

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD IN THE NORFOLK ROOM CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK NR19 1EE ON THURSDAY 30 JANUARY 2020 AT 10.00 AM.

| Elected Members | Appointed Members |
|------------------------|--------------------------------|
| * H C Birkbeck | Breckland DC |
| * J Borthwick | * S G Bambridge |
| * J F Carrick | * W Borrett |
| * H G Cator | * Mrs L Monument |
| N W D Foster | |
| J P Labouchere | Broadland DC |
| M R Little | K Kelly |
| D Mack | N Shaw |
| * T Mutimer | Miss J Thomas |
| * M J Sayer | Vacancy |
| S Shaw | |
| R Wilbourn | King's Lynn & WN BC |
| Vacancy | * I Devereux |
| Vacancy | |
| Vacancy | North Norfolk DC |
| | H Blathwayt |
| | P Bütikofer |
| | N Housden |
| | J Toye |
| | Vacancy |
| | South Norfolk DC |
| | T Holden |
| | * Dr N Legg |
| | * R Savage |
| | * Present (39%) |

Mr J F Carrick in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Paul George (Operations Engineer), Sallyanne Jeffrey (Finance and Rating Manager), Helen Mandley (Environmental Officer) and Matthew Philpot (Project Engineer)

ID Norfolk Rivers IDB, Minute

Action

01/20 BRIAN HANNAH: IN REMEMBERAMCE

| ID Norfolk Rivers IDB, Minute | Action |
|--|-------------------|
| <p>01/20/01 A minute's silence was observed in remembrance of Brian Hannah who had sadly passed away on 29 December 2019. Brian had previously served as a member of Norfolk Rivers IDB from when the Board was constituted in 2005 to 2018. He had been Chair of North Norfolk District Council and had represented Sheringham for 22 years on the Council. Brian was a much respected local man, passionate about public services and he would be greatly missed.</p> | |
| <p>02/20 APOLOGIES FOR ABSENCE</p> | |
| <p>02/20/01 Apologies for absence were received on behalf of Messrs N W D Foster, T Holden, K Kelly, J P Labouchere, M R Little, D Mack, N Shaw, S Shaw and R Wilbourn.</p> | |
| <p>03/20 DECLARATIONS OF INTEREST</p> | |
| <p>03/20/01 There were no declarations of interest made, other than those already recorded in the Member's Register of Interests.</p> | |
| <p>04/20 MINUTES OF THE LAST BOARD MEETING</p> | |
| <p>04/20/01 The minutes of the last Board meeting held on 17 October 2019 were approved and signed as a true record. Arising therefrom:</p> | |
| <p>04/20/02 It was noted that Pierre Bütikofer's surname had been spelt incorrectly on previous documents. The correct spelling is as above. RESOLVED that this be noted.</p> | <p>PJC</p> |
| <p>04/20/03 EA Precept Charge for 2019/20 (70/19/02)</p> | |
| <p>The Chief Executive advised members that the EAs Ipswich office had confirmed that IDB precept money could not be used to fund work on low risk main-river systems which the Board benefitted from (a copy of the email from Peta Denham was included in the meeting paperwork). Furthermore it was noted that the EA would not de-main such low risk systems, so the Board could not even carryout the necessary maintenance works themselves, at its own cost.</p> | |
| <p>04/20/04 It was agreed and thereby RESOLVED in principle to withdraw the precept appeal for 2019/20, providing the Board could be assured by Defra and/or the EAs national team that it was being treated fairly and in the same way as all other IDBs in England.</p> | <p>PJC</p> |
| <p>04/20/05 Reconstitution of Norfolk Rivers IDB (73/19)</p> | |
| <p>The Chief Executive advised members that he had not received any further suggested amendments to the 10 new Electoral</p> | |

| ID | Norfolk Rivers IDB, Minute | Action |
|-----------------|---|-----------|
| | Divisions from members, which had been considered and agreed at the last Board meeting on 17 October 2019. The Board's reconstitution would therefore proceed on the basis of what had been agreed at the last meeting. RESOLVED that this be noted. | |
| 05/20 | MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING HELD ON 17 OCTOBER 2019 | |
| 05/20/01 | The minutes of the last Executive Committee meeting held on 17 October 2019 were considered in detail and approved. There were no matters arising. | |
| 06/20 | OPERATIONS REPORT | |
| 06/20/01 | The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising. | |
| 07/20 | PLANNING REPORT | |
| 07/20/01 | The Planning Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom: | |
| 07/20/02 | Members expressed concern that the Local Planning Authorities (LPAs) were not consulting the Board on many development proposals in the area. The Sustainable Development Manager agreed that this did seem to be the case and it was something she intended to remedy in due course. | CB |
| 07/20/03 | Delegated Consents | |
| | The delegated consents determined by the Chief Executive's Management Committee were considered in detail and approved. | |
| 07/20/04 | Development Charges and Fees | |
| | The schedule of surface water development contributions totalling £1,321.32 that had been invoiced and paid during the reporting period was considered in detail and approved. | |
| 08/20 | ENVIRONMENTAL REPORT | |
| 08/20/01 | The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom: | |
| 08/20/02 | Biodiversity Action Plan (BAP), Progress Report 2019-2020 | |
| | A summary of the progress made during 2019/20 on actions | |

arising from the Board's Biodiversity Action Plan was considered in detail and approved. RESOLVED that this be noted.

09/20 SCHEDULE OF PAID ACCOUNTS

09/20/01 The Schedule of Paid Accounts for the period 01 September 2019 to 31 December 2019, totalling £398,394.13 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

10/20 ESTIMATES 2020/21

10/20/01 The detailed Rate Estimates for 2020/21, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:

10/20/02 It was agreed and thereby RESOLVED to approve the Capital programme of £20,000 and the Maintenance programme of £269,403 for 2020/21 as presented.

10/20/03 It was agreed and thereby RESOLVED to approve in principle the EA Precept Charge of £74,874 for 2020/21, as demanded by the Anglian (Eastern) RFCC (an increase of 3% on last year's charge).

10/20/05 It was agreed and thereby RESOLVED to approve the Consortium Charge for Administrative Support of £162,547 for 2020/21, as recommended by the Consortium Management Committee.

10/20/06 It was agreed and thereby RESOLVED to approve all Other Expenses for 2020/21, as presented.

10/20/07 It was agreed and thereby RESOLVED to approve the Consortium Charge for Technical Support of £288,824 for 2020/21, as recommended by the Consortium Management Committee.

10/20/08 It was agreed and thereby RESOLVED to approve the Consortium Income for staff recharges of £231,478 for 2020/21, as recommended by the Consortium Management Committee.

10/20/09 It was agreed and thereby RESOLVED to approve all Other Income of £116,821, which together with Consortium Income of £231,478 reduced the expenditure budget for 2020/21 by 43% and therefore the amount of expenditure that needed to be funded from drainage rates and special levies.

11/20 FINANCIAL YEAR 2020/21

LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES**11/20/01 Annual Values as at 31 December 2019**

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2019 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2020/21 (a copy of which is filed in the Report Book).

11/20/02 Members considered the Executive Committee's recommendation of a 2.10% increase in drainage rates and special levies for 2020/21, which would require taking £63,698 from the Board's Reserves.

11/20/03 It was unanimously agreed and thereby RESOLVED to increase drainage rates and special levies by 2.10% with effect from 1 April 2020 for the financial year 2020/21 (Option 3):

| | |
|--|-----------------|
| Drainage Rate in the Pound | 11.500p |
| Agricultural Drainage Rates | £83,223 |
| Breckland District Council | £51,625 |
| Broadland District Council | £77,088 |
| King's Lynn & West Norfolk Borough Council | £19,608 |
| North Norfolk District Council | £102,871 |
| Norwich City Council | £5,756 |
| South Norfolk District Council | £65,480 |
| Reserves | <u>£63,698</u> |
| | £469,349 |

12/20 INDICATIVE FIVE YEAR FORECAST

12/20/01 The indicative five year forecast was considered in detail and approved, (a copy of which is filed in the Report Book).

13/20 EARMARKED BALANCES AND RESERVES

13/20/01 The adequacy and appropriateness of the Board's Earmarked Balances and Reserves were 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).

14/20 REVIEW OF OBJECTIVES FOR 2019/20

14/20/01 The Performance Review of objectives for 2019/20, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

14/20/02 The objectives for 2019/20 had substantially been achieved. It

was noted that most of the sensible provisions which had originally featured in the Rivers Authority and Land Drainage Bill 2018 (a Private Members Bill) had subsequently been incorporated within the Environment Bill 2020 (as sponsored by Defra).

15/20 OBJECTIVES FOR 2020/21

15/20/01 It was agreed and thereby RESOLVED to approve the following objectives for 2020/21:

- (i)** To ensure that 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.
- (ii)** To request 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 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.
- (iv)** To develop a plan to be less reliant on the Environment Agency's main-river network.

16/20 MATERIAL CHANGES TO THE RISK REGISTER

16/20/01 The full risk register and the risk assessment matrix (a copy of which is filed in the Report Book), was considered in detail and approved. There were no material changes to the risk register requested.

17/20 CORRESPONDENCE

17/20/01 ADAs IDB Health, Safety & Welfare Survey 2019 Advice Note

The Association of Drainage Authorities (ADAs) IDB Health, Safety and Welfare Advice Note was considered in detail and approved (a copy of which is filed in the Report Book). It was agreed and thereby RESOLVED to adopt the eleven recommendations for IDBs within ADAs Advice Note.

