

**A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD IN THE ANGLIA ROOM, CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY 31 JANUARY 2019 AT 10.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* H C Birkbeck	<b>Breckland DC</b>
J Borthwick	* S G Bambridge
* J F Carrick	* W Borrett
H G Cator	* Mrs L Monument
* N W D Foster	
* J P Labouchere	<b>Broadland DC</b>
M R Little	* Mrs C H Bannock
T Mutimer	* P Carrick
M J Sayer	* G Everett
* S Shaw	<b>Vacancy</b>
R Wilbourn	
<b>Vacancy</b>	<b>King's Lynn &amp; WN BC</b>
<b>Vacancy</b>	Mrs E Watson
<b>Vacancy</b>	
<b>Vacancy</b>	<b>North Norfolk DC</b>
	V FitzPatrick
	P Moore
	Mrs J Oliver
	* R Reynolds
	R Stevens
	<b>South Norfolk DC</b>
	P Broome
	C Foulger
	* Dr N Legg
	* Present (42%)

In attendance:

Mr P Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer),  
Mr G Brown (Flood and Water Manager), Mr P George (Operations Engineer),  
Miss S Jeffrey (Rating and Finance Manager),  
Mr M Philpot (Project Engineer, WMA Eastern), Ms H Mandley (Environmental  
Officer), Mrs C Cocks and Mrs M Creasy (minutes)

ID	Norfolk Rivers IDB, Minute	Action
<b>01/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/19/01</b>	Apologies for absence were received on behalf of Messrs P Broome, H G Cator, V FitzPatrick, M R Little, G T Mutimer, M J Sayer, R Stevens, R Wilbourn and Mrs E Watson.	
<b>01/19/02</b>	The Chief Executive confirmed that the meeting was quorate and that it was now blatantly obvious the Board needed to reconstitute to reduce its number.	<b>PJC</b>
<b>02/19</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>02/19/01</b>	There were no declarations of interest other than those already recorded in the Member's Register of Interests.	
<b>03/19</b>	<b>MINUTES OF THE LAST BOARD MEETING</b>	
<b>03/19/01</b>	The minutes of the last Board meeting held on 18 October 2018 were approved and signed as a true record. Arising therefrom:	
<b>03/19/02</b>	<b>De-maining Proposals (77/18/02)</b>	
<b>(i)</b>	Mr S G Bambridge advised members that he had attended a meeting on de-maining at County Hall with Messrs Martin Wilby and Stuart Clancy, Chair and Vice-Chair of the Environment, Development and Transport Committee (EDT) respectively. They both agreed to take the subject back again to another meeting of the EDT, which took place last week. The Project Engineer and Catchment Engineer attended with the Project Engineer giving a presentation. Mr Bambridge reported that the Environment Agency (EA) had consulted with the wrong officer at Breckland Council (the Environmental Health Department), who in turn, had returned a neutral response to the EA consultation on de-maining. Mr Bambridge reported that he had spoken to the Head of Planning who would be responding to the EA again.	<b>SGB/PJC /MEC</b>
<b>(ii)</b>	It was agreed that letters should be sent to the Leaders of the District Councils and for meetings to be arranged between them and the Board's Chief Executive, Catchment Engineer and Project Engineer, who were happy to discuss de-maining with them. Mr G Everett would approach Mr Trevor Holden of Broadland Council, Dr N Legg requested that Mr William Nunn be sent a letter and Mr S Shaw would approach North Norfolk District Council, with details being sent to Mrs M Creasy who	

ID	Norfolk Rivers IDB, Minute	Action
	<p>would co-ordinate meeting dates.</p> <p><b>03/19/03 Billingford Lakes (81/18/02)</b></p> <p>It was reported that the spillage was contained and was in the process of being cleaned up. RESOLVED that this be noted.</p> <p><b>03/19/04 Financial Report – Highland Water Contributions (83/18/03)</b></p> <p>The Chief Executive confirmed that he did escalate the issue of Highland Water Contributions with ADA, as members had requested. As a result of this, the EA had promised to make up the shortfall for this year only. The Chief Executive felt that it was most unlikely the EA would make up any shortfall next year and in subsequent years. The Board needed to be prepared to pay more in precept, get less (if any) work done in return and receive little (if any) highland water contributions, moving forward. RESOLVED that this be noted.</p> <p><b>03/19/05 ADA Eastern Branch Meeting (90/18/01)</b></p> <p>There was nothing to report from this meeting.</p> <p><b>03/19/06 Interreg &amp; WEG Bids</b></p> <p>Mr S G Bambridge confirmed that he had attended a Norfolk Strategic Planning Group meeting and suggested that the Catchment Engineer and Mr H G Cator (as representatives of the Norfolk Water Management Partnership and Norfolk Water Management Strategic Forum respectively), may wish to attend the next meeting.</p> <p><b>04/19 MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING</b></p> <p><b>04/19/01</b> The minutes of the last Executive Committee meeting held on 18 October 2018 were considered in detail and approved. There were no matters arising:</p> <p><b>05/19 OPERATIONS REPORT</b></p> <p><b>05/19/01</b> The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	MEC/GB

ID	Norfolk Rivers IDB, Minute	Action
05/19/02	<b>Interreg &amp; WEG Bids</b>	
	<p>The Project Engineer reported that the capital scheme will be funded to c£2m and a number of grants have been applied for. Langor railway runs through this area parallel with the stream with culverts under the railway; this will be restored as part of the scheme and kept as a wetland. RESOLVED that this be noted.</p>	
05/19/03	<b>Health and Safety (2)</b>	
	<p>One near miss was reported whilst an operative was flailing. A stone flew from the flail mower approx. 20m and smashed a window nearby. A review had been carried out and operatives briefed to ensure that they use the flail checklist prior to carrying out any work in future and that additional safety measures were in place when working in busy, public areas. RESOLVED that this be noted.</p>	
05/19/04	<b>Lone Working</b>	
	<p>The Project Engineer reported that a new Lone Worker System had been introduced. Sky Guard is an improved 24hour/365 day remote monitoring Lone Worker System which can register when an operative is in need of assistance and can pin point their location. RESOLVED that this be noted.</p>	
05/19/05	<b>Hand and Whole Arm Vibration Syndrome (HAVS)</b>	
	<p>Members were informed that the IDB had a new hand/arm vibration monitoring system which has been deployed throughout the WMA Eastern Group, in order to comply with the Hand Arm Vibration Regulations. RESOLVED that this be noted.</p>	
05/19/06	<b>In-house plant &amp; labour</b>	
	<p>Considered discussion ensued regarding the use of contractors rather than employing/utilising in-house staff and plant. It was agreed not to employ any further in-house staff at the moment and to sell the remaining machinery. The plant reserves would remain intact in case it became necessary to employ additional in-house staff and procure plant in the future. RESOLVED that this be noted.</p>	
05/19/07	<b>River Nar Restoration Schemes (WLMP) 4.1</b>	
	<p>The Members were apprised that the tender process at Narborough had been completed.</p>	

ID	Norfolk Rivers IDB, Minute	Action
<b>06/19</b>	<b>PLANNING REPORT</b>	
<b>06/19/01</b>	The Planning Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
<b>06/19/02</b>	There are 4 consents on the books being processed or awaiting further information.	
<b>06/19/03</b>	<b>Delegated Consents (2)</b>	
	The delegated consents determined by Officers in accordance with their delegated authority were considered in detail and noted. There were no matters arising.	
<b>06/19/04</b>	<b>Enquiries (3)</b>	
	The Flood and Water Manager reported that there were quite a considerable number of applications for housing in Long Stratton and most will be discharging to minor watercourses. Discussions have taken place with the developers and the planning team are looking at the need to draw on Surface Water Development Contributions (SWDCs) to improve these receiving watercourses in line with the phased implementation of development.	
<b>06/19/05</b>	<b>Planning Comments (4)</b>	
	The planning team was keeping a watching brief on some significant development planned in Dereham and Swanton Morley. RESOLVED that this be noted.	
<b>07/19</b>	<b>ENVIRONMENTAL REPORT</b>	
<b>07/19/01</b>	The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
<b>07/19/02</b>	<b>Billingford Lakes (1.1)</b>	
	The Environmental Officer apprised members that the worst affected lake would be treated with Ammonium Specific Resin, which binds to the ammonium in the lake and is reported to result in a 95% removal of the chemical. The EA will be in contact over the next few weeks to formalise the future approach of discharging into the IDB drain once data had been collected and analysed to determine if the 1mg/litre concentration can be	



