

A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM AT MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, PE12 7PA AND VIRTUALLY VIA MICROSOFT TEAMS ON TUESDAY, 06 FEBRUARY 2024 AT 10.30 AM.

Elected Members		Appointed Members	
* S Bartlett		South Holland DC	
* C Dring		* A Beal	
* N Grundy		* A Casson	
A Hay		* N Chapman	
* S Markillie		* P Foyster	
* J Perowne		*v P Redgate	
* I Stancer		E Sneath	
* S Taylor		*v T Sneath	
* R Thompson		*v J Tyrrell	
* D Worth		* D Wilkinson	
		Vacancy	
		Jointly Appointed	
		Vacancy	
* Present			
*v Present via Teams	*/*v	Total Present (81%)	

Duncan Worth in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Katie Byrne (Business Support Officer), Phil Camamile (Chief Executive), Sallyanne Jeffrey (Finance and Rating Manager), vGeorgina Nichols (FCERM Programme Manager) and Karl Vines (Area Manager, South Holland)

ID	South Holland IDB, Minute	Action
01/24	WELCOME AND APOLOGIES FOR ABSENCE	
01/24/01	The Chairman welcomed everyone to the meeting. Apologies for absence were received on behalf of Andrew Hay, Elizabeth Sneath and Caroline Laburn. [Jack Tyrell would hopefully join following another meeting].	
02/24	DECLARATIONS OF INTEREST	
02/24/01	Nick Grundy declared an interest in the Confidential Estates Report (page 116). RESOLVED that this be noted. Simon Bartlett declared an interest in the Confidential Estates Report (page 115). RESOLVED that this be noted.	

ID	South Holland IDB, Minute	Action
	Duncan Worth declared an interest in the Confidential Operations Report (page 113). RESOLVED that this be noted.	
	03/24 MINUTES OF THE LAST BOARD MEETING	
03/24/01	The minutes of the last Board meeting held on 16 November 2023 were confirmed and signed as a true record, subject to the following amendment:	
03/24/02	Proposed Piping of 35m of Lutton Eau, Lime Walk, Long Sutton (90/23/08)	
	The Area Manager confirmed that the wording 'subject to the applicant entering into the Board's standard deed of indemnity' be removed from the minutes. RESOLVED that this be actioned.	KBy
	04/24 PERFORMANCE SUB COMMITTEE MEETING	
04/24/01	The recommendations arising from the Performance Sub Committee meeting held on 23 January 2024 were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
04/24/02	Objective 2: Grant Aid (02/24/02)	
	The Chairman suggested the wording 'dysfunctional' be changed to 'occasional' before publishing the minutes on the group's website. RESOLVED that this be actioned.	PJC
04/24/03	Solar Panels (02/24/05)	
	The Area Manager asked the Board for the contact details of any known Solar Panel Companies. Three named contacts were given to the Area Manager and the Area Manager agreed to obtain quotes from these 3 suppliers. RESOLVED that this be actioned.	KV
04/24/04	Performance Review of 2023/24 Objectives (03/24/02)	
	The Performance Review for 2023/24, (a copy of which is filed in the Report Book), was considered in detail and approved. Members were pleased to note that the Board's objectives for 2023/24 had substantially been achieved.	
04/24/05	Objectives for 2024/25 (04/24/01)	
	It was agreed and thereby RESOLVED to approve the objectives for 2024/25 as follows:	
	(i) To ensure total expenditure does not exceed the expenditure budget for 2024/25 and aim to present a balanced budget within 3 years.	