17/20/02 The Chief Executive confirmed that in future, Health, Safety and Welfare would be a separate agenda item at Board meetings. RESOLVED that this be noted.

18/20 DATE OF NEXT MEETING

18/20/01 The next meeting would take place on 11 June 2020 at 10.00 am at Breckland District Council offices in Dereham.

Post Meeting Note:

The meeting room at Breckland District Council was not available on 11 June 2020 and the Board's Chairman had expressed concern that the Board should be meeting well before June. The Chairman therefore requested that the Board meet earlier on 30 April 2020 at the Memorial Hall, 62A Norwich Street, Dereham, Norfolk, NR19 1AD.

19/20 ANY OTHER BUSINESS

19/20/01 There was no other business raised by members to discuss. RESOLVED that this be noted.

20/20 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

20/20/01 There were no members of the public present at today's meeting.

21/20 CONSORTIUM MATTERS

21/20/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 13 December 2019 were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

21/20/02 Revised Development Control Charges and Fees Policy and Enforcement Procedures (2)

The revised Development Control Charges and Fees Policy and Enforcement Procedures were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

21/20/03 WMA Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 August 2019 to 30 November 2019 totalling £584,718.86 as approved at the Consortium Management Committee meeting on 13 December 2019, was considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising.

21/20/04 WMA Estimates 2020/21 and Projected Out-turns for 2019/20

The detailed Consortium Budget and Basis of Apportionment for the financial year 2020/21, as approved at the Consortium Management Committee meeting on 13 December 2019, together with the projected out-turns for year ending 31 March 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.

21/20/05 Application from the Waveney, Lower Yare and Lothingland IDB to join the WMA Group with effect from 1 April 2020

The application from Waveney, Lower Yare and Lothingland IDB to join the WMA Group with effect from 1 April 2020 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

21/20/06 It was agreed and thereby RESOLVED to approve the tracked changes to the Consortium Agreement, dated 15 May 2008, which would be incorporated into the new Consortium Agreement that included the Waveney, Lower Yare and Lothingland IDB (assuming all other parties to the Agreement also agreed).

21/20/07 Issues for discussion at the next CMC meeting

There were no specific items raised for discussion at the next Consortium Management Committee (CMC) meeting on 27 March 2020. Should members wish to raise any item to be discussed at the next meeting, they should contact any of the Board's representatives, or the Chief Executive directly: members were reminded that the Board's representatives on the CMC were John Carrick, Gordon Bambridge and Henry Cator. RESOLVED that this be noted.

22/20 CONFIDENTIAL BUSINESS

22/20/01 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.

A MEETING OF THE NORFOLK RIVERS IDB EXECUTIVE COMMITTEE WAS HELD IN THE DEREHAM ROOM CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY, 17 OCTOBER 2019 AT 9.00 AM.

| Elected Members | Appointed Members |
|------------------------|--------------------------|
| * J F Carrick | Breckland DC |
| J P Labouchere | * S G Bambridge |
| M R Little | South Norfolk DC |
| | * Dr N Legg |
| | Jointly Appointed |
| | Vacancy |
| | * Present (50%) |

Mr S G Bambridge in the Chair

In attendance:

Mr P Camamile (Chief Executive), Mr M Philpot (Project Engineer), Miss C Brady (Sustainable Development Manager), Mrs C Cocks (Minutes)

| ID | Norfolk Rivers IDB: Executive Committee, Minute | Action |
|-----------------|---|---------------|
| 33/19 | APOLOGIES FOR ABSENCE | |
| 33/19/01 | Apologies for absence were received from Mr M R Little and Mr J P Labouchere. | |
| 34/19 | MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING | |
| 34/19/01 | The minutes of the last Executive Committee meeting held on 15 August 2019 were approved and signed as a true record. Arising therefrom: | |
| 34/19/02 | Precept Monies (27/19/02) | |
| | The Chief Executive advised members that both he and the Project Engineer had met with Peta Denham and Graham Verrier from the Environment Agency (EA) on 26 September 2019 to discuss the Board's precept appeal for 2019/20. The EA's position had not changed and no compromise had been offered: the IDB's precept could not be used to fund work on low risk main-river systems that the Board benefitted from and the EA would not de-main those low risk systems so that the Board then had the opportunity to carryout the necessary maintenance works themselves. A further response was awaited from Peta Denham (EA) confirming this position, at which point the Board would need to decide whether or not to continue with its appeal and have it heard by Defra's | |

Secretary of State. RESOLVED that this be noted.

35/19 FINANCIAL REPORT

35/19/01 The Financial Report for the period 1 April 2019 to 31 August 2019 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

35/19/02 Highland Water Contributions Claim for 2019/20

The Chief Executive confirmed that the Board had received full payment of its Highland Water Contributions Claim for 2019/20 from the Environment Agency. RESOLVED that this be noted.

35/19/03 Precept Charges for 2019/20

The Chief Executive advised members that half the precept charge for 2019/20 had been paid to the Environment Agency in May 2019, with the balance due in November 2019. Although the Board had lodged an appeal, payment still had to be made. RESOLVED that this be noted.

36/19 SCHEDULE OF PAID ACCOUNTS

36/19/01 The Schedule of Paid Accounts for the period 1 July 2019 to 31 August 2019, totalling £103,815.67 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

37/19 COLLECTION OF DRAINAGE RATES

37/19/01 It was reported that everything was on track, although the Chief Executive was disappointed by how few of the Board's ratepayers had signed up to use the new online rating system. Quite bizarrely none of the Board's members had signed up to use the new system.

38/19 DATE AND TIME OF NEXT MEETING

38/19/01 The next Executive Committee meeting would take place on Thursday, 30 January 2020 at 9.00 am, subject to the Board's approval of the meeting dates for 2020.

39/19 ANY OTHER BUSINESS

39/19/01 Water Resources East (WRE)

The Committee supported ADAs proposal to take up a seat on the WRE Board of Directors to represent the IDB sector. It was agreed that the Executive Committee's Chairman would put this to the Board together with a recommendation that the Board joins the WRE Strategic Advisory Board as a member in its own right. RESOLVED that this be noted.

39/19/02 Consortium Management Committee (CMC) Membership

It was noted that the Board had a vacancy on the CMC and it was agreed that Mr Henry Cator be asked if he would be prepared to represent the Board on this Committee (replacing Mrs E Watson), following his resignation as Chairman of Broads IDB.

39/19/03 Executive Committee Membership

It was noted that the appointment of an additional member to the Executive Committee (replacing Mrs E Watson) was on the Agenda for the Board to consider at its next meeting.

39/19/04 Proposed Electoral Divisions

Mr S G Bambridge advised members that he was comfortable with the proposed Electoral Divisions as presented and suggested that the IDB write to the elected members for their opinions on this matter and for the Board to then make a decision in January 2020. Proceedings to reconstitute the Board could then commence, if the members did not have any objections. It was agreed that this would be discussed at the next Board meeting.

Meeting closed at 9:50 am

ENGINEERING, OPERATIONS AND ENVIRONMENTAL REPORT

November 2019 January 2020

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 **03 October 2019 – 16 January 2020**:

1. HEALTH & SAFETY

- HAVs Reactec System, HSE guidance sheet issued
- Annual HAVs self assessment of initial screening
- Annual Occupational Health Assessment Medicals completed in December & January
- Review of Welding activities and risk assessments, given HSE campaign on these activities

2. REVENUE MAINTENANCE WORKS

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

Contractor's Machine: (GDR Ltd)

| | |
|---------------------|--|
| Bure: | Kings Beck, Dobbs Beck |
| Wensum: | Sculthorpe, Dereham Stream, Holkam Lakes |
| Upper Yare and Tas: | Flordon |
| Smallburgh | North Walsham Dilham Canal, Hundred Stream |

Handwork: NRIDB Operatives

Numerous sites across the whole of the district.

2.2 Holme Marshes maintenance

A Habitats Regulations Assessment has been submitted to Natural England on 21st October 2019. Assent should have been issued December 2019 and is outstanding; we are chasing NE for this. The work is planned to take place between mid-February and mid-March, thereby avoiding disturbance to wintering and breeding birds, which are features of the designated sites.

2.3 Burnham Norton: un-adopted watercourse maintenance

A Habitats Regulations Assessment has been submitted to Natural England on 6th January 2020. Assent should be issued by mid-February to allow the work to take place between mid-February and mid-March, thereby avoiding disturbance to wintering and breeding birds, which are features of the designated sites.

3. PLANT

Nothing to report this period.

4. CAPITAL SCHEMES

4.1 WEG Funded works at Castle Acre Common

River restoration works have been completed at Castle Acre Common. Working with Five Rivers and river restoration designer Charles Rangeley-Wilson, 400m of new river channel through the common to bypass a section of the old channel has been achieved.

The new channel followed a seam of gravel and was constructed using dimensions and gradients to deliver a natural flow regime. It will continue to mature over the coming months to provide a range of excellent habitats



Channel completed with logs ready to be placed in the channel as woody debris.



Completed channel through Castle Acre Common

4.2 WEG Funded works between West Care and Castle Acre Common

This project connects downstream of the recent works at Castle Acre Common using the same principals to create a new c.1km channel. Consultation, design and enabling works have been carried out over the past few months with major construction planned to start this summer.

4.3 Felthorpe Hall: Pond, Drain and Wetland Improvements

Following discussions with the Broadland District Council Tree Officer it has been decided that consent for the tree works will be administered through the Forestry Commission. The Council Tree Officer supports the works. An application is being prepared after initial consultation with the Forestry Commission Officer.