ID	Norfolk Rivers IDB, Minute	Action
09/19/03	It was agreed and thereby RESOLVED to approve the expenditure budget of £939,838 as presented.	
09/19/04	It was agreed and thereby RESOLVED to approve the net requirement of £479,082 as presented.	
09/19/05	The Administration and Technical Support Costs Estimate for 2019/20, as recommended by the Consortium Management Committee on 7 December 2019 was considered in detail and approved. Arising therefrom:	
09/19/06	It was agreed and thereby RESOLVED to approve the net Administrative Support Consortium Charge of -£95,294 (£168,785 less other income £264,079), and include the same in the Board's Rate Estimates for 2019/20.	
09/19/07	It was agreed and thereby RESOLVED to approve the Technical Support Consortium Charge of £308,977 and include the same in the Board's Rate Estimate for 2019/20.	
10/19	<b>FINANCIAL YEAR 2019/20 LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES</b>	
10/19/01	<b>Annual Values</b>  It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2018 used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2019/20.	
10/19/02	Members considered the Executive Committee's recommendation for approval of a 3.3% increase in the rate and special levy for 2019/20 which would require taking c£81k from the Board Reserves to fund the total expenditure for 2019/20 if the anticipated reduction in Highland Water Contributions from the EA was realised. It was noted that the level of Board Reserves would, however, remain within the audit recommended 25% of net spend.	
10/19/03	It was unanimously agreed and thereby RESOLVED to approve the Executive Committee's recommendation for Option 3, which equated to a Drainage Rate increase of 3.3% at 11.263p in the pound:	

ID	Norfolk Rivers IDB, Minute	Action
<b>Option 3</b>		
	Drainage Rate in the Pound 11.263p	
	Agricultural Drainage Rates £81,586	
	Breckland District Council £50,561	
	Broadland District Council £75,499	
	King's Lynn & West Norfolk Borough Council £19,204	
	North Norfolk District Council £100,751	
	Norwich City Council £5,638	
	South Norfolk District Council £64,131	
	Reserves <u>£81,712</u>	
	<b>£479,082</b>	
<b>11/19 INDICATIVE FIVE YEAR FORECAST</b>		
<b>11/19/01</b>	The indicative five year forecast was considered in detail and approved, (a copy of which is filed in the Report Book).	
<b>12/19 REVIEW OF OBJECTIVES 2018/19</b>		
<b>12/19/01</b>	The review of objectives for 2018/19, (a copy of which is filed in the Report Book), was considered in detail and approved. It was noted that most of the objectives for 2018/19 had substantially been achieved, other than ensuring that the Board received value for money from its precept payment to the EA. Arising therefrom:	
<b>12/19/02</b>	It was proposed by Mr S G Bambridge, seconded by Mr J Labouchere and unanimously agreed to appeal the EA precept charge for 2018/19.	<b>PJC</b>
<b>13/19 OBEJCTIVES 2019/20</b>		
<b>13/19/01</b>	It was agreed and thereby RESOLVED to approve the following objectives for 2019/20:	
	1. To ensure that 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.	
	2. To ensure that the EA's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage Board.	



ID	Norfolk Rivers IDB, Minute	Action
	<ol style="list-style-type: none"> <li>3. To identify alternative income sources, should Highland Water Contributions no longer be paid by the EA to the Board for managing surface water entering the Drainage District from its Upland Catchment.</li> <li>4. To help introduce a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the NNDC, NCC BA and our other partners.</li> <li>5. To be financially and hydrologically independent from the Environment Agency within a period of 5 years.</li> </ol>	
	<b>14/19 MATERIAL CHANGES TO RISK REGISTER</b>	
<b>14/19/01</b>	Members considered the risk register for those risks with a risk assessment matrix score of $\geq 6$ . Arising therefrom:	
<b>14/19/02</b>	Mr H Birbeck raised concerns regarding the financial risk to the Board of no longer receiving grants from the EA (FDGiA) for capital work, moving forward. It was noted that this risk was already in the Risk Register, but it was agreed to increase the risk, given the EA Ipswich Office's involvement and influence on whether or not the Board received grant on its capital works programme.	
	<b>15/19 CORRESPONDENCE</b>	
<b>15/19/01</b>	<b>ADA Good Governance Document/Workshop Events</b>	
	The Chief Executive reminded Members of the ADA Good Governance Workshops and encouraged Members to book their places by following the link included on the face of the agenda. He informed Members that the Good Governance Guide was available on both the ADA and WMA websites and could be sent electronically to members if requested. The Workshops' dates are 19 March 2019 in King's Lynn and 28 March 2019 in Peterborough.	
<b>15/19/02</b>	<b>Defra Consultation</b>	
	The Chief Executive advised Members that Defra were consulting on extending IDB boundaries and new methods of valuing non agricultural land. It was important for the Board and the other WMA Boards to respond to this consultation when ADAs views were known. RESOLVED that this be noted.	

ID	Norfolk Rivers IDB, Minute	Action
<b>16/19</b>	<b>NEXT MEETING</b>	
<b>16/19/01</b>	The next meeting would take place on 13 June 2019 at 10.00 am.	
<b>17/19</b>	<b>ANY OTHER BUSINESS</b>	
<b>17/19/01</b>	<b>DRS Online</b>	<b>PJC</b>
	Members were apprised that an online portal had been developed which would enable drainage ratepayers to manage their own accounts online. Elected members were encouraged to use this new system and the Chief Executive confirmed that details together with instructions on how to register online and manage accounts would be circulated to all ratepayers with the annual Rate Demands for 2019/20.	
<b>17/19/02</b>	<b>WMA Email Accounts</b>	<b>PJC</b>
	The Chief Executive advised that a corporate email address was being set up for the elected members to use, to avoid any possible compromise of their personal email accounts following any Fol request. Instructions on how to set up the corporate email address on personal PCs would be circulated in due course. Appointed Council Members should already have the use of their councils' corporate email system.	
<b>18/19</b>	<b>OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</b>	
<b>18/19/01</b>	There were no Members of the Public present at today's meeting.	
<b>19/19</b>	<b>CONSORTIUM MATTERS</b>	
<b>19/19/01</b>	The unconfirmed minutes of the last Consortium Management Committee meeting held on 7 December 2018 were considered in detail and approved. There were no matters arising.	
<b>19/19/02</b>	<b>Schedule of Paid Accounts</b>	
	The WMA Schedule of Paid Accounts for the period 1 August 2018 to 30 November 2018 totalling £425,995.08, as approved	

ID	Norfolk Rivers IDB, Minute	Action
	<p>at the Consortium Management Committee meeting on 7 December 2018, was considered in detail and adopted. Arising therefrom:</p> <p><b>19/19/03 WMA Estimates 2019/20 and Projected Out-turn for 2018/19</b></p> <p>The detailed Consortium Budget and Basis of Apportionment for the financial year 2019/20, as approved at the Consortium Management Committee meeting on 7 December 2018, together with the projected out-turn for year ending 31 March 2019 was considered in detail and approved by the Board. Arising therefrom:</p> <p><b>19/19/04</b> Mrs L Monument requested that the phrasing 'Percentages shown in red were the apportionments for last year, where they have been changed for this year' that appeared at the bottom of the Basis of Apportionment sheet be moved to the top of the page in future, which was agreed.</p> <p><b>19/19/05</b> Mr P Carrick commended the Board for point 3 (iii) on page 59 of the WMA Income and Expenditure Account for having the foresight to produce a 5 - Year Succession Plan.</p> <p><b>19/19/06 Issues for discussion at next CMC meeting</b></p> <p>There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 29 March 2019. Members were reminded that the Board's representatives on the CMC were Mr J Carrick, Mr S G Bambridge and Mrs E Watson.</p> <p><b>19/19/07</b> The Chief Executive advised Members that Mary Creasy (his PA) would be retiring after 11 years of service at the end of March 2019 and her work, support and dedication was acknowledged by the Chief Executive and the Board Members present. Mary will be greatly missed by all and was wished a long and happy retirement.</p> <p><b>20/19 CONFIDENTIAL BUSINESS</b></p> <p><b>20/19/01</b> There was no confidential business to discuss.</p>	<p></p> <p></p> <p></p> <p><b>SJ</b></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