ID South Holland IDB, Minute	Action
<ul style="list-style-type: none"> <li data-bbox="236 170 1353 282">(ii) To continue to investigate all funding options to finance capital work and bring forward high value capital projects from the 20-year programme into the current 6-year FCERM programme whenever possible. <li data-bbox="236 320 1353 461">(iii) To ensure that the direct maintenance works budget does not exceed £2.040,120, unless there is an unprecedented event. Any costs that are incurred over and above the budget of £2,040,120 are to be itemised, identified, and costed separately. <li data-bbox="236 499 1353 611">(iv) To work with the Environment Agency (EA) to ensure that the first line sea defences are properly maintained so that they protect the Board's area from tidal inundation. <li data-bbox="236 649 1353 761">(v) Seek to ensure that the Board's Top 40 ratepayers are registered to use DRS Online and increase the value of drainage rates that are managed through DRS Online from 60% to 80%. <li data-bbox="236 799 1353 866">(vi) To reduce carbon emissions, in accordance with the WMA group's Carbon Management Plan and continue to monitor performance annually. <li data-bbox="236 904 1353 1016">(vii) To support South Holland District Council through ADA and the LGA's Special Interest Group to disaggregate IDB Special Levies from the Council's Revenue and Expenditure profile. <li data-bbox="236 1055 1353 1122">(viii) To ensure that the WMA group has a robust Drainage Rating System after 31 March 2025 for use by its Member Boards only (budget permitting). <li data-bbox="236 1160 1353 1234">(ix) To capture all utility crossings in, through, under, over, alongside the Board's arterial network. 	
05/24 HEALTH, SAFETY & WELFARE PERFORMANCE REPORT	
05/24/01 The Health, Safety & Welfare Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
05/24/02 Near Misses (2.)	
<p data-bbox="304 1565 1353 1706">Paul Redgate queried the low number of near misses recorded. The Chairman suggested that these be recorded via a WhatsApp group to encourage more dynamic reporting, as it happens. RESOLVED that this be actioned.</p>	KV
06/24 CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT UPDATE	
06/24/01 The Capital Works Programme & Project Development Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
06/24/02 The FCERM Programme Manager apprised members that the Board had also gained full approval for the Luton Leam Sluice capital refurbishment project, valued at £2.9m of Flood Defence Grant-in-Aid. No contribution from the Board was required. RESOLVED that this be noted.	

ID South Holland IDB, Minute	Action
<p>07/24 PROJECT DELIVERY REPORT</p>	
<p>07/24/01 The Project Delivery Report, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p>08/24 OPERATIONS REPORT</p>	
<p>08/24/01 The Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
<p>08/24/02 Flail Mowing (1.1)</p>	
<p>Sam Markillie was surprised to note the variation in £/linear kilometre for each of the Board's weedcutting machinery combinations. The Area Manager agreed to look at this and investigate. RESOLVED that this be actioned.</p>	KV
<p>08/24/03 Complaint regarding disposal of basket cuttings – H04 Cowpers Gate Drain, Station Road, Long Sutton (1.4.)</p>	
<p>The Board agreed that no further action could be carried out with regard to this issue, as historically arisings had always been deposited on the brink of the watercourse. It was felt that the removal of arisings in this location would set a precedent in terms of other urban locations, and this would have an adverse impact on the maintenance budget. RESOLVED that this be noted.</p>	
<p>[Jack Tyrrell joined the meeting at this point via Microsoft Teams]</p>	
<p>08/24/04 Proposed Wellend and Nene Drainage Museum (17.2.)</p>	
<p>The Board were generally supportive of this proposal, and the suggested £5,000 contribution towards funding, on the basis that:</p>	AC
<ul style="list-style-type: none"> • There would be no liability on the Board • The agreement of a suitable business plan • The relevant insurances being in place 	
<p>Anthony Casson agreed to report this to the Wellend and Deepings IDB meeting and report back to the Board accordingly. RESOLVED that this be actioned.</p>	
<p>08/24/05 Requested Drainage Improvement – Dairy House Drain (17.4.)</p>	
<p>The Board considered the request and agreed to the recommendations outlined in the Report Book. RESOLVED that this be actioned.</p>	KV
<p>08/24/06 Rainfall (18.)</p>	
	KV

ID South Holland IDB, Minute	Action
Paul Redgate asked for a report on the rainfall between October – February for the last 3 years. RESOLVED that this be actioned.	
09/24 ENVIRONMENTAL REPORT	
09/24/01 The Environmental Report, (a copy of which is filed in the Report book) was considered in detail and approved. There were no matters arising.	
10/24 SUSTAINABLE DEVELOPMENT REPORT	
10/24/01 The Sustainable Development Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
10/24/02 Proposed Abandonment at A151 / A16 (Springfields Roundabout) (3.1)	
It was agreed and thereby RESOLVED to abandon a section of the Lords Drain that runs under the A151/A16 roundabout at Springfields in Spalding (as indicated on the map appended to the minutes in the Minute Book).	
11/24 SCHEDULE OF PAID ACCOUNTS	
11/24/01 The Schedule of Paid Accounts for the period 1 October 2023 to 31 December 2023, totalling £1,065,189,70 (a copy of which is filed in the Report Book), was considered in detail and approved for publication on the WMA Group’s website. There were no matters arising.	
12/24 FINANCIAL REPORT	
12/24/01 The Financial Report for the period 01 April 2023 to 31 December 2023, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
13/24 CHAIRMAN’S COMMITTEE MEETING	
13/24/01 The detailed Estimates for 2024/25 together with the recommendations arising from the unconfirmed minutes of the Chairman’s Committee meeting held on 23 January 2024 were considered in detail and approved (copies of which are filed in the Report Book). Arising therefrom:	
13/24/02 Capital Works Programme (03/24/01)	
The detailed Capital Works Estimate for 2024/25 as prepared by the Area Manager, totalling £6,199,523 was considered in detail and approved, subject to receipt of £5,734,523 Flood Defence Grant-in-Aid. There were no matters arising.	
13/24/03 Maintenance Programme (04/24/01)	