4.4 Scarrow Beck: River Restoration

The NRIDB is continuing to work with the National Trust to deliver a Water Environment Grant (WEG) funded river restoration project on Scarrow Beck. Consultation with landowners is being undertaken to refine and finalise the designs. Alongside this process the Norfolk Rivers Trust are applying for a water vole mitigation licence on behalf of the NT. The IDB are supporting these processes and are preparing to deliver the works.

4.5 Silvergate: River Restoration

This lottery funded project, which was undertaken with the National Trust to restore the river and reduce silt pollution, was completed November 2019. Some further snagging will be completed when the weather improves. This mainly comprises shaping and grading banks.

Early indications are that the project is working well, retaining a significant amount of water and silt and improving the dynamics of the flow regime, exposing more gravel layers.



5. OPERATIONAL MATTERS

5.1 Licence or assent applications made during this period:

| License / Assent / Habitat Regulations Assessment | Applied | Granted |
|---|-----------------|---------------------------|
| Dereham Stream maintenance, SSSI assent and HRA for Natural England | 07 October 2019 | 16 October 2019 |
| Holme Marshes maintenance SSSI assent and HRA for Natural England | 21 October 2019 | Overdue |
| SMO audit on a drain at Thuxton | 22 October 2019 | N/A |
| Burnham Marshes maintenance SSSI assent and HRA for Natural England | 6 January 2020 | Expected 17 February 2020 |
| D7 Exemption Licence – Burning at Buxton NFM | 07 January 2020 | 07 January 2020 |

6. OTHER MATTERS

6.1 Biodiversity Action Plan Reporting Review - 2019-2020

The Biodiversity Action Plans for Norfolk Rivers IDB have been subject to an annual review. Various actions have been undertaken during 2019 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 2019-20 is shown in **Appendix A**.

7. COMPLAINTS/ENFORCEMENT

Nothing to report.

8. HYDROLOGY – UK Overview

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

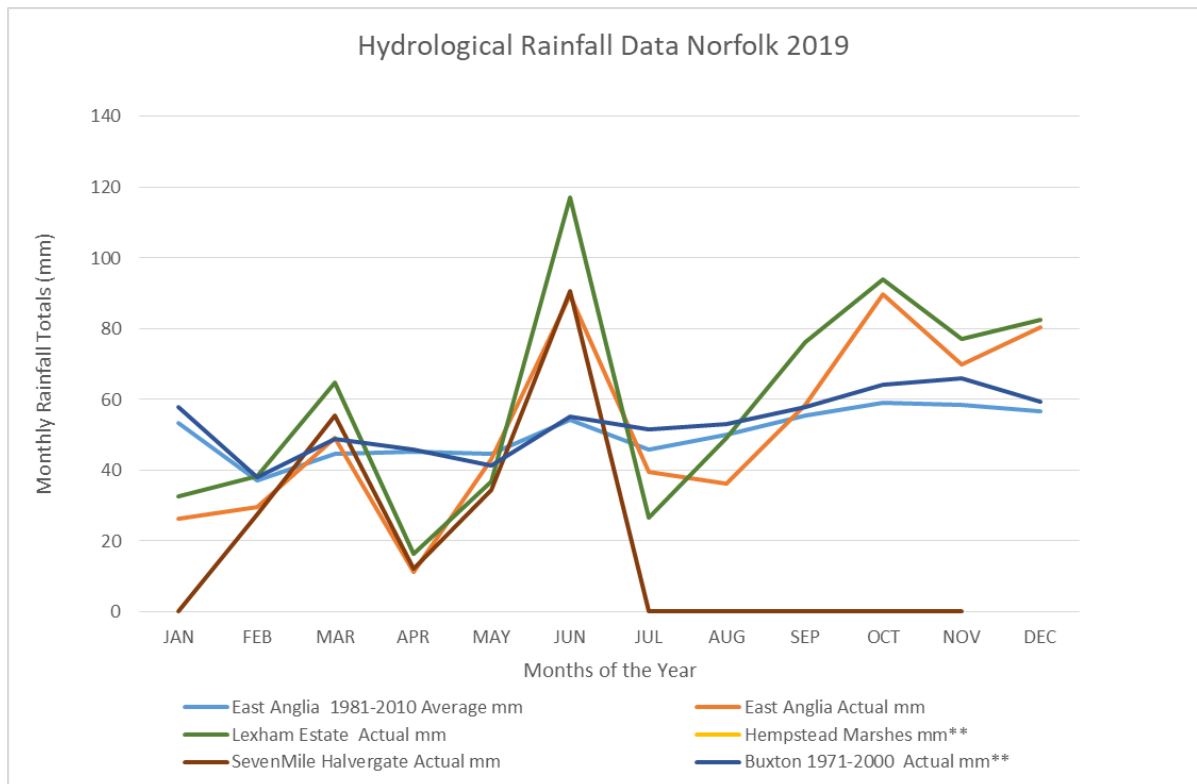
The first few days of September saw a westerly type, with a succession of fronts bringing rainfall to much of the country. It then became rather quieter for a time, and some days were pleasantly warm, with particularly high temperatures around 19th-24th. Rainfall was below average up until the 20th, but after that a much more unsettled spell of weather set in, with 25-50 mm of rain within 24 hours reported at various stations on certain days. Thus by the end of the month the UK had easily exceeded its September average rainfall; it was also quite a sunny month, with some pleasant early-autumn days during the middle third of the month.

October began with a warm showery day in the south, and while colder air quickly spread from the north followed by a transient ridge of high pressure, low pressure and associated fronts returned by the 4th. Until the 20th the weather was unsettled with frequent low pressure systems and rain belts crossing the country, and the jet stream was further south than normal, resulting in frontal systems often especially affecting the south and east of England. There was a quieter interlude from the 21st to 23rd, and then after a very wet spell on the 24th to 26th. The weather turned cold, dry and sunny

for most of the country from the 27th to 30th, although the far south-west remained very wet at times.

November began with low pressure close to the west of Britain, giving mild and wet weather. It continued unsettled until the 14th, and turned colder after the first few days, with sleet and snow falling quite widely on high ground and locally to low levels on the 8th/9th and 13th/14th. There was a quieter interlude from the 15th to 20th in most areas with temperatures remaining below average, followed by a milder, wet spell from the 21st to 27th. The month ended with a northerly outbreak which brought colder brighter weather. The jet stream was frequently further south than usual which meant that north-west Scotland tended to be relatively dry and sunny.

December began with transient high pressure close to the UK, but by the 4th low pressure and the regular passage of frontal systems resumed, with some very large daily rainfall totals during the next three weeks. The final week brought rather drier weather to most areas, and became particularly mild at times. The month overall was rather mild, with only limited colder interludes and fewer frosts than average.



| | East Anglia 1981-2010 Average mm | East Anglia Actual mm | Lexham Estate Actual mm | Hempstead Marshes mm** | SevenMile Halvergate Actual mm | Buxton 1971-2000 Actual mm** |
|-----|--|-----------------------------|-------------------------------|------------------------------|--------------------------------------|------------------------------------|
| JAN | 53.4 | 26.2 | 32.5 | | 0 | 57.8 |
| FEB | 37.2 | 29.6 | 38.4 | | 27.4 | 38 |
| MAR | 44.8 | 49.1 | 64.8 | | 55.6 | 49 |
| APR | 45.3 | 11.3 | 16.3 | | 12.2 | 45.8 |
| MAY | 44.8 | 43 | 36.8 | | 34.4 | 41.4 |
| JUN | 54.3 | 89.5 | 117 | | 90.8 | 55.2 |
| JUL | 46 | 39.5 | 26.5 | | telemetry out | 51.6 |
| AUG | 50.1 | 36.3 | 49.3 | | telemetry out | 53.2 |
| SEP | 55.6 | 58.4 | 76.2 | | telemetry out | 57.8 |
| OCT | 59 | 89.8 | 94 | | telemetry out | 64.3 |
| NOV | 58.5 | 69.8 | 77 | | telemetry out | 66.1 |
| DEC | 56.8 | 80.5 | 82.6 | | | 59.5 |

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

Bibliography: Cooper, R J et al, 2018, Research Papers: *Application of high-resolution telemetered sensor technology to develop conceptual models of catchment hydrogeological processes*, Journal of Hydrology X.