**A MEETING OF THE NORFOLK RIVERS IDB EXECUTIVE COMMITTEE WAS HELD IN THE CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY, 18 OCTOBER 2018 AT 9.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* J F Carrick	<b>Breckland DC</b>
M Little	* S G Bambridge
<b>Vacancy</b>	<b>South Norfolk DC</b>
	* Dr N Legg
	<b>BCKL&amp;WN</b>
	Mrs E Watson

Present (50%)

Mr J F Carrick in the Chair

In attendance:

Mr P Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer),  
Ms C Brady (Flood and Water Officer), Mr M Philpot (Project Engineer),  
Mrs M Creasy and Mrs C Cocks (minutes)

<b>ID</b>	<b>Norfolk Rivers IDB: Executive Committee, Minute</b>	<b>Action</b>
<b>30/18</b>	<b>REMEMBRANCE</b>	
<b>30/18/01</b>	Committee Chairman Mr J Carrick and Committee members recorded their sadness at the passing of Mr David Papworth, Chairman of Norfolk Rivers IDB. All Norfolk Rivers IDB members wished to pay their respects in remembrance of Mr Papworth at the Board meeting'	
<b>31/18</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>31/18/01</b>	Apologies for absence were received from Mr M Little, and Mrs E Watson.	
<b>32/18</b>	<b>MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING</b>	
<b>32/18/01</b>	The minutes of the last Executive Committee meeting held on 16 August 2018 were approved and signed as a true record. Arising therefrom:	
<b>32/18/02</b>	<b>De-Maining Proposals (24/18/02)</b>	
	The Project Engineer reported on the meeting he had attended with the Chief Executive and Norfolk Rivers IDB Breckland District Council appointed member Mr G	

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
	<p>Bambridge at Norfolk County Council, (NCC) with Martin Wilby and Stuart Clancy, Chairman and Vice-Chairman of NCC Environment, Development and Transport, (EDT) Committee, to discuss the de-maining pilot study in Norfolk, (which NCC had voted against).</p>	
<p><b>32/18/03</b></p>	<p>Following this meeting, NCC now had a clearer understanding of de-maining pilot study than it had previously understood from meetings with EA, and the EDT Committee agreed to invite IDB officers to present de-maining to the next EDT Committee, date to be confirmed.</p> <p><i>Post meeting note: IDB officers presented to NCC EDT Committee on 18 January 2019.</i></p>	
<p><b>32/18/04</b></p>	<p>Mr G Bambridge reported that he would be attending the ADA AGM and Conference on 14 November 2018 where he would raise the de-maining issue if the opportunity arose.</p>	
<p><b>32/18/05</b></p>	<p><b>Governance Arrangements: Membership (24/18/03)</b></p> <p>The Chief Executive reported that following the recent nominations for elected members, four vacancies on the elected membership had been confirmed, which suggested that consideration of reconstituting the Board to a lesser number than the current 31 combined elected and appointed member entitlement may be sensible. As in the previous meeting, considerable discussion ensued about the appropriate number of members; Defra currently recommends that smaller boards, (the category in which Norfolk Rivers IDB sits under existing Defra guidelines), should have no more than 13 members but both Messrs Carrick and Bambridge considered this too low given the area covered by Norfolk Rivers IDB. The Chief Executive recorded his view that with good communication in place, the IDB could function very well with 11 members. As already agreed, a briefing paper on the Board's reconstitution would be presented to the Executive Committee in due course for it to consider and make a recommendation to the Board. It was noted that the reconstitution process could take between 9 months to 3 years to complete as it has to be agreed by EA, the Regional Flood and Coastal Committee and Defra.</p>	<p><b>PJC</b></p>
<p><b>32/18/06</b></p>	<p><b>Norfolk County Council</b>  <b>Application C/5/2017/5007 for change of use from warehousing to waste processing or refuse derived fuel at former SPC Atlas Works, Weston Longville, Norwich (12/18/05)</b></p> <p>The Flood and Water Officer reported that on 20 September 2018 Norfolk County Council had approved the above planning application but with a number of conditions.</p>	

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
<b>33/18</b>	<b>FINANCIAL REPORT 2018/19</b>	
<b>33/18/01</b>	The Financial Report for the period 1 April 2018 to 30 September 2018 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:	
<b>33/18/02</b>	The Chief Executive reported that the half-yearly accounts show a surplus which is higher than budgeted for due to receipt of Surface Water Development Contributions (SWDC) income.	
<b>34/18</b>	<b>SCHEDULE OF PAID ACCOUNTS</b>	
<b>34/18/01</b>	The Schedule of Paid Accounts for the period of 1 July 2018 to 30 September 2018 totalling £135,855.15 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
<b>35/18</b>	<b>COLLECTION OF DRAINAGE RATES</b>	
<b>35/18/01</b>	There were no issues for report.	
<b>36/18</b>	<b>NEXT MEETING</b>	
<b>36/18/01</b>	The next Executive Committee meeting would take place on Thursday, 31 January 2019 at 9.00 am.	
<b>37/18</b>	<b>ANY OTHER BUSINESS</b>	
<b>37/18/01</b>	There was no other business to discuss.	



## OPERATIONS REPORT FOR PERIOD OCTOBER 2018 – JANUARY 2019

### 1 REVENUE MAINTENANCE WORKS

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

#### **Board Machine**

Recharge work for the Broads (2006) IDB

#### **Contractor's Machine: (GDR Ltd)**

<u>Bure:</u>	Mermaid, Oxnead
<u>Wensum:</u>	Dunton Patch, Fakenham Golf club & Kinnerton, Gt Ryburgh, Sculthorpe,
<u>Upper Yare &amp; Tass:</u>	Hackford Run
<u>Smallburgh:</u>	Hundred Stream



*Works Currently underway at Dunton to clear extensive overhanging debris*

#### **Handwork: NRIDB Operatives**

Numerous sites across the whole of the district

Our hand crew have also carried out:

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

## 1.2 Maintenance Construction Projects

### **Buxton – Slow the Flow project**

Works are now largely complete. We will return ahead of spring to tidy and undertake fencing works.

### **Langor Brook WELF Restoration Scheme**

Plans are being finalised to carry out restoration works to 750m of heavily modified watercourse upstream of Langor Road Bridge.

Plans include restoring bed levels, re-profiling the gradient of the reach, re-profiling the banks and cross-section and reconnection of the floodplain.

This is a partnership project with Natural England, the Environment Agency and Pensthorpe Nature Reserve and will help restore Kettlestone Common which is a nationally important and rare fen habitat.

Construction is due to start in March.

### **Interreg & WEG Bids**

The Interreg bid to address long term sustainable use of fresh water within coastal flood areas **FRESH4C's**, a €6m proposal is expected to be determined January 2019.

UK lead is Suffolk County Council, with East Suffolk IDB, Environment Agency, Sustainable Water Solutions, & Cranfield University as UK Partners. UK commitment is to deliver the Felixstowe water transfer scheme as test site for shared learning. UK has requested a c£2m grant to help support the delivery. This has significant potential benefits for helping change how we manage water between end users at catchment scale within the water stressed areas of Norfolk & Suffolk.

EA Funding for Water Environment Grants (WEG) bids have been shortlisted and further clarification sort from EA/NE/RPA regarding procurement strategies and costs. We have provided this information by required deadlines and are awaiting final determinations. Decisions expected February 2019

## 2. HEALTH & SAFETY

During flailing works on Scarning Meadow, Dereham a small stone was caught by the flail turning it into a projectile which travelled approximately 20m through a hedgerow, over a 7ft brick garden wall and smashed a window of a residential property.

A review of the incident has been carried out with the main learning events being to ensure the use of our flail checklist and to ensure additional safety measures are in place when working in busy public areas, including debris netting, banksman controlling exclusion and segregation zones.