The detailed Maintenance Works Estimate for 2024/25 as prepared by the Board's Operations Manager, totalling £2,040,120 was considered in detail and approved. There were no matters arising.

13/24/04 Administrative and Technical Support Costs (05/24/01)

The Administration and Technical Support Costs Estimate for 2024/25 as recommended by the Consortium Management Committee (CMC) on 08 December 2023 was considered in detail and approved. Arising therefrom:

13/24/05 It was noted that the Consortium Management Committee were recommending an increase of 2.87% in the Board's net consortium charges for 2024/25.

13/24/06 It was agreed and thereby RESOLVED to approve the Technical Support Consortium charge of £377,633 in the Board's Rate Estimates for 2024/25.

13/24/07 It was agreed and thereby RESOLVED to approve the Administrative Consortium charge of £307,667 in the Board's Rate Estimates for 2024/25.

13/24/08 It was agreed and thereby RESOLVED to approve the Consortium Income of £263,720 in the Board's Rate Estimates for 2024/25.

13/24/09 Annual Values as at 31 December 2023 (06/24/01)

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2023 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2024/25 (a copy of which is filed in the Report Book).

14/24 FINANCIAL YEAR 2024/25

LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES

14/24/01 The Annual Estimates and Net Rate Requirement for 2024/25, totalling £3,226,889 were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

14/24/02 It was unanimously agreed to approve Option 3 and increase drainage rates by 8.00% and special levies by 8.18% for 2024/25:

Rate in the Pound: 16.840p

Occupiers' Drainage Rates	£1,447,604
South Holland District Council	£1,746,075
Boston Borough Council	£1,220
Utilisation of Reserves	<u>£31,990</u>
	£3,226,889

ID	South Holland IDB, Minute	Action
14/24/03	<p>5-Year Indicative Forecast: 2024/25 – 2028/29</p> <p>The Indicative 5-Year Forecast (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
14/24/04	<p>Members agreed with the aim to present a balanced budget within 3-years and endorsed this objective which was being recommended by the Board's Performance Sub-Committee. RESOLVED that this be noted.</p>	
14/24/05	<p>Lay and Seal Drainage Rate and Special Levies for 2024/25</p> <p>It was agreed and thereby RESOLVED to authorise the Charman and Chief Executive to sign and seal the drainage rates and special levies for 2024/25 after the meeting.</p>	
	<p>15/24 MATERIAL CHANGES TO THE RISK REGISTER</p>	
15/24/01	<p>Members considered and approved the Risk Register for those risks with a risk assessment matrix score of >6 (a copy of which is filed in the Report Book). There were no matters arising.</p>	
	<p>16/24 OFFICIAL COMPLAINTS AND OTHER FEEDBACK</p>	
16/24/01	<p>The extracts taken from the Official Complaints and Other Feedback Registers for the reporting period were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p>	
	<p>17/24 DATE OF NEXT MEETING</p>	
17/24/01	<p>The next Board meeting would take place via Teams and at Marsh Reeves on Tuesday, 7 May 2024 at 10:30 am. RESOLVED that this be noted.</p> <p>[Sam Markillie gave his apologies for this meeting]</p>	
	<p>18/24 ANY OTHER BUSINESS</p>	
18/24/01	<p>Paul Redgate advised members that he would be attending a meeting in the House of Commons on the evening of the 6 February 2024 with MPs to discuss the difficulty for councils in funding IDB special levies. Paul agreed to update the Board after the meeting. RESOLVED that this be actioned.</p>	PR
18/24/02	<p>Proposed length of piping – 90m of P45 Roman Bank Drain, Holbeach Clough</p> <p>It was agreed and thereby RESOLVED to pipe approximately 90 metres of the Board's Roman Bank Drain (P45), as soon as there was room in</p>	KV