Giles Bloomfield – Catchment Engineer (WMA Eastern)

Matthew Philpot – Project Engineer (WMA Eastern)

Caroline Laburn – Environmental Manager

Helen Mandley – Environmental Officer

Jamie Manners – Environmental Officer

Appendix A: Habitats and Species - Action Plan Achievements 2019-20

| ACTION | | PARTNERS | DATE |
|---|---|---|-----------------|
| COASTAL AND FLOODPLAIN GRAZING MARSH | | | |
| 2. | Deliver one Natural Flood Management (NFM) project per year | Broadland Catchment Partnership (BCP), Natural England (NE), Environment Agency (EA) and Landowners | 2018-23 |
| | Buxton NFM was constructed during 2018. (The final connection to the river at the upstream end was completed March 2019), the site has now experienced one successful flood event. The scheme is designed to reduce the risk of flooding in Buxton village by storing 7000m3 of water during flood events over a 20% Annual Exceedance Probability (1:5 return period) before releasing the water through a restricted outfall. | EA, Landowners, BCP | Completed |
| REEDBED | | | |
| 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 | Norfolk Rivers Trust (NRT), NE, EA and Landowners | Ongoing |
| | Castle Acre Common Restoration Scheme delivered in September 2019. Where the floodplain becomes wetter different plant diversity will establish, these will be monitored during 2020 Castle Acre Common-West Acre Restoration Scheme in planning for 2020 delivery (via Water Environment Grant (WEG) bid). | NE, WED, Charles Rangeley-Wilson, Landowners | Actions ongoing |
| FENS | | | |
| 6. | Implement appropriate restoration and Water Level Management Plan (WLMP) objectives for the River Nar and River Wensum Special Area of Conservation (SAC), Langor Drain and Norfolk Valley Fens and other NRIDB tributaries. | NRT NE, EA and Landowners | Ongoing |

| ACTION | | PARTNERS | DATE |
|--------------------|--|--|------------------------|
| | <p>Castle Acre Common Restoration Scheme delivered September 2019.</p> <p>Langor Drain Project delivered in March 2019. Approximately 730m of watercourse restored. This involved bed raising and bank re-profiling using existing spoil arising's along the entire length. Reconnection of the floodplain to attenuate flood water and improve approx 31 Hectares of designated wetland Carr and Fen habitat.</p> <p>Castle Acre Common-West Acre Restoration Scheme in planning for 2020 delivery (via WEG bid).</p> | <p>NE, Charles Rangeley-Wilson, Landowners</p> <p>NE, Landowners</p> | <p>Actions ongoing</p> |
| CHALK RIVER | | | |
| 8. | Ensure compliance with the IDB Standard Maintenance Operations (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 |
| | Two SMO audits have been completed in 2019, to ensure that the SMO is being followed during maintenance and to highlight any improvements. | | Actions ongoing |
| 9. | Carry out a review of the IDB's SMO in line with changes in legislation or best practice guidelines. | | 2018 |
| | The SMO is updated when required | | Actions ongoing |
| 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 |
| | <p>Castle Acre Common Restoration Scheme delivered September 2019. This involved building 400m of new channel through the common.</p> <p>Castle Acre Common-West Acre Restoration Scheme planned for 2020 delivery (via WEG bid).</p> <p>Narborough fish pass delivered July 2019.</p> | <p>NE, Landowners</p> <p>NE, Charles Rangeley-Wilson, Landowners</p> <p>EA, NE, Landowners</p> | Action ongoing |
| 11. | Continue to work in partnership with stakeholders to deliver river restoration on Unit 45 of the River Wensum SAC | NE, EA and Landowners | 2018 - 19 |

| ACTION | | PARTNERS | DATE |
|--------|--|--|-----------------|
| | The final phase of River Restoration on the River Wensum (Unit 45) at Helhoughton was completed in November 2018. Monitoring of this site continued during 2019. | NE, EA and Landowners | Actions ongoing |
| 12. | Continue to work in partnership with stakeholders to deliver river restoration on the Langor Drain at Kettlestone Common. | NE, EA and Landowners | 2020 |
| | Langor Drain Project delivered in March 2019. Approximately 730m of watercourse restored. This involved bed raising and bank re-profiling using existing spoil arising's along the entire length. Reconnection of the floodplain to attenuate flood water and improve approx 31 Hectares of designated wetland Carr and Fen habitat. | NE, EA and Landowners | Actions ongoing |
| 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 |
| | Castle Acre Common Restoration Scheme delivered September 2019 | Landowner, NE | Actions ongoing |
| | Castle Acre Common-West Acre Restoration Scheme in planning for 2020 delivery (via WEG bid). | Landowner, Charles Rangeley-Wilson, NE | |
| | Silvergate River Restoration undertaken between September and November 2019. This project was lottery funded and undertaken in partnership with the National Trust. The aim was to reduce silt pollution in this watercourse and the downstream Blickling Lake as well as creating in-channel morphology and habitat benefits. Approximately 1800m of river channel were improved. This includes 4 silt traps, several woody berms and log jams, as well as the backwater features. | National Trust (NT) | Completed |
| | The NRIDB is working with the National Trust to deliver a Water Environment Grant (WEG) funded river restoration and habitat creation project on Scarrow Beck. Designs are being finalised in consultation with landowners, and a protected species mitigation licence is being sought from NE. The IDB are supporting these processes and are preparing to deliver the works in 2020. It is planned to improve over 2.5km of river channel as well as reconnecting to the river large areas of the valley floodplain and associated habitat improvements. | NT, Landowners, EA, NE, AquaUoS (University of Salford), NRT | Ongoing |
| 14. | Continue to deliver other river restoration projects on EA main river stretches of chalk stream within Norfolk River's area, as part of the Integrated River Management Programme and work in partnership with other stakeholders to achieve this. | NE, EA and Landowners | 2018 - 20 |

| ACTION | | PARTNERS | DATE |
|----------------------|---|---|-----------------|
| | River Restoration project delivered on the River Tud at Badley Moor in Spring 2019. The work aims to naturalise the morphology of the river and enhance its ability to maintain a clear channel by preventing the build-up of silt and consequent weed growth. 500m of main river channel has been improved on the River Tud adjacent to the Badley Moor SSSI site. Restoration works include removal of some emergent vegetation and silts, creation of gravel glides and berms, installation of woody deflectors and berms. | EA, NE | Completed |
| 15. | Continue to work with Norfolk Rivers Trust and the Catchment Partnerships to deliver Rural Sustainable Urban Drainage Systems (rSUDS) as a means to minimise sediment and diffuse pollution into chalk river systems. | NRT, EA, NE, BCP, North West Norfolk Catchment Partnership (NWNCP) and Landowners | 2018 - 23 |
| | Rural SUDS for Mileham on the River Nar delivered in March 2019. | NRT, BCP | Actions ongoing |
| WET WOODLANDS | | | |
| 18. | To include wet woodland conservation in all aspects of IDB maintenance, capital scheme and river restoration delivery. | NE, NWT, NRT, EA and Local Authorities (LA) | 2018 - 23 |
| | Wet woodlands have been designed into river restoration projects where possible. E.g. River Wensum and River Nar (via WEG bid application). Langor Brook river restoration, Approximately 730m of watercourse restored. This involved bed raising and bank re-profiling using existing spoil arising's along the entire length. Reconnection of the floodplain to attenuate flood water and improve approx 31 Hectares of designated wetland Carr and Fen habitat. | NE, NWT, NRT, EA and LA's | Actions ongoing |
| 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 |
| | Two SMO audits have been completed in 2019, to ensure that the SMO is being followed during maintenance and to highlight any improvements. Water vole are considered in this document in line with maintenance cutting of watercourses | | Actions ongoing |

| ACTION | | PARTNERS | DATE |
|--------------------|---|---|----------------------------------|
| 20. | Send Water Vole survey records to the Norfolk Biodiversity Records Centre. | Norfolk Biodiversity Information System (NBIS) | 2018 - 23 |
| | Water vole data will be sent to NBIS by April 2020 | NBIS | Actions ongoing |
| 21. | Continue to work in partnership on the Norfolk Mink Control Project. | Norfolk Non-Native Species Initiative (NNSI) | 2018 - 23 |
| | Norfolk Mink Control Meetings attended 3 times per year NRIDB contributed £2500 toward the Norfolk Mink Control Project during 2019-2020: https://thenorfolkproject.org.uk/ | NNSI | Actions ongoing |
| 22. | Take opportunities to enhance Water Vole habitat where appropriate during Capital or river/wetland restoration schemes. | NE, EA, Landowners and Norfolk Wildlife Trust (NWT) | Ongoing |
| | Water vole habitat is designed into the river restoration project. Under the River Nar restoration scheme 400m of banks were enhanced for water voles habitat by creating a new channel. Water vole habitat was enhanced on existing channels (approximately 450m) and additional habitat created on new channels (approximately 250m) during the Buxton NFM Project. | NE, EA, Landowners and NWT EA, Landowners, BCP | Actions ongoing Completed |
| 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 |
| | Two SMO audits have been completed in 2019, to ensure that the SMO is being followed during maintenance and to highlight any improvements. | | Actions ongoing |

| ACTION | | PARTNERS | DATE |
|--------|---|---|-----------------|
| 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 |
| | <p>Restoration projects are planned around the brown trout breeding season and gravel beds are protected. Fish refuges are also installed into projects.</p> <p>During the River Nar restoration project at Castle Acre 400m of improved habitat for fish spawning by creating a new channel with gravel bed.</p> <p>Approximately 730m of watercourse restored. This involved bed raising and bank re-profiling using existing spoil arising's along the entire length. This work also aimed to create fish refuges in the form of woody debris berms.</p> | NE, EA and Landowners | Actions ongoing |
| 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 |
| | <p>Castle Acre Common-West Acre Restoration Scheme in planning for 2020 delivery (via WEG bid).</p> <p>Scarrow Beck River Restoration project in partnership with the NT. See Action 13 above.</p> | <p>Landowner, Charles Rangeley-Wilson, NE</p> <p>NT, Landowners, EA, NE, AquaUoS (University of Salford), NRT</p> | Actions ongoing |
| 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 |
| | <p>Thorpe Market, Manor Farm 2019</p> <p>Rural SUDS for Mileham on the River Nar delivered in March 2019.</p> | <p>Landowner, Charles Rangeley-Wilson, NE</p> <p>NRT, BCP</p> | Actions ongoing |
| 27. | Continue to deliver chalk stream restoration on EA main river as part of the Integrated River Management Programme. | EA and Landowners | 2018-23 |