*Sky Guard*, an improved 24hour/365 day remote monitoring Lone Worker system, has been deployed throughout WMA Eastern group over this period. It is a simple, robust, standalone system that is a significant improvement on current



arrangements. The system allows for the user to contact emergency services at any time and also plots their location regularly for locating.

A new Hand Arm Vibration monitoring system has been deployed throughout WMA Eastern Group area to monitor the exposure to vibration from hand tools to ensure workforce are kept monitored for their vibration exposure. This is important for the board and its operatives to comply with the Hand Arm Vibration Regulations.

### **3. PLANT**

The Board's 8T machine will be sold in the next quarter. At this time it is not proposed that this is replaced, due to our arrangements with sub-contractors.

### **4. CAPITAL SCHEMES**

#### **4.1 River Nar Restoration Schemes (WLMP)**

##### **Fish passage at Narborough**

The tender process for the fish pass structure is now complete and statutory permissions are being finalised. The delivery time for the structure is 12 weeks resulting in an estimated construction start date of May 2019.

##### **Castle Acre Common**

Consent to carry out significant construction works on the common has been submitted to the planning inspectorate. We await the result which could take up to 4 months.

Detailed designs have been issued to all landowners and stakeholders along with a project update.

Construction is planned for summer 2019.

#### **4.2 Wensum Restoration Project**

Works are now complete and have gone to time and budget.

We will return in the spring for some general tidying and seeding.

We plan to hold a press event in the spring to publicise the project and its success to this part of the Wensum.

### **5. OPERATIONAL MATTERS**

Near Miss - High surge tides forecast Tuesday, 8 January 2019 resulted in telecom of Flood Advisory Service & meeting with representatives of all Category 1 responders with IDB represented by Catchment Engineer. These conferences were held Saturday, 5 January 2019 and Sunday, 6 January 2019 evening (18:30) after MET office model runs. Fortunately the c.1.4m surge developed out of phase with the forecast high water and arrived at c.low water at Lowestoft resulting in improved outlook. Workforce stood down Monday Morning.

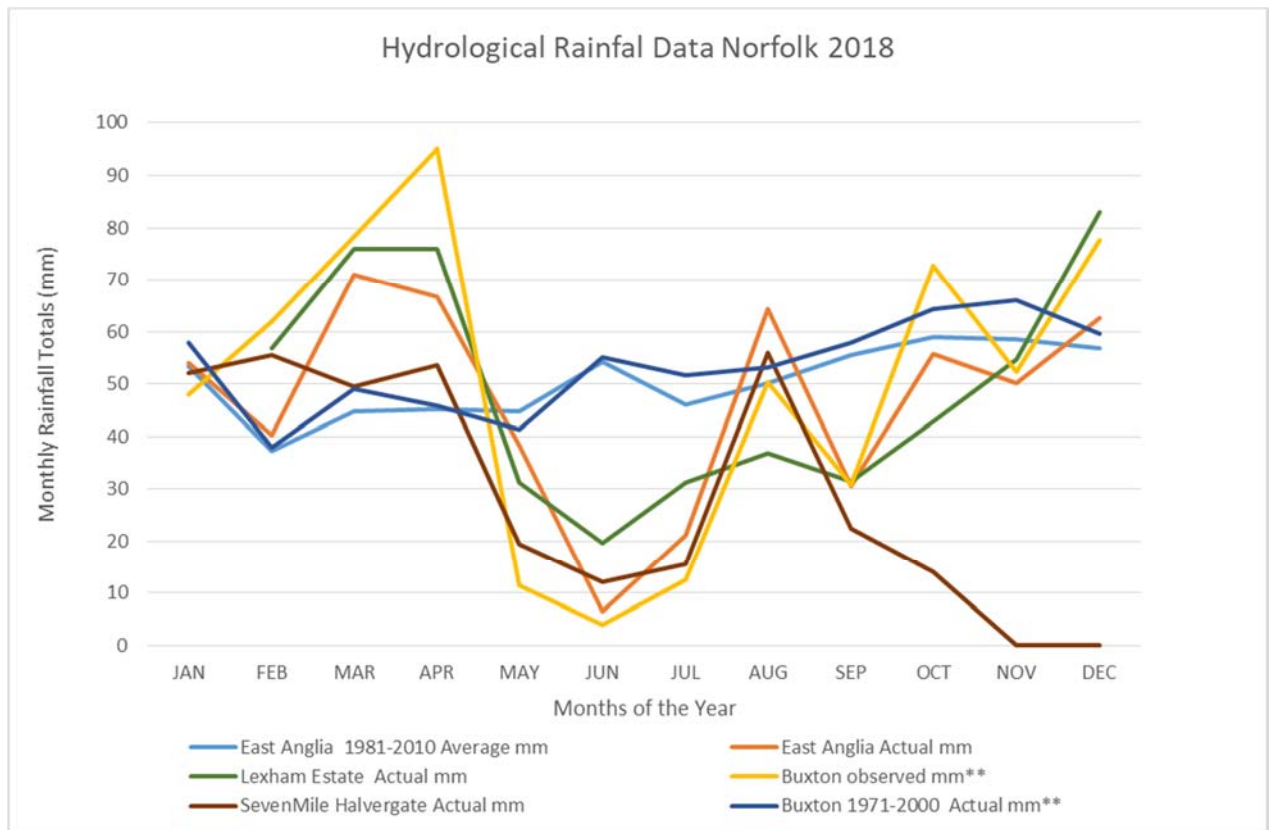
### **6. HYDROLOGY – UK Overview** (extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2018>)

September began settled and warm with plenty of sunshine for most eastern and central parts, but there was a long spell of predominantly westerly winds and unsettled weather starting in the second week and lasting until the 23rd, and it was often very windy between the 18th and 21st. The rest of the month was more settled with some notably cool nights especially for the south.

October began with a week of mainly fine weather over the south but it was generally more changeable in the north. Southerly winds brought unseasonably warm weather in the second week, and it was very wet and windy for most of the country around the 12th. After a quieter spell of weather with plenty of sunshine at times, it turned very cold from the 26th onwards with northerly and north-easterly winds, and showers turned wintry even at low levels on the 27th.

November began quite cold but otherwise the first half was changeable and mild with mainly southerly winds. It turned more settled from the 15th to 18th due to a large Scandinavian high, then easterly winds prevailed from the 19th to 26th, bringing cold weather with frequent showers in the east and in the south-west, but snow was mostly confined to high ground. Mild, wet and windy weather returned to all parts from the 27th onwards.

The first third of December was generally mild, wet and windy. It turned more settled and briefly colder around midmonth due to a Scandinavian blocking high, and widespread freezing rain in central and northern counties caused disruption on the 15th, but mild wet weather returned from the 17th to 23rd. From the 24th onwards it was somewhat quieter with high pressure dominant. A mild westerly flow maintained generally mild cloudy weather during this period, but it was often sunny to the east of the Pennines.



## Rainfall:

	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Buxton observed mm**	SevenMile Halvergate Actual mm	Buxton 1971-2000 Actual mm**
JAN	53.4	54.1		47.9	52	57.8
FEB	37.2	40.3	56.9	62	55.6	38
MAR	44.8	70.9	75.9	78.3	49.6	49
APR	45.3	66.7	75.9	95.1	53.6	45.8
MAY	44.8	38.4	31.2	11.5	19.4	41.4
JUN	54.3	6.5	19.6	4	12.2	55.2
JUL	46	21.1	31.2	12.5	15.6	51.6
AUG	50.1	64.3	36.9	50.4	56	53.2
SEP	55.6	30.7	31.5	30.9	22.4	57.8
OCT	59	55.7	42.9	72.8	14	64.3
NOV	58.5	50.2	54.6	52.2	0	66.1
DEC	56.8	62.7	83.1	77.7	0	59.5

\* <http://www.metoffice.gov.uk/climate/uk/summaries/2018>

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

## 7. STAFF/WORKFORCE –TRAINING/EDUCATION

### Sky guard lone worker system training

30 November 2018

All operatives

### Havs monitoring system training

3 December 2018

M&E Team

### 18<sup>th</sup> Edition electrical compliance training

14<sup>th</sup> – 18<sup>th</sup> January 2019

MEICA operatives

## 8. COMPLAINTS/ENFORCEMENT

Nothing to report this period.

