p>	<p>GB</p>
<p>05/21 PRESENTATION FROM PROFESSOR TONY MARTIN</p>	
<p>05/21/01 The Environmental Manager introduced Professor Martin to the Board to present on the future vision of a mink-free Great Britain.</p>	

ID Norfolk Rivers IDB, Minute	Action
<p>05/21/02 Following an information presentation by Professor Martin, Henry Cator requested further details with a view to installing a trap and the Environmental Manager agreed to discuss this with him outside the meeting. RESOLVED that this be actioned. The Environmental Manager reiterated that volunteers were needed to ensure the success of the project and asked that anyone willing to be involved contact her directly after the meeting. RESOLVED that this be noted.</p>	CL
<p>05/21/03 The Board unanimously agreed to support Professor Martin in the mink eradication project and the Chairman thanked Professor Martin for attending the meeting. RESOLVED that this be noted.</p>	
<p>06/21 THE BOARD'S HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT</p>	
<p>06/21/01 The Health, Safety and Welfare Performance Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p>07/21 ENGINEERING AND OPERATIONS REPORT</p>	
<p>07/21/01 The Engineering and Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>07/21/02 Heavy Rainfall and Flooding Event (paragraph 5.1)</p> <p>The Project Engineer reported that he would prepare a full report for consideration at the next Board meeting and asked if any member had flooding incidents that they would like to investigate, they should contact him by email after the meeting (matthew@wlma.org.uk). RESOLVED that this be actioned.</p>	Members
<p>07/21/03 Henry Cator expressed concern at the proposed third river crossing in Great Yarmouth and how the reduction in river flow could affect the catchment. It was agreed and thereby RESOLVED to pass on the Board's concerns accordingly.</p>	MP
<p>08/21 ENVIRONMENTAL REPORT</p>	
<p>08/21/01 The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>08/21/02 Floating Pennywort (paragraph 7.1.2)</p> <p>The Environmental Manager reiterated the request within the report, urging all Board members to raise awareness of Floating</p>	Members

ID	Norfolk Rivers IDB, Minute	Action
	Pennywort as much as possible. RESOLVED that this be actioned.	
	09/21 PLANNING REPORT	
09/21/01	The Planning Report (a copy of which was filed in the Report Book), was considered in detail and approved. There were no matters arising.	
	10/21 FINANCIAL REPORT FOR THE PERIOD 1 APRIL 2020 TO 31 DECEMBER 2020	
10/21/01	The Financial Report for the period 1 April 2020 to 31 December 2020, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
	11/21 SCHEDULE OF PAID ACCOUNTS	
11/21/01	The Schedule of Paid Accounts for the period 1 September 2020 to 31 December 2020, totalling £341,734 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	12/21 EXTERNAL AUDITOR'S REPORT IN SECTION 3 OF THE AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN	
12/21/01	The External Auditor's Report in Section 3 of the Annual Governance and Accountability Return for 2019/20, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	13/21 TO CONSIDER AND APPROVE THE RATE ESTIMATES FOR 2021/22	
13/21/01	The detailed Rate Estimates for 2021/22 (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:	
13/21/02	It was agreed and thereby RESOLVED to approve the Direct Maintenance Work programme of £260,650 and Biodiversity Action Plan programme of £10,000 for 2021/22 as presented.	
13/21/03	It was agreed and thereby RESOLVED to approve in principle the EA Precept Charge of £76,351 for 2021/22, as demanded by the Anglian (Eastern) RFCC (an increase of 2% on last year's charge).	

13/21/04 It was agreed and thereby RESOLVED to approve the Consortium Administration & Establishment charge of £188,101 for 2021/22, as recommended by the Consortium Management Committee.

13/21/05 It was agreed and thereby RESOLVED to approve all Other Expenses for 2021/22, as presented.

13/21/06 It was agreed and thereby RESOLVED to approve the Consortium Technical Support charge of £302,522 for 2021/22, as recommended by the Consortium Management Committee.

13/21/07 It was agreed and thereby RESOLVED to approve the Consortium Income of £266,205 for 2021/22, as recommended by the Consortium Management Committee.

13/21/08 It was agreed and thereby RESOLVED to approve all Other Income of £93,895, which together with Consortium Income of £266,205 reduced the expenditure budget for 2021/22 by 43% and therefore the amount of expenditure that needed to be funded from drainage rates and special levies.

**14/21 FINANCIAL YEAR 2021/22
LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES**

14/21/01 Annual Values as at 31 December 2020

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2020 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2021/22 (a copy of which is filed in the Report Book).

14/21/02 It was unanimously agreed and thereby RESOLVED to increase drainage rates by 2% and special levies by 2.04% in total with effect from 1 April 2021 for the financial year 2021/22 (as detailed in Option 3):

Drainage Rate in the Pound	11.730p
Agricultural Drainage Rates	£84,986
Breckland District Council	£52,658
Broadland District Council	£78,758
King's Lynn & West Norfolk Borough Council	£20,000
North Norfolk District Council	£104,928
Norwich City Council	£5,871
South Norfolk District Council	£66,790
Reserves	<u>£65,533</u>
	£479,524

15/21 INDICATIVE FIVE-YEAR FORECAST

15/21/01 The indicative five-year forecast was considered in detail and approved, (a copy of which is filed in the Report Book).

16/21 EARMARKED BALANCES AND RESERVES

16/21/01 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).

17/21 REVIEW OF BOARD'S PERFORMANCE FOR 2020/21

17/21/01 The Performance Review of objectives for 2020/21 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

18/21 TO CONSIDER AND APPROVE OBJECTIVES FOR 2021/22

18/21/01 It was agreed and thereby RESOLVED to approve the following objectives for 2021/22:

- (i)** To ensure that total expenditure does not exceed the expenditure budget for 2021/22 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
- (ii)** To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
- (iii)** To prepare for Highland Water Contributions no longer being made available by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.
- (iv)** To start delivering the plan to be far less reliant on the Environment Agency.

19/21 TO CONSIDER AND APPROVE ANY MATERIAL CHANGES TO THE RISK REGISTER

19/21/01 Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:

19/21/02 It was agreed that a risk regarding Floating Pennywort be added to the register with a rating of 9. It was also requested that an

PJC

ID	Norfolk Rivers IDB, Minute	Action
	update to a role title be made to the action/response for Risk 4(b), changing Flood and Water Manager to Sustainable Development Manager. RESOLVED that these be actioned.	
20/21	TO CONSIDER AND APPROVE THE BOARD'S POLICIES DUE FOR REVIEW	
20/21/01	The Board's policies due for review were considered in detail and approved (a summary document detailing the policies and changes is filed in the Report Book). RESOLVED that this be noted.	
21/21	CORRESPONDENCE	
21/21/01	There was no other correspondence received.	
22/21	DATE OF NEXT MEETING	
22/21/01	The next Board meeting would take place on Thursday 29 April 2021 at 10.00 am, which would likely be held via Zoom.	
23/21	ANY OTHER BUSINESS	
23/21/01	There were no further items raised.	
24/21	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
24/21/01	There were no members of the public present at today's meeting.	
25/21	CONSORTIUM MATTERS	
25/21/01	Unconfirmed Minutes	
	The unconfirmed minutes of the last Consortium Management Committee (CMC) meeting held on 10 December 2020 were considered in detail and approved. There were no matters arising.	
25/21/02	WMA Schedule of Paid Accounts	
	The WMA Schedule of Paid Accounts for the period 1 August 2020 to 30 November 2020 totalling £628,808 as approved at the Consortium Management Committee meeting on 10 December 2020, was considered in detail and adopted by the Board. The Chief Executive declared an interest in the payment to Byzantine	

Ltd due to his wife being a Director and him being a shareholder. There were no matters arising.

25/21/03 Projected Out-turns for 2020/21 and WMA Estimates for 2021/22

The detailed Consortium Budget and Basis of Apportionment for the financial year 2021/22, as approved at the Consortium Management Committee meeting on 10 December 2020, together with the projected out-turns for year ending 31 March 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.

25/21/04 Planning/Byelaw Enforcement Procedures

The Two Stage Enforcement Process as approved at the Consortium Management Committee meeting on 10 December 2020 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.

25/21/05 WMA Policies

The 19 WMA policies due for review, as approved at the Consortium Management Committee meeting on 10 December 2020 were considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising.

25/21/06 Issues for discussion at the next CMC meeting

There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 26 March 2021. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: John Carrick, Gordon Bambridge and Henry Cator, or the Chief Executive directly.

26/21 CONFIDENTIAL BUSINESS

26/21/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

Water Management Alliance (Eastern) Health, Safety and Welfare Performance Review

- 1. This report covers the period from to 01 October 2020 – 16 December 2020**
 - 1.1 We continue to update and review risk assessment in line with government guidelines.
- 2. Learning events**
 - 2.1. None this quarter.
- 3. Accidents**
 - 3.1. No accidents this quarter.
- 4. Toolbox Talks & Training**

Toolbox Talks given to:

 - 4.1. Floating pennywort – invasive species information on plant identification and actions if found.
 - 4.2. Strategic Maintenance Operations: Toolbox talk refresher to all staff on our SMO document, maintenance procedures and standards. Talk will also be given to framework contractors in the new year.
 - 4.3. COVID Updates & Winter Safe Start, relating to additional winter risks.
 - 4.4. Abrasive Wheels: Training received by two operatives.
- 5. Updates to Generic Risk Assessments (GRA)**
 - 5.1. Generic Risk Assessment on COVID Risks, live document.
 - 5.2. Pregnant Employees GRA
 - 5.3. Environmental Team GRAs
- 6. Health & Safety Inspections (*these are carried out quarterly by Copes, our independent safety consultant*)**
 - 6.1. 16/12/20 – Martham depot and workshop.
 - 6.2. Review made of H&S fencing installed at Potter Heigham pumping station. Positive feedback received.
 - 6.3. Positive feedback on yard management and safety monitoring

ENGINEERING, OPERATIONS AND ENVIRONMENTAL REPORT January 2021

The Engineering and Operations Teams continue to plan and manage maintenance and capital projects throughout the NRIDB catchment area, facilitated by the Environmental Team. The following information pertains to operations and schemes carried out for the Norfolk Rivers IDB, from the **01 October 2020 – 07 January 2021**:

1. REVENUE MAINTENANCE WORKS

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

Norfolk Rivers Machine Operative (Broads IDB Machine)

Wensum: North Elmham,

Upper Yare & Tas: Hackford run, Thuxton, Buxton

Smallburgh: Hundred Stream

Contractor's:

Kings Beck

Handwork: NRIDB Operatives

Many sites across the district

2. RECHARGE WORKS

- 2.1 **NRIDB Operative working for the Broads Internal Drainage Board:**

2 weeks on Public H&S works around various Pumping Stations

- 2.2 **Public Sector Cooperation Agreement (PSCA) works:**

- Contract signed for work in Billingford for the EA, restoring a former river channel
- The EA have asked the NRIDB team to assist in a river restoration at Elsing on the Wensum. This is in the early stages and at present we are waiting for a contract to provide construction advice. The build is not estimated to start until 2022-2023.

- 2.3 **Landowner and minor contract works:**

Felthorpe Hall. Pond and vegetation work.

3. PLANT

- 3.1 **Plant Replacements**

Delivery of the new 14th Doosan machine is expected by the end of January 2021

4. CAPITAL SCHEMES

4.1 Scarrow Beck Restoration - Water Environment Grant (WEG) Project

Officers continue to work with the National Trust and Norfolk Rivers Trust in developing the proposals for the £195K, 1.9KM restoration scheme on the Scarrow Beck.

Trial holes and some ancillary work is due to be carried out in January.

Subject to approvals, in channel work is still programmed to start in March 2021 with the offline and grazing marsh features being constructed in summer 2021

4.2 Capital Works - Medium Term Plan- Programme Refresh

Further to the Government announcement over the summer of doubling of the Flood Risk Management budget to c.£5.2bn over the next 6year settlement period. Indicative allocations have been assigned to Norfolk Rivers IDB as follows.

River Wensum Culvert inspections & Works	£2.350m
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Business case development will be key to unlocking these funds to safeguard our drainage districts and aging assets into the future. Particular attention will be given to the culverts at Elsing and Gt. Ryburgh.

5. OPERATIONAL MATTERS

5.1 Heavy Rainfall and Flooding Event (23-24 December)

A significant rainfall event occurred at the end of December, with widespread flooding across the county.

Officers plan to review the flood event in more detail with feedback from the EA on the return period and rainfall data. Officers would also welcome feedback from any rate payers on the event and the extent of flooding on their land/in their wards.

Officers will develop a report on the flood, for presentation at the next board meeting.

6. COMPLAINTS/ENFORCEMENT

6.1 None this period.

7. ENVIRONMENTAL REPORT

7.1 INFORMATION FOR THE BOARD

7.1.1 Talk by Professor Tony Martin discussing the future of mink control and eradication in East Anglia and the UK

As discussed at a previous Board Meeting, the WMA has recently to joined the Water Life Recovery East Steering Group. This group aims to undertake a pilot project using the latest technology in trapping and mink identification using the latest Remoti smart traps, genetic studies and eDNA technology, with the

overarching aim to eradicate mink from the Eastern Counties of England. The aim then would be to build on the successes of this pilot project and roll the project further afield with the aim of eradication of mink throughout the UK, a task which seemed an impossible ask a few years ago.



A recent mink capture on a SHIDB drain

We have a presentation today from Professor Tony Martin, the Chair of the Water Life Recovery East, to talk about the objectives, methods, successes and costings associated with undertaking the Remoti trapping and the other technologies available such as eDNA and genetic techniques.

The aim of asking Prof Martin to discuss the trapping methods will be for the board to understand the various technologies available and allow the KLIDB to have a better understanding of the longer term aims of their contributions to the Norfolk Mink Project and promote to a wider audience within the NRIDB.

Prof Martin has provided a selection of reading material on the subject which will be included with the Meeting Pack to allow you to dip into.

7.1.2 Non-Native Invasives: Floating Pennywort in the North Walsham and Dilham Canal / River Ant

Following the previous NRIDB meeting, Broads and Norfolk Rivers IDB officers received reports of Floating Pennywort (*Hydrocotyle ranunculoides*), a fast growing and highly invasive plant species in the Internal Drainage Districts, around the North Walsham and Dilham Canal (NWDC) area and the River Ant. This was reported to members following the Board meeting via email in October 2020 (See **Appendix A**). The discovery of this plant in the catchments, poses is a huge risk to our IDBs, both economically as well as ecologically and could seriously impact boards infrastructure if were left unchecked.

The plant reproduces vegetatively, from bits splitting off from the main plant, floating downstream and establishing in the banks. It grows at a phenomenally fast rate (up to 20cm day) and forms vast, thick mats which could have serious impacts on drainage, navigation, fisheries and ecological interests in the Broads and the Broadland Rivers. It will be found initially growing horizontally out from the bank with lobed, kidney shaped leaves (up to 7 cm) and a thick fleshy stalk from which radiates veins

Surveys were undertaken by WMA Environmental Officers in November and December, on both IDB drains that connect to the canal, and of the NWDC canal itself between Briggate Bridge and Tonnage Bridge. These surveys showed that Floating Pennywort is currently present between Honing lock and Tonnage Bridge. this includes a large patch at the confluence of the Hundred Stream (IDB Drain) and the canal. Further regular surveys will be required upstream and downstream of this site.

In order to prevent short-term spread from the nine very large (>5m) patches identified during the surveys, it was decided that prompt action was needed. The NRIDB excavator and operative was deployed to remove seven of the large patches and bury them in the adjacent marsh. This operation was agreed with the landowner and EA and was successfully undertaken on 7th December. This work was funded from the NRIDB BAP budget for non-native species.

Floating pennywort patch on the NWDC



Floating Pennywort removal by the NRIDB Machine



A specialist contractor has been employed by the NNNSI to remove two further large patches by hand using, where excavator access was too difficult. He has also been employed to survey further down to Barton Broad and provide a management plan for the species.

Unfortunately, the results of the recent survey undertaken by boat, by the specialist contractor, has discovered that the plant has been found as far down as Stalham Dyke. This is a very concerning finding as the plant is now within the navigable area of the River Ant and the Ant Broads and Marshes SSSI. It now has the potential to be translocated all around Broadland on the propellers of boats and craft. The Map illustrating the results of the Survey is illustrated in **Appendix B**.

Despite the prompt action of the IDB, the long-term control and ultimate eradication of Floating Pennywort in Broadland will require a prolonged effort. Although the bulk of plant material has now been removed in the NWDC area, there will be small fragments that are hidden within other marginal vegetation, or roots within the bank. The recent discovery further down the Ant is a very worrying development and further input from the BA and the EA will need to be discussed and the project upscaled to deal with this very recent finding.

The contractor has thus far been employed to undertake hand pulling from a boat as well as targeted herbicide application where appropriate moving forward. This is likely to be required for several years, until surveying shows it has been eradicated.

The IDBs will be continuing to work closely with the Norfolk County Council Non Native Species Initiative (NNNSI), the Environment Agency, the Broads Authority, Natural England and the North Walsham/Dilham Canal Trust to establish a plan and a solution to eradicating the plant.

We need to convince the EA that this plant does pose a very serious Flood Risk to the area and if it is not dealt with and the consequences to biodiversity with the unique Broadland environment will be devastating. Below is a photograph of drainage ditches on the Pevensy Levels. This is what much of Broadland could look like if the plant is not eradicated. This issue is of very serious concern to the NRIDB and BIDB officers.

Help Required from Board Members:

More funding is required for eradication of this plant which cannot and should not be borne by the IDB alone. The plant is currently in EA main River and the BA navigable area. Can all Members who sit on the RFCC and Broads Authority committees please raise and put pressure on these respective boards to recognise this as a real issue for Broadland. This issue cannot be dealt with on a shoestring budget. Please elevate this issue to as high as it will go and before it is too late. The funding issue cannot be resolved by IDB officer efforts alone.

Ditch systems infested by Floating Pennywort on the Pevensey Levels; we cannot let this happen in Broadland!



7.1.3 ADA BAP Template and Biodiversity Metrics - Review

The new and revised BAP template has been finalised by the ADA Environmental and Technical Committee and is now available on the ADA Website. The original template design was undertaken in 2008-2009 in response to underpinning the IDB's duty to conserving and enhancing conservation and biodiversity in various aspects of environmental legislation. The new BAP template has been designed to demonstrate contributions of IDBs to aspects of the Governments 25 year environment plan. The IDB's duty toward conservation and biodiversity is likely be strengthened by the Environmental Bill 2020 and it is important that these are considered in the next BAP review.

The recent NRIDB BAP was adopted by the Board in 2018 and will be reviewed again in 2022, for its proposed adoption in April 2023.

A recent review of metrics has also been undertaken by ADA with contributions from the WMA, to try to make the activity of reporting on IDB actions within the IDB BAP a smoother, smarter and measurable process. The information gathered on Metrics can then be reported to demonstrate to DEFRA the progress and contribution that IDB's make to the natural environment on a National scale.

7.2. Biodiversity Action Plan Information

7.2.1 Biodiversity Action Plan Reporting Review - 2020-2021

The Biodiversity Action Plans for Norfolk Rivers IDB have been subject to an annual review. Various actions have been undertaken during 2020 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 is shown in **Appendix C**.

7.2.2 Water Life Recovery East – Update

The WRE steering group meeting was held in December. 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 Government's Green Recovery Fund was applied for earlier in the year by the Waterlife Recovery East Project and was one of the few projects which secured funding. The group won funding of £229,000 from the Green Recovery Fund and three mink project officer posts will be funded: part time in Suffolk (SWT) and Cambridgeshire and a full time post in Norfolk (Norfolk Rivers Trust).