| ACTION | | PARTNERS | DATE |
|------------------------------|--|---|-----------------|
| | River Restoration project delivered on the River Tud at Badley Moor in Spring 2019 improved 500m of Main River Channel. Gravel glides installed to improve fish spawning as well as other habitat improvement features. See Action 14 above for further details. | EA and Landowners | Completed |
| BARN OWL | | | |
| 28. | Continue to contribute to the maintenance and monitoring of nest boxes within the NR IDB area via the Wildlife Conservation Partnership. | Wildlife Conservation Partnership (WCP) | Ongoing |
| | Nest boxes have been monitored In Kings Lynn, Norfolk Rivers and the Broads by Colin Shawyer and the report will be produced for 2019 in January 2020. NRIDB contributed £1667 to this project to survey and produce a report during 2019/20. | WCP | Actions ongoing |
| 29. | Continue to maintain sward height during bankside maintenance mowing of 150mm. | Staff and Contractors | Ongoing |
| | This has been reviewed within the SMO auditing. | Staff and Contractors | Actions ongoing |
| WHITE CLAWED CRAYFISH | | | |
| 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 |
| | Two SMO audits have been completed in 2019, to ensure that the SMO is being followed during maintenance and to highlight any improvements. | Contractors | Actions ongoing |
| 31. | Review and ensure biosecurity measures are being maintained across the Board. | Contractors and Staff | 2018 - 21 |
| | The Board's biosecurity policy will be reviewed during 2020. This will then be briefed to contractors. | Contractors and Staff | Actions ongoing |
| 32. | Liaise and work closely with the Norfolk Crayfish Group. | NRT, EA, NE and NWT | 2018 - 23 |

| ACTION | | PARTNERS | DATE |
|------------------------------------|--|------------------------------|-----------------|
| | The crayfish meeting group is attended by Board Officers 3 times per year. | NRT, EA, NE and NWT | Actions ongoing |
| 33. | Contribute to crayfish surveys throughout the NRIDB area. | NE, NRT, EA and Landowners | 2018 - 23 |
| | NRIDB contributed £4000 toward the Norfolk crayfish surveys of the River Yare IDB Tributaries during 2019. A report has been produced. | NE, NRT, EA and Landowners | Actions ongoing |
| 35. | Continue to deliver chalk stream restoration on EA main river as part of the Integrated River Management programme. | EA and Landowners | 2018 - 23 |
| | River Restoration project delivered on the River Tud at Badley Moor in Spring 2019 improved 500m of Main River Channel. See Action 14 and 27 above for further details. | EA and Landowners | Actions ongoing |
| 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 work with the partnership, attending meetings with the partnership. NRIDB contributed £2000 to the NNSI during 2019/20. | NNNSI | Actions ongoing |
| 38. | Train staff regularly in key non-native species identification. | NNNSI, Staff and Contractors | Ongoing |
| | Staff training will be organised for a refresher in March 2020. | NNNSI, Staff, Contractors | Actions ongoing |
| 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 |
| | If invasive species are known in areas, these species are then listed in the toolbox talk and fact sheet given. Staff also report invasive species to the Environmental Team. | NNNSI, Staff and Contractors | Actions ongoing |
| 40. | Regularly review and ensure robust biosecurity measures are being maintained across the Board. | Staff and Contractors | Ongoing |

| ACTION | | PARTNERS | DATE |
|--------|--|--------------------------------|-----------------|
| | The Board's biosecurity policy will be reviewed during 2020. This will then be briefed to contractors. | Staff and Contractors | Ongoing |
| 41. | Continue to control and work towards eradication of Giant Hogweed from the River Nar. | NE and Landowners | 2018 - 23 |
| | Giant hogweed was sprayed with herbicide on Emmanuel's Common, on the River Nar in May 2019. One plant was treated in Burnham Deepdale during July 2019. These plants will be treated again during 2020. | Landowners, NE | Actions ongoing |
| 42. | Work with the EA under Public Sector Cooperation Agreement (PSCA) to work towards eradication of Giant Hogweed from the River Bure. | EA, Contractors and Landowners | 2018 - 23 |
| | The EA are now undertake the treatment on the River Bure and will continue this during 2020. | EA, Contractors and Landowners | 2018-19 |

Planning Report

1. Reporting Period

This planning report covers the reporting period 4th October 2019 to 15th January 2020.

2. Consent Applications

There are currently 4 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): | 3 |
| Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse | 0 |
| Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse: | 1 |
| Total: | 4 |

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 | 0 | 0 | 0 | 0 |
| Awaiting applicants acceptance of conditions: | 0 | 1 | 0 | 0 | 1 |
| Being processed by officers: | 0 | 2 | 0 | 1 | 3 |
| To be determined by the Board in this report: | 0 | 0 | 0 | 0 | 0 |
| Total: | 0 | 3 | 0 | 1 | 4 |

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

2. Consents Determined

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

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 |
|-------------------|---------------------------|---------------|-----------------------------|---|-----------------------|
| 19_01675_C | Byelaw 3 Surface Water | Scarning | Dereham Road | Discharge of surface water from an impermeable area of 382 m ² at an unrestricted rate | Granted 24/10/2019 |
| 19_01710_C | Byelaw 3 Surface Water | Mattishall | Mill Road | Discharge of surface water from an impermeable area of 71 m ² at an unrestricted rate | Granted 25/10/2019 |
| 19_01836_C | Byelaw 10 | Lenwade | Common Lane | Replacement otter fence | Granted 29/11/2019 |

3. Enquiries

Officers have responded to 7 enquires during the reporting period, outlined below;

| Case. Ref. | Enquiry Type | Parish | Description |
|-------------------|---------------------------|----------------------------|---|
| 18_00639_Q | QI - About Infrastructure | Witton | Enquiry regarding culvert replacement |
| 19_01865_Q | QR - About Regulation | Worstead | Enquiry regarding abstraction licensing |
| 19_01881_Q | QR - About Regulation | Billingford | Enquiry regarding discharge arrangements |
| 19_01919_Q | About Regulation | Billingford | Enquiry regarding riparian responsibilities |
| 19_01972_Q | About Regulation | Aylsham | Enquiry regarding headwall specifications |
| 19_02058_Q | About Infrastructure | Horstead with Stanninghall | Enquiry regarding adopted watercourse |
| 20_02080_Q | About Regulation | Trowse With Newton | Enquiry regarding consent requirements |

4. Planning Comments

Officers have provided comments on 5 applications that are either in or could impact on the Boards Internal Drainage District.

| Planning App. Ref. | Parish | Location / Site Name | Description |
|---------------------------|----------------------------|-----------------------------|---|
| 20190792 | Foulsham | Claypid Road | Residential development of 9 dwellings |
| 2019/1788 | Wymondham | Tuttles Lane East | Residential development of 90 dwellings |
| 3PL/2019/1346/D | Yaxham | Norwich Road | Residential development of 25 dwellings |
| 20191855 | Horstead with Stanninghall | Norwich Road | Residential development of 1 dwelling |
| 3PL/2019/1516/O | Dereham | Etling Green | Residential development of 75 dwellings |

5. Fees

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

| Case ref. | Site | Amount (no VAT) | Date invoiced | Paid? | Reason for payment |
|------------|------------------------|--------------------------|---------------|-----------------|---|
| 19_01675_C | Dereham Road, Scarning | £462.22 | 24/10/2019 | Yes, 10/12/2019 | Discharge of surface water from an impermeable area of 382 m ² at an unrestricted rate |
| 19_01710_C | Mill Road, Mattishall | £859.10 | 01/11/2019 | Yes, 05/11/2019 | Discharge of surface water from an impermeable area of 71 m ² at an unrestricted rate |
| | | Total: £ 1,321.32 | | | |

6. Charging Policy Review

The current [WMA Development Control Charges and Fees document](#) is in the process of being updated to incorporate the following changes:

- A revised charging mechanism for Commuted Maintenance Fees
- A refund policy

The proposed revisions were presented to the Consortium Management Committee and are therefore detailed in the Consortium Matters section of these papers.

7. Enforcement Review

A proposed approach to enforcement was presented to the Consortium Management Committee and is therefore detailed in the Consortium Matters section of these papers.

8. Team Changes

The 1st November 2019 was Graham Brown's last working day as the Flood and Water Manager at the WMA. Graham has headed the planning team at the WMA for exactly two years and therefore his departure has marked a significant change to the team.

Since Graham's departure Cathryn Brady has become the WMA's Sustainable Development Manager (formerly known as Flood and Water Manager). Cathryn will

have oversight of the team which works across the WMA Member Boards to ensure any planned changes within the catchment (such as development, or alterations to watercourses) are sustainable. This is to be achieved not only by regulation but also through engagement and cooperation with both third parties and each Board's operations / technical support teams.

Jessica Nobbs, formerly a Flood and Water Officer, has become the WMA's Senior Sustainable Development Officer. In early 2020 Jess will begin focusing on progressing the Board's ongoing engagement with the 21 Local Planning Authorities whose Districts intersect the 5 Internal Drainage Districts of the WMA Boards.