## PLANNING REPORT

### 1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 5 October 2018 to 21 January 2019. 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):	1
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:	4

- 1.2 The current status of these applications are;

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

### 2. DELEGATED CONSENTS DETERMINED

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

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

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
17_00457_7_C	Byelaw 3 Surface Water	Erpingham	Land off Eagle Road	Discharge of Surface Water at restricted rate of 5.4 l/s from 4,707m <sup>2</sup> of new impermeable area	Granted 13/12/2018
18_00898_C	Section 23, LDA 1991	Ryburgh	Pensthorpe Natural Park	Alterations to two watercourse crossings	Granted 21/11/2018
18_01026_C	Section 23, LDA 1991	Wymondham	Becketswell Road	Works to culvert watercourse	Granted 14/01/2019
18_01034_C	Section 23, LDA 1991	Old Hunstanton	Waterworks Road	Works to culvert watercourse	Granted 17/01/2019

### 3. ENQUIRIES

3.1. There have been 9 enquires received during the reporting period, outlined below;

Case. Ref.	Case File Sub-type	Parish	Description
18_00403_Q	About Regulation	North Elmham	Enquiry regarding possibility of unconsented surface water discharge
18_00871_Q	About Regulation	South Acre	Enquiry regarding bank repair along the River Nar
18_00895_Q	About Regulation	Long Stratton	Enquiry regarding SWDC Calculations and Byelaw 10 Consents
18_00896_Q	About Regulation	Lyng	Enquiry regarding regulation of overgrown watercourse
18_00959_Q	About Regulation	Wymondham	Enquiry regarding consents for culverting
18_00964_Q	About Infrastructure	North Walsham	Enquiry regarding siltation within the canal
18_01019_Q	About Regulation	Old Hunstanton	Enquiry regarding land drainage consents

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Description</b>
18_01065_Q	About Planning	Long Stratton	Enquiry regarding FRA requirements
19_01142_Q	About Regulation	West Acre	Enquiry regarding surface water discharge into River Nar

#### **4. PLANNING COMMENTS**

- 4.1. Officers have provided comments on 10 applications that are either in or could impact on the Boards Internal Drainage District.

<b>Planning App. Ref.</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Stage of Planning</b>	<b>Description</b>
3PL/2015/1490/O	Dereham	Land off Shipdham Road	Outline	Residential development for a minimum of 291 dwellings
20180963	Reepham	Cawston Road	Full	Erection of Food Retail Store, Offices and Residential Development
Y/7/2018/7013	Long Stratton	Junction of A140, B1527 and C497	Full	To replace the existing crossroads junction
PF/18/0951	Sustead	New Road	Full	Conversion of agricultural buildings to 5 residential dwellings
3PL/2018/1299/O	Wendling	Carr Lane	Outline	Residential Development
3PL/2018/1246/F	Swanton Morley	Rectory Road	Full	Residential Development of 85 Dwellings
2018/2436	Barnham Broom	Rush Green	Full	Change of use of land for 20 permanent self-contained storage units
3PL/2018/1400/D	Guist	Land off Bridge Road	Discharge of Condition	Erection of dwelling and garage
PF/18/0951	Sustead	New Road	Full	Conversion of agricultural buildings to 5 residential dwellings
3PL/2018/1400/D	Guist	Land off Bridge Road	Discharge of Condition	Discharge of conditions for erection of dwelling and garage

## 5. FEES ASSOCIATED WITH CONSENTS GRANTED

- 5.1. There has been 1 fee invoiced during the reporting period as detailed below. This is a Surface Water Development Contribution and is currently unpaid.

Case ref.	Site	Amount (no VAT)	Date invoiced	"Trigger" and reason for payment
17_00457_7_C	Land off Eagle Road, Erpingham	£3,553.79	12/12/2018	First 50% payment following the granting of consent for a surface water discharge with a maximum rate of 5.4 l/s from 4,707 m <sup>2</sup>

## 6. UPDATE ON REPLACEMENT OF CURRENT PLANNING AND BYELAW POLICY DOCUMENT

- 6.1. The member Internal Drainage Boards ("IDBs") of the Water Management Alliance ("WMA") have been guided in their application of statutory regulatory powers under the Land Drainage Act 1991 and each Board's Byelaws by a [Planning and Byelaw Policy document](#) adopted in April 2012.
- 6.2. Following the inception of the new Planning Team within the WMA, officers have continued to be guided by this document. In light of their experiences using the document, and also in response to wider Government legislative and policy changes, officers have initiated a review of its approach.
- 6.3. As such a [draft Planning and Byelaw Strategy](#) has been produced and was considered by the WMA Consortia Management Committee ("CMC") on the 7 December 2018. At this meeting CMC supported a recommendation to undertake a limited 4 week consultation with Local Planning Authorities and Risk Management Authorities prior to amendment and submission to each WMA member Board for comment, approval and adoption.

**G.R. BROWN – FLOOD AND WATER MANAGER**  
**C.H. BRADY – FLOOD AND WATER OFFICER**  
**J.F. NOBBS – FLOOD AND WATER OFFICER**



## **NORFOLK RIVERS IDB ENVIRONMENTAL REPORT – January 2019**

The Environmental Team continues to facilitate maintenance and capital projects undertaken throughout the NRIDB area. The following information pertains to environmental work carried out for the Norfolk Rivers IDB involving the Environmental Manager (EM) and/or the Environmental Officers (EOs), from the 5 October 2018 - 18 January 2019

### **1. INFORMATION FOR THE BOARD**

#### **1.1 River Wensum – Phase 3 Restoration**

The third and final Phase of the River Wensum Restoration scheme was started on 1 October 2018 and was completed by 9 November 2018 by Five Rivers, River Restoration Contractors. During this time, the EM carried out water vole surveying and destructive search mitigation for the project.

A final walkover and sign off of the project was undertaken by Five Rivers, Atkins and representation from the NRIDB.

This third phase project has combined WFD improvement with NFM, in close consultation with the landowner.

Following appropriate mitigation, the project used various techniques such as: placing locally sourced, large wood instream onto the river bed and keying these wooden structures into the bank, pushing banks in from the side to narrow the river and create berms and raise the beds using gravels. The project also found provision for other biodiversity measures such as fish refuge areas, an otter holt installation and a reptile hibernacula.



*Bed raising using gravels*



*Fish refuge and hibernacula*

#### **1.2 Chemical Spill at Billingford- Update**

The Environment Agency were recently contacted to determine the current situation regarding the chemical spill at Billingford, reported at the previous NRIDB Board meeting.

Simon Engler, an EA officer, reported that the worst affected lake is soon to be treated with an Ammonium Specific Resin, which binds to the ammonium in the lake and is reported to result in a 95% removal of the chemical. This is estimated to be achieved at a rate of 4 cubic/metres of clean discharge per hour. Over the next few weeks, the discharge is to be monitored and returned to the lake and data collected to determine if the discharge will be clean enough to discharge into the IDB drain and the River Wensum. The quantity of ammonium in solution in the lake is currently measured at a concentration of 20/mg per litre. The concentration being aimed for prior to discharge into the IDB drain is 1mg/litre.

The EA will be in touch over the next few weeks to formalise the future approach of discharging into the IDB drain; once data has been collected and analysed to



determine if the 1mg/litre concentration can be achieved. The EA advised that any future discharge would also be monitored by water quality telemetry sondes to ensure concentrations entering the IDB drain were within target limits. The telemetry is alarmed with access to a 24/7 response, to ensure concentration limits were not exceeded.

### **1.3 Biodiversity Action Plan Reporting 2018-2019**

The Boards Biodiversity Action Plans were reviewed and completed by April 2018. Various action have been undertaken since then 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 2018-19 is shown as Appendix 1.

### **1.4 River Nar Restoration Schemes (WLMP)**

#### **1.4.1 Castle Acre Common**

Consent to carry out significant construction works on the common has been submitted to the planning inspectorate. We await the result which could take up to 4 months.

Detailed designs have been issued to all landowners and stakeholders along with a project update. Construction is planned for Summer 2019.