ID	Action
	<p>the minor capital works budget (as indicated on the map appended to the minutes in the Minute Book). The Chairman asked that the Board's Insurer be informed as a precautionary measure. RESOLVED that this be actioned.</p>
<p>19/24 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN</p>	
<p>19/24/01</p>	<p>There were no members of the public present at the meeting.</p>
<p>20/24 CONSORTIUM MATTERS</p>	
<p>20/24/01 Unconfirmed Minutes and Report Extracts</p>	
	<p>The unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 08 December 2023 were considered in detail and approved.</p>
<p>20/24/02 WMA Projected Out-turns for 2023/24 and the Estimates for 2024/25</p>	
	<p>The Projected Out-turns for 2023/24 and the Estimates for 2024/25, as approved at the CMC meeting on 08 December 2023 were considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>
<p>20/24/03 WMA Proposed Changes to the Planning & Byelaw Strategy</p>	
	<p>The proposed changes to the WMA Planning and Byelaw Strategy were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p>
<p>20/24/04 WMA Communications Policy (which replaces the Stakeholder Engagement Policy)</p>	
	<p>The WMA Communications Policy as approved at the CMC meeting on 08 December 2023 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>
<p>20/24/05 WMA Annual Carbon Report & WMA Carbon Management Plan</p>	
	<p>The WMA Annual Carbon Report for 2022/23 and the Carbon Management Plan to halve carbon emissions by 2030 were considered in detail and approved. There were no matters arising.</p>
<p>20/24/06 Issues for discussion at the next CMC meeting</p>	
	<p>There were no issues raised by members for discussion at the next CMC meeting on 26 April 2024. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's</p>

representatives: the Chairman, Allan Beal and Sam Markillie, or the Chief Executive directly.

21/24 CONFIDENTIAL BUSINESS

21/24/01 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 and the Board's Standing Orders.

A MEETING OF THE SOUTH HOLLAND IDB PERFORMANCE SUB-COMMITTEE WAS HELD IN THE BOARD ROOM AT MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, SPALDING, LINCS ON TUESDAY, 23 JANUARY 2024 at 9 AM.

Elected Members	Appointed Members
* S Bartlett	South Holland D C
* J Perowne	N/A
* D Worth	

**South Holland D C/
Boston B C**
N/A

* Present (100%)

Duncan Worth in the Chair

In attendance:

Phil Camamile (Chief Executive)

ID	South Holland IDB: Performance Sub Committee, Minute	Action
01/24	APOLOGIES FOR ABSENCE	
01/24/01	All members were physically present. There were no apologies for absence.	
02/24	MINUTES OF THE LAST MEETING	
02/24/01	The minutes of the last Performance Sub-Committee meeting held on 25 September 2023 were considered in detail and confirmed as a true record. Arising therefrom:	
02/24/02	Objective 2: Grant Aid (09/23/02-03)	
	The Chief Executive reported that the Environment Agency (EA) had advised the Area Manager that the grant allocation to part fund the Holbeach Drainage Study and the Sutton Bridge Sluice Replacement Study were now back in the EA's mid-term capital programme. However, given the dysfunctional nature of the EA, the Board could not rely on this information until the programme refresh had taken place in February 2024.	KV
02/24/03	It was noted that Georgina Nickolls's position as FCERM Programme Manager had now been made permanent. She was legally employed by Black Sluice IDB and provided services to a number of other IDBs in Lincolnshire, including South Holland IDB. Georgina had helped to secure a significant amount of grant-aid during the last 3 years, which had part-funded the Board's capital programme. The Board's contribution towards Georgina's employment costs to date for 2023/24 stood at £25k, which had been funded by grant-aid.	