Cathryn Brady – Sustainable Development Manager

NORFOLK RIVERS IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/09/2019

Payment Date to: 31/12/2019

| <u>NAME</u> | <u>DETAILS</u> | <u>% COST RECOVERABLE</u> | <u>AMOUNT PAID THIS PERIOD</u> |
|--------------------------|----------------------------|-------------------------------|------------------------------------|
| A2B Skip & Grab Hire | Waste Removal | 100 | 200.00 |
| Acorn Tree Service | Vegetation Clearance | 100 | 4,050.00 |
| ADC (East Anglia) Ltd | CCTV Culvert Survey | 0 | 1,440.00 |
| AMIS Piling & Dredging | Truxor Hire | 100 | 16,560.00 |
| AM Ground Maint | Watercourse Clearance | 100 | 2,700.00 |
| Anglia Farmers Ltd | Materials/Equipment | 100 | 11,550.64 |
| British Metal Treatments | Galvanising | 100 | 76.99 |
| Broads (2006) IDB | Supervision/materials | 98 | 27,823.34 |
| Cap Trac | Hire of Tufftrak Panels | 100 | 2,100.00 |
| Decksafe Solutions Ltd | Grating | 100 | 603.60 |
| DIY Tool Hire Ltd | Pump/Breaker Gun Hire | 100 | 330.48 |
| Ernest Doe & Sons | Tools/Supplies | 85 | 835.98 |
| East Suffolk IDB | Timber/Fixings | 100 | 644.05 |
| EA Fasteners Ltd | Galvanised throughbolts | 100 | 28.80 |
| Environment Agency | Precept | 0 | 36,346.57 |
| Five Rivers Env | Plant/Labour Hire | 100 | 73,951.20 |
| GDR Sales Ltd | Plant/Labour Hire | 50 | 102,703.80 |
| Halls Power Equip Ltd | Chainsaw Oil/Fuel Spout | 0 | 49.88 |
| HGL Fencing & Stables | Water Vole Mitigation | 100 | 615.00 |
| Hubble | Nuts & Bolts | 100 | 140.09 |
| Inland Revenue | PAYE | 0 | 3,437.78 |
| Mervyn Lambert | Dumper Hire/Wiring Repairs | 60 | 915.35 |
| Longwater Gravel | Rejects | 100 | 1,261.32 |
| Middleton Aggregates | Clay/Stone | 90 | 4,687.11 |
| Mossop & Bowser | Professional Advice | 0 | 252.00 |
| Native Landscapes | Giant Hogweed Treatment | 0 | 260.00 |
| Norfolk County Council | NNSI Cont/Mink Control | 0 | 4,500.00 |
| Norfolk Pension Fund | Superannuation | 0 | 3,996.86 |
| Norwich Inst Services | Suparule Calibration | 100 | 49.56 |
| OnSite Central Ltd | Portadam Hire | 100 | 7,500.00 |
| Persuasion Studio Ltd | Notice Board | 100 | 318.00 |
| Pips Skips Ltd | Skip Hire | 100 | 204.00 |
| Mr A Pigarevas | Water Vole Mitigation | 100 | 300.00 |
| Mr C Rangeley-Wilson | Design Supervision | 100 | 15,390.00 |
| Reactec Ltd | HAV Monitoring Equipment | 0 | 151.20 |
| Richardson Haulage | Muck Away | 100 | 228.00 |
| Selwood Ltd | Flex Pipe Hire | 100 | 2,559.66 |
| South Holland IDB | Acro Prop/Steps Hire | 100 | 379.80 |
| Robert P Thain | Ditch Clearance | 0 | 756.00 |
| Torry Hill Chestnut | Stakes | 100 | 585.60 |
| C R Turner | Low Loader Hire | 100 | 684.00 |
| J H Vaudrey & Sons | Concrete Foundation Work | 100 | 17,323.20 |
| Vodafone Ltd | Mobile Phone Charges | 0 | 213.28 |
| WMA | Staff Recharges | 100 | 47,884.99 |
| A P Wakeham Hire Ltd | Tracked Dumper Hire | | 1,806.00 |

Please note that the amounts shown above include VAT

£398,394.13

Norfolk Rivers Internal Drainage Board Objectives 2019/20– Performance Review

| | Objective | Responsible Officer | Status |
|----|---|---|---|
| 1. | Ensure total expenditure does not exceed the expenditure budget for 2019/20 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 | Achieved as far as we're able. The agreement with the EA for the IDB to deliver a 3-year programme of works on EA main-rivers benefitting the IDB system, which commenced in 2017/18 was unilaterally stopped by the EA in 2018/19. Given that this programme of work would have delivered real tangible benefits to the Board's arterial network, the Board appealed its 2019/20 precept charge, in the absence of the EA being able to otherwise demonstrate that the Board derived any benefit from work funded by this charge. The Board now needs to decide whether or not to continue with its appeal. |
| 3. | To make progress with changing the legislation to enable the Board to extend its area, should Highland Water Contributions be reduced or no longer made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment. | Chief Executive/Board | Achieved as far as we're able. The Rivers Authority and Land Drainage Bill 2018 – 19 has been delayed, due to Brexit dominating the parliamentary timetable during 2019/20. The EA paid the Board's HWC in full this year. |
| 4. | To help introduce a sustainable investment programme primarily for the 'low consequence' main river network that the Board's watercourses discharge into, by working with the EA, NCC, NE and our other partners. | Project Engineer | Achieved as far as we're able. We have prepared an Integrated Main River Maintenance programme for |

**Norfolk Rivers Internal Drainage Board
Objectives 2019/20– Performance Review**

| | | | |
|--|--|--|---|
| | | | <p>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 2021).</p> |
|--|--|--|---|

P J CAMAMILE
CHIEF EXECUTIVE



Draft Objectives for 2020/21

1. To ensure that total expenditure does not exceed the expenditure budget for 2020/21 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 less reliant on the Environment Agency's main-river network.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

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

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|----------------------|--|--|--------------------------|----------------------|---------------------------------|--|
| | | | | | | <p>IDB's Project Engineer that will provide benefit to IDB watercourses, however EA has halted these works in 2018/19. 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> |
| | (1e) Access to skills and core competency is reduced | Potential to limit delivery of a quality service and thereby weaken stakeholder confidence in the IDB's capabilities | 1 | 3 | Medium 3 ↓ | <p>Board is an equal member of the WMA CMC, which strengthens the organisation and assures access to appropriate skills/competencies. Board is kept updated via member representation at CMC meetings</p> <p>Extensive staff training is recorded and documented</p> <p>Effective management, Employee handbook and compliant disciplinary and grievance procedures</p> <p>Key man insurance is in place for appropriate</p> |

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|----------------------|--|---|--------------------------|----------------------|---------------------------------|--|
| | | | | | | <p>personnel</p> <p>Succession planning</p> |
| | (1f) Damage caused to third party property or individuals, as a result of carrying out works | <p>Compensation claims made against the Board</p> <p>Loss of confidence in the Board's capabilities</p> | 2 | 2 | Medium 4 ↓ | <p>Documented Staff training and Employee handbook in place to limit risk</p> <p>Internal controls provide for segregation of duties</p> <p>Use of approved suppliers</p> <p>Insurance, Financial Regulations, Health & Safety Policy, risk assessments and safe systems of work all in place</p> <p>ISO9001 accredited with external audit of QA systems</p> <p>Complaints register</p> |
| | (1g) Unable to respond to a major incident, due to lack of resources | Low – the IDB is not a first line responder | 1 | 2 | Low 2 → | <p>Additional resource in post and shared across WMA Eastern Boards</p> <p>Resources backed up by volunteers and equipment</p> <p>Board is a member of the Local Resilience Forum.</p> |

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

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|----------------------|--|--|--------------------------|----------------------|---------------------------------|--|
| | | | | | | Board's emergency plan integrates with County emergency plan |
| | (1h) Claims and/or bad publicity against IDB in the event of failure to provide a 24 hour/365 day emergency response for the community | Loss of public confidence in IDB Potentially damaging to IDB's relationship with other RMAs | 1 | 2 | Low 2 → | As a WMA member Board there is access to support from other member Boards and the WMA Staffing Plan and Duty Rota Emergency workforce and volunteers available Procedures for managing the media are set out in the Board's Reserved Matters |
| | (1i) Public do not know who to contact in an emergency | Delayed response | 1 | 2 | Low 2 → | Contact information on website: http://www.wlma.org.uk/norfolk-idb/contact-us/ and in telephone directory Duty Officer emergency telephone line LRF/LLFA have contact details |
| | (1j) Loss/damage of assets through pilferage, theft or neglect | Reduces IDB capability of fulfilling its statutory function | 2 | 2 | Medium 4 ↓ | Asset management plan and maintenance programmes in place Visual asset inspections |

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

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

**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) |
|---|--|---|--------------------------|----------------------|---------------------------------|---|
| | (1m) Maintenance works constrained by the Water Framework Directive legislation and Habitat Regulations Assessment and onus of proof sits with IDBs | IDB could incur penalties/fines | 2 | 3 | High 6 ↓ | <p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to remain WFD compliant</p> <p>Regular SMO update training for employees</p> <p>Pursue funding from all available sources</p> |
| To become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydraulic sub catchment | (2a) LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD (2b) LLFA and EA take over the functions of IDB | Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD If the LLFA/EA were to take over the functions of | 1 | 3 | Medium 3 ↓ | <p>Build and maintain trust and understanding with LLFA, EA and DEFRA</p> <p>Regular liaison meetings with EA</p> <p>Take on works where possible to demonstrate professionalism and VFM</p> <p>Availability of Public Sector Cooperation Agreement (PSCA)</p> <p>Monitor performance and review governance arrangements</p> <p>Back office functions are</p> |