#### **1.4.2 Fish Passage at Narborough**

The tender process for the fish pass structure is now complete and statutory permissions are being finalised. The delivery time for the structure is 12 weeks resulting in an estimated construction start date of May 2019.

### **1.5 PSCA Projects:**

#### **1.5.1 River Tud – Badley Moor – River restoration**

As previously reported, a restoration project is planned for the River Tud at Badley Moor, Dereham. This will help to manage sediment and maintain water conveyance as well as improve habitats.

A Flood Risk Activity Permit (FRAP) application has been submitted to the EA for the work within the Main River. A Habitats Regulation Assessment has also been undertaken and submitted to Natural England for their assent as the works will take place with the Badley Moor SSSI. The NE assent has already been received and discussions with the EA are ongoing, with the FRAP is expected soon.

Works are scheduled to start in February and expected to be completed in March. The first operation will be to undertake water vole mitigation (within the licence window starting 15 February) along the river banks where works will affect the banks due to the installation of features such as berms and woody deflectors. During the works, measures will be taken to minimise impact on the features of the adjacent Badley Moor SSSI.

#### **1.5.2 NFM - Camping Beck, Buxton**

Construction works for the previously reported NFM project at Dudwick Park, Buxton were undertaken during this period, with the main work being completed in November. Further work is required and this is planned to be undertaken in April 2019. This will consist of grass seeding, fencing and other site restoration works.

Before the works, a water vole survey was undertaken of all the existing dykes within Dudwick Park as well as along the bank of Camping Beck, which showed that there was a presence of water vole on the site at a low level. Therefore, any areas where the new construction works were planned to link in with existing dykes or the Camping Beck, were subject to displacement water vole mitigation to prevent impact on water vole. Several small areas were mitigated under the IDB class licence to successfully displace voles and prevent harm. During the mitigation, one water vole was seen and signs of water voles were observed, including feeding remains, burrows and nests.

The area around Dudwick Park has historical interest, with several old buildings extant as well as recorded archaeological sites, including building remains and other artefacts. The park was also the fictional setting for the book *Black Beauty* with links to the author. Therefore, it was decided to engage an archaeological subcontractor to monitor the works. The only features affected by the works were related to the drainage system within the park. These were a brick culvert headwall in one of the dykes and the line of an old dyke was uncovered during excavation, which had been filled with brick rubble. Both of these features are post-medieval and of limited interest. A report was prepared by the archaeological subcontractor and submitted to the Norfolk Historic Environment Service to record the findings.



*Water vole destructive searches underway (left); and a water vole nest discovered underground*

## **1.6 IMRMP – Sculthorpe Moor**

As previously reported, a scheme to install leaky dams parallel to the River Wensum at the Hawk and Owl Trust reserve at Sculthorpe Moor is being undertaken as part of the Integrated Main River Maintenance Programme. These will act as leaky dams, which will help to reduce water input into the reserve during time of high river levels. Works started on the 19<sup>th</sup> November and were completed by the end of that month. Initial vegetation clearance was undertaken to allow access to the works areas, with the main works consisting of felling some large poplar trees to use as the leaky dams within lower spots along the river bank.

An initial site walkover was undertaken with reserve staff to discuss environmental constraints and agree details of the works and proposed environmental mitigation. This was followed by environmental briefings and walkover with the contractor prior to starting works and monitoring visits whilst the work was underway. As part of the environmental mitigation, the access routes and works corridor were checked for any sensitive habitats or species and the extent of the works area agreed to minimise impacts. The trees being removed were specifically checked for any signs of bat roosts.



*Leaky dams installed from locally felled Poplar trees*

## **2. Site Visits and Pre-Work Assessments**

9 October 2018

The EM undertook water vole checks in the locations requiring mitigation to allow restoration features to be installed.

10-24 October 2018

Water vole displacement mitigation was undertaken on the Buxton NFM project by the EO Jamie Manners. The mitigation was to facilitate the elements of the construction work that link in with the existing dyke, where low levels of water vole activity were identified in earlier surveys.

16 October 2018

The EO Jamie Manners undertook a water vole survey along the River Tud at Badley Moor in order to inform the mitigation requirements for the planned restoration works.

17 October and 18 October 2018

The EM undertook several destructive searches on water vole burrows in locations on the River Wensum, where banks and burrows were to be impacted by restoration feature installation.

22 October 2018

The EO Helen Mandley and Paul George, Operations Engineer carried out a site visit to Lexham to assess the site in preparation to carry out water vole mitigation for the abstraction project.

24 October 2018

The EO Jamie Manners and Operations Engineer Tom Jones visited the site of a potential NFM project at Walcott, with representatives from North Norfolk District Council, the EA and the landowner, to undertake some initial scoping.

17 November 2018

The EO Jamie Manners met with the Hawk and Owl Trust assistant warden at Sculthorpe Moor. A walk through the site of the proposed leaky dam work was made to discuss environmental constraints for the works which were starting the following week.

19 November 2018

The EO Jamie Manners and Operations Engineer Tom Jones attended the Sculthorpe Moor site to meet contractors and deliver pre-works briefings ahead of works starting that day.

21 November 2018

The EO Jamie Manners undertook a monitoring site visit to Sculthorpe Moor during construction works, meeting with the contractor and the reserve warden.

29 November 2018

AM The EO Helen Mandley and Paul George, Operations Engineer carried out a site visit with Highways to discuss road flooding issues at Newton Mill. Silt trap location options were discussed to help the situation.

PM The EO Helen Mandley and Paul George, Operations Engineer carried out a site visit to Lexham to assess the site to find a suitable site for water vole habitat enhancement to replace water vole habitat that will be lost during the project.

4 December 2018

The EO Jamie Manners and Operations Engineer Tom Jones undertook a survey at a site on Scarrow Beck near its confluence with the River Bure. This will help to potentially develop an NFM project.

7 and 11 December 2018

The EO Helen Mandley carried out site visits to Berry Hall and Sculthorpe Moor to assess their work before and after Wayne Risebrow and Mark Wheeler had completed the maintenance.

2 January 2019

The EO Helen Mandley carried out a scoping visit with Wayne Risebrow and Mark Wheeler to a series of drains at Dunton to assess the drain to highlight anything of note before maintenance begins.

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

Environmental Team meetings have been held on: 3 October 2018, 15 November 2018 and 17 December 2018.

5 October 2018

The EO Helen Mandley attended the Norfolk mink meeting at the Broads Authority, Yare House. The Broads IDB continue to contribute to this project and there is an overall decline in mink kills across Norfolk.

23 October 2018

The EO Helen Mandley and Paul George, Operations Engineer attended a meeting together to discuss the Castle Acre Commons Act 2006 application to carry out the restoration work on the common.

5 November 2018

Bure Valley Partnership meeting attended by the EM at National Trust Offices Blickling. The WEG bids put forward in partnership with the National Trusts Riverland's Project were discussed along with future partnership working with the NT and the NRIDB on the Scarrow Beck NFM project.

8 November 2018

The EO, Jamie Manners and the EM attended 4x4 training at the Explore 4x4 training facility at Elvedon, Thetford. The training is required to demonstrate competency in off-road driving, which may be needed for future Capital Schemes in East Suffolk and



other Boards. Operations Engineer Tom Jones and Operations Manager Phil Semmence also received training.

30 November 2018

The Environmental Team attended a Bat Survey Training Course at Horham, Suffolk with a view to broadening the teams understanding of bat ecology, survey and legislation with regard to bats in Woodland or utilising trees. This furthered their knowledge of: where to look for bats in woodland, the commuting and foraging behaviour of bats, legislation protecting bats and the use of an endoscope in looking for bats whilst undertaking woodland management.

3 January 2019

The EO Helen Mandley attended the Norfolk Crayfish meeting at Dragonfly House to discuss survey results and relocation sites.

11 January 2019

The EO Jamie Manners attended a Norfolk WMA team meeting with other team members at Martham Depot to discuss workloads and resources.