ID South Holland IDB: Performance Sub Committee, Minute	Action
<p>02/24/04 Objective 6: Carbon Reduction Plan</p> <p>It was noted that the additional cost of procuring electricity exclusively from renewable sources amounted to approximately 50% more than buying electricity from traditional sources (usually a mix of renewable, nuclear and other sources). Members agreed that the Board should be buying all its electricity from renewable sources at the appropriate time when budgets permit.</p>	KV
<p>02/24/05 The Chief Executive advised members that the cost of installing solar panels on the south facing aspects of the roofs at Marsh Reeves had still not been established due to the questionable integrity of the roofs, which may need to be strengthened. It was agreed to establish the cost of installing solar panels on the south facing aspects of the roofs at Marsh Reeves as soon as possible, together with any additional cost to strengthen the roofs, if needed.</p>	KV/LT
<p>02/24/06 Members reiterated the importance of collecting good data to be able to evidence reductions in carbon usage, particularly at the Board's pumping stations after refurbishing the pumps/switchgear and retrofitting variable speed drives. This data could also be used to help secure grant-aid for pumping station refurbishment projects in future.</p>	
<p>02/24/07 Drainage Rating System (10/23)</p> <p>The Chief Executive declared an interest in DRS, which was software that he had written just before the year 2000. RESOLVED that this be noted.</p>	
<p>02/24/08 The draft proposal to re-develop DRS that was sent to the Association of Drainage Authorities (ADA) was considered by ADA to be expensive and as such they would be looking at alternative options for the Industry. RESOLVED that this be noted.</p>	
<p>02/24/09 The Chief Executive advised members that he felt this was actually good news for the Board and the WMA, in that ADA were seemingly prepared to redevelop DRS for the benefit of all IDBs at its cost, without the need for WMA staff time to facilitate this. The Chief Executive reassured members that the WMA's existing version of DRS would continue to operate reliably for the foreseeable future (5 years plus) now that it was operating on the WMA's Terminal Server. RESOLVED that this be noted.</p>	
<p>03/24 END OF YEAR PERFORMANCE REVIEW FOR 2023/24</p>	
<p>03/24/01 The End of Year Performance Review for 2023/24 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p>03/24/02 Members were pleased to note that the Board's objectives for 2023/24 had substantially been achieved, despite numerous heavy</p>	

rainfall events and the continuation of the cost-of-living crises. Officers were currently projecting a small deficit at the end of this financial year, which was considerably less than had been estimated, due to successfully securing grant-aid of over £1m to part-fund its capital programme.

04/24 DRAFT OBJECTIVES FOR 2024/25

04/24/01 It was agreed to recommend to the Board that the following objectives be approved for 2024/25:

- (i) To ensure total expenditure does not exceed the expenditure budget for 2024/25 and aim to present a balanced budget within 3 years.
- (ii) To continue to investigate all funding options to finance capital work and bring forward high value capital projects from the 20-year programme into the current 6-year FCERM programme whenever possible.
- (iii) To ensure that the direct maintenance works budget does not exceed £2,040,120, unless there is an unprecedented event. Any costs that are incurred over and above the budget of £2,040,120 are to be itemised, identified, and costed separately.
- (iv) To work with the Environment Agency (EA) to ensure that the first line sea defences are properly maintained so that they protect the Board's area from tidal inundation.
- (v) Seek to ensure that the Board's Top 40 ratepayers are registered to use DRS Online and increase the value of drainage rates that are managed through DRS Online to 80%.
- (vi) To reduce carbon emissions, in accordance with the WMA group's Carbon Management Plan and continue to monitor performance annually.
- (vii) To support South Holland District Council through ADA and the LGA's Special Interest Group to disaggregate IDB Special Levies from the Council's Revenue and Expenditure profile.
- (viii) To ensure that the WMA group has a robust Drainage Rating System after 31 March 2025 for use by its Member Boards only (budget permitting).
- (ix) To capture all utility crossings in, through, under, over, alongside the Board's arterial network.

05/24 DATE OF NEXT MEETING

05/24/01 It was agreed and thereby RESOLVED to arrange the next meeting of the Performance Sub-Committee to take place at 9 am on

ID	South Holland IDB: Performance Sub Committee, Minute	Action
	Monday, 23 September 2024 here at Marsh Reeves.	
06/24	ANY OTHER BUSINESS	
06/24/01	There was no other business to discuss.	