7.2.3 White Clawed Crayfish eDNA Survey

The NRIDB continue to be partners within the Norfolk Crayfish Group. A recent report has been produced by the Norfolk Rivers Trust highlighting the use of eDNA techniques in identifying areas of river catchments still supporting White Clawed Crayfish Populations in Norfolk

Sample sites included strategic points along the Tat (sample taken at Tatterford), Weybourne stream, Stiffkey (sample taken at Warham Bridge), Glaven, Wissey, Sheringham stream and River Bure. (Both the Tat and the Stiffkey sites are within the NRIDB drainage district

eDNA Sampling Results

The results from Nature Metrics state that white clawed crayfish DNA was detected in seven of the ten samples. Presence of white clawed crayfish was confirmed in the Stiffkey, Glaven, Wissey and Sheringham stream (Warham Bridge, Letheringsett Ford, Mundford, Sheringham, Hunworth Ford, Home Farm Gauging Station, and Thornage Gunthorpe). No white clawed crayfish DNA was detected in the remaining three samples (Tat, Weybourne, Bure).

The results also state that American signal crayfish DNA was detected at five of the sites, including Letheringsett Ford, Hunworth ford, Home Farm (all Glaven sites), Moorgate on the Bure and Mundford on the Wissey.

Long Lost Tas White Clawed Crayfish Population Discovered - A member of public contacted EA about a dead crayfish discovered in the River Tas. The Tas was once home to white clawed crayfish but remained unrecorded since the 1980's and was thought to be extinct in the river. The crayfish was positively identified as a white clawed and a survey was conducted by the EA and NRT on the 10th October 2020 at Saxlingham Thorpe (within the IDB drainage district). After 6 hours of surveying 2 juvenile white clawed crayfish were found. Further surveys will be carried out in 2021 when the water levels are lower in sections that were inaccessible in 2020. The Norfolk Crayfish Group Report October 2020 is available in the **Appendix D**.

7.3. MEETINGS OR TRAINING ATTENDED BY ENVIRONMENT TEAM DURING PERIOD:

Date Applied	Meeting / Training Attended	Brief Description
13-10-20	CIWEM Webinar, Creating climate resilient places	To showcase both the government's new Flood policy statement and the Environment Agency's Flood and Coastal Erosion Risk Management (FCERM) Strategy, setting out the ambitions over the coming decades

03-11-20	Floating pennywort meeting	First meeting with EA, NNNSI, NE,BA to discuss the management of the newly recorded Floating Pennywort on the River Ant.
17-11-20	ISO 14001 Management Meeting	To discuss the outcome of the internal and external audit for 2020. To look ahead for the next lot of audits in 2021.
18-11-20	ADA Ecologist Meeting	Informal setting for discussion of ecological and legislative issues within IDBs
01-12-20	Floating Pennywort meeting	To discuss progress with eradication of Floating pennywort within the Ant Catchment.
15-12-20	ISO Non-conformities webinar	To learn about the different types of non-conformities for auditing and a smoother running of the board
09-12-20	Water Recovery East	Discussion on the progression of funding and operational matters fo the WLRE project.
01-12-20	Floating Pennywort meeting	To discuss progress with eradication of Floating pennywort within the Ant Catchment

7.4. PRE-WORK SITE VISITS UNDERTAKEN DURING THE PERIOD:

Date	Officer	Project / Maintenance	Site	Comments
23-10-20	HM	Survey	East Ruston	Surveying for Floating Pennywort on a private drain at the top end of the Hundred Stream, where Wayne was carrying out maintenance.
26-10-20	JLM, HM	Project	NWDC Floating Pennywort	Floating Pennywort survey on Hundred Stream.
27-10-20	JLM, HM	Project	NWDC Floating Pennywort	Floating Pennywort survey on Hundred Stream.
29-10-20	HM, PG	Maintenance	Costessey Mill	Scoping site visits to private gardens
30-10-20	HM, JLM	Maintenance	Martham	Delivering a toolbox talk to staff on the non-native invasive species Floating Pennywort
02-11-20	JLM, MP	Project	Felthorpe Hall	Briefing for start of project works.
02-11-20	HM, JLM	Surveying	Hundred Stream	A Floating Pennywort survey was undertaken on the IDB drain The Hundred Stream to confirm its presence on the drain.
9-11-20	JLM, MP	Project	Felthorpe Hall	Check-up on site works.
10-11-20	HM, JLM	Surveying	North Walsham Dilham Canal	A Floating Pennywort survey was undertaken on the canal to locate and record where this invasive plant is.
12-11-20	HM, MP	Maintenance	Hellsdon Low Road	Scoping site visits to private gardens to assess maintenance needs
12-11-20	JLM, PG	Maintenance	Raynham	Check on maintenance works and scoping additional works.
12-11-20	JLM, MP	Project	Felthorpe Hall	Check-up on site works.
20-11-20	JLM, CL, PG	Project	NWDC Floating Pennywort	Floating Pennywort meeting with EA and Paul Simms.

26-11-20	HM, JLM	Surveying	Honing	A Floating Pennywort survey was undertaken on the IDB drain to confirm its presence on the drain. DRN013G1203.
27-11-20	JLM	Maintenance	Narborough Fish Pass	Do monitoring.
1-12-20	JLM, CL, GB	Project	NWDC Floating Pennywort	Update meeting on Floating Pennywort management with EA, NCC, NE.
7-12-20	JLM, CL	Project	NWDC Floating Pennywort	Removal of large patches of Floating Pennywort with excavator. Monitoring and removal of broken fragments with boat and hand nets.
11-12-20	HM, JM	Maintenance	Martham	Delivering a toolbox talk to staff on the SMO for NRIDB (and BIDB)
15-12-20	JLM	Project	NWDC Floating Pennywort	Post-works walk-over with EA Officer.

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

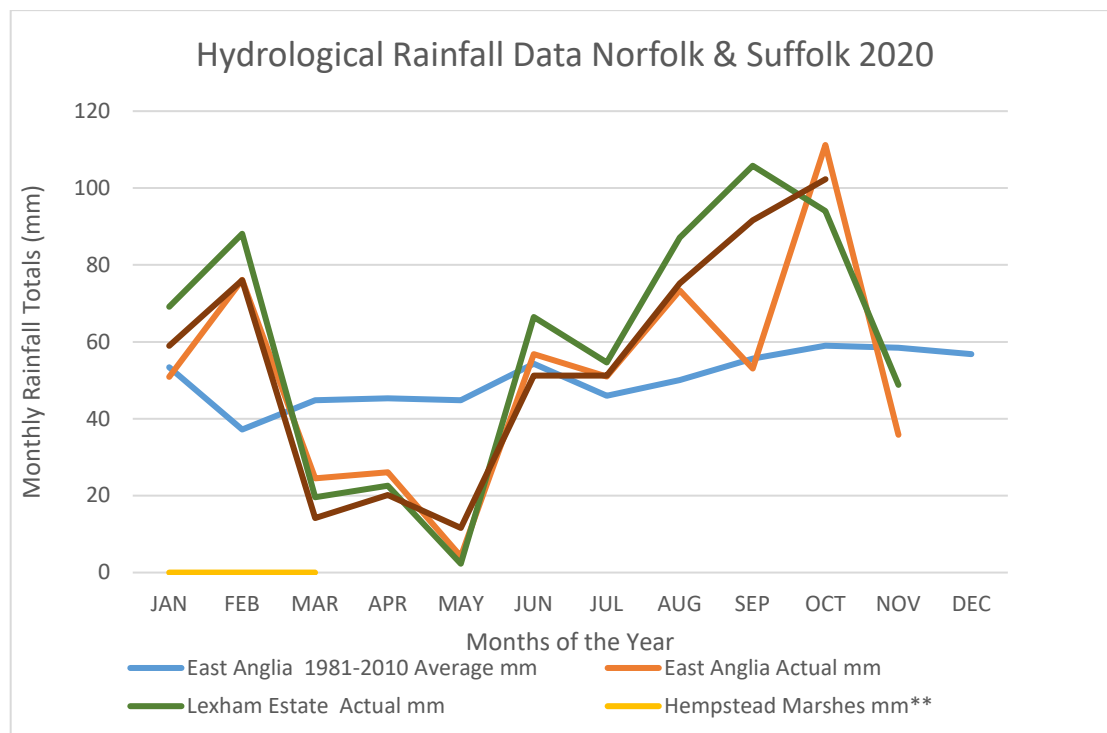
License / Assent / Habitat Regulations Assessment	Applied	Granted
SSSI and SAC NE assent for Elmham, to carry out maintenance	22-10-20	12-11-20
SSSI Natural England assent Guist, to carry out maintenance	28-10-20	12-11-20
Herbicide licence application for 1 year, Environment Agency, for the eradication of the invasive non-native species Floating Pennywort	24-11-20	27-11-20
Dunton Patch desilt SAC and SSSI Natural England assent, to carry out maintenance	20-11-20	10-12-20
SAC NE assent and HRA for Foulsham, to carry out desilting maintenance	10-12-20	23-12-20
SAC NE assent and HRA for Natural Flood Management (NFM) project at Billingford, to reinstate a section of historic channel/river restoration with scrapes and linear ponds.	29-12-20	
SAC and SSSI NE assent and HRA for Sculthorpe, to carry out desilting maintenance	05-01-21	

8. HYDROLOGY – UK Overview

https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East_Anglia.txt

- 8.1 September began with a ridge of high pressure, but westerlies dominated from the 2nd until the 12th bringing areas of rain interspersed with brighter showery weather, though high pressure increasingly influenced the south at times. It turned hot in places, especially south-east England, around mid-month, and the 16th to 21st was settled with high pressure and plenty of warm sunshine for most parts of the UK. The weather turned much cooler and more unsettled from the 22nd, and it was very wet and windy in Norfolk on the 25th. With clear skies and slackening northerly winds further west from the 25th to 27th, frost developed overnight in some places.
- 8.2 October began very unsettled, with Storm Alex bringing rain and strong winds to much of England and Wales on the 2nd, and a very wet day followed for much of the UK on the 3rd. From the 4th to 13th, it remained unsettled with rain or showers, and from the 8th winds changed to a mainly northerly or north-westerly direction. It was more settled from the 14th to 18th with easterly winds, though many places were rather cloudy at times. The weather turned very wet and windy from the 19th onwards, with mainly westerly and south westerly winds, and rain belts crossed the country at frequent intervals, with some brighter showery weather in between.

8.3 November began mild, wet and windy, but it briefly turned colder and more settled around the 4th-7th with a ridge of high pressure. Southerly and south-westerly winds blew frequently from the 7th to 18th, bringing mild weather with wet and windy spells. It continued mostly unsettled and mild until the 25th, with a very brief northerly outbreak on the 19th. It turned settled and colder from the 26th to 29th with high pressure and widespread fog and variable amounts of cloud, then further rain spread southwards on the 30th.



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

	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Hempstead Marshes mm**	Seven Mile Halvergate Actual mm
JAN	53.4	50.9	69.1	0	59
FEB	37.2	76.1	88.1	0	76
MAR	44.8	24.5	19.6	0	14.2
APR	45.3	26.1	22.6		20.2
MAY	44.8	4.2	2.3		11.6
JUN	54.3	56.8	66.5		51.2
JUL	46	51	54.6		51.2
AUG	50.1	73.4	87.1		75.2
SEP	55.6	53.1	105.8		91.6
OCT	59	111.2	94		102.3
NOV	58.5	35.8	48.8		
DEC	56.8				

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



IMPORTANT INFORMATION FOR THE BOARD

Reports of Floating Pennywort in Broadland

The Broads and Norfolk Rivers IDBs have recently received reports of Floating Pennywort (*Hydrocotyle ranunculoides*), a fast growing and highly invasive plant species in their Boards internal Drainage Districts, around the North Walsham Dilham Canal area and the River Ant.

The discovery of this plant in the catchments is a huge risk to our IDBs, both economically as well as ecologically and could seriously impact boards infrastructure if left unchecked.

The plant reproduces vegetatively, from bits splitting off from the main plant, floating downstream and establishing in the banks. It grows at a phenomenally fast rate (20cm day) and forms vast, thick mats which could have serious impacts on drainage, navigation, fisheries and ecological interests in the Broads and the Broadland Rivers. It will be found initially growing horizontally out from the bank with lobed, kidney shaped leaves (upto 7 cm) and a thick fleshy stalk from which radiates veins (please see attached NNSS ID Sheet).

Below are photographs of the plant in another WMA catchment, illustrating the problem.

Examples of a Pump and watercourses in the Pevensey Levels WLMB catchment area.



The best time to do something about this plant is now, before it spreads and moves further down the system into the Broads, into IDB networks and into other river systems. The IDBs will be working closely with the Non Native Species Initiative (NNSI), the Environment Agency, the Broads Authority, Natural England and the North Walsham/Dilham Canal Trust to establish a plan and a solution to eradicating the plant. Please do not pick the plant and throw it back into the river/dyke or try to remove the plant yourself from the watercourse, as this may cause the plant to spread. Please report the sighting to the IDB or the NNSI as described overleaf.

Please tell your friends and neighbours, spread the word on the severity of this plant and report any sightings to an IDB Environment Officer or to the Norfolk County Council's Non Native Species Initiative on the contact details below:

Caroline Laburn caroline@wlma.org.uk 07880 728389

Jamie Manners jamie@wlma.org.uk 07825 289691

Helen Mandley helenm@wlma.org.uk 07909 110153

Non Native Species Initiative nnsi@norfolk.gov.uk

Please be vigilant and report the sighting, with a grid reference if possible, using the following link:

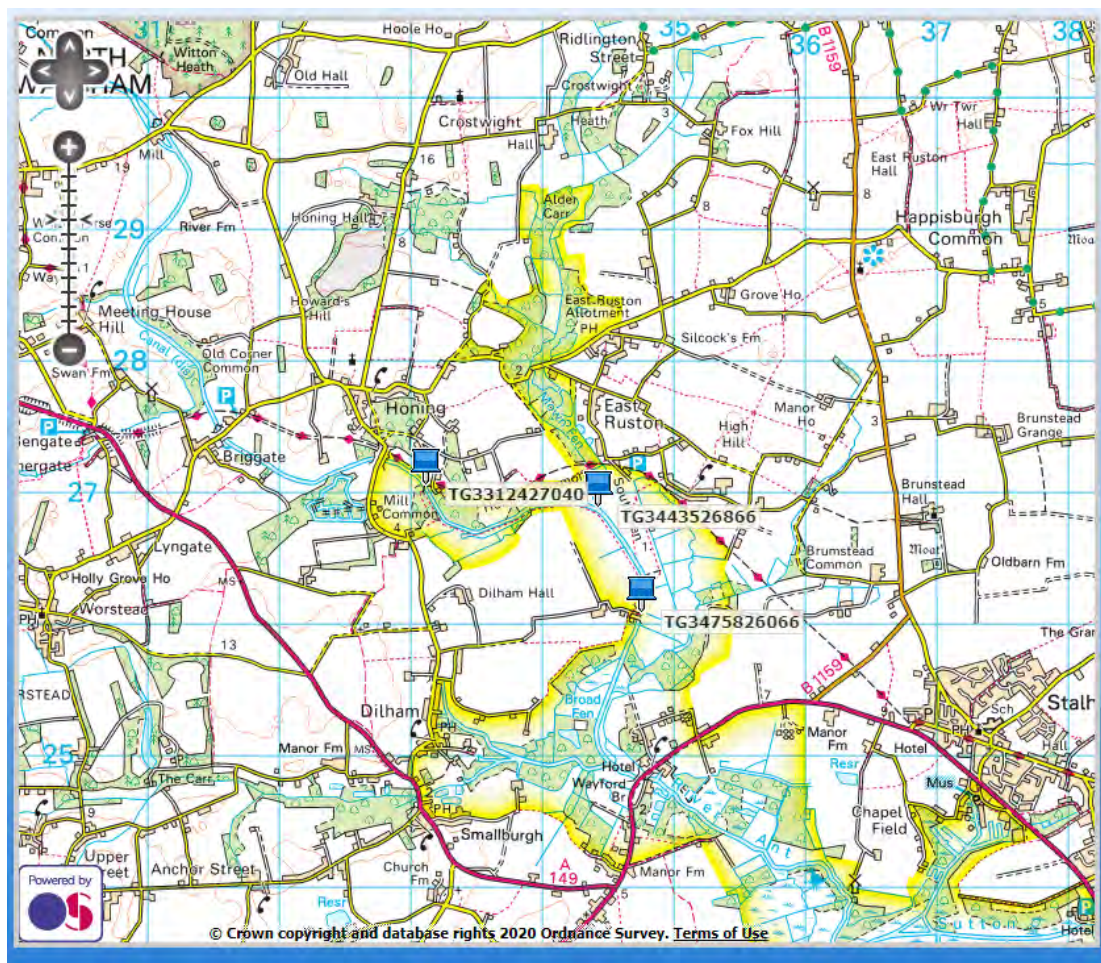
<https://gridreferencefinder.com/>

The Environment Team will be informing all operational staff ID of this plant and asking them to keep an eye out and report it to the team.

The Non Native Secretariat Identification sheet for Floating Pennywort is also appended with this information to assist in Identification of the plant. Please make yourself aware of what it looks like and how it grows in the watercourse.

Reported locations of Floating Pennywort in Broadland

The grid references are shown below for locations near Honing Lock, Tonnage Bridge and the bottom of the Hundred Stream on the River Ant. The likelihood is that there may be several other patches in or around the Ant river system.



Floating Pennywort

Species Description

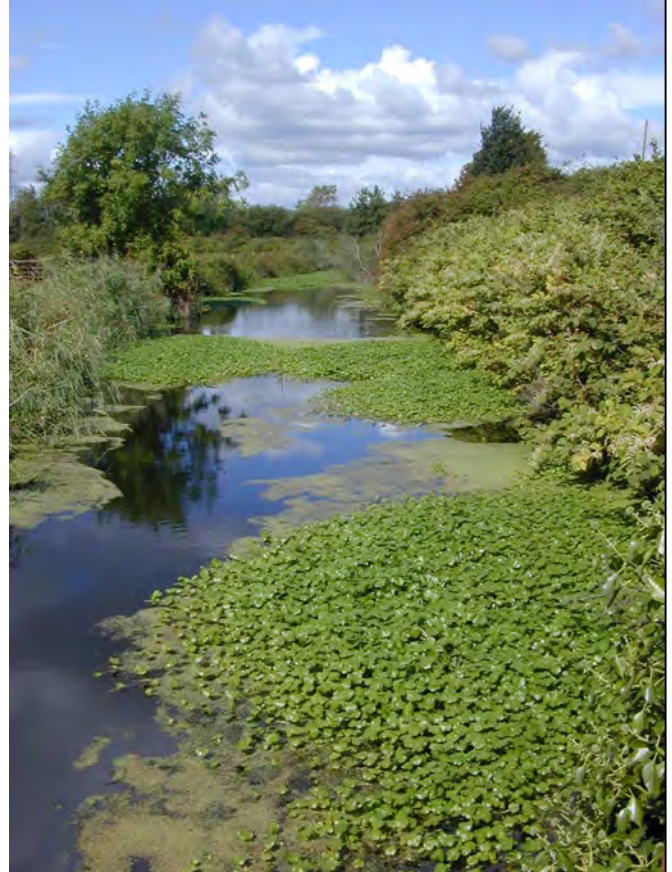
Scientific name: *Hydrocotyle ranunculoides*
AKA: Dail-ceiniog arnofiol (Welsh), *Hydrocotyle nova zealandiae*
Native to: North America
Habitat: Emergent or floating on the surface of still or slowly moving freshwater

Free-floating or rooted. The characteristic leaves and growth form help to make this plant easy to identify. It is found mostly in the south-east of England and occasionally in the north-west of England and Wales. Spreading rapidly.

First naturalised in 1990 as a result of discarded plants from garden ponds. Can grow up to 20cm per day and may quickly dominate a waterbody forming thick mats and impeding water flow and amenity use. May out-compete native species by blocking out light, causing deoxygenation, obstructing air breathing insects from reaching the water surface and reducing water temperatures.

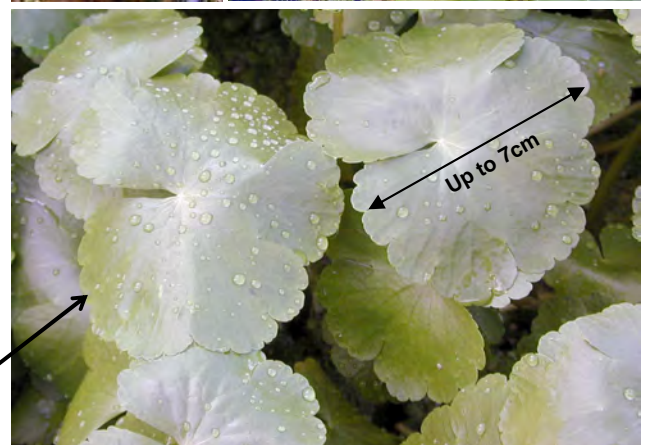
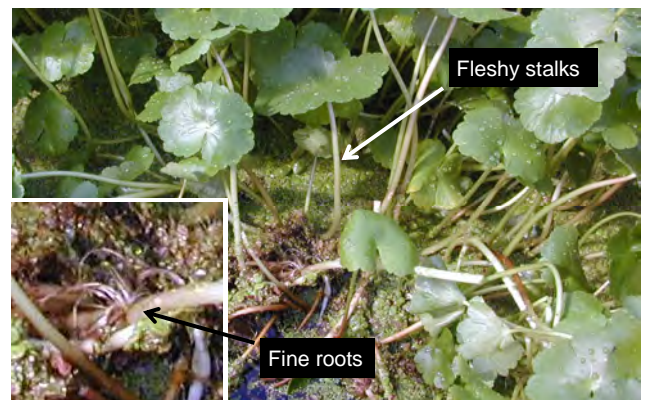
Floating pennywort is listed under Schedule 9 to the Wildlife and Countryside Act 1981 with respect to England, Wales and Scotland. As such, it is an offence to plant or otherwise cause this species to grow in the wild.

For details of legislation go to www.nonnativespecies.org/legislation.



Key ID Features

Grows horizontally



Shiny, kidney-shaped leaves with crinkled edge, frequently broader than long

Identification throughout the year

Varies little throughout the year, although in the winter it is most likely to be found at the water's edge. Tiny white flowers are rare, but if present, they appear between July and August.

Distribution

Common in the south-east of England, and spreading to other parts of the British Isles.

Similar Species

Marsh Pennywort Native (*Hydrocotyle vulgaris*)

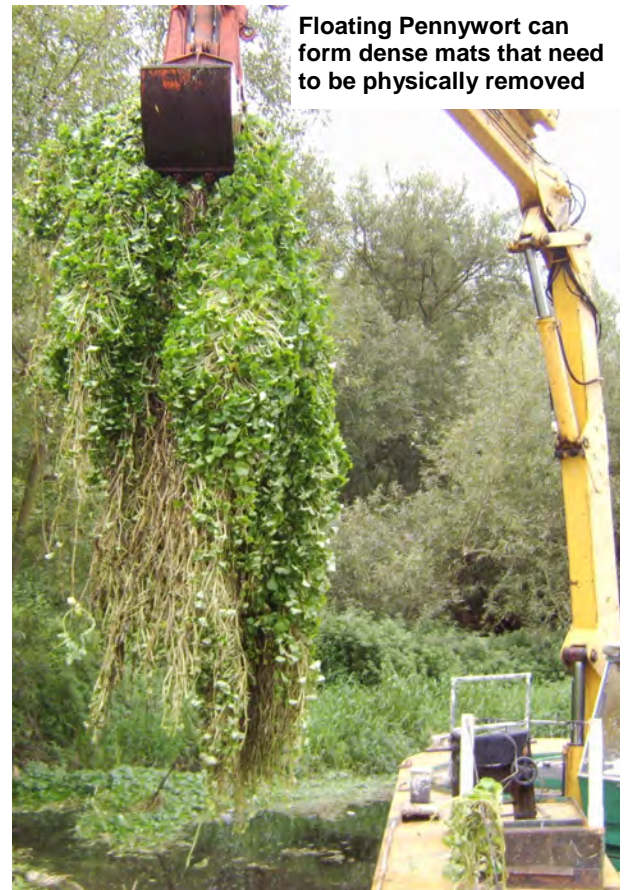


Grows on damp ground in bogs and fens. Always rooted in the ground, never free-floating

Source: NBN Gateway. Check website for current distribution

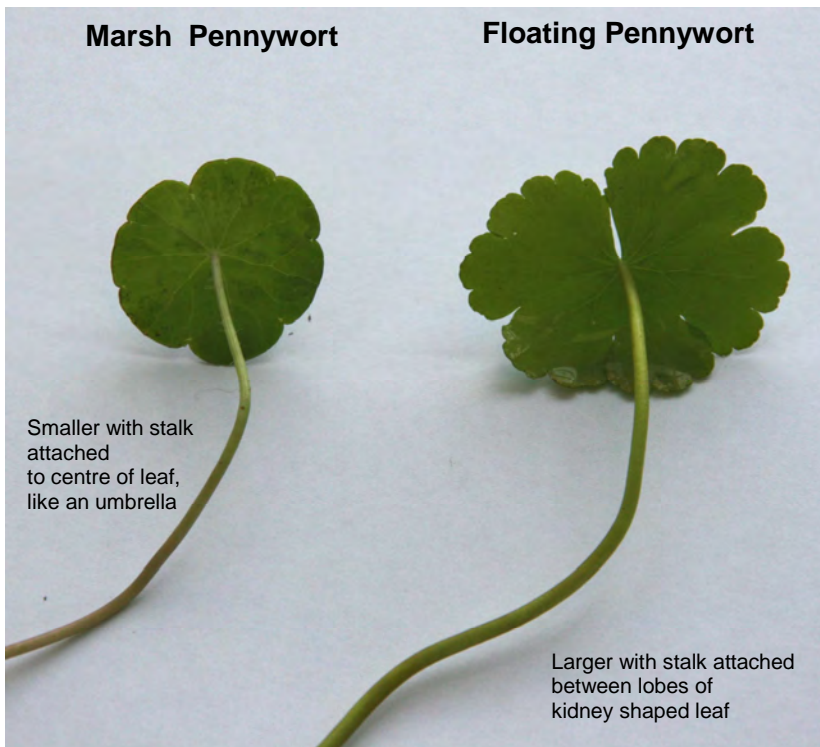


Floating Pennywort can form dense mats that need to be physically removed



Marsh Pennywort

Floating Pennywort



Smaller with stalk attached to centre of leaf, like an umbrella

Larger with stalk attached between lobes of kidney shaped leaf

References and further reading:

Blamey, M, Fitter, R and Fitter, A (2003) "*The Wild Flowers of Britain and Ireland. The Complete Guide to the British and Irish Flora.*" A & C Black

Preston, C D and Croft, J M (1997) "*Aquatic plants in Britain and Ireland.*" Harley Books

Preston, C D, Pearman D A and Dines, T A (editors) (2002) "*New Atlas of the British and Irish Flora.*" Oxford University Press

Stace, C (1999) "*Field Flora of the British Isles.*" Cambridge University Press



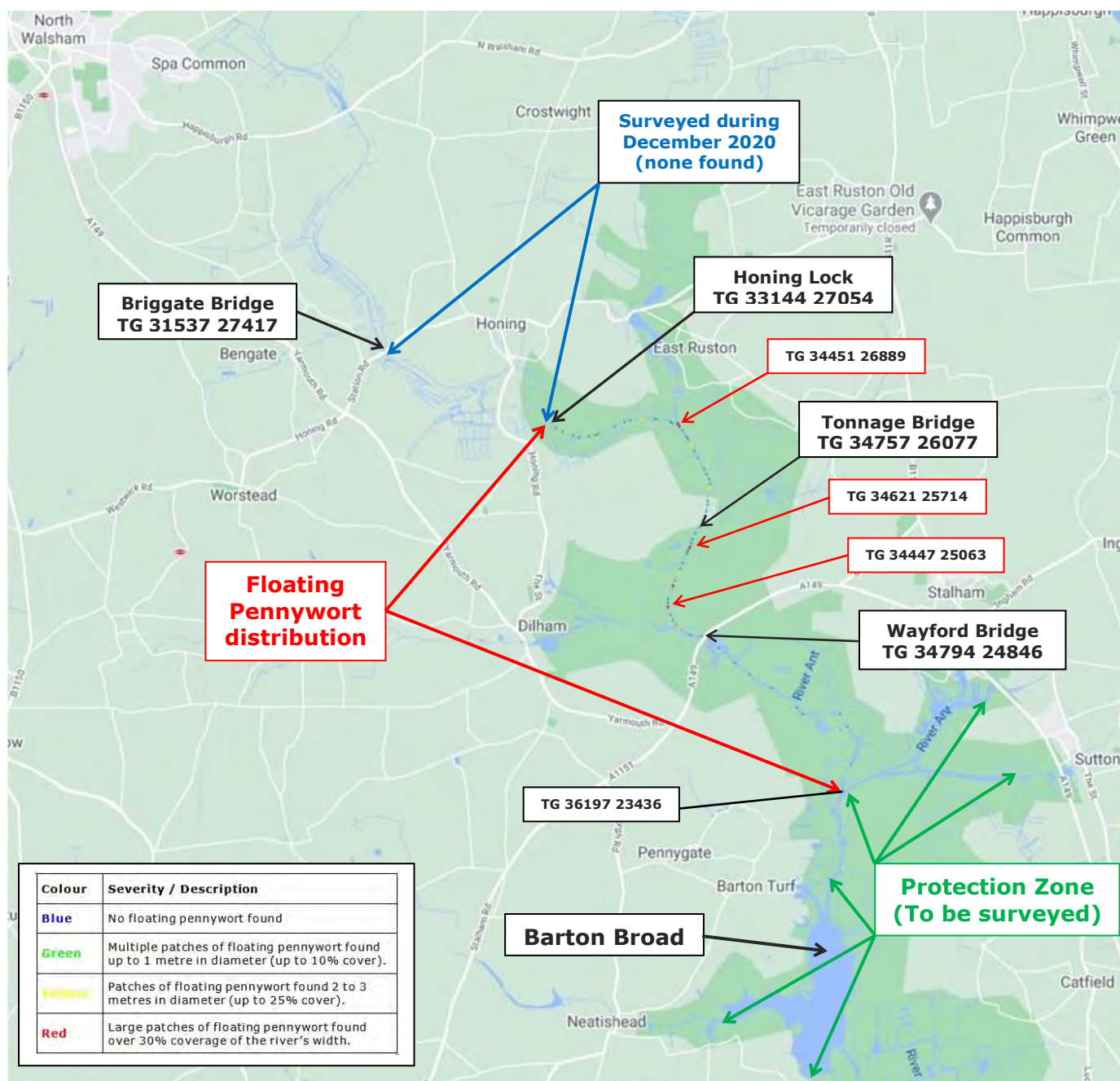
Native Landscapes

Amenity and Environmental Services

61 Hawthorn Avenue, Lowestoft, Suffolk NR33 9BD • Phone: 01502 508718 • Mobile: 07906 813185

Floating Pennywort on the North Walsham and Dilham canal + the River Ant 2020

This map shows the location of Floating Pennywort on the North Walsham and Dilham canal + the River Ant following surveys carried out during December 2020.



Map created by Paul Sims (Native Landscapes) for Norfolk County Council

Registered Address: 61 Hawthorn Avenue, Lowestoft, Suffolk. NR339BD

Telephone: 01502 508718 • Mobile: 07906 813185

<http://www.nativelandscapes.me.uk> • email: nativelandscapes@msn.com

Appendix C: NRIDB BAP Progress 2020-21

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
COASTAL AND FLOODPLAIN GRAZING MARSH					
1.	Continue to work in partnership with stakeholders to look for opportunities, to enhance grazing marshes by appropriate water level management practice.	NRT, NE, EA and Landowners	Ongoing	Ongoing	Working in partnership with NE, NWT and landowners to allow seasonal wetting to several grazing marshes at Holme Marshes. This will be delivered through changes in water level management and the construction of bunds and water control structures. This is planned to be delivered in 2021.
2.	Deliver one Natural Flood Management project per year	BCP, NE, EA and Landowners	2018-23	Ongoing	River Nar River restoration project that was delivered with WEG funding has been completed in September 2020. 560m of new meandering channel was created through Castle Acre Common to reconnect the floodplain.
REEDBED					
3.	Map areas of reedbed and reed fringe within the NR IDB catchment area.	NRT, NE, EA and Landowners	2018	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
4.	Identify potential sites for habitat restoration and expansion within the NR IDB area and consider future management planning of these sites during this process.	NRT, NE, EA and Landowners	Ongoing	Ongoing	<p>River Nar restoration project at Castle Acre Common has been completed in September 2020. When the main water flow was diverted into the new river channel through the common the original channel was left open to create a back water habitat where common reed is likely to establish.</p> <p>Improvement work to the IDB river Scarrow Beck, consisting of river channel restoration, floodplain reconnection and associated habitat improvements. Funded by WEG in partnership with National Trust as part of their Riverlands project. Works planned for 2021.</p> <p>Holme Marshes (see Action 1).</p>

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
FENS					
5.	Map areas of fen within the NRIDB catchment area.	NBIS and NE	2018	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
6.	Implement appropriate restoration and WLMP objectives for the River Nar and River Wensum SAC, Langor Drain and Norfolk Valley Fens and other NRIDB tributaries.	NRT NE, EA and Landowners	Ongoing	Ongoing	Langor Brook – check condition with Nik Bertholdt - HM. River Nar, see action 2 above.
7.	Consider opportunities for Fen rehabilitation and Management during this process. Priority will be given to Norfolk Valley Fen-type habitats (dependent on base – rich groundwater) for their restoration and preservation.	NE and Landowners	2020	Ongoing	River Nar, see action 2 above.
CHALK RIVER					
8.	Ensure compliance with the IDB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out to an agreed standard across the whole board.		2018 - 23	Ongoing	SMO audits are completed twice a year within the NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Holme drain maintenance was audited in March 2020. SMO Audit 2: Drayton Low Road maintenance was audited in August 2020.
9.	Carry out a review of the IDB's SMO in line with changes in legislation or best practice guidelines.		2018	Complete	Reviewed 2018. Next review 2023.
10.	Continue to work in partnership with stakeholders to deliver river restoration schemes for WFD improvements on the River Nar.	NRT, EA, NE and Landowners	2018 - 20	Ongoing	River Nar, see action 2 above. Other River Nar projects will be considered in the future if funding allows.
12.	Continue to work in partnership with stakeholders to deliver river restoration on the Langor Drain at Kettlestone Common.	NE, EA and Landowners	2020	Complete	The restoration is complete and has been signed off.

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
13.	Continue to deliver other river restoration projects on IDB stretches of chalk stream within Norfolk River's area. Work in partnership with other stakeholders to achieve this.	NE, EA, NT and Landowners	2018 - 23	Ongoing	<p>River Nar, see action 2 above.</p> <p>Beck Hall Farm Barn (Billingford) - Reinstatement of original channel course, due to happen February 2021</p> <p>Raynham Estate, small restoration project. In channel restoration using wood to improve habitat and promote a more natural flow regime. Planned for Feb 2021.</p> <p>Wendling Beck catchment restoration. A partnership project involving NRIDB, NRT, Anglian Water, Landowners, Norfolk Wildlife Trust. looking at opportunities to restore the whole catchment including water quality and natural capital.</p> <p>Raynham. Approx 200m. In channel restoration using wood to improve habitat and promote a more natural flow regime. Planned for Feb 2021.</p> <p>The installation of large woody features using locally sourced timber was undertaken on a stretch of IDB Drain at Mannington Hall to improve channel morphology and habitats. The improvement work covered approximately 1km of the river channel. This project was funded by WEG in partnership with the NT Riverlands project.</p> <p>Scarrow Beck (see action 4).</p>
15.	Continue to work with Norfolk Rivers Trust and the Catchment Partnerships to deliver Rural Sustainable Urban Drainage Systems (r SUDS) as a means to minimise sediment and diffuse pollution into chalk river systems.	NRT, EA, NE, BCP, NWNCP and Landowners	2018 - 23	Ongoing	<p>Wensum Diffuse Pollution Group, virtual meeting attended on 14 December 2020.</p> <p>Bradfield / North Walsham Town Drain – NRT.</p>
WET WOODLANDS					

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
16.	Carry out a desk study audit of wet woodland locations in the Norfolk Rivers IDB area to prioritise potential sites of interest.		2018	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
17.	To consult Norfolk Wildlife Trust prior to work through or near County Wildlife Sites.	NWT	2018 - 23	Ongoing	River Nar, West Acre; Flordon; Dobbs Beck; Alderford Common; CWS maps have been added to all board GIS system so they can be viewed before maintenance proceeds.
18.	To include wet woodland conservation in all aspects of IDB maintenance, capital scheme and river restoration delivery.	NE, NWT, NRT, EA and LA's	2018 - 23	Ongoing	River Nar, West Acre – wetting up wet woodland.
WATER VOLE					
19.	Ensure compliance with the IDB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out sensitively and to an agreed standard across the Board.		2018 - 23	Ongoing	See Action 8.
21.	Continue to work in partnership on the Norfolk Mink Control Project.	NNNSI	2018 - 23	Ongoing	Norfolk Mink Control Meetings attended 3 times per year. NRIDB contributing £2500 toward the Norfolk Mink Control Project during 2020-21: https://thenorfolkproject.org.uk/ Water Life Recovery East Project.
22.	Take opportunities to enhance Water Vole habitat where appropriate during Capital or river/wetland restoration schemes.	NE, EA, Landowners and NWT	Ongoing	Ongoing	River Nar 2020 – new channel increased habitat length. 1120m of new water vole habitat. 560m of new channel created through Castle Acre Common.
BROWN TROUT					
23.	Ensure compliance with the IDB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out to an agreed standard across the whole board.		2018 - 23	Ongoing	See Action 8.

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
24.	Ensure the life stages, habitat requirements and migration routes for the brown trout are taken into consideration when developing river restoration projects.	NE, EA and Landowners	2018-23	Ongoing	River Nar restoration project at Castle Acre Common has been completed in September 2020. When the main water flow was diverted into the new river channel through the common the original channel was left open to create a back water habitat where brown trout and take refuge. 560m of new channel has also been created through Castle Acre Common. Woody debris has also been installed along with many sections of gravel riffles which will be ideal for fish spawning.
25.	Continue to establish the feasibility and delivery of other river restoration projects on IDB stretches of chalk stream reaches within Norfolk Rivers Area. Where appropriate, work in partnership with other Stakeholders to achieve this.	NE, NRT, EA and Landowners	2018 - 23	Ongoing	See Action 13.
26.	Continue to work with NRT and the BCP to deliver Rural Sustainable Urban Drainage Systems as a means to minimise sediment and diffuse pollution into chalk river systems. Deliver one rural SUD per year.	NRT, BCP and NWCP	2018 - 23	Ongoing	See Action 15.
27.	Continue to deliver chalk stream restoration on EA main river as part of the Integrated River Management Programme.	EA and Landowners	2018-23	Complete	See Action 14.
BARN OWL					
28.	Continue to contribute to the maintenance and monitoring of nest boxes within the NR IDB area via the Wildlife Conservation Partnership.	WCP	Ongoing	Ongoing	NRIDB contribute £1667 toward barn owl conservation within the area for which we also receive barn owl box replacement, monitoring and reporting by, Colin Shawyer (WCP).
29.	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff and Contractors	Ongoing	Ongoing	Consistent with SMO and reviewed through regular SMO auditing. See Action 8 for details of audits undertaken.
WHITE CLAWED CRAYFISH					

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
30.	Ensure compliance with the IDB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out sensitively and to the agreed standard across the whole board.	Contractors	2018 - 23	Ongoing	See Action 8.
31.	Review and ensure biosecurity measures are being maintained across the Board.	Contractors and Staff	2018 - 21	Ongoing	<p>Biosecurity Policy is under review and a summary flowchart has been produced to aid practical adherence to necessary measures.</p> <p>The NRIDB Biosecurity Policy was adopted by the Board in 2018. The policy and associated procedures have been reviewed during 2020 and updated alongside the other WMA Boards. A summary flowchart has been produced to aid practical adherence to necessary measures. A portable steam cleaner is being procured for the WMA Eastern Boards; this can be towed to sites to clean plant and equipment.</p>
32.	Liaise and work closely with the Norfolk Crayfish Group.	NRT, EA, NE and NWT	2018 - 23	Ongoing	The crayfish meeting group is generally attended by Board Officers 3 times per year. During 2020 due to COVID only 1 virtual meeting was held and attended on 14 th July 2020. The National Crayfish Conference was also cancelled.
33.	Contribute to crayfish surveys throughout the NRIDB area.	NE, NRT, EA and Landowners	2018 - 23	Ongoing	2020-21 The Norfolk Crayfish Group has undertaken eDNA testing in a series of water courses. Sample sites included the Tat (Tatterford TF86699 28016), Stiffkey (Warham Bridge TF95012 41677). Both the Tat and the Stiffkey sites are within the NRIDB drainage district. WCC eDNA has been identified in the Stiffkey. WCC have been identified in the River Tas, also within the NRIDB drainage district.
34.	Continue to establish the feasibility and delivery of river restoration projects on IDB stretches of chalk stream reaches within Norfolk Rivers Area. Where achievable, work in partnership with other stakeholders to achieve this.	NRT, EA, NE and Landowners	2018 - 23	Ongoing	See Action 13.

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
35.	Continue to deliver chalk stream restoration on EA main river as part of the Integrated River Management programme.	EA and Landowners	2018 - 23	Complete	See Action 14.
NON NATIVE INVASIVE SPECIES					
36.	Continue to contribute to and work in Partnership with the Norfolk Non-Native Invasive on invasive control projects.	NNNSI	Ongoing	Ongoing	Ongoing work with the partnership, attending meetings with the partnership. NRIDB contributed £2000 to the NNSI during 2020/21. Additional funding to tackle Floating Pennywort in the North Walsham and Dilham Canal has been provided by the BIDB and was spent on using the NRIDB Board machine to remove large patches of Floating Pennywort in December 2020.
37.	Maintain records for all species of concern using "That's Invasive!" app.	NNNSI, Staff and Contractors	Ongoing	Ongoing	The "That's Invasive" app is no longer live. The iRecord App is being used by WMA Officers. This app can be used for all biological records, including invasive species. Operated by the national Biological Records Centres, records are verified by experts and shared with Local Environmental Records Centres. Planning a shared IDB iRecord account to better manage data recording and retrieval.
38.	Train staff regularly in key non-native species identification.	NNNSI, Staff and Contractors	Ongoing	Ongoing	A toolbox talk has been delivered on Floating Pennywort and included a reminder on other key invasive species. ID cards from the GB Non-native Species Secretariat have also been provided to the operatives. Staff will also report invasive species back to the Environmental Officer.
39	Ensure availability and regular review of identification guides developed for key non-native species to be used by officers, staff and contractors on site.	NNNSI, Staff and Contractors	Ongoing	Ongoing	ID cards from the GB Non-native Species Secretariat have been provided to the operatives in conjunction with toolbox talks.

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
					<p>If invasive species are known in areas, these species are then listed in the toolbox talk and specific information given.</p> <p>Staff also report invasive species to the Environmental Team.</p>
40.	Regularly review and ensure robust biosecurity measures are being maintained across the Board.	Staff and Contractors	Ongoing	Ongoing	<p>Biosecurity Policy is under review and a summary flowchart has been produced to aid practical adherence to necessary measures.</p> <p>The NRIDB Biosecurity Policy was adopted by the Board in 2018. The policy and associated procedures have been reviewed during 2020 and updated alongside the other WMA Boards. A summary flowchart has been produced to aid practical adherence to necessary measures. A portable steam cleaner is being procured for the WMA Eastern Boards; this can be towed to sites to clean plant and equipment.</p>
41.	Continue to control and work towards eradication of Giant Hogweed from the River Nar.	NE and Landowners	2018 - 23	Ongoing	<p>Emmanuel's Common – treated 2020 by Paul Sims.</p> <p>Burnham Deepdale – 3 plants dug up by Paul Sims 2020.</p>
42.	Work with the EA under PSCA to work towards eradication of Giant Hogweed from the River Bure.	EA, Contractors and Landowners	2018 - 23	Ongoing	<p>EA wanted to treat this with their own team in 2019.</p> <p>IDB will ask EA if they require assistance on this project in 2021.</p>

Norfolk Crayfish Group



JANUARY 15

Norfolk Crayfish Group
Authored by: Ursula Juta



Norfolk Crayfish Group

A summary of actions taken to halt the decline of, and create new populations of *Austropotamobius pallipes* (white clawed crayfish) in 2020.



What we are trying to achieve

- Conserve populations of native white-clawed crayfish in-situ as far as possible.
- Create ark sites where white-clawed crayfish are safe and populations are self-sustaining.
- Educate local people, recreational users and anglers about crayfish conservation and biosecurity.

Introduction

With ever-growing pressure on our Norfolk rivers, *Austropotamobius pallipes* (white clawed crayfish) are increasingly at risk of extinction. Abstraction, pollution, climate change and the threat of invasive species and related disease are to blame from the decline in the UK's only native crayfish species.



Figure 1: American signal crayfish

In Norfolk we have lost a large number of white clawed crayfish populations to the crayfish plague, *Aphanomyces astaci*, introduced with the expansion of the invasive American signal crayfish, *Pacifastacus leniusculus*. It is also believed to have been introduced on non-bio secure equipment such as nets or boots in some cases where signal crayfish are not present. White clawed crayfish have no immunity to the crayfish plague and once plague spores are introduced into a watercourse it is only a matter of time before the population dies. The plague spores remain viable in a watercourse for approximately 120 days.

Our aim

For a number of years the organizations in Norfolk Crayfish Group have been working together to survey our rivers for relict populations of white clawed crayfish, establish the extent of the spread of signal crayfish and to identify potential ark sites to create new populations of white clawed crayfish using donor populations from other rivers in Norfolk.

Past actions

Since 2011 the group has conducted approximately 10 translocations using the Rivers Glaven, Wensum, Tud, Tat and Yare as donor sites. Receptor sites include various locations on the River Stiffkey, upper Glaven, Weybourne stream, Sheringham Stream, River Ingol and River Cong. A few still water sites have been trialed at Kelling and Marlingford.

NORFOLK CRAYFISH GROUP ACTIONS 2020

Action 1: eDNA sampling

Thanks to various donors and successful bid writing, we have been able to take 10 eDNA sampling for both native and non-native crayfish across various sites this year. eDNA, or Environmental DNA is a novel technique used to survey for species present in watercourses without disturbance or invasive survey techniques. It is also useful to detect where very discrete populations might exist or where conventional survey conditions are difficult. DNA is shed in water by the species present. A water sample is taken and forced through a filter which is then flushed with a preservative and sent to a laboratory where the DNA of various species is extracted.



Figure 2: eDNA monitoring site at Home Far, River Glaven

Sample sites included strategic points along the Tat, Weybourne stream, Stiffkey, Glaven, Wissey, Sheringham stream and River Bure. The sites were as follows, with known/unknown presence of white clawed and signal crayfish.

NORFOLK CRAYFISH GROUP ACTIONS 2020

River	Site name	White clawed crayfish	Signal crayfish	Notes
Tat		Unknown	Unknown	Previously recorded white clawed crayfish
Weybourne stream	Beach Road outfall	Unknown - assumed present	Unknown	Receptor site in September 2016 from Wensum and Tat
Stiffkey	Warham Bridge	Assumed present	Unknown, assumed absent	Upper Stiffkey was a receptor site in 2011, and Warham bridge in 2012 from Glaven
Glaven	Letheringsett ford	Known present	Assumed absent	Major donor site
Glaven	Hunworth Ford	Assumed present	Assumed absent	
Glaven	Home Farm	Known present	Known present	We know these populations coexist in low numbers
Glaven	Thornage, Gunthorpe	Assumed present	Assumed absent	Receptor site in 2012
Bure	Moorgate bridge	Assumed absent	Known present	
Wissey	Mundford	Unknown	Unknown	Neither species found in last few years, following outbreak of crayfish plague
Sheringham Stream	Beeston Road	Assumed present	Assumed absent	Receptor site in 2018 from Tud

Action 1: eDNA sampling results

The results from Nature Metrics state that white clawed crayfish DNA was detected in seven of the ten samples. Presence of white clawed crayfish was confirmed in the Stiffkey, Glaven, Wissey and Sheringham stream (Warham Bridge, Letheringsett Ford, Mundford, Sheringham, Hunworth Ford, Home Farm Gauging Station, and Thornage Gunthorpe). No white clawed crayfish DNA was detected in the remaining three samples (Tat, Weybourne, Bure).

The results also state that American signal crayfish DNA was detected at five of the sites, including Letheringsett Ford, Hunworth ford, Home Farm (all Glaven sites), Moorgate on the Bure and Mundford on the Wissey.

Analysis

Glaven: From our knowledge based on surveys and Environment Agency data, it is a shock to discover that signal crayfish have been detected present upstream of Letheringsett Mill and even higher in the catchment at Hunworth ford. Since these results we took a second sample which has yielded the same outcome, so we know that this is true. It could mean that the population of white clawed crayfish in the Glaven are at risk as we don't know how long the signal crayfish have been present, or where they are in the upper Glaven catchment. We recommended further eDNA and manual survey effort be required to pinpoint the location of signal crayfish.

Wissey: Upon sharing the data with Ecologist, Nina Birkby at the Environment Agency in the west of Norfolk, she states that signal crayfish have been found in the Wissey since 2017 but that no known populations of white clawed crayfish exist. Our eDNA data shows that there could well be a relict population in the upper Wissey catchment; we recommend detailed surveys to be carried out in future.

Bure: while it is disappointing that no white clawed DNA was detected in the Bure, Nature Metrics state that the absence of DNA in the samples does not mean that the species is absent. It is recommended that upper Bure tributaries should be sampled in the future.

Stiffkey: it is comforting to know that the white clawed crayfish in the Stiffkey are safe, as far as we can tell from the eDNA results. Norfolk Rivers Trust are working on a total catchment restoration over the next few years which should improve habitat and water quality for the crayfish.

Weybourne stream: annual manual surveys and trapping have taken place since the crayfish were released in 2016. Since then no white clawed crayfish have been found. The stream underwent a major NFM restoration in 2018 and the habitat is excellent for white clawed crayfish. It is recommended that detailed water quality analysis is done before a potential new attempt at relocation.

Sheringham stream: in 2018 this was a receptor site for 64 crayfish from the River Tud. Since then Norfolk Rivers Trust have had 2 reports in 2020 from an ecologist who has

NORFOLK CRAYFISH GROUP ACTIONS 2020

seen white clawed crayfish in the stream. Whilst 2 manual surveys and a torch survey have been conducted none were detected, however the crevices along the stream and the deeply vegetated habitat make them difficult to catch. The eDNA results indicate their presence so we can assume a successful ark site.

Action 2 Glaven to Ingol translocation

In 2018 Norfolk Rivers Trust created a new river channel on the River Ingol, in conjunction with the creation of the Integrated Constructed Wetland. The new channel has become well established with vegetation, clean gravels, excellent bank structure and pristine spring water from meadows upstream. It was identified as excellent potential for a crayfish ark site. It was surveyed by Ursula Juta and 6 volunteers on the 7th September for any invasive crayfish and none were found.

On the 3rd October, Norfolk Rivers Trust and volunteers Mandy and Katy, as well as Ali from Abrehart Ecology and Sarah from ZSEA (Banham Zoo) managed to catch 91 crayfish from the River Glaven and moved them to the new channel between Ingoldisthorpe and Shernborne. We hope they will thrive in this isolated location. Many thanks to Ian Shepherd for arranging access to the Glaven site.



Figure 3: New channel on River Ingol

NORFOLK CRAYFISH GROUP ACTIONS 2020

Action 3 Yare to Cong translocation

The River Cong is a tributary of the River Babingley, rising at Congham. It is fed by a number of powerful springs. The Cong is isolated with little public access and boasts some excellent woody debris and a vegetated channel. Although there have been signal crayfish reported in the lower Babingley, there are a number of barriers between the Babingley and Cong, including weirs and mills. A survey for crayfish was conducted on the 28th September and none were found between Congham Mill and the source of the Cong. The numbers of invertebrates in each kick sample was notable, along with large shoals of stickleback and excellent woody debris refuges in the channel.



Figure 4: A Yare crayfish in its new home in the Cong

On 9th October, 70 white clawed crayfish were taken from the River Yare at Marlingford and moved to the upper Cong. The Yare was high and fast flowing which made catching dangerous



Figure 5: Marlingford volunteers measuring crayfish

and difficult, and the translocation would not have been possible without all the spare hands. Thanks go to Alex at Natural England, Amy and Kate from the Environment Agency, Richard from MLM, Helen and Alex from MHE Consulting, Gary from ZSEA (Banham Zoo), Sharon from the National Trust and Katy, Ant and Jonah from Norfolk Rivers Trust. Thanks also to the landowners at Marlingford and Congham for allowing access to the sites and being supportive of the Norfolk Crayfish Group's actions.



Figure 6: Very happy Ursula with a baby crayfish in the Tas

Long lost Tas population discovered

A member of public contacted Amy Prendergast (EA) about a dead crayfish discovered in the River Tas, once home to white clawed crayfish but unrecorded since the 1980's and thought to be extinct in the river. The crayfish was positively identified as a white clawed and a survey was conducted with Alex Prendergast, Amy Prendergast and Ursula Juta on the 10th October 2020. After 6 hours of surveying 2 juvenile white clawed crayfish were found. Further surveys will be carried out in 2021 when the water levels are lower in sections that were inaccessible in 2020. Many thanks to Amy and Alex who arranged the access and to the landowners who allowed access.

Thanks

Our thanks go out to all the organisations supporting the Norfolk Crayfish Group. Without your help, wealth of knowledge, financial support, physical support and permission to access some of the sites none of this would have been possible. Earlier this year we thought we only had 3 or 4 known populations of white clawed crayfish and by the end of the year we have 7, if the translocations are successful!



Figure 7: juvenile crayfish in the Tas

Planning Report

1. Reporting Period

This planning report covers the reporting period 29 September 2020 to 13 January 2021.

2. Consent Applications

There are currently 7 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	3
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	2
Total:	7

The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/ S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	2	0	0	2
Awaiting applicants acceptance of conditions:	0	0	0	0	0
Being processed by officers:	0	0	3	2	5
To be determined by the Board in this report:	0	0	0	0	0
Total:	0	2	3	2	7

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

3. Consents Determined

During this reporting period, the following 2 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):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	0
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	1
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	1
Total:	2

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

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
20_02774_C	Section 23, LDA 1991	North Walsham	Bradfield Road	Wetland creation project to intercept pollution from industrial estate.	Granted 02/12/2020
20_02789_C	Byelaw 10				

4. Enquiries

Officers have responded to 6 enquiries during the reporting period, outlined below;

Case. Ref.	Enquiry Type	Parish	Description
20_02850_Q	About works	Reepham	Enquiry regarding flood risk.
20_03195_Q	About works	Attleborough	Enquiry regarding Land Drainage Consent.
20_03240_Q	About Regulation	Wymondham	Enquiry regarding abstraction.
20_03406_Q	About Planning	Holme Next The Sea	Enquiry regarding flood risk and local plan.
20_03460_Q	About Planning	Mileham	Enquiry regarding flood risk.
20_03602_Q	About works	Cringleford	Enquiry regarding improvement scheme.

5. Planning Comments

Officers have provided comments on 14 applications that are either in or could impact on the Boards Internal Drainage District. 6 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
PM/19/0359	Raughton	Back Lane	Development of 30 dwellings
3PL/2020/1047/D	Croxton	Victoria Way	Development of 130 dwellings
3PL/2019/1526/D	Dereham	Westfield Road	Development of 100 dwellings
CDE/16/0733	Hoveton	Littlewood Lane	Commercial Development
3PL/2020/0226/D	Mattishall	Dereham Road	Development of 50 dwellings
3PL/2020/1097/F	Yaxham	Dereham Road	Commercial Development

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 no surface water development contribution fees invoiced or paid during the reporting period.

7. Local Planning Authority (LPA) Engagement

The Board's Senior Sustainable Development Officer is in the process of offering and organising training sessions for several LPA's (for both officers and members). The first session is due to take place in February.

8. Enforcement Review

A report detailing the results of the enforcement review was presented to the Consortium Management Committee and is therefore detailed in the Consortium Matters section of these papers.

Cathryn Brady – Sustainable Development Manager

From: 01 April 2020
To: 31 December 2020

Period To: 9
Year Ended: 31 March 2021

NOTES	INCOME AND EXPENDITURE ACCOUNT	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
<u>Income</u>							
	Occupiers Drainage Rates	83,223	83,223	0	83,223	83,223	0
1	Special Levies issued by the Board	322,428	322,428	0	322,428	322,428	0
2	Highland Water Contributions from EA	93,821	106,946	13,125	93,821	106,946	13,125
	Grants Applied	15,000	20,360	5,360	20,000	20,360	360
3	Income from Rechargeable Works	2,250	50,065	47,815	3,000	50,065	47,065
	Investment Interest	0	2,479	2,479	0	2,479	2,479
	Development Contributions	0	0	0	0	0	0
5	Other Income	173,609	126,005	-47,604	231,478	164,589	-66,889
Total Income		£690,331	£711,506	£21,175	£753,950	£750,090	-£3,860
<u>Less Expenditure</u>							
6	Capital Works	15,000	20,360	-5,360	20,000	20,360	-360
7	Precept Contributions to EA	74,874	74,854	20	74,874	74,854	20
8	Maintenance Works	418,670	367,332	51,338	558,227	487,276	70,951
	Development Expenditure	0	0	0	0	0	0
9	Administration Charges	123,410	119,704	3,706	164,547	170,153	-5,606
3	Cost of Rechargeable Works	0	46,271	-46,271	0	48,271	-48,271
4	Net Deficit/(Surplus) on Operating Accounts	0	-20,799	20,799	0	0	0
Total Expenditure		£631,954	£607,722	£24,232	£817,648	£800,914	£16,734
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
Net Surplus/(Deficit)		£58,377	£103,784	£45,407	-£63,698	-£50,825	£12,873

From: 01 April 2020
To: 31 December 2020

Period To: 9
Year Ended: 31 March 2021

NOTES	BALANCE SHEET AS AT 31-12-2020	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
10	Fixed Assets			
	Land and Buildings	37,962	-749	37,213
	Plant and Equipment	13,163	94,003	107,166
	Shared Consortium Assets	0	0	0
		51,125	93,254	144,379
	Current Assets			
11	Bank Account	326,668	371,186	697,854
12	Trade Debtors	68,073	-67,642	431
13	Work in Progress	19,326	136,730	156,056
	Staff Health Insurance	0	88	88
14	Term Deposits	500,000	-500,000	0
15,16	Drainage Ratepayers and Special Levies Due	-150	861	711
	Prepayments	0	0	0
17	Prepayments to WMA	-4,889	17,735	12,846
	VAT Due	1,587	25,619	27,206
	Grants Due	0	0	0
		910,615	-15,422	895,193
	Less Current Liabilities			
	Trade Creditors	5,583	-1,932	3,651
	Accruals	37,468	-2,000	35,468
	Payments Received In Advance	17,217	-1,661	15,556
	Finance Leases	0	0	0
	Payroll Controls	0	0	0
		60,268	-5,593	54,675
	Net Current Assets	850,347	-9,829	840,518
	Less Long Term Liabilities			
19	Pension Liability	96,000	1,000	97,000
	Net Assets	£805,473	£82,425	£887,897
20	Reserves			
	Earmarked			
	General Reserve	549,985	103,784	653,769
18	Grants Reserve	35,494	-20,360	15,134
21	Development Reserve	210,035	0	210,035
22	Plant Reserve	65,000	0	65,000
		860,514	83,425	943,938
	Non-Distributable			
23	Revaluation Reserve	40,959	0	40,959
19	Pension Reserve	-96,000	-1,000	-97,000
		-55,041	-1,000	-56,041
	Total Reserves	£805,473	£82,425	£887,897

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 31 December 2020

Period To: 9
Year Ended: 31 March 2021

Note Notes to the Accounts

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

	Y-T-D	Y-T-D
	BUDGET	2020/21
Breckland District Council	51,625	51,625
Broadland District Council	77,088	77,088
King's Lynn and West Norfolk Borough Council	19,608	19,608
North Norfolk District Council	102,871	102,871
Norwich City Council	5,756	5,756
South Norfolk District Council	65,480	65,480
	322,428	322,428

- 2 The EA Highland Water Claim for 2020/21 is due to be paid by the Environment Agency (EA) to the Board in September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December).

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

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

	Y-T-D	Y-T-D
	BUDGET	2020/21
Labour Operations Account	0	-13,776
Mobile Plant Operations Account	0	-7,023
	0	-20,799

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

- 5 Other income is made up as follows:

	Y-T-D	Y-T-D
	BUDGET	2020/21
Shared Income from WMA	173,609	126,005
Insurance Claims	0	0
Sundry Income	0	0
Summons Costs	0	0
	173,609	126,005

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

- 7 The EA Precept due for 2020/21 is payable to the EA on 31 May and the other half is payable to them on 30 November. The Board has no idea where or how this money is spent.

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

	Y-T-D	Y-T-D
	BUDGET	2020/21
Labour Charges	78,885	83,876
Plant Charges	8,835	9,394
Materials	2,703	2,874
Contractors	101,004	107,395
Plant Hire & Transport	0	0
Direct Works	191,427	203,539
Technical Support Staff Costs	192,287	144,929
Other Technical Support Costs	24,332	14,364
Biodiversity Action Plan Costs	10,625	4,500
Maintenance Works	418,670	367,332

From: 01 April 2020
To: 31 December 2020

Period To: 9
Year Ended: 31 March 2021

Note Notes to the Accounts

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

	Y-T-D BUDGET	Y-T-D 2020/21
Administration Staff Costs	87,374	89,940
Other Administration Costs	34,536	28,690
Development Expenditure	0	0
Drainage Rates AV Increases/(Decreases)	375	-82
Depreciation Kettlewell House	749	749
Sundry Debtors written off	0	0
Sundry Expenses	0	0
Settlement Discount	376	406
	123,410	119,704

10 **TANGIBLE FIXED ASSETS**

Cost	Land and Buildings	Plant and Equipment	Total
Opening Balance as at 1-4-2020 b/fwd	49,950	38,497	88,447
(+) Additions	0	97,395	97,395
(-) Disposals	0	-1,500	-1,500
(=) Closing Balance as at 31-12-2020 c/fwd	49,950	134,391	184,341
Depreciation			
Opening Balance as at 1-4-2020 b/fwd	11,988	25,333	37,321
(+) Depreciation Charge for year	749	3,392	4,141
(-) Accumulated Depreciation written out on disposal	0	-1,500	-1,500
(=) Closing Balance as at 31-12-2020 c/fwd	12,737	27,225	39,962
Net Book Value as at 31-3-2020	37,962	13,163	51,125
Net Book Value as at 31-12-2020	37,213	107,166	144,379

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:

	2019/20	2020/21
Opening Balance as at 1-4 b/fwd	31,875	326,668
(+) Receipts	1,642,422	1,183,952
(-) Payments	-1,347,629	-812,767
(=) Closing Balance as at 31-12-2020 c/fwd	326,668	697,854
Balance on Statement as at 31-12-2020	290,434	697,854
Less: Unpresented payments	-18,944	0
Add: Unpresented receipts	55,177	0
Closing Balance as at 31-12-2020 c/fwd	326,668	697,854

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors		
<=30 days	431	1		
>30 days and <=60 days (Paid 03.09.20)	0	0		
>60 days and <=90 days	0	0		
>90 days	0	0		
	431	1		
>90 days	Amount	Inv. Date	Originator	
	0			

From: 01 April 2020
To: 31 December 2020

Period To: 9
Year Ended: 31 March 2021

Note Notes to the Accounts

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

Customer	Amount	Comp. Date	Originator
RBD0002	2,506	Ongoing	Operations Engineer PG
RBR0007	3,604	Ongoing	Operations Engineer PG
RDO0002	1,197	Ongoing	Operations Engineer PG
RNA0002 NT WEG Scarrow Beck Downstream	2,563	Ongoing	Operations Engineer TJ
RWEG257-2018-4555	140,486	Ongoing	Operations Engineer PG
	150,355		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
	0			

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 71 Ratepayers that have not paid their Drainage Rates for 2020/21, as compared to 32 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2019/20	2020/21
Arrears b/fwd	314	-150
Drainage Rates for the year	81,586	83,306
Special Levies for the year	315,783	322,428
New Assessments	445	823
Value Decreases	-706	-1,274
Value Increases	261	451
Payments Received	-397,647	-404,528
Settlement Discount	-398	-407
Returned/(Represented) amounts	79	63
Irrecoverables and write offs	88	0
Summons collection costs	0	0
Adjustments	45	1
Arrears c/fwd	-150	711

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

18 Grants Reserve

Movements on the Grants Reserve are made up as follows:

	2020/21
Opening Balance at 1-4-2019	-35,494
Add: Grant Received	0
Less: Grant Applied	20,360
Closing Balance as at 31-12-2020	-15,134

	2019/20	2020/21
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	3,714
SCH13 River Nar Restoration Scheme 4 Year	4,007	1,992
SCH25 WFD Maintenance Improvements PSCA	3,643	3,643
	35,494	15,134

From: 01 April 2020
To: 31 December 2020

Period To: 9
Year Ended: 31 March 2021

Note Notes to the Accounts

- 19(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability, which has been calculated by the LGPS Fund Actuary as at 31 March 2020.
- 19(ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £2,788,000 as at 31 March 2020 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 30 January 2020.
- 20 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 21 January 2015. This policy is available for viewing on the Board's website.
- 21 The purpose of the Development Reserve is to reduce the impact on drainage rates and special levies from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to fund in part improvement works that are necessary because of development.
- 22 The purpose of this Reserve is to reduce the impact on drainage rates and special levies as and when equipment is bought and sold, in accordance with the plant renewals programme. Depreciation is its primary source of income, which largely comes from drainage rates/special levies in the form of plant charges included within the maintenance budget, together with any profits on disposal. Changes in hourly charge out rates are determined by the Operations Manager and the Chief Executive. Expenditure is determined by the Board, following recommendations made by the Chief Executive and Operations Manager.
- 23 This Revaluation Reserve has arisen from the revaluation of the Board's share of Kettlewell House on 31 March 2009 (approx. 10%).

Related Party Transactions

- 24 Mr J F Carrick is the Chairman of the Norfolk Rivers IDB. He has been paid £0 Chairman's Allowance during the year.
- 25 The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-12-2020.

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

NORFOLK RIVERS IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/09/2020

Payment Date to: 31/12/2020

<u>NAME</u>	<u>DETAILS</u>	<u>% COST RECOVERABLE</u>	<u>AMOUNT PAID THIS PERIOD</u>
Acorn Tree Service	Tree Works	100	4,589.00
Anglia Farmers Ltd	Materials/Equipment	85	8,632.36
Bear Terrain Ltd	Capital/Maintenance Works	91	15,621.60
Broads (2006) IDB	Rechargeable Work/Materials	15	11,823.65
Cavell & Lind Ltd	Medical for [REDACTED]	0	153.94
C J Spares Ltd	Fixing Fault on M50	0	537.60
Coastline Graphics Ltd	Graphics for M35NR	0	108.60
Ernest Doe & Sons Ltd	Tools/Supplies/PPE	61	289.23
Environment Agency Precept	Precept	0	37,427.00
Fuel Proof Ltd	Fuel Tank	0	2,700.00
GDR Sales Ltd	Plant/Labour Hire	70	73,872.00
Halls Power Equipment Ltd	Parts/PPE	0	302.60
Hubble	Small Parts	0	27.02
Induct EA Limited	Training	0	90.00
Inland Revenue	PAYE	0	3,352.81
John Davidson (Pipes) Ltd	Pipework	9	2,183.33
KC Ecological Surveys Ltd	Bat Survey	100	310.00
Mervyn Lambert Plant Hire Ltd	Plant Hire/Doosan Excavator	2	103,546.22
Martyn J Green	Lorry Hire	100	240.00
Middleton Aggregates Ltd	Reject Gravel	0	387.60
Native Landscapes	Treatment of Giant Hogweed/Weed Spraying	0	340.00
Norfolk County Council	NNSI Cont/Mink Control	0	4,500.00
Norfolk Trees	Tree Removal	0	360.00
Norfolk Pension Fund	Superannuation	0	7,524.94
Norwich Instrument Services Ltd	Calibration	0	38.28
Norfolk Rivers Trust	Survey	100	3,000.00
Mr C Rangeley-Wilson	WEG River Restoration	100	21,380.69
Reedman Services Ltd	Tools	0	126.72
Skyguard Ltd	Lone Worker Service	0	489.60
Robert P Thain	Machine Moves/Plant Hire	0	3,340.80
Torry Hill Chestnut Fencing Ltd	Stakes & Posts	100	1,602.00
C R Turner	Low Loader Hire	42	1,476.00
Vodafone Ltd	Mobile Phone Charges	0	246.45
WMA	Staff Recharges/Materials	64	29,135.00
Heather Wallis	Archaeological Work	100	1,979.50

Please note that the amounts shown above include VAT

£341,734.54

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Norfolk Rivers Internal Drainage Board – DB0061**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

[Handwritten Signature] SIGNATURE REQUIRED

Date

14/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
MAINTENANCE WORKS PROGRAMME FOR 2021/22**

NOTE	OUR REF.	MAINTENANCE WORKS	ACTUAL (£) 2019/20	ESTIMATE (£) 2020/21	PROBABLE (£) 2020/21	ESTIMATE (£) 2021/22
1		Smallburgh Sub Catchment				
	CMT013G	North Walsham & Dilham Canal Catchment	29,859	15,000	4,000	14,000
	CMT014G	Hundred Stream Catchment	6,728	6,318	9,000	7,000
		Middle Bure Sub Catchment				
	CMT026G	Hoveton Catchment	27,662	0	0	5,700
		North Norfolk Rivers Sub Catchment				
	CMT042G	Holme Catchment	6,386	0	0	7,550
	CMT043G	Burn Catchment (Burnham Norton)	3,179	0	4,500	1,500
	CMT044G	Stiffkey Catchment	240	6,552	4,535	0
		Upper Yare and Tas Sub Catchment				
	CMT061G	Forncett to Tasburgh				
	061G0301	3 Tharston Drain	0	1,404	0	1,750
	061G0302	3a Fundenhall Drain	0	1,404	0	1,750
	061G0303	3b Peck Drain	0	1,404	0	1,750
	061G0304	3c Wacton Drain	0	1,404	0	1,750
	061G0305	3d Sandpit Drain	0	1,404		1,750
2	CMT062G	Flordan to Caistor St Edmunds Catchment	4,725	0	5,208	0
	CMT063G	Trowse Catchment	610	3,000	3,000	1,500
	CMT064G	Keswick Catchment	0	0	0	3,700
	CMT065G	Greath Melton to Colney Catchment	0	0	0	0
	CMT066G	Barnham Broom Catchment	1,421	2,500	2,500	0
	CMT067G	Thuxton Catchment	3,150	2,106	2,106	3,850
	CMT068G	Deopham to Wrampingham	3,610	1,566	1,566	3,200
	CMT069G	Wymondham Catchment	1,176	5,238	3,500	6,200
	CMT070G	Dyke Beck Catchment	0	500	500	1,000
		Upper Bure Sub Catchment				
	CMT071G Thurning Catchment					
	071G3701	37 Fulling Mill - Growle Abbey	2,136	5,670	2,548	3,850
	071G3801	38 Blackwater to Guestwick		0	0	
	071G3802	38a Thurning Spa		0	0	
	CMT072G	Corpustry/Cropton Hall Catchment	3,156	5,184	4,693	4,700
	CMT073G	Mannington Hall Catchment	1,104	0	416	500
	CMT074G Itteringham					
	074G3401	Itteringham Marsh - 34 Itteringham Marsh u/s Bure	1,897	864	130	1,500
	074G3501	Itteringham Marsh - 35 Itteringham to Oulton	0	0	0	
	CMT075G	Blickling-Itteringham Catchment	190	6,500	5,000	7,200
	CMT076G Aldborough and Scarrow Beck		7,158			
	076G2901	29 Scarrow Beck - Aldborough	0	432	432	
	076G3001	30 Wickmere to Matlaske	0	1,296	1,296	
	076G3002	30a Wickmere Drain	0	1,500	4,006	2,500
	076G3101	31 Aldborough to Bressingham	0	1,060	1,326	
	076G3201	32 Aldborough to Dairy Farm	0	1,296	0	
	076G3301	33 Aldborough to Thurgaton Hall	0	1,000	1,950	2,000
	076G3302	33a Hanworth Park Spur	0	1,000	1,144	1,000
	076G3303	33b Haworth Common	0	1,500	1,378	
	076G4001	40 Thwaite Common Drain	0	1,060	780	
	CMT077G	Blickling Catchment	4,973	0	18	5,350
	CMT078G	Aylsham Catchment No.1	672	1,728	2,500	5,700
	CMT079G	Aylsham North Catchment No.2	2,274	3,672	2,464	6,350
	CMT080G	Burgh-Next-Aylsham Catchment	2,754	2,950	3,000	11,000
	CMT081G	Marsham-Brampton Catchment	33,785	22,950	21,180	18,000
	CMT082G	Buxton - Hevingham Catchment	8,606	4,000	3,977	7,500
3	CMT083G	Kings Beck Catchment	55,233	35,640	54,000	47,500
	CMT084G	Horstead - Hautbois Catchment	1,152	1,296	2,500	1,500
	CMT085G	Horstead Catchment	1,608	1,000	1,500	1,000
	CMT086G	Itteringham Marsh Catchment	0	0	0	0
		Wensum Sub Catchment				
	CMT087G	Tatterset A Catchment	0	0	0	0
	CMT088G	Tatterset B Catchment	0	0	0	0

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
MAINTENANCE WORKS PROGRAMME FOR 2021/22**

NOTE	OUR REF.	MAINTENANCE WORKS	ACTUAL (£) 2019/20	ESTIMATE (£) 2020/21	PROBABLE (£) 2020/21	ESTIMATE (£) 2021/22
		CMT089G Tatterford - Raynham Catchment	0	0	0	0
		CMT090G Dunton Patch Catchment	0	0	0	0
4		CMT091G Dunton Patch - Nights Common Catchment	0	0	6,500	6,350
		CMT092G Sculthorpe Catchment	2,910	12,000	7,500	8,700
		CMT093G Gt Ryburgh Catchment	264	0	65	0
		CMT094G Gt Ryburgh Langor Catchment	0	0	0	0
		CMT095G Gt Ryburgh Stibbard Catchment	3,294	0	78	0
		CMT096G Gt Ryburgh B Catchment	24	500	2,981	0
		CMT097G Guist Catchment	0	5,000	5,000	0
5		CMT098G Foulsham Catchment	4,251	20,100	10,000	0
		CMT099G Elmham A Catchment	1,086	4,902	4,902	6,700
		CMT0100G Elmham B Catchment	0	0	0	0
		CMT0101G Beetley Catchment	3,994	2,106	2,106	2,850
		CMT0102G Gressenhall A Catchment	0	2,000	0	0
		CMT0103G Gressenhall B Catchment	768	0	0	0
		CMT0104G Dereham Stream Catchment	6,517	5,000	4,269	5,200
		CMT0105G Billingford Catchment	3,280	0	0	3,700
6		CMT0106G Bylaugh Meadows Catchment	1,566	2,106	10,534	3,200
		CMT107G Swanton Morley Catchment	10,221	5,616	5,556	5,700
		CMT108G Easthaugh Catchment	0	2,808	0	0
		CMT109G Lenwade Catchment	120	2,160	0	3,200
		CMT110G Reepham - Booton Catchment	0	12,000	5,043	4,700
		CMT111G Swannington Catchment	0	12,636	8,059	5,700
7		CMT112G Ringland - Morton Hall Catchment	6,761	4,212	11,090	5,500
		CMT113G Taverham Hall Catchment	0	0	0	0
		CMT114G Drayton Low Road Catchment	0	2,106	4,983	0
		CMT115G Costessey Mill Catchment	144	2,106	2,106	0
		CMT116G Hellesdon Low Road A Catchment	0	1,404	1,404	0
		CMT117G Honningham - Berry Hall Catchment	0	0	0	5,350
		CMT119G Hellesdon Low Road B Catchment	0	702	1,000	0
		Upper Nar Sub Catchments				
		CMT120G Upper Nar River Catchment	846	4,374	5,000	2,700
		All Sub Catchments				
	ALL	General Duties	0	0	0	0
8		Direct Works	£261,488	£255,236	£254,826	£260,650

NOTES

- 1 Floating Pennywort was found in this catchment, therefore significant portions of work has been prevented due to risk of spreading this plant. We have included the underspend in next year's budget so that once this is resolved this catchment can benefit from the maintenance work not completed this year.
- 2 Work was brought forward due to blockages found in this catchment.
- 3 Additional tree work and opportunities increased the work we had originally forecast in this area. The plant was moved from CMT013G (see note 1) and so this overspend has been offset by the underspend in this catchment.
- 4 Work has been brought forward a year due to drainage problems in this area.
- 5 On scoping the work in this area was found to be much less than anticipated.
- 6 We will be reviewing the timing of the maintenance in this catchment. The growth of vegetation led to much slower progress than programmed.
- 7 We will be reviewing the timing of the maintenance in this catchment. The growth of vegetation led to much slower progress than programmed.
- 8 Works have gone well this year and we have forecast to be within budget, with a moderate inflationary rise for next year. 2021-22 will be the first full year of Norfolk Rivers IDB having its own machine and driver again. This will be monitored closely, especially in the first quarter, but we expect this to allow for better forecasts. It will also allow the operatives to obtain and retain skills and knowledge, so the Board is less reliant on third party contractors, mitigating future risk.

M PHILPOT
PROJECT ENGINEER

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
ESTIMATES FOR THE FINANCIAL YEAR 2021/22**

14 January 2021

1. RATE REQUIREMENT

	ACTUAL 2019/20	ESTIMATE 2020/21	PROBABLE 2020/21	ESTIMATE 2021/22	PROPORTION 2021/22
NEW WORKS AND IMPROVEMENT WORKS	£	£	£	£	%
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%)	30,389	20,000	18,280	0	0%
River Nar WLMP and Restoration (100%)	86,048	0	2,015	0	0%
	116,437	20,000	20,295	0	0%
CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY	72,693	74,874	74,854	76,351	9%
MAINTENANCE WORKS					
Drain Maintenance	261,488	255,236	254,826	260,650	31%
Biodiversity Actions/BAP (external costs)	10,244	14,167	14,000	10,000	1%
Net (Surplus)/Deficit on Absorption Accounts	-9,574	0	0	0	0%
Consortium Charges - Technical Support Costs	281,251	288,824	218,270	302,522	36%
Contingency	0	0	0	0	0%
	543,409	558,227	487,096	573,172	68%
ADMINISTRATION AND OTHER EXPENSES					
Consortium Charges - Administration Costs	142,364	162,547	166,153	188,101	22%
Provision for Annual Value Decreases and Bad Debts	309	500	500	500	0%
Other Expenses	999	1,500	999	1,500	0%
	143,672	164,547	167,652	190,101	23%
TOTAL EXPENDITURE	£876,211	£817,648	£749,897	£839,624	100%
Less:					
GOVERNMENT GRANTS					
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%)	30,389	20,000	18,280	0	0%
River Nar WLMP and Restoration (100%)	84,776	0	2,015	0	0%
	115,164	20,000	20,295	0	0%
CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY	100,602	93,821	106,946	90,895	11%
OTHER INCOME					
Consortium Income	210,377	231,478	164,589	266,205	32%
Other Income	6,456	0	0	0	0%
Profit/(Loss) on Rechargeable Works	33,365	3,000	3,000	3,000	0%
Profit/(Loss) on Disposal of Plant & Equipment	17,000	0	0	0	0%
	267,198	234,478	167,589	269,205	32%
TOTAL INCOME	£482,964	£348,299	£294,830	£360,100	43%
NET REQUIREMENT	£393,247	£469,349	£455,067	£479,524	57%
FINANCED BY:-					
RATE INCOME LEVIED BY THE BOARD:					
Occupiers Drainage Rates	81,586	83,223	83,223		
Breckland District Council	50,561	51,625	51,625		
Broadland District Council	75,499	77,088	77,088		
King's Lynn & West Norfolk Borough Council	19,204	19,608	19,608		
North Norfolk District Council	100,751	102,871	102,871		
Norwich City Council	5,638	5,756	5,756		
South Norfolk District Council	64,131	65,480	65,480		
	£397,370	£405,651	£405,651		
NET SURPLUS/(DEFICIT) FOR THE YEAR	4,123	(63,698)	(49,416)		
NET REQUIREMENT	£393,247	£469,349	£455,067		
GENERAL RESERVE					
Balance brought forward at 1 April	545,862	549,985	549,985		
ADD: Net Surplus/(Deficit) for the year	4,123	(63,698)	(49,416)		
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	£549,985	£486,287	£500,569		

On preparing the expenditure budget for the financial year 2020/21 it was estimated that the General Reserve would amount to £513,520 as at 31 March 2020. The actual General Reserve as at 31 March 2020 was £549,985 and it is estimated that the General Reserve will be in the region of £500,569 as at 31 March 2021.

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

2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2020

The values at 31 December 2020 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
Totals	15,026.539	£3,529,340	100.000	
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
Totals	15,026.539	£3,529,340	100.000	

SECTION 40, LAND DRAINAGE ACT 1991

3. DRAINAGE RATES/SPECIAL LEVIES FOR 2020/2021

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 18.15%. Option 2 shows the planned rate increase of 3.10%. Option 3 shows an increase of 2.00%. 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			
	2020-2021 ESTIMATED	2021-2022 OPTION 1	2021-2022 OPTION 2	2021-2022 OPTION 3
	£	£	£	£
Capital Works Reserve	0	0	0	0
Development Reserve	0	0	0	0
Plant Reserve	0	0	0	0
General Reserve	63,698	0	61,051	65,533
Reduction/(Increase) in Cash Reserves	63,698	0	61,051	65,533
RATES/LEVIES:				
Occupiers Drainage Rates	83,223	98,439	85,906	84,986
Breckland District Council	51,625	60,993	53,228	52,658
Broadland District Council	77,088	91,225	79,611	78,758
King's Lynn & West Norfolk Borough Council	19,608	23,166	20,216	20,000
North Norfolk District Council	102,871	121,538	106,064	104,928
Norwich City Council	5,756	6,801	5,935	5,871
South Norfolk District Council	65,480	77,362	67,513	66,790
NET REQUIREMENT	£469,349	£479,524	£479,524	£479,524
Penny Rate in the Pound	11.500p	13.587p	11.857p	11.730p
INCREASES/(DECREASES):				
Drainage Rate Increase/(Decrease)	2.10%	18.15%	3.10%	2.00%
Special Levy for District Councils' Increase/(Decrease)	2.10%	18.19%	3.14%	2.04%
GENERAL RESERVE:				
Probable Reserve at 31 March	£449,823	£500,569	£439,518	£435,036
Reserve expressed as a percentage of Net Requirement	95.84%	104.39%	91.66%	90.72%
AVERAGE RATE PER ACRE:				
Agricultural Land and/or Buildings	£2.62	£3.10	£2.70	£2.68
District Councils	£60.10	£71.03	£61.99	£61.32

The current headline rate of inflation as indicated by the National Statistics Office in October 2020 is 1.3%.

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

4. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 1.3%)

RATE REQUIREMENT	OPTION 3 REQUIREMENT...				
	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
	£	£	£	£	£
New Works and Improvement Works	0	0	0	0	0
Contributions Payable to the Environment Agency	76,351	78,642	81,001	83,431	85,934
Maintenance Works	573,172	580,623	588,171	595,817	603,563
Administration and Other Expenses	190,101	192,572	195,075	197,611	200,180
Government Grants	0	0	0	0	0
Contributions from the Environment Agency	-90,895	-93,622	-96,431	-99,324	-102,304
Other Income	-269,205	-272,705	-276,250	-279,841	-283,479
NET REQUIREMENT	£479,524	£485,510	£491,566	£497,694	£503,894

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	65,533	58,672	51,493	43,962	41,092
Reduction/(Increase) in Cash Reserves	65,533	58,672	51,493	43,962	41,092

RATES/LEVIES:

Occupiers Drainage Rates	84,986	87,624	90,341	93,144	95,006
Breckland District Council	52,658	54,292	55,975	57,712	58,866
Broadland District Council	78,758	81,202	83,720	86,319	88,044
King's Lynn & West Norfolk Borough Council	20,000	20,620	21,260	21,920	22,358
North Norfolk District Council	104,928	108,184	111,539	115,001	117,300
Norwich City Council	5,871	6,054	6,241	6,435	6,564
South Norfolk District Council	66,790	68,862	70,997	73,201	74,664
	£479,524	£485,510	£491,566	£497,694	£503,894

Penny Rate in the Pound	11.730p	12.094p	12.469p	12.856p	13.113p
Rate Increase/(Decrease)	2.00%	3.10%	3.10%	3.10%	2.00%

GENERAL RESERVE:

Probable Reserve at 31 March	£435,036	£376,364	£324,871	£280,909	£239,817
Reserve expressed as a percentage of Net Requirement	90.72%	77.52%	66.09%	56.44%	47.59%

AVERAGE RATE PER ACRE:

Agricultural Land and/or Buildings	£2.68	£2.76	£2.84	£2.93	£2.99
District Councils	£61.32	£63.23	£65.19	£67.21	£68.55

5. EARMARKED BALANCES AND RESERVES	ACTUAL	ADEQUACY	PROJECTED	ESTIMATED	TREND
	31/03/2020	31/03/2020	31/03/2021	31/03/2022	2019/20-21/22
	£	✓*	£	£	Inc/Dec
Earmarked Cash Reserves					
Capital Works Reserve	£0	N/A	£0	£0	Stable
Development Reserve	£210,035	*	£210,035	£210,035	Stable
Grants Reserve	£35,494	N/A	£15,000	£0	Decreasing
Plant Reserve	£65,000	✓	£65,000	£65,000	Stable
General Reserve	£549,985	✓	£500,569	£435,036	Decreasing
	£860,514	ADEQUATE	£790,604	£710,071	
Other Reserves					
Revaluation Reserve	£40,959	✓	£40,959	£40,959	Stable
Pensions Reserve	-£96,000	✓	-£97,000	-£97,000	Stable
	-£55,041	ADEQUATE	-£56,041	-£56,041	
Total Reserves	£805,473	ADEQUATE	£734,563	£654,030	

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 2020/21– Performance Review

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2020/21 and plan for subsequent year's rate increases to equate to no more than an inflationary rise.	Chief Executive/ Budget Holders :Catchment Engineer / Project Engineer / Operations Manager	Achieved.
2.	Ensure the EA's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage District.	Chief Executive/Board	<p>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.</p> <p>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.</p>
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	<p>Achieved as far as we're able. The Environment Bill if enacted 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.</p> <p>The EA paid the Board's HWC in full this year (by cheque).</p>
4.	To develop a plan to be less reliant on the Environment Agency's main-river network.	Project Engineer	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 the Iken Waste Licencing issue. This position will not change until the EAs criminal investigation concludes (expected to take 5 years, concluding in 2021/22).



Draft Objectives for 2021/22

1. To ensure that total expenditure does not exceed the expenditure budget for 2021/22 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
2. To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
3. To identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.
4. To develop a plan to be far less reliant on the Environment Agency.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>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)</p>	<p>(1a) Reduction in, or insufficient finance, grant and income</p> <p>(1b) EA may cease to pay highland water contributions to IDBs</p>	<p>Erosion of Board’s capital and general reserves</p> <p>Reduction in FCERM service the Board is able to provide</p> <p>Unable to replace assets as scheduled in asset management plan</p>	<p>3</p>	<p>3</p>	<p>9 →</p>	<p>Explore alternative funding streams</p> <p>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.</p> <p>Close liaison with EA to support its next 6 year compulsory spending to facilitate inclusion of IDB programmes/FDGiA where possible.</p>
	<p>(1c) EA is no longer willing or able to carry out work on sea defences that protects the Internal</p>	<p>Potential overtopping into IDD in severe weather events and cost implications of managing the</p>	<p>2</p>	<p>3</p>	<p>8 ↑</p>	<p>Develop Investment Plan with key stakeholders</p> <p>Contribute to the review of the Shoreline Management Plans and lobby ADA, to ensure that</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)
	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	8 ↑	<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					<p>remain WFD compliant</p> <p>Regular SMO update training for employees</p> <p>Pursue funding from all available sources</p>
To liaise with EA to ensure main sections of main river that will be de-listed by the EA.	<p>(3a) EA may not provide funding to the IDB for this additional maintenance.</p> <p>(3b) EA will not de-main the rivers if the IDB refuses to adopt them.</p>	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 ↑	<p>Continue to liaise with EA to bring proposal to Board.</p> <p>De-maining of low consequence main river remains under consideration by EA. Public consultation during Autumn 2017 for national de-maining pilot study in Norfolk/Suffolk, but the pilot study is currently on hold in Norfolk</p> <p>Board has agreed to adopt de-mained rivers</p> <p>Prioritise maintenance programme</p>
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 ↓	<p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board meetings.</p> <p>Officers' comments on</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)
	(4b) Potential for developers to allow SUDs to be managed by private companies who may allow them to fall into disrepair through lack of long term maintenance	<p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>				<p>planning applications are available on Local Authority website.</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 for consultation with LPAs and approved by the Norfolk Rivers IDB on 13 June 2019.</p> <p>A SUDs adoption and charging policy was adopted by the Board at its 26 January 2017 meeting to promote IDB services for adoption of SUDs to ensure these are properly maintained in perpetuity.</p> <p>At its 16 August 2018 meeting the Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA Flood and Water Manager and the South Holland IDB Engineer. New rates and banding introduced 1 October 2018.</p>

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

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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

NRIDB Policy Review Summary – January 2021

	Policy	Owner	Comments
1	Asset Prioritisation Criteria Click here to view	MP	Format updated. No change to content.
2	Drainage Rates and Special Levies: Capital Financing and Reserves Policy Click here to view	SJ	Format updated. No change to content.
3	Environmental Responsibilities Click here to view	CL	New policy for Eastern IDBs.
4	Register and Map of Drainage Hereditaments: Maintenance and Inspection Policy Click here to view	SJ	Format updated. No change to content.

**A VIRTUAL MEETING OF THE WMA CONSORTIUM MANAGEMENT COMMITTEE (CMC)
WAS HELD VIA ZOOM ON THURSDAY, 10 DECEMBER 2020 AT 9.30 AM**

- | | |
|--|--|
| S G Bambridge (Norfolk Rivers IDB) | * E Greenwell (East Suffolk IDB) |
| * L E Baugh (Broads (2006) IDB) | * Lord Howard of Rising (King's Lynn IDB) |
| R Buxton (Broads (2006) IDB) | * B Long (King's Lynn IDB) |
| * J Carrick (Norfolk Rivers IDB) | * S A R Markillie (South Holland IDB) |
| * H Carrie (Waveney, Lower Yare & Lothingland IDB) | * J Marson (East Suffolk IDB) |
| B Collen (Waveney, Lower Yare & Lothingland IDB) | * T Matkin (King's Lynn IDB) |
| H G Cator (Norfolk Rivers IDB) | * C Mutton (Waveney, Lower Yare & Lothingland IDB) |
| P Coupland (South Holland IDB) | M Paul (East Suffolk IDB) |
| * S G Daniels (Broads (2006) IDB) | * D R Worth (South Holland IDB) |
| | * Present (67%) |

Mr S A R Markillie in the Chair

In attendance:

Ben Blower (WLY&L), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to the CEO) and Sallyanne Jeffrey (Finance and Rating Manager)

ID	WMA Consortium Management Committee, Minute	Action
41/20	APOLOGIES FOR ABSENCE	
41/20/01	Apologies for absence were received on behalf of Gordon Bambridge, Robin Buxton, Henry Cator, Bryan Collen, Peter Coupland and Michael Paul.	
42/20	DECLARATIONS OF INTEREST	
42/20/01	The Chief Executive declared an interest in the Schedule of Paid Accounts. He was a shareholder of Byzantine Ltd, and his wife was a director and shareholder of Byzantine Ltd. RESOLVED that this be noted.	
43/20	MINUTES OF THE LAST MEETING	
43/20/01	The minutes of the last Consortium Management Committee meeting held on 25 September 2020 were approved and would be signed by the Chairman as a true record shortly after the meeting.	
44/20	MATTERS ARISING	
44/20/01	Renewal of PSCAs with EA (30/20/02)	

ID	WMA Consortium Management Committee, Minute	Action
	<p>The Chief Executive apprised members that there was no change in the status of the Public Sector Co-operation Agreements (PSCAs) with the Broads IDB, East Suffolk IDB and Norfolk Rivers IDB, due to the ongoing EA waste licence investigation at Iken. It was agreed that a meeting be arranged with Edward Greenwell, Lord Howard of Rising, Jane Marson, the WMA Chairman and the Chief Executive to agree what course of action could be taken to help bring this matter to a conclusion. RESOLVED that this be noted.</p>	PJC
44/20/02	<p>WMA Group Information Security and Systems – Acceptable Use Policy (31/20/04)</p>	
	<p>The Chief Executive confirmed that all updates made on Social Media were now checked before posting, by at least one of the three members of staff responsible for Social Media: Frances Bligh, Emma Dixon and Rachael Yeowell. RESOLVED that this be noted.</p>	
44/20/03	<p>Environment Bill (33/20/03)</p>	
	<p>The Chief Executive apprised members that the Environment Bill was now in the final stages of its passage through the parliamentary process and was supported in principle from both sides of the House. It was likely that the Bill would be enacted in February/March 2021. RESOLVED that this be noted.</p>	
44/20/04	<p>Waveney, Lower Yare and Lothingland IDB policy integration (31/20/05)</p>	
	<p>The Chief Executive reported that a number of key policy documents had been made available to Ben Blower to take to the next meeting of the Waveney, Lower Yare and Lothingland IDB in February 2021 for approval to adopt, which also included the Planning documents referenced in minute number 34/20/05. Ben Blower later apprised the Committee of his plan to prioritise the adoption of key policies only, rather than presenting all WMA policies at the same time for fear of overwhelming Board members. This approach was fully supported by the Chairman. RESOLVED that this be noted.</p>	
44/20/05	<p>Transparency regarding Costing of Works – Waveney, Lower Yare and Lothingland IDB (37/20/03)</p>	
	<p>Ben Blower reiterated the need to properly consider the value of employing trusted local contractors for maintenance operations, when carrying out the formal tender process, to ensure that good value for money is always achieved. RESOLVED that this be noted.</p>	

ID	WMA Consortium Management Committee, Minute	Action										
45/20	SCHEDULE OF PAID ACCOUNTS											
45/20/01	The Schedule of Paid Accounts for the period 1 August 2020 to 30 November 2020, totalling £628,808 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.											
46/20	PROJECTED OUT-TURNS FOR 2020/21 AND ESTIMATES FOR 2021/22											
46/20/01	The Projected Out-turns for 2020/21 and the Estimates for 2021/22, together with explanatory notes were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:											
46/20/02	It was agreed and thereby RESOLVED to approve the following net consortium charge increases and make recommendations to each WMA Member Board accordingly:											
	<table> <tbody> <tr> <td>Broads (2006) IDB</td> <td>2.15% Increase</td> </tr> <tr> <td>East Suffolk IDB</td> <td>2.08% Increase</td> </tr> <tr> <td>King's Lynn IDB</td> <td>2.19% Increase</td> </tr> <tr> <td>Norfolk Rivers IDB</td> <td>2.06% Increase</td> </tr> <tr> <td>South Holland IDB</td> <td>2.09% Increase</td> </tr> </tbody> </table>	Broads (2006) IDB	2.15% Increase	East Suffolk IDB	2.08% Increase	King's Lynn IDB	2.19% Increase	Norfolk Rivers IDB	2.06% Increase	South Holland IDB	2.09% Increase	
Broads (2006) IDB	2.15% Increase											
East Suffolk IDB	2.08% Increase											
King's Lynn IDB	2.19% Increase											
Norfolk Rivers IDB	2.06% Increase											
South Holland IDB	2.09% Increase											
46/20/03	The Finance and Rating Manager advised members that she was proposing to keep the administration charges for Waveney, Lower yare and Lothingland IDB (WLY&L IDB) the same as they are currently for next year. This recommendation would be taken to the next WLY&L IDB meeting in February 2021. RESOLVED that this be noted.											
46/20/04	The Finance and Rating Manager confirmed that the income received from Pevensey and Cuckmere WLMB (P&C WLMB) was included in 'Services to third Parties – other income', due to this Board not being full members of the WMA. It was confirmed that the staff time spent working for P&C WLMB was captured on weekly timesheets and the cost of this was fully recovered through the standard hourly charge-out rates. RESOLVED that this be noted.											
46/20/05	Chris Mutten enquired about the Chairman's Allowances and whether this applied to the Waveney IDB. The Finance and Rating Manager confirmed that such allowances were only currently paid to the chairs of Broads IDB, King's Lynn IDB, Norfolk Rivers IDB, South Holland IDB and the WMA. Ben Blower confirmed that he would be recommending to WLY&L IDB that an application to Defra be approved to facilitate the payment of a Chairman's Allowance in future, but that for the time being the policy would be to pay no allowance. RESOLVED that this be noted.											

ID	WMA Consortium Management Committee, Minute	Action
47/20	PLANNING ENFORCEMENT PROCESS REVIEW	
47/20/01	The Planning Report detailing Stage 1: Informal Enforcement and Stage 2: Formal Enforcement with accompanying Flowchart (a copy of which is filed in the Report Book) was considered in detail and approved. It was agreed and thereby RESOLVED to recommend the 'Two Stage Enforcement Process' be approved by each Member Board accordingly.	
48/20	WMA POLICIES DUE FOR REVIEW	
48/20/01	The WMA Policies due for review were considered in detail and approved (copies of which are filed in the Report Book). It was agreed and thereby RESOLVED to recommend that the 19 WMA policies be adopted by each Member Board, subject to the following amendments:	
48/20/02	It was agreed that any issues relating to the poor meeting attendance of an appointed member or a directly elected member, should be raised with the relevant Board Chairman, in the first instance. Where an appointed member had been absent from meetings for 6 months consecutively, the appointing authority should also be informed. Where a directly elected member had been absent from Board meetings for 6 months consecutively without good reason, they should cease to be a Board member, in accordance with the Land Drainage Act 1991. RESOLVED that this be noted.	
48/20/03	Brian Long commented that the requirement for all Board members to complete a 'Declaration of Interests' form, was not mentioned within the 'Guidance to Local Authorities' policy (9). It was proposed by Brian Long, seconded by Louis Baugh and unanimously agreed to amend this policy to include reference to this, in line with the 'Declarations of Interest' statement within the 'Duties, Responsibilities and Liabilities of IDB Members' policy (18). RESOLVED that this be noted.	PJC
48/20/04	The Chairman commented that when discussing 'sustainability', the term 'Net Zero' was now being used widely. It was agreed and thereby RESOLVED to include a paragraph on the 'Net Zero' aspiration within the Group's Sustainability Policy (17).	PJC
49/20	TO CONFIRM THE NEXT MEETING OF THE WMA PAY AND CONDITIONS SUB COMMITTEE	
49/20/01	The next meeting of the WMA Pay and Conditions Sub Committee would take place at 9.30 am on Tuesday 2 March 2021 at Kettlewell House and/or via Zoom.	

ID	WMA Consortium Management Committee, Minute	Action
50/20	DATE AND TIME OF NEXT MEETING	
50/20/01	The next meeting of the Consortium Management Committee would take place at 9.30 am on Friday 26 March 2020 at Kettlewell House and/or via Zoom.	
51/20	CONFIDENTIAL BUSINESS	
51/20/01	It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.	

Water Management Alliance Schedule of Paid Accounts

Payment Date From : 01/08/2020

Payment Date To : 30/11/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid</u> <u>This Period</u>
AB0001	Abbey Print Ltd	Stationery	208.80
AJ0001	AJs Gardens	Gardener	60.00
AL0004	ALS Life Sciences Ltd	Nitrate Testing	151.20
AM0001	Ambos	Design Website	2,736.00
AN0003	Anglia IT Solutions DD	Hardware/Support	10,462.40
AN0004	Anglia IT Solutions Ltd	Hardware	10,974.26
AN0102	The AF Group Limited	Electricity/PPE/Recharges to Boards	3,723.73
AN0103	Anglian Water Services Ltd	Water Charges	10.60
AS0003	Asdon Group	Stationery	2,280.62
ATT001	Julie Attwater	Childminder	34.00
BA0002	Banner Group Ltd	Stationery Supplies	124.51
BES001	BES Commercial Electricity Ltd	Standing Charge (Next Door)	109.80
BI0002	Ian Bix	Relocation of Offices	303.00
BL0002	Matthew L Bligh	Work Experience	1,083.60
BO0002	Bobby Dazzlers Cleaning Ltd	Martham office cleaning	80.00
BO0205	Borough Council of King's Lynn & West Norfolk	D Business Rates	7,436.00
BR0208	Broads IDB	Rechargeable Work	2,426.21
BRI007	Mr Brights Ltd	Office Deep Clean	576.00
BT0213	BT Payment Services Ltd	Telephone	3,481.55
BT0214	BT	Telephone	25.78
BU0101	BUPA	Health Insurance	995.04
BY0001	Byzantine Ltd	Rechargeable Work	19,895.00
CH0366	Chubb Fire & Security Ltd	Fire Alarm Maintenance	301.08
CO0346	Cope Safety Management Ltd	Health & Safety	3,319.28
CR0002	Cruso & Wilkin	Relocation of Offices	9,721.20
EA0005	East Suffolk IDB	Rechargeable Works	71.35
EL0003	Electronics Computers and Systems Ltd	DRS Support	25,944.00
EO0001	Eon UK plc	Gas	1,258.53
ES0401	ESPO	Stationery	1,446.97
EX0590	Excitech	GIS Server/Software	6,655.50
FI0002	First Intuition	Accountancy Training NVQ3	345.00
GA0003	Lou Gaughan	Childminder	1,519.35
GB0001	GB Security Group	Security Maintenance	363.60
GR0002	Grant Thornton	External Audit	24,000.00
GR0005	GreenJobs Limited	Recruitment Mechanical Engineer	299.00
H20801	H2O Vend Ltd	Water Machine	48.06
HE0001	HP Inc UK Ltd	Printer service & support	1,654.45
IG0001	Ignite	Broadband Line Rental	427.20
IN0904	Inland Revenue	PAYE & NIC	227,353.09
JA0003	Jacobs UK Ltd	Rechargeable Works (Professional Services)	30,571.20
KI1100	Kings Lynn IDB	Rechargeable Works	23,255.56
L11204	Lincolnshire County Council	Former Staff Pension	1,484.60
MO1315	Mossop and Bowser	Solicitors	5,640.00
NO0001	Norfolk Pension Fund	Ex Employees Pension Cont	3,806.19
NO0008	Nottingham Trent University	Tuition Fees RY	4,625.00
NO1450	Norfolk Pension Fund Superannuation	NCC Pension Contribution	158,054.28
NOR001	Norse Waste Solutions Ltd	Martham Waste/Refuse Collection	162.24
ON1511	Onebill Telecom	Telephone	1,154.54
PI0001	Pitney Bowes Ltd	Franking Machine/Maintenance	2,864.84
PKF001	PKF Littlejohn LLP	External Audit Fees	11,520.00
RE0005	Rentokil Initial Martham	Spray dispenser/Bin liners/Sanitary bags	103.92
RO0004	Roythornes Ltd	Employment Retainer Services	3,008.64
SO0001	South Holland IDB	Rechargeable Works	1,885.40
SO1906	S H D C - Revenue Services DD	Business Rates	1,788.00
TO0003	Towergate Insurance Brokers	Insurance	1,458.51
UN2101	Unison Eastern Region	Unison	90.00
UT0001	Utilize PLC	Hardware/Support	1,752.54
VEO001	Veolia Environmental Services Ltd	Waste Disposal	556.14
VJ0002	V & J Knitwear Ltd	WMA Uniform	29.76
VO2201	Vodafone Ltd	Mobile Phone Charge	2,406.01
WE0001	Welle Ltd	Non Contact Infrared Thermometer	42.00
WO0001	Worldpay Ltd	Admin Fee	460.84
WO0005	Workwear (East Anglia) Ltd	PPE	182.76

Please note that the amounts shown above include Vat £ 628,808.73

From: 01 April 2021
To: 31 March 2022

Administration and Technical Support Services
Financial Year Ending: 31 March 2022

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2019/20	ESTIMATE 2020/21	PROBABLE 2020/21	ESTIMATE 2021/22
Income					
Net Consortium Charges					
	Broads IDB	323,311	334,171	333,171	341,363
	East Suffolk IDB	177,643	190,545	190,238	194,511
	King's Lynn IDB	339,803	385,854	384,983	394,296
	Norfolk Rivers IDB	211,361	219,893	219,834	224,418
	South Holland IDB	363,709	368,381	366,283	376,092
	Net Consortium Charges	1,415,827	1,498,844	1,494,507	1,530,680
(+) Other Income					
1	Services provided to third parties	877,821	1,007,837	822,309	1,121,292
	Surface Water Development Contributions	0	0	227,733	165,000
	Sales of Rating Software Licences/Ancillary Services	5,361	2,000	1,370	10,370
	Rating Software Support	23,862	22,161	21,364	21,140
	Rental Income from Offices	25,946	26,300	26,270	26,300
	Sundry Income	29,430	9,201	13,648	9,001
	(+) Other Income	962,420	1,067,499	1,112,694	1,353,103
	(=) Total Income	2,378,247	2,566,343	2,607,202	2,883,783
(-) Expenditure					
Administration Costs					
2	Shared Administration Staff	505,601	618,206	625,639	741,876
Establishment					
	Kettlewell House (shared)	105,131	96,157	95,065	96,352
	Marsh Reeves (South Holland IDB)	22,999	26,115	26,430	25,786
	Martham Office (Broads IDB and Norfolk Rivers IDB)	2,375	4,267	2,508	3,491
	East Suffolk Local Office (East Suffolk IDB)	0	6,600	0	0
	Establishment	130,505	133,139	124,003	125,629
Shared ICT					
	Hardware Support and Maintenance	18,355	19,200	19,987	26,821
	Software Support and Maintenance	34,684	56,578	39,443	49,129
	Website Maintenance and Development	2,281	2,640	2,481	2,639
	Software and Upgrades	43,346	11,881	47,490	26,236
	ICT Infrastructure	29,169	20,299	18,105	25,001
	Shared ICT	127,835	110,598	127,506	129,826
Other Shared Administration					
	Legal and Professional Charges	17,500	11,251	9,377	11,251
	Insurances	85,577	89,584	115,438	121,210
	Marketing and PR Expenses	5,112	3,276	299	3,275
	WMA Chairman's Allowance	1,500	1,500	1,500	1,499
	Annual Subscriptions	1,649	1,565	1,745	1,812
	Actuary Fees	471	475	669	704
	Sundry Expenses	10,974	11,695	11,052	10,870
	Other Shared Administration	122,783	119,346	140,080	150,621

From: 01 April 2021
To: 31 March 2022

Administration and Technical Support Services
Financial Year Ending: 31 March 2022

WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES INCOME AND EXPENDITURE ACCOUNT	2019/20	2020/21	2020/21	2021/22
Other Administration				
Public Notices	0	0	0	0
Former Staff Pension Charges	7,474	7,668	6,835	7,668
Members Expenses	254	750	350	750
Chairman's Allowances	14,000	14,000	14,000	14,000
Meetings and Inspections	3,609	4,295	765	4,295
Legal and Professional Charges	30,942	25,450	36,986	26,650
Audit and Compliance Fees	52,575	23,375	46,070	45,375
ADA Expenses	20,838	18,954	19,155	19,231
Other Administration	129,692	94,492	124,161	117,969
Administration Costs	1,016,416	1,075,781	1,141,389	1,265,921
Technical Support Costs				
Shared Technical Support Staff	1,084,197	1,212,484	1,186,369	1,326,877
Other Technical Support Staff	251,931	261,420	259,929	274,717
Other Technical Support				
Technical Consultants	20,667	8,160	8,235	8,460
Land Registry Fees	1,861	4,448	6,101	4,108
Sundry Expenses	3,176	4,050	5,179	3,700
Other Technical Support	25,704	16,658	19,515	16,268
Technical Support Costs	1,361,832	1,490,562	1,465,813	1,617,862
(-) Total Expenditure	£2,378,248	£2,566,343	£2,607,202	£2,883,783
(+/-) Profit/(Loss) on disposal of Fixed Assets	0	0	0	0
(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0
3 Increases/(Decreases) in Net Consortium Charges	8.52%	2.82%	-0.29%	2.12%

From: 01 April 2021
To: 31 March 2022

Administration and Technical Support Services
Financial Year Ending: 31 March 2022

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2019/20	ESTIMATE 2020/21	PROBABLE 2020/21	ESTIMATE 2021/22
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Notes:

- 1 The Services Provided to Third Parties is less than projected for 2020/21. This is due to the COVID-19 pandemic where other Risk Management Authorities ceased operations early on this year. This is significant to the Eastern Boards in particular who rely heavily on this rechargeable income. We hope that once the vaccine becomes available projects will resume in 2021/22. South Holland IDB have had to defer a number of their capital projects, which are also expected to resume in the next financial year 2021/22.
- 2 A provision has been made to increase staff salaries by 2.5% with effect from 1 April 2021. Pension costs are to increase by 0.5% to 23.5% of employees pensionable pay with effect from 1 April 2021.
- 3
 - (i) The rate of Inflation as at 31 October 2020 was 1.3% (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.
 - (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 47% of the Group's Administration and Technical Support Costs to be paid for by others in 2021/22. We are expecting this to be 43% for 2020/21. Sustaining this level of activity without compromising delivery of our own work programmes will be key in the future.
 - (v) We have employed additional resource within the Sustainable Development Team during 2019/20 and 2020/21. The apportionment of cost across the Boards for 2021/22 is based on an estimate of where we expect this resource to be utilised. This will be reassessed during the course of 2021/22 and adjusted if necessary in the WMA Estimates for 2022/23.

Recommendations:

- 1 The following increases in Net Consortium Charges are recommended for 2021/22:

Broads IDB	2.15%
East Suffolk IDB	2.08%
King's Lynn IDB	2.19%
Norfolk Rivers IDB	2.06%
South Holland IDB	2.09%

S JEFFREY
FINANCE AND RATING MANAGER

From: 01 April 2021
To: 31 March 2022

Administration and Technical Support Services
Financial Year Ending: 31 March 2022

Percentages shown in red were the apportionments for last year, where they have been changed for this year.

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESIDB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	TOTAL (%)				
Other Income												
Contributions towards Staff Costs												
	Contributions from BIDB to part fund staff costs	Credited to BIDB	100.00%	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%	100.00%				
	Contributions from ESIDB to part fund staff costs	Credited to ESIDB	0.00%	100.00%	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%	100.00%				
	Contributions from KLIDB to part fund staff costs	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%				
	Contributions from WLYL & P&C to part fund shared staff costs	Credited to each WMA Board as per employment costs	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%				
	Contributions from WMA (Eastern) to part fund shared staff costs	Credited equally to each WMA (Eastern) IDB	33.34%	33.33%	0.00%	33.33%	0.00%	100.00%				
Contributions towards Staff Costs												
Surface Water Development Contributions												
	Surface Water Development Contributions											
	Medway Boards (Upper and Lower)	Split per Planning Team Allocation	8.00%	10.00%	36.00%	8.00%	38.00%	100.00%				
	Broads IDB - SWDC	Credited to BIDB	100.00%	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%	100.00%				
	Kings Lynn IDB - SWDC	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%				
	Norfolk Rivers IDB - SWDC	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%				
	South Holland IDB - SWDC	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%				
Collection of Surface Water Development Contributions												
Sales of Rating Software Licences												
	Ancillary Services	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	4.83%	51.14%	51.11%	6.11%	31.63%	31.66%	100.00%
	Sales of VDBAS	Proportion of aggregate Annual Value (KLCIDBs, as at 31/12/2006)	10.00%	0.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	100.00%	
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%		
Sales of Rating Software Licences												
Rating Software Support												
	VDBAS	Proportion of aggregate Annual Value (WMA, as at 31/12/2019)	6.30%	6.31%	4.82%	4.83%	51.14%	51.11%	6.11%	31.63%	31.66%	100.00%
	DRS	Proportion of aggregate Annual Value (WMA, as at 31/12/2019)	6.30%	6.31%	4.82%	4.83%	51.14%	51.11%	6.11%	31.63%	31.66%	100.00%
Rating Software Support												
Rental Income from Offices												
	Marsh Reeves	Income credited to property owner	0.00%	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%	0.00%	100.00%		
	Kettlewell House: WMA	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	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%	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%	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%	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%	0.00%	100.00%		
Rental Income from Offices												
Sundry Income												
	Bank Account Interest (WMA Only)	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%	
	Deed of Indemnity Preparation Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.66%	100.00%	
	ICT Investment recharged to IDB Development Reserves	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.66%	100.00%	

From: 01 April 2021 Administration and Technical Support Services
 To: 31 March 2022 Financial Year Ending: 31 March 2022

Percentages shown in red were the apportionments for last year, where they have been changed for this year.

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESIDB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	TOTAL (%)					
	Various - adhoc contributions	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.66%	100.00%		
	Sundry Income												
	Expenditure												
	Administration Costs												
	Shared Administration Staff												
	ICT Manager	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Chief Executive (CEO)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	PA (CEO)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Finance & Rating Manager	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	ICT Officer (16)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Rating & Enforcement Officer/Site Warden	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Senior Finance & Rating Officer (Vacant)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Business Support Officer (37)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	ICT Officer (16)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Business Support Officer (30)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Business Support Officer (22.5)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	ICT Officer (30)	Assessment of Time Spent on each Member Board	29.25%	8.37%	50.00%	12.38%	0.00%				100.00%		
	Shared Administration Staff		20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	100.00%		
	Establishment												
	Landlord's obligations	Proportion of beneficial interest in Kettlewell House	10.00%	0.00%	80.00%	10.00%	0.00%				100.00%		
	Office and Site Maintenance	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Rent, Rates and Metered Water	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Telecoms	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Heat and Light	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Office Cleaning and Supplies	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Refuse Collection and Waste Disposal	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Printing, Postages and Stationery	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Office Sundries	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Kettlewell House (shared)												
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Office and Site Maintenance	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Business Rates and Metered Water	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Telecoms	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Heat and Light	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Office Cleaning and Supplies	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Refuse Collection and Waste Disposal	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Printing, Postages and Stationery	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Office Sundries	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%					100.00%	
	Marsh Reeves (South Holland IDB)												

From: 01 April 2021 Administration and Technical Support Services
 To: 31 March 2022 Financial Year Ending: 31 March 2022

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESIDB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	TOTAL (%)					
	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%	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%	100.00%					
	Telecoms	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	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%	100.00%					
	Martham Office (Broads IDB and Norfolk Rivers IDB)												
	Rent	East Suffolk IDB Only	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%					
	Printing & Stationary	East Suffolk IDB Only	0.00%	100.00%	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%	100.00%					
	East Suffolk Local Office (East Suffolk IDB)												
	Establishment												
	Shared ICT												
	Hardware Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Software Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Website Maintenance and Development	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Software and Upgrades	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	ITC Infrastructure	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Shared ICT												
	Other Shared Administration												
	Legal and Professional Charges	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Insurances	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Marketing and PR Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	WMA Chairman's Allowance	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Annual Subscriptions	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Actuary Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Sundry Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%	100.00%		
	Other Shared Administration												
	Technical Support Costs												
	Shared Technical Support Staff												
	Asset Manager	Proportion of total FRM infrastructure	29.25%		8.37%	50.00%	12.38%	0.00%			100.00%		
	Catchment Engineer (WMA Eastern)	Assessment of Time Spent on each Member Board	33.34%		33.33%	0.00%	33.33%	0.00%			100.00%		
	Sustainable Development Officer (EMR)	Assessment of Time Spent on each Member Board	20.00%	35.00%	22.50%	30.00%	17.50%	0.00%	20.00%	35.00%	20.00%	0.00%	100.00%
	Project Manager	Assessment of Time Spent on each Member Board	33.34%		33.33%	0.00%	33.33%	0.00%			100.00%		
	Environmental Manager	Assessment of Time Spent on each Member Board	30.00%		30.00%	5.00%	30.00%	5.00%			100.00%		
	Project Engineer (WMA Eastern)	Assessment of Time Spent on each Member Board	70.00%		5.00%	0.00%	25.00%	0.00%			100.00%		
	Operations Engineer (WMA Eastern, Norfolk)	Assessment of Time Spent on each Member Board	70.00%		5.00%	0.00%	25.00%	0.00%			100.00%		
	Operations Manager (WMA Eastern, Suffolk)	Assessment of Time Spent on each Member Board	33.34%		33.33%	0.00%	33.33%	0.00%			100.00%		
	Operations Engineer (WMA Eastern, Suffolk)	Assessment of Time Spent on each Member Board	33.34%		33.33%	0.00%	33.33%	0.00%			100.00%		
	Operations Engineer (WMA Eastern)	Assessment of Time Spent on each Member Board	33.34%		33.33%	0.00%	33.33%	0.00%			100.00%		
	Environmental Officer (37)	Assessment of Time Spent on each Member Board	45.00%		10.00%	0.00%	45.00%	0.00%			100.00%		
	Environmental Officer (30)	Assessment of Time Spent on each Member Board	33.34%		33.33%	0.00%	33.33%	0.00%			100.00%		
	Funding and Community Engagement Officer	Assessment of Time Spent on each Member Board	33.33%		33.34%	0.00%	33.33%	0.00%			100.00%		

From: 01 April 2021
To: 31 March 2022

Administration and Technical Support Services
Financial Year Ending: 31 March 2022

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESIDB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	TOTAL (%)					
	Sustainable Development Manager	Assessment of Time Spent on each Member Board	10.00%	7.50%	10.00%	7.50%	50.00%	70.00%	7.50%	22.50%	7.50%	100.00%	
	Sustainable Development Officer	Assessment of Time Spent on each Member Board	0.00%		20.00%	0.00%	20.00%	50.00%	20.00%	0.00%	40.00%	50.00%	100.00%
	Sustainable Development Officer (ER)	Assessment of Time Spent on each Member Board	20.00%	25.00%	20.00%	25.00%	20.00%	25.00%	20.00%	25.00%	20.00%	0.00%	100.00%
	Senior Sustainable Development Officer	Assessment of Time Spent on each Member Board	10.00%	50.00%	10.00%	30.00%	45.00%	0.00%	10.00%	20.00%	25.00%	0.00%	100.00%
	Senior Sustainable Development Officer (PN)	Assessment of Time Spent on each Member Board	15.00%	0.00%	22.50%	0.00%	20.00%	40.00%	15.00%	0.00%	27.50%	50.00%	100.00%
	Project Engineer - WMA	Assessment of Time Spent on each Member Board	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Senior Sustainable Development Officer (YS)	Assessment of Time Spent on each Member Board	20.00%	0.00%	20.00%	50.00%	20.00%	0.00%	20.00%	0.00%	20.00%	50.00%	100.00%
	Sustainable Development Officer	Assessment of Time Spent on each Member Board	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Sustainable Development Officer	Assessment of Time Spent on each Member Board	0.00%		0.00%		50.00%		0.00%		50.00%		100.00%
	Sustainable Development Officer	Assessment of Time Spent on each Member Board	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Shared Technical Support Staff												
	Other Technical Support Staff												
	Project Manager (King's Lynn IDB)	King's Lynn IDB Only	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Project Manager (King's Lynn IDB)	King's Lynn IDB Only	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Technical Assistant (South Holland IDB)	South Holland IDB Only	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Catchment Engineer (South Holland IDB)	South Holland IDB Only	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Other Technical Support Staff												
	Technical Support Staff (shared with & employed by external RMAs)												
	Technical Officer shared with & employed by CPE (0.5 FTE)	East Suffolk IDB Only	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%
	Technical Officer shared with & employed by CPE (0.5 FTE)	East Suffolk IDB Only	0.00%		100.00%		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%		100.00%
	Technical Support Staff (shared with & employed by external RMAs)												
	Profit/(Loss) on disposal of Fixed Assets												
	Shared Assets												
	Fixed Assets Register	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%		51.14%	51.11%	6.11%		31.63%	31.65%	100.00%
	Shared Assets												

Approved by the Consortium Management Committee on 10 December 2020 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 – Enforcement Process Review

1. Introduction

The purpose of this report is to present to CMC the results of the ongoing review into the approach taken by officers undertaking enforcement under the Land Drainage Act 1991 within the Internal Drainage Districts of the WMA Member Boards.

2. The Two Stage Approach

In December 2019 CMC, followed by all Member Boards, agreed to support the creation of a two-stage approach to enforcing contraventions of the Land Drainage Act 1991 (including the Byelaws of each WMA Member Board). This two-stage process was to incorporate informal (Stage 1) and formal (Stage 2) enforcement action.

The two stage approach and associated flow chart is intended to be a 'Board Approved' guide to be used by officers when implementing the existing Policy 6 (Enforcement) of the currently adopted [WMA Planning and Byelaw Strategy](#).

3. 'Stage 1' - Informal Enforcement

In December 2019, the core elements of 'Stage 1' (informal enforcement) were approved, including a process flowchart. CMC also encouraged the Sustainable Development Manager to approach a legal firm with the aim of ensuring that 'Stage 1' would not impact each Board's legal ability to proceed to formal enforcement action (Stage 2) if required.

Legal firm Wilkin Chapman LLP have now reviewed the previously approved 'Stage 1' (and the associated flowchart) and have confirmed that the approach would not impact the Board's ability to pursue formal enforcement action if necessary. Wilkin Chapman LLP did however advise that 'Stage 1' should not apply in an emergency, where there was a risk to life. The flowchart has therefore been amended to reflect this (within section 6).

4. 'Stage 2' - Formal Enforcement

At the December 2019 meeting, CMC (again followed by all Member Boards) also agreed that the Sustainable Development Manager should work with legal specialists and other authorities to produce a detailed 'Stage 2' process. It was emphasised that while this stage should be delivered in-house where possible, cases should be handed over to an external provider if required. At the time, it was agreed that this external provider might be either a legal firm or another authority.

The Sustainable Development Manager resultantly spoke at length with ADA as well as several Local Authorities with enforcement powers (under the Land Drainage Act 1991). It was soon evident that most authorities were not in a position to enforce using in-house resources. Resultantly, efforts turned to legal firms and eventually Wilkin Chapman LLP were thought to have the necessary experience and knowledge base to assist the WMA with the ongoing enforcement review. Following their appointment, Wilkin Chapman LLP were able to produce the basis of a 'Stage 2 flowchart' which informed the recommendation within Section 5.

5. Officer Recommendation:

The Sustainable Development Manager is recommending that each WMA Member Board approves the following two stage approach and the associated flowchart.

Stage 1:

Stage 1 is intended to be a pre-cursor to any formal enforcement action. This stage is undertaken by both the Sustainable Development Team and each Board's Operational Delivery Teams, who work together throughout this stage. The aims of stage 1 are as follows:

- Inform landowners of their responsibilities under the Land Drainage Act 1991 and the Board's Byelaws, while separating contraventions into two categories:
 1. Contraventions which are negatively impacting Flood Risk or the Board's Operations. These contraventions include works which would have required determination by the Board (if an application had been received prior to the works being undertaken).
 2. Contraventions which are not impacting flood risk or the Board's Operations. These contraventions include works which would have been granted consent by officers using their delegated authority (if an application had been received prior to the works being undertaken).
- To seek the removal of contraventions which are impacting flood risk or the Board's Operations without the need for formal enforcement action.
- To seek the regularisation of contraventions which are not impacting flood risk or the Board's Operations.

Stage 2:

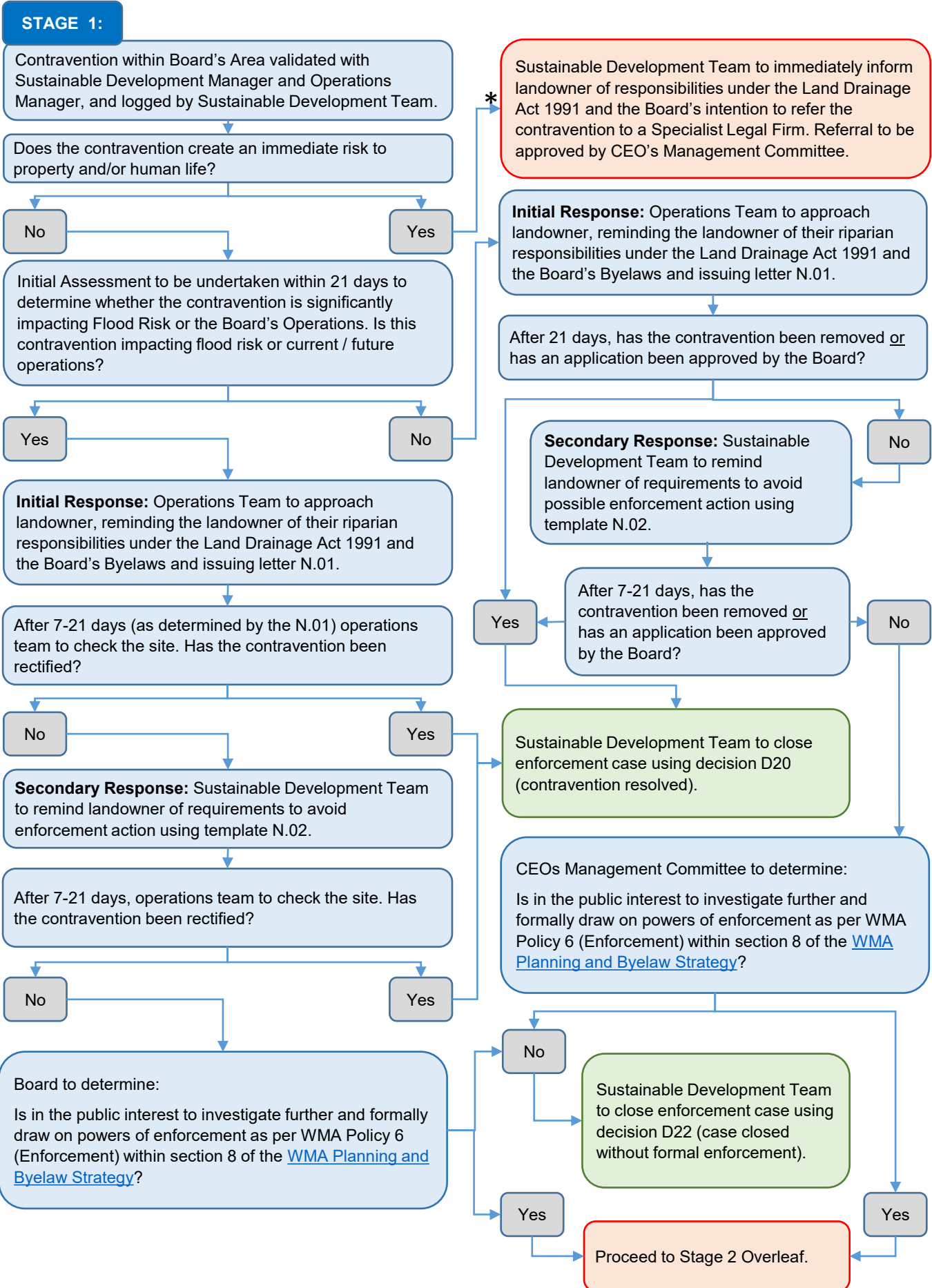
Stage 2 is intended to enable officers to draw on formal powers of enforcement, to ensure that a contravention of the Land Drainage Act 1991 (including Byelaws) is removed where this contravention is negatively impacting Flood Risk or the Board's Operations. The aims of stage 2 are as follows:

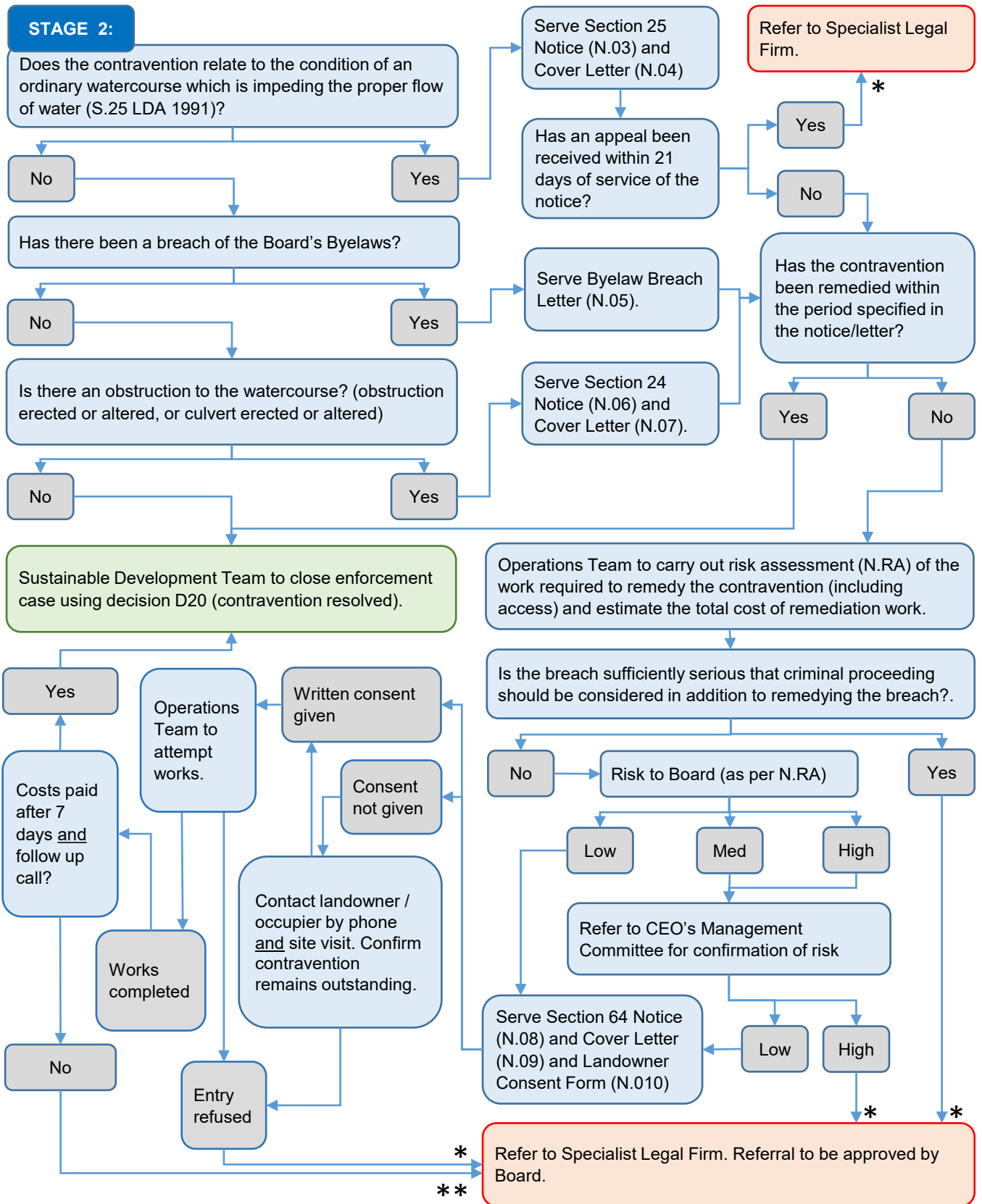
- Serve a formal Notice of the requirement to remove a contravention.
- To remove contraventions of the Land Drainage Act 1991 on behalf of the landowner where they have failed to meet the requirement of the aforementioned Notice and reclaim the Board's costs.

6. Accompanying Flowchart

(overleaf)

WMA Policy 6 (Enforcement) Officer Guidance V12





* If successful, 70-80% of Board's costs likely to be recoverable. If not, Board likely to pay 70-80% of Defendant's costs.

** Successful party likely to recover 70-80% of costs if claim is over £10k. Recovery of costs under £10k likely to be nominal.

WMA Policy Review Summary – CMC Meeting, December 2020

	Policy	Owner	Comments
1	Complaints Procedure Click here to view	FB	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. Additional line to include GDPR & Data Protection. Local Government & Social Care Ombudsman information updated. <i>CMC Approved</i>
2	Corporate & Social Responsibility Policy Click here to view	CL/MP	New policy. <i>CMC Approved</i>
3	Data Protection Policy Click here to view	FB	Format updated. No change to content. <i>CMC Approved</i>
4	Declaration of Members' Interests Form Click here to view	SC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. Policy name changed from 'Register' to 'Declaration of Members' Interests Form. <i>CMC Approved</i>
5	Document Retention & Destruction Policy Click here to view	FB	Format updated. Reference to Records Management Society removed. Added that personal information will be stored in accordance with Data Protection Act. Changes made to the review guidelines mainly in the 'legislation and guidance' column. <i>CMC Approved</i>
6	Election of Members Policy Click here to view	PJC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. <i>CMC Approved</i>
7	Filming of Public Meetings Guidance Policy Click here to view	SC	Format updated. Chairman to be informed (rather than to ask) if the meeting is being filmed. Reference to GDPR added. <i>CMC Approved</i>
8	Freedom of Information Publication Scheme Click here to view	FB	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. Section 3.1. 'How to Access the Information', addition of ICT Manager and removal of fax details. <i>CMC Approved</i>
9	Guidance to Local Authorities when making Appointments to IDBs Click here to view	PJC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. <i>To be amended following CMC meeting, to include specific reference to the Declaration of Interests Form</i>
10	Information Security and Systems Acceptable Use Policy Click here to view	FB	Format updated. No change to content. <i>CMC Approved</i>

WMA Policy Review Summary – CMC Meeting, December 2020

11	Management of Unreasonable Complainant Behaviour Policy Click here to view	SC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. No change to content. <i>CMC Approved</i>
12	Members' Code of Conduct Policy Click here to view	SC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. No change to content. <i>CMC Approved</i>
13	Rate Levies and Collection Policy Click here to view	SJ	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. <i>CMC Approved</i>
14	Rechargeable Works Policy and Staff Plan Click here to view	PJC	Format updated. Reference to appendices removed from paragraph 4.5. <i>CMC Approved</i>
15	Safeguarding Public Money Click here to view	SJ	Format updated. No change to content <i>CMC Approved</i>
16	Supplier Performance Policy Click here to view	MP	Format updated. No change to content <i>CMC Approved</i>
17	Sustainability Policy Click here to view	CL	Format updated. Elements related to Sustainable Development synthesized and linked into Planning and Bylaw Policy. Section 27 F&W Act 2010 removed from front page. A new paragraph on Sustainable development added. Sustainable Development Appendix removed. <i>To be amended following CMC meeting, to include specific reference to Net Zero aspirations</i>
18	The Duties, Responsibilities and Liabilities of IDB Members Click here to view	SC	Format updated. No change to content. <i>CMC Approved</i>
19	Whistleblowing Confidential Reporting Policy Click here to view	SC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. No change to content. <i>CMC Approved</i>

Distributed to:

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John Carrick (Chairman) YES

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Ken Kelly

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