#### **4. Licence or assent applications made during this period:**

<b>License / Assent / Habitat Regulations Assessment</b>	<b>Applied</b>	<b>Granted</b>
EPR Flood Risk Activity Permit application to the EA for the Sculthorpe Moor IMRMP works.	15 August 2018	1 November 2018
Waste Exemption WEX145768, D7 Burning waste in the open, Dudwick House, Buxton, NR10 5HX	12 October 2018	N/A
Waste Carrier Licence NRIDB Higher Tier	23 November 2018	23 November 2018
Natural England SSSI assent for Lexham water abstraction project, Norfolk Rivers IDB on behalf of a client -River Nar SSSI mitigation and habitat enhancement for water vole.	3 December 2018	13 December 2018
Natural England Developmental Class licence application (CL 31) to carry out mitigation and enhancement on behalf of Brown&Co for the Lexham water abstraction project.	27 November 2018	5 December 2018
Natural England SSSI assent for targeted maintenance on Dereham Stream.	9 December 2018	17 December 2018
FRAP application to EA for Badley Moor river restoration	11 December 2018	
HRA submitted for NE assent for Badley Moor river restoration	11 December 2018	10 January 2019
An application to apply to the Planning Inspectorate for consent to construct works on Castle Acre Common under section 38 of the Commons Act 2006.	8 January 2019	

**Helen Mandley, Environment Officer (WMA Eastern)**

**Jamie Manners, Environment Officer (WMA Eastern)**

**Caroline Laburn, Environmental Manager (WMA)**

## Appendix I: Habitats and Species - Action Plan Achievements 2018-19

ACTION		PARTNERS	DATE
<b>COASTAL AND FLOODPLAIN GRAZING MARSH</b>			
2.	Deliver one Natural Flood Management (NFM) project per year	Broadland Catchment Partnership (BCP), Natural England (NE), Environment Agency (EA) and Landowners	2018-23
	<p>Sculthorpe Moor NFM completed. This involved bank works only (leaky dams to reduce flooding to the Hawk and Owl Trust Reserve). This was completed in November 18).</p> <p>Buxton NFM has been constructed during Sept-Nov 2018. (The final connection to the river at the upstream end will not be finalised until 2019, when levels are confirmed and agreed.)</p> <p>Scarrow Beck NFM in planning for 2019-20 delivery</p>	<p>EA ,NE, Landowners</p> <p>EA, Landowners, BCP</p> <p>National Trust (NT), EA, Landowners</p>	Actions ongoing
<b>REEDBED</b>			
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
	<p>Castle Acre Common Restoration Scheme in planning for 2019 delivery.</p> <p>Castle Acre Common-West Acre Restoration Scheme in planning for 2019 delivery (via Water Environment Grant (WEG) bid).</p>	NE, Charles Rangeley-Wilson, Landowners	Actions ongoing
<b>FENS</b>			
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
	Castle Acre Common Restoration Scheme in planning for 2019 delivery.  Castle Acre Common-West Acre Restoration Scheme in planning for 2019 delivery (via WEG bid).  Langor Drain Project designs are being discussed for the Langor drain with a view to delivery in 2019-20.	NE, Charles Rangeley-Wilson, Landowners  NE, Landowners	Actions ongoing
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 2018, 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 has been reviewed duing 2018 and agreed by NE and the NRIDB Board		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
	Castle Acre Common Restoration Scheme in planning for 2019 delivery.  Castle Acre Common-West Acre Restoration Scheme in planning for 2019 delivery (via WEG bid).  Narborough fish pass in planning for 2019 delivery.	NE, Landowners  NE, Charles Rangeley-Wilson, Landowners  EA, NE, Landowners	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
	The final phase of River Restoration on the River Wensum (Unit 45) at Helhoughton was completed in November 2018. Monitoring of this site and Phase 1 and 2 will continue in 2019.	NE, EA and Landowners	Actions ongoing

ACTION		PARTNERS	DATE
12.	Continue to work in partnership with stakeholders to deliver river restoration on the Langor Drain at Kettlestone Common.	NE, EA and Landowners	2020
	Project designs are being discussed for the Langor drain with a view to delivery in 2019-20.	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
	River Wensum (phase 3) delivered in 2018.	Landowner, NE	Actions ongoing
	Castle Acre Common Restoration Scheme in planning for 2019 delivery	Landowner, Charles Rangeley-Wilson, NE	
	Castle Acre Common-West Acre Restoration Scheme in planning for 2019 delivery (via WEG bid).		
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
	Restoration of the Whitewater. (River Wensum Tributary), delivered via the integrated main river program restoration was completed during 2018.	EA, NE	Actions ongoing
	River Restoration in planning for the River Tud at Badley Moor for Spring 2019 delivery	EA, NE	
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
	Swannington Rural SUDS delivered 2018	NRT, BCP	Actions ongoing
	Thorpe Market, Manor Farm SUDS delivered 2018	NRT	
	Rural SUDS for Mileham on the River Nar in planning for 2019 delivery		
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



ACTION		PARTNERS	DATE
	Wet woodlands have been designed into river restoration projects where possible. E.g. River Wensum and River Nar (via WEG bid application).	NE, NWT, NRT, EA and LA's	Actions ongoing
<b>WATER VOLE</b>			
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 2018, 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
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 2019	NBIS	Actions ongoing
21.	Continue to work in partnership on the Norfolk Mink Control Project.	Norfolk Non-Native Species Initiative (NNNSI)	2018 - 23
	Norfolk Mink Control Meetings attended 3 times per year NRIDB contributed £2500 toward the Norfolk Mink Control Project during 2018-2019: <a href="https://thenorfolkproject.org.uk/">https://thenorfolkproject.org.uk/</a>	NNNSI	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 Wensum restoration scheme 100m of banks were enhanced for water voles habitat by daylighting and creating more open water.	NE, EA, Landowners and NWT	Actions ongoing

ACTION		PARTNERS	DATE
	<p>Restoration of the Whitewater. (River Wensum Tributary), delivered via the integrated main river program restoration was completed during 2018.</p> <ul style="list-style-type: none"> <li>— Fencing was erected to protect the tree planting and will protect some of the river bank from grazing and therefore improve WV habitat.</li> <li>— Water vole burrows were avoided during the works that affected the river bank.</li> </ul>		
<b>BROWN TROUT</b>			
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 2018, to ensure that the SMO is being followed during maintenance and to highlight any improvements.		Actions ongoing
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 Wensum restoration project 300m of improved habitat for fish spawning by bed raising and the creation of riffles.</p> <p>During the River Wensum restoration project 200m of refuge habitat created.</p> <p>Restoration of the Whitewater. (River Wensum Tributary), delivered via the integrated main river program restoration was completed during 2018.</p> <ul style="list-style-type: none"> <li>• Where 147 over 10 riffles were created by raising the bed level.</li> <li>• Approximately 1700m<sup>2</sup> area of land subject to riverside tree planting which could help cool the water down giving shade to fish.</li> </ul>	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

ACTION		PARTNERS	DATE
	<ul style="list-style-type: none"> <li>Castle Acre Common-West Acre Restoration Scheme in planning for 2019 delivery (via WEG bid).</li> </ul>	Landowner, Charles Rangeley-Wilson, NE	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
	Swannington 2018  Thorpe Market, Manor Farm 2019  Rural SUDS for Mileham on the River Nar in planning for 2019 delivery	Landowner, Charles Rangeley-Wilson, NE  NRT, BCP	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
	Restoration of the Whitewater. (River Wensum Tributary), delivered via the integrated main river program restoration was completed during 2018.  River Restoration in planning for the River Tud at Badley Moor for Spring 2019 delivery	EA and Landowners	Actions ongoing
<b>BARN OWL</b>			
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 2018 in January 2019.  NRIDB contributed £1667 to this project to survey and produce a report during 2018/19.	WCP	Actions ongoing
29.	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff and Contractors	Ongoing
	The sward height in the SMO has been reviewed during the 2018 SMO review to 150mm	Staff and Contractors	Actions ongoing