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD
OBJECTIVES 2023/24: ANNUAL PERFORMANCE REVIEW**

Objective	Responsible Officer	Status
<p>1. Ensure total expenditure does not exceed the expenditure budget for 2023/24 and aim to present a balanced budget within 4 years.</p>	<p>Chief Executive/ Budget Holders: Area Manager, Operations Manager</p>	<p>Anticipate the maintenance budget will be overspent this year due to exceptionally wet weather and additional pumping required (see objective 3).</p> <p>Aiming to present a balanced budget within 4 years by:</p> <ol style="list-style-type: none"> 1). Only undertaking maintenance work that reduces flood risk. 2). Implementing the Board's net cost reduction strategy, as set out in the group's Rate Levies and Collection Policy. 3). Only undertaking <u>new</u> capital work that is grant funded. 4). Requesting the Board to approve annual increases in drainage rates and special levies that will deliver a balanced budget.
<p>2. Continue to investigate all funding options to finance capital work and bring forward high value capital projects from the 20-year programme into the current 6-year FCERM programme whenever possible.</p>	<p>Area Manager/ Chief Executive</p>	<p>Ongoing:</p> <p>Having access to the shared IDB FCERM Programme Manager is working well. In October 2023 we submitted an OBC for Luton Leam Sluice Refurbishment and received technical approval from the EA for this for a sum of £2.9million (100% grant in aid), although this has still to be signed off by FSOD. We have also recently submitted an OBC for Exeter Drain pipeline and open channel refurbishment for a sum of £2.9million (100% grant in aid) but this has not yet been reviewed by EA.</p> <p>Options for using Local Levy and other funding sources remain open where appropriate.</p> <p>As members of the WMA, we also have access to the group's wider expertise to deliver capital projects when funded and approved by the Board.</p>

SOUTH HOLLAND INTERNAL DRAINAGE BOARD
OBJECTIVES 2023/24: ANNUAL PERFORMANCE REVIEW

	Objective	Responsible Officer	Status
3.	Ensure that the direct maintenance works budget does not exceed £1.889m, unless there is an extraordinary event. Any costs that are incurred over and above the budget of £1.889m are to be itemized, identified, and costed separately.	Area Manager/Operations Manager	Anticipate the maintenance budget for 2023/24 will be over budget. The exceptionally wet weather, particularly since October 2023, has meant much more pumping has had to be done compared to an average year, which is what the budget is based on. 2023 has been the third wettest year, based on rainfall figures taken at the Holbeach office since 1986. It is currently estimated the electricity budget could be £150,000 over budget, depending on how wet the remaining 3 months of the financial year are. All other elements of the maintenance budget are currently on budget.
4.	Seek to ensure that the height, footprint, and structural integrity of the former lines of reclamation are properly monitored and reported by the Environment Agency and then reported on the Board's website.	Area Manager	Ongoing and partially achieved: We will continue to ask the Environment Agency to provide copies of the inspection reports when they are carried out (every 2 years). Feedback has been given to the EA via the EA/IDB liaison meetings regarding the clarity of the reports and possible improvements that could be made.
5.	Seek to ensure that the Board's Top 40 ratepayers are registered to use DRS Online and increase the value of drainage rates that are managed through DRS Online to 60%.	Finance Manager/ Chief Executive/ Board	Ongoing and partially achieved: Currently 62.5% of the Board's Top 40 ratepayers have signed up to use DRS Online (25% of the drainage rates levied/collected). In total 60% of drainage rates are currently managed through DRS Online. This has increased from 40% during the year.
6.	Develop a plan (with targets) to reduce carbon usage, which includes consideration	Environmental Manager/Project Delivery Manager	Achieved:

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD
OBJECTIVES 2023/24: ANNUAL PERFORMANCE REVIEW**

Objective	Responsible Officer	Status
<p>of procuring the most carbon efficient technologies when replacing/refurbishing fixed and mobile plant and sourcing green energy and introducing an annual reporting system for the Board to monitor carbon reduction.</p>		<p>A Carbon Management Plan and Annual Carbon Report for 2022/23 have been considered and approved by the Consortium Management Committee on 8 December 2023, which are being recommended for adoption by each WMA Member Board in January/February 2024.</p>
<p>7. To support South Holland District Council through ADA by actively lobbying national government to disaggregate IDB Special Levies from the Council's Revenue and Expenditure profile.</p>	<p>Chief Executive/Board</p>	<p>Ongoing and partially achieved:</p> <ol style="list-style-type: none"> 1). This is now one of ADA's seven strategic objectives for 2024. 2). The Local Government Association (LGA) have set up a Special Interest Group (SIG) to lobby national government to change the way IDB Special Levies are funded. ADA are represented on this SIG. 3). Paul Redgate, SHDC Appointed Member Chairs the SIG and is working with other Billing Authorities that are disproportionately impacted by IDB Special Levies and MPs to effect change. 4). The SIG's first meeting with MPs and government officials is to be held in Westminster on 6 February 2024.