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

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|---|---|--|--------------------------|----------------------|---------------------------------|--|
| | | the IDB, it would cease to exist | | | | <p>spread across the WMA Member Boards to reduce costs, strengthen organisation and increase influence</p> <p>Member of ADA</p> <p>Develop linkages with local media to promote IDB</p> |
| | (2c) Unable to take on the extra work due to lack of resources | Could reduce LLFA/EA confidence in the IDB's ability to deliver | 2 | 2 | Medium 4 ↓ | <p>Explore new funding sources locally with EA, LLFA and others</p> <p>Arrangement with WMA Member Boards for support</p> <p>Introduction of new management structure for WMA (Eastern) Boards</p> <p>Additional Resource in post and shared across other WMA (Eastern) Boards to increase capacity and capability</p> |
| To liaise with EA to en-main sections of main river that will be de-listed by the EA. | (3a) EA may not provide funding to the IDB for this additional maintenance. (3b) EA will not de- | Lack of maintenance on these sections of main rivers could adversely affect the IDB's watercourses and | 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</p> |

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|--|---|--|--------------------------|----------------------|---------------------------------|---|
| | main the rivers if the IDB refuses to adopt them. | reduce the IDB's ability to fulfil its statutory function | | | | <p>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 | <p>(4a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(4b) Potential for developers to allow SUDs to be managed by private companies who may allow them to fall into disrepair through lack of long term maintenance</p> | <p>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p> | 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 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</p> |

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RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|--|---|--|--------------------------|----------------------|---------------------------------|--|
| | | | | | | <p>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> |
| <p>To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity</p> | <p>(5a) Non-delivery/ non compliance of Biodiversity Action Plan (BAP)</p> <p>(5b) Implementation of BAP leads to increased flood risk and increased maintenance costs</p> <p>(5c) Increased levels of non-</p> | <p>Board does not meet its environmental targets. Potential to incur penalties/fines</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Failure to</p> | <p>1</p> | <p>2</p> | <p>Low 2 →</p> | <p>BAP approved by Board and submitted to DEFRA and EA. Revised and updated for Board approval January 2018</p> <p>Work to WFD compliant SMO</p> <p>Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental</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) |
|----------------------|--|---|--------------------------|----------------------|---------------------------------|--|
| | native species adversely affect BAP delivery | successfully control/eradicate invasive species | | | | <p>performance in lower priority infrastructure</p> <p>Prepare a programme of environmental survey work in and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</p> <p>ISO 14001 accreditation and external audit of QA systems</p> <p>Actions monitored by EA, NE, Police, SWT and local population</p> <p>Complaints Register</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present</p> |

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

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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



Friday 29 November 2019

Dear Clerk / Chief Executive,

Results of the IDB Health, Safety & Welfare Survey 2018

My sincere thanks to all of you that contributed to providing answers to our Health, Safety & Welfare Survey at the end of last year and the start of this year. I am very pleased that we have had just under a 75% response rate which has allowed us to reliably pull out some key messages which we would now like to share with you all in the attached Advice Note.

It is of some concern, however, that 25% of our IDBs did not manage to reply to the survey request and you will see from the attached Advice Note that one of our actions is to try and approach all of those remaining boards for their responses. For those of you affected, I would be very grateful for your help and co-operation in this regard.

The Advice Note has been pulled together in a way that does not specifically identify any one IDB, as we originally promised, but we hope that collectively, the industry will support each other in striving for continuous improvement and best practice when it comes to health, safety and welfare.

The Advice Note has been prepared with the support of ADA's Board, Committees, and our Special Advisor on health, safety and welfare matters, Ian Benn. We would now ask you to plan that its contents are the subject of discussion at your next IDB Board meeting. As always, any feedback from you about the advice note will be welcome and if you require any clarification about any of the information contained within it, please contact either Ian Moodie or myself.

Yours faithfully,

Eur Ing J Innes Thomson BSc CEng FICE
Chief Executive



ADA Advice Note:

Internal Drainage Boards' Health, Safety & Welfare Survey 2018

Prepared by Innes Thomson

Executive Summary

The content of this note is derived from the results of the first survey of health, safety and welfare (HS&W) across internal drainage boards (IDBs) in England and represents findings from just under 75% of all IDBs in England. Those who responded are thanked for taking the time to provide their answers.

Although the questionnaire did not require any hard evidence in the form of supporting documentation, responses were of a breadth to suggest a reasonably accurate reflection of the current situation regarding HS&W in the IDB sector.

Overall, the advice note highlights several areas where there are opportunities for improvements, some of which could be viewed as quick wins where others will require a little more investment.

Three areas highlighted for improvement have a common linkage around attitudes and behaviours where IDBs could demonstrate that they are leading their staff and employees in best practice. This includes:

1. Ensuring that HS&W is an integral part of discussions at all Board Meetings.
2. Actively showing that Board Members care about the competency and welfare of their staff and employees.
3. Implementing a no-blame, anonymous, easy-to-access incident reporting system with active reviews and actions fed back to staff/operatives.

Several excellent examples of HS&W best practice were highlighted from the questionnaire responses and all IDBs are encouraged to strive for such best practice. All IDBs should ensure that they have the capacity to undertake their functions safely and IDBs are encouraged to share and compare their Health & Safety approaches, systems and processes with other IDBs and wider ADA members to help achieve best practice outcomes.

ADA has suggested a series of recommendations for IDBs to consider and review which could support and guide them in the implementation of HS&W best practice in a consistent manner.

The conclusions also set out a series of recommended actions to help IDBs further improve their HS&W. Key to this will be the development of a series of HS&W seminars by ADA, supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.

Finally it is essential that ADA engages with the IDBs that were unable to meet the response deadline and seek to assist them in understanding their HS&W requirements and to aim to achieve a consistent approach to the advice provided across all IDBs. ADA will be contacting all IDBs that were unable to complete the initial HS&W survey.



Introduction

During 2018 ADA conducted a detailed survey of HS&W within IDBs.

The purpose of the survey was to identify a baseline through gathering a level of qualitative about HS&W of IDBs' board members, staff and operatives in order to:

1. act as a useful HS&W benchmark for IDBs as a community,
2. support ADA in their desire to help provide consistent industry guidance and recommendations,
3. assist IDBs seeking to identify potential areas of improvement in the way they manage HS&W within their operations to achieve best practice wherever possible.

The survey was held via an online questionnaire that IDBs could complete on the SurveyMonkey website. IDBs were first notified of the survey on 17 July 2018 and the questionnaire remained available for responses until 31 December 2018.

The questionnaire was based on a set of HS&W questions prepared by Ian Benn, PG Dip H&S and Env Law, Dip, NEBOSH, Grad IOSH, MCQI CQP (Honorary Health & Safety Advisor, ADA), in conjunction with Ian Moodie (Technical Manager, ADA) and Innes Thomson (Chief Executive, ADA), and in consultation with ADA's Committees and Board of Directors.

ADA's Board of Directors made the assurance that all responses would be handled on a confidential basis in order to ensure ADA received accurate and open data about HS&W. Therefore, no individual data is identifiable from this report, and the general ethos of its production has been to encourage improvement across all IDBs in the way that HS&W is managed.

This is the first survey of its kind to get to this stage of evaluation across IDBs as a whole. ADA intends to evaluate progress with a repeat survey to be completed by 31 December 2021.

ADA commends those who have responded in providing an assessment of HS&W within their respective IDBs. Nearly 75% of all IDBs participated in the survey and we are encouraged to hear that all IDBs that completed the survey found it a useful audit of their HS&W capacity that will enable them to focus their own improvement efforts.



Conclusions & Recommendations

The key to successful approaches in delivering and maintaining effective HS&W are wide and varied. They are also indelibly linked to peoples' behaviours and attitudes to the subject. Behaviours and attitudes are influenced by what people know through experience and how they have learnt about the subject.

This advice note seeks to guide ADA members about where improvements in personal and corporate HS&W can take place. On the back of these results, ADA will consider how we can further assist our members with HS&W systems and processes. However, the ultimate responsibility for good HS&W falls uniquely upon IDB Board Members themselves.

Whilst annual accident statistics were gathered as part of the survey, the purpose of this note is not intended to examine the detail of those incidents. It is noted, however, that these figures showed a steadily increasing number of near-miss events between 2013 and 2017. It is almost certain that such an increase can be attributed to better recording of near misses by IDBs throughout the period. This is not a negative statistic and should be viewed as extremely encouraging. Any statistics that have been collected by IDBs may support future risk assessment and risk reduction projects where applicable.

ADA has concluded that the data from this survey can be summarised in the following way, with recommendations for review and necessary actions/reflections by Boards.

As a first and top priority, all Boards should check key HSE guidance on what the statutory minimum expectation would be of Boards as employers and employees. This can be found at:

www.hse.gov.uk/workers/employers.htm



Top Three Recommendations

- a) **Governance and leadership** | The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behaviours around H,S&W are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an HS&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.

- b) **Ensuring competence** | We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.

- c) **Recording accidents and near misses** | Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses.