ACTION		PARTNERS	DATE
<b>WHITE CLAWED CRAYFISH</b>			
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 2018, 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 has been reviewed during 2018 and ratified by the NRIDB Board.	Contractors and Staff	Actions ongoing
32.	Liaise and work closely with the Norfolk Crayfish Group.	NRT, EA, NE and NWT	2018 - 23
	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 Bure IDB Tributaries during 2018-2019. A report will be produced prior to April 2018.	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
	Restoration of the Whitewater. (River Wensum Tributary), delivered via the integrated main river program restoration was completed during 2018.  Where 147m over 10 riffles were created by raising the bed level.  River Restoration in planning for the River Tud at Badley Moor for Spring 2019 delivery	EA and Landowners	Actions ongoing
<b>NON NATIVE INVASIVE SPECIES</b>			
36.	Continue to contribute to and work in Partnership with the Norfolk Non-Native Invasive on invasive control projects.	NNNSI	Ongoing

ACTION		PARTNERS	DATE
	Ongoing work with the partnership, attending meetings with the partnership. NRIDB contributed £2000 to the NNSI during 2018/19.	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 2019.	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
	The boards biosecurity policy has been reviewed and ratified by the NRIDB during 2018	Staff and Contractors	2018
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 2018.	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
	Giant hogweed was sprayed with herbicide on the River Bure between Dunkirk and Oxnead in May 2018. This was completed through a PSCA with the EA. The EA are now planning on undertaking the spraying for 2019.	EA, Contractors and Landowners	2018-19

## NORFOLK RIVERS IDB

### SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/10/2018

Payment Date to: 31/12/2018

<u>NAME</u>	<u>DETAILS</u>	<u>% COST RECOVERABLE</u>	<u>AMOUNT PAID THIS PERIOD</u>
ADC (East Anglia) Ltd	Cleaning/surveying Syphon	0	6,684.00
Anglia Farmers	Rechargeable Materials	97.5	5,889.54
Atkins Ltd	PAR Preparation	100	11,998.80
Broads (2006) IDB	Recharge Work	0	1,743.60
Cap Trac	Tuff Trak Panels	100	480.00
S J Cobbold Suffolk	Plant/Labour Hire	100	15,720.00
Environment Agency	Precept	0	35,250.50
Environment Agency	Flood Risk Activity Permit	100	212.50
Five Rivers Environmental	River Restoration Works	100	145,680.09
GDR Sales Ltd	Plant/Labour Hire	67	72,722.53
Halls Power Equipment	Handsaw	0	51.60
Inland Revenue	PAYE/NI	0	2,549.70
JKH Drainage Units Ltd	Headwalls	100	973.20
Mervyn Lambert Plant	Traffic Management	100	270.00
Middleton Aggregates Ltd	Clay	100	14,530.84
Natural England	Consultation on River Nar	0	600.00
Norfolk Pension Fund	Superannuation	0	2,797.34
NTD Hire	Dumper Hire	100	6,360.00
P & R Hydraulics Ltd	Motor	0	1,571.78
Reactec Ltd	HAV Monitoring Equipment	0	2,139.43
Rocksure Systems Ltd	Lone Operator SONIMS	0	129.60
Salix	Rebar/Reinforcement Mat	100	460.32
Will Soar	Water Vole Surveys	100	280.00
Vodafone Ltd	Mobile Phone Charges	0	123.16
WMA	Staff Recharges/Materials	55	45,476.55
Heather Wallis	Archaeological Work	100	2,816.30

Please note that the amounts shown above include VAT

**£377,511.38**

## Norfolk Rivers Internal Drainage Board

### Objectives 2018/19– Performance Review

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2018/19 and plan for subsequent year's rate increases to equate to no more than an inflationary rise.	Chief Executive/ Budget Holders :Catchment Engineer / Project Engineer / Operations Manager	Achieved.
2.	Ensure the EA's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage District.	Chief Executive/Board	In agreement with the EA, the Board's Officers have prepared a 3-year programme of works to EA main river that would benefit the IDB system and for delivery by the IDB, to be funded by the Board's precept/RFCC Local Levy payment. Delivery of this programme commenced in 2017/18 but in 2018/19 has been halted by the EA. Given that this programme would have been funded with by the IDB's precept/RFCC Local Levy the Board should consider appealing its 2019/20 precept.
3.	To make progress with changing the legislation to enable the Board to extend its area, should Highland Water Contributions be reduced or no longer made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.	Chief Executive/Board	Ongoing. The Defra consultation January – March 2019 looking at improving the management of water in the environment will look at legislative change on rating methodology and extension of watershed catchments.
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	Ongoing but impeded by the cessation by the EA of the IDB delivery of works to EA main river as set out in objective 2.

24 January 2019

P J CAMAMILE  
CHIEF EXECUTIVE



### **Draft Objectives for 2019/20**

1. To ensure that total expenditure does not exceed the expenditure budget for 2019/20 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 help introduce a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, NNDC, NCC, NE, BA and our other partners.
5. To be financially and hydraulically independent from the Environment Agency within a period of 3 years.



**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	6 →	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	6 →	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 therefore IDB may need to consider appealing its 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</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)
						place for appropriate personnel  Succession planning
	(1f) Damage caused to third party property or individuals, as a result of carrying out works	Compensation claims made against the Board  Loss of confidence in the Board's capabilities	2	2	Medium 4 ↓	Documented Staff training and Employee handbook in place to limit risk  Internal controls provide for segregation of duties  Use of approved suppliers  Insurance, Financial Regulations, Health & Safety Policy, risk assessments and safe systems of work all in place  ISO9001 accredited with external audit of QA systems  Complaints register
	(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 →	Additional resource in post and shared across WMA Eastern Boards  Resources backed up by volunteers and equipment  Board is a member of 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)
						Local Resilience Forum.  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: <a href="http://www.wlma.org.uk/norfolk-idb/contact-us/">http://www.wlma.org.uk/norfolk-idb/contact-us/</a> and in telephone directory  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**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
		Cost implications for replacement, even with insurance				Regular stock control checks and current inventory of assets  Insurance
	(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	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	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>
	(2b) LLFA and EA take over the functions of IDB	If the LLFA/EA were to take over the functions of				

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD  
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
		the IDB, it would cease to exist				spread across the WMA Member Boards to reduce costs, strengthen organisation and increase influence  Member of ADA  Develop linkages with local media to promote IDB
	(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 ↓	Explore new funding sources locally with EA, LLFA and others  Arrangement with WMA Member Boards for support  Introduction of new management structure for WMA (Eastern) Boards  Additional Resource in post and shared across other WMA (Eastern) Boards to increase capacity and capability
To liaise with EA to en-main sections of main river that will be de-listed by the EA.	(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 ↑	Continue to liaise with EA to bring proposal to Board.  De-maining of low consequence main river remains under



**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)
	main the rivers if the IDB refuses to adopt them.	reduce the IDB's ability to fulfil its statutory function				consideration by EA. Public consultation during Autumn 2017 for national de-maining pilot study in Norfolk/Suffolk, but the pilot study is currently on hold in Norfolk  Board has agreed to adopt de-mained rivers  Prioritise maintenance programme
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	(4a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk  (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	Potential for increased flood risk  Lost income from SWDCs and commuted sums  Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding	2	3	High 6 ↓	Planning/Enforcement is undertaken by the Board's Flood and Water Officers and issues are raised at Board meetings.  Officers' comments on planning applications are available on Local Authority website.  Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 for consultation with LPAs before presenting to WMA Member Boards for adoption  A SUDs adoption and charging policy was adopted by the Board at

**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>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>
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>(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-native species</p>	<p>Board does not meet its environmental targets. Potential to incur penalties/fines</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Failure to successfully</p>	1	2	Low 2 →	<p>BAP approved by Board and submitted to DEFRA and EA. Revised and updated for Board approval January 2018</p> <p>Work to WFD compliant SMO</p> <p>Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental performance in lower</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)
	adversely affect BAP delivery	control/eradicate invasive species				<p>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.

**Distributed to:**

**Members**

Bambridge S G (Vice-Chairman)  
Bannock C H Mrs  
Birkbeck H C  
Borrett W  
Borthwick J  
Broome P  
Carrick J F (Chairman)  
Cator H G  
Carrick P H  
Everett G  
FitzPatrick V  
Foster N W D  
Foulger C  
Labouchere J P  
Legg N  
Little M R  
Monument L Mrs  
Moore P  
Mutimer G T  
Oliver J Mrs  
Reynolds R  
Sayer M J  
Shaw S  
Stevens R  
Watson E Mrs  
Wilbourn R

**Officers**

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