HEALTH AND SAFETY REPORT

For the period 2nd November 2023 to 22nd January 2024

1. ACCIDENTS / DANGEROUS OCCURRENCES

1.1 ACCIDENTS

No Accidents were reported during this period.

1.2 DANGEROUS OCCURRENCES

Two Dangerous Occurrences Reported During This Period.

Dangerous Occurrence 1 – Flail operative struck a small gas pipe when flailing a board maintained watercourse. See **Appendix A** - Report.

Dangerous Occurrence 2 – Basket operative struck an Anglian Water main when basket cutting a board maintained drain. See **Appendix B** - Report.

2 NEAR MISSES

1 Near Miss Reported During This Period.

Near Miss Reported – December 2023 – 5 items recorded as faulty, following Portable Appliance Testing. Repair and replacement of items completed.

3 TRAINING

3.1 The following courses have been undertaken during the reporting period:

TRAINING COURSE	DATE ATTENDED	NUMBER OF EMPLOYEES ATTENDED
Chainsaw Training	November 2023	2
Woodchipper Training	December 2023	2

3.2 The following Toolbox Talks have been given in this reporting period:

REFERENCE NUMBER	TOOL BOX TALK SUBJECT	DATE
N/a	Winter Weather Briefing	Nov 2023
N/a	Mobile Phone Memorandum	Nov 2023
G-0086	Use of Quick Hitch Risk Assessment	Dec 2023
SSOW24	Use of Quick Hitch Safe System of Work	Dec 2023
PO13	Lone Working Policy and Procedure	Dec 2023
G-0087	Lone Working Risk Assessment.	Dec 2023
N/a	Mental Wellbeing information - Health Assured	Jan 2024
G-0016	Hand Mowing using Scythe	Jan 2024

G-0001	Operation of Plant and Equipment	Jan 2024
G-0006	Repairs & Maintenance of Sluices (Inc clearing mud from sluice aprons)	Jan 2024
G-0025	Clearing Culverts By Hand	Jan 2024
G-0026	Use of Chainsaw	Jan 2024
G-0027	Trimming Trees and Bushes	Jan 2024
G-0030	Working near Water	Jan 2024
G-0033	Working In the Vicinity of Plant	Jan 2024
G-0059	Working In Water	Jan 2024
G-0063	Operation of Sutton Bridge Sluice	Jan 2024
G-0065	Operation of heavy plant near to deep water	Jan 2024
G-0071	Removing debris and slit off Sutton Bridge Sluice Doors	Jan 2024
G-0072	Install marker posts for underground and overhead services	Jan 2024
G-0076	Installing Gate, Fence and Marker Posts	Jan 2024
G-0079	Zoonosis & Other Diseases	Jan 2024
G-0081	Weed Control via Boat	Jan 2024
	Emergency Forms Update	Jan 2024
SSOW6	Clearing mud from sluice aprons	Jan 2024
SSOW14	Weed-cutting using the Flat Bottomed Boat (Including spraying)	Jan 2024
SSOW18	Removal of slit and debris from sluice doors	Jan 2024
SSOW19	Installing marker posts for underground and overhead services	Jan 2024
SSOW20	Installing Gates and Fence Posts, Legionella Memo	Jan 2024
N/a	Legionella Memorandum	Jan 2024
SSOW25	Carrying Out Maintenance Activities Around Underground and Ground Level Services	Jan 2024
G-0088	Underground and Ground Level Services & Obstacles (Non-Excavation)	Jan 2024

4 HEALTH AND SAFETY INSPECTIONS

The following Health and Safety Inspections/Procedures have been carried out / are in the process of being done in the reporting period:

INSPECTION	REGULARITY
Local Exhaust Ventilation	Monthly
Emergency Lighting	Monthly
Smoke Detectors	Monthly
De-Fib Check	Monthly
Racking Inspection	Monthly
Legionella Testing	Monthly
Roller Door Inspection	Monthly
Workshop Inspection	Quarterly
First Aid Checks	6 Monthly
Legionella Water Testing	Annual
Air Receivers – Insurance