Additional Recommendations for IDBs to Consider

The following additional recommendations (in no particular order) are made by ADA to support IDBs with the review and potential improvement of their HS&W activities.

| Ref | Issue | Recommendation |
|------------|-------------------------------------|---|
| d) | Quality of advice | Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions. |
| e) | Welfare facilities | Ensure that all staff and operatives have access to appropriate toilet & mess facilities when working away from base office /depot. |
| f) | Routine training | Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents. |
| g) | Health surveillance | Implement regular health screening for all staff and operatives. |
| h) | Capacity | Ensure that the IDB has the suitably qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighbouring IDBs to achieve best practice outcomes. |
| i) | Risk assessment | Ensure that risk assessments are undertaken for the IDB's activities. |
| j) | Toolbox Talks & Training | Plan and deliver programmes that provide information, instruction, training and supervision for hazardous activities highlighted in risk assessments. |
| k) | Machinery inspection | Ensure that the IDB has a documented programme of routine machinery inspection. |



Recommended Actions for ADA in support of IDBs

ADA is committed to supporting its members in striving to achieve best practice across all of their functions, but especially HS&W. To that end, and on the basis of the results of the survey and this note, ADA will be seeking to complete the following actions with the assistance of external experts.

| No. | Action | Timescale |
|-----|--|---|
| 1. | ADA to check and review HS&W with all IDBs that were unable to respond to the survey within the allotted timeframe. | Before 31 March 2020 |
| 2. | ADA to consider how to capture and then annually compile and publish summary information about IDBs' health and safety incidents and near misses. | Annually |
| 3. | ADA to complete second HS&W survey of IDBs, and seek a 100% response rate. | Before 31 December 2021 |
| 4. | Investigate if a series of standard HS&W Policy templates for use by IDBs may be appropriate. | Before 31 December 2020 |
| 5. | Consider the preparation of toolbox talk materials for IDBs, utilising the ADA website and ADA News Stream to communicate these to members. | To commence before 31 December 2020 |
| 6. | Prepare briefings on HS&W matters for dissemination to IDB Clerks & Chief. | To commence before 31 December 2020 |
| 7. | Hold a series of HS&W seminars supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website. | Before 31 December 2020 |

ENDS

Final Version issued – 29 November 2019

From: [Denham, Peta](#)
To: [Phil Camamile](#); [Matthew Philpot](#)
Cc: [Verrier, Graham](#)
Subject: RE: Appeals against the Precept charge made by EA on IDBs from the Broads, East Suffolk and Norfolk Rivers Drainage Boards
Date: 17 October 2019 09:14:51
Attachments: [image001.png](#)
[image002.png](#)
[Integrated Main River Maintenance.msg](#)
[Precept Appeals.pdf](#)

Dear Phil

Thank you for meeting with me and Graham on Thursday 26 September.

When we met, Graham and I went through the points that Matthew raised in his letter (attached pdf) and your proposal in the email chain below. I think we discussed all Matthew's points during our meeting, so I won't go over them again.

In this email I'm going to try and summarise the representation that we made to you by way of a response to your proposal numbered 1 – 6:

1. The Integrated Main River Maintenance Programme (IMRMP) was originally proposed by Graham, in his email to you and Ben Blower in December 2016 (attached email). It was in response to the additional £40m revenue that was allocated to the Environment Agency for additional river maintenance over the spending review period. Graham's email set out the following principles to guide the IMRMP.
 - It would support wider delivery of our (EA) maintenance program, enabling better local choices and efficiencies.
 - It would be a 3 year programme in line with the additional revenue GiA that was allocated to the EA for river maintenance.
 - The IMRMP was funded from all revenue streams; GIA, additional GIA, GDC, IDB Precept and Local Levy
 - Work would be carried out on Main River and look to deliver Natural Flood Management (NFM)

We are not in a position to 're-instate' the IMRMP, as you requested, as the additional £40m, the premise on which Graham devised it, will come to an end soon. And we don't yet have a clear picture of our revenue settlement for future years.

The Environment Agency raises a precept on IDBs under the Water Resources Act (1991). The Act says, in Section 139, that the "Agency shall by resolution require every internal drainage board to contribute towards the expenses of the Agency such contribution as the Agency may consider to be fair".

In this legal context the IDB is not the Agency's customer and the Precept is not a charge for services. It is a contribution towards the Agency's expenses. However, the Environment Agency and its respective RFCCs endeavour to make sure that the Precept is spent to the benefit of the IDBs. The expenditure does not have to be made within an IDB boundary, it can be upstream, holding flood flows back, or downstream enabling

IDBs to discharge more easily. It can be spent on capital or revenue activity and even used as a partnership funding contribution for schemes.

2. Graham agreed to continue the regular meetings with Matt to discuss the river maintenance programme and the Precept contribution to that programme. This will include discussions about how we can deliver work more efficiently, using a Public Sector Cooperation Agreement (PSCA).
3. In future I will contact you in advance of the RFCC meeting in October, when the Committee votes on the level of increase to both the Local Levy and IDB Precept. I won't be able to provide detail of the river maintenance programme for the following financial year, at that stage, but Graham and I will be able to share with you preliminary thinking based on the indicative revenue allocation. We don't publish the comprehensive river maintenance programme until the beginning of the financial year when our revenue is confirmed.
4. I agree that you should have the opportunity to make representation to the RFCC on behalf of your Boards. I will contact you in advance of the Precept vote, to see if you or one of your Officers would like to attend in person. Also, I mentioned to you that Rob Wise is a member of both the Eastern and the Great Ouse RFCCs, and he will honestly represent the interests of your Board members at the RFCC if you brief him in advance.
5. Agreed. Every year the AFCRM will notify you in advance of the Precept vote at the RFCC to make sure that you have enough information about the developing revenue maintenance programme and where the Precept is likely to be spent, and to discuss a fair level of increase to the Precept as a contribution to that programme.
6. The future of any remaining exercise now rests with the Environment Agency at a national level. The pilot projects are being evaluated and we're waiting for the recommendations that come out of them.

I have recently learned that the Environment Bill is now published online. You can access it from here: <https://services.parliament.uk/Bills/2019-20/environment.html> In relation to IDBs the Bill includes the long awaited provision to update ratings data and methodology, and in so doing, enable the expansion of existing IDBs and the creation of new ones. The Bill has to go through the parliamentary process and requires further statutory instruments to enact. In the current political climate there is no guarantee how quick or slow this could happen. There does however seem to be cross-house support for the Bill. I am expecting a fuller internal communication to come out to me in due course, but I think this is a step forward towards our ambitions to demain the low risk river systems and hand them over to an enlarged internal drainage board.

I do hope that we can move forward with the Appeals against the Precept charge, and that you'll be able to recommend to your Boards that we have made some progress towards addressing their concerns. If you can't, then I see no other alternative than to inform Defra that we can't resolve this locally and it will have to go a ministerial hearing. Please let me know as soon as you can what the Boards decide, so that I can let my national colleagues know.

I look forward to hearing from you soon.
Peta

Peta Denham FCIWEM CEnv
Flood and Coastal Risk Manager | Essex, Norfolk and Suffolk
Environment Agency (East Anglia Area)
Iceni House | Cobham Road | Ipswich | IP3 9JD

Tel: 02030 255434
Mob: 07917 561893

From: Phil Camamile [<mailto:Phil.Camamile@wlma.org.uk>]
Sent: 05 July 2019 12:22
To: Denham, Peta <peta.denham@environment-agency.gov.uk>
Subject: Re: Appeals against the Precept charge made by EA on IDBs from the Broads, East Suffolk and Norfolk Rivers Drainage Boards

Hi Peta

Appeals against the Precept charge made by EA on IDBs from the Broads, East Suffolk and Norfolk Rivers Drainage Boards

Apologies for the delay in coming back to you on this. As you know I forwarded your email to Matthew Philpot to whom you have referred to in your email to me below and he has drafted a response to the points you raise (please see the attached). As you can see, all is not as rosy in the garden as you might think.

In an attempt to try to move us forward, I recommend the following proposal:

- 1). You reinstate the Integrated Main-River Maintenance Programme (IMRMP) with immediate effect to clearly identify work that will deliver tangible benefits to our infrastructure and drainage districts, remembering always that we (the IDBs) are the customer (not the EA's tax collector) and that sufficient consideration should therefore be given to carrying out work that we would like doing.
- 2). When this IMRMP has been agreed, the EA and IDBs should discuss and agree who is best placed to deliver each aspect of the programme. Public Sector Co-operation Agreements should be used in the short term as the mechanism to deliver the programme where the IDB or another RMA is better placed to carry out the work, as they are in other areas.
- 3). The IMRMP should then be costed up and the IDBs should be consulted as to whether the programme is affordable and whether any proposed increases can be accommodated, based on the budget costs ascertained to deliver the programme – a simple letter to me in October each year asking the question will suffice (this letter should include the IMRMP for the following year

and clearly state who is going to deliver each project).

4). The RFCC should then set the Precept charges for the following year and take in to account any representations we may wish to make on behalf of our Boards – at its levy setting meeting the RFCC should at least consider anything we may wish to say before agreeing the Precept charges.

5). This process should be repeated every year.

6). Every third year the EA and IDBs should review their arterial networks using the same Risk Assessment Matrix. All high risk systems should be en-mained and all medium and low risk systems should be de-mained on-block (assuming the EA don't receive any GiA to fund work on medium and low risk systems), with the IDBs adopting all the de-mained medium and low risk systems in their districts and the EA retaining and en-maining all high risk systems.

I do hope that you're able to consider these points so we can avoid having the same arguments every year, without further recourse to the Minister. I will also need to formally request each Board to drop its appeal at the next round of meetings, should you be in a position to respond favourably to this proposal. Board meeting dates are as follows: Broads IDB – 12/08/2019, East Suffolk IDB – 30/10/2019 and Norfolk Rivers IDB – 15/08/2019. This should give you sufficient time to consider our proposal.

If you would like to discuss any of this further, please give me a call.

Kind regards

Phil

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Norfolk Rivers IDB

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Meeting 30 January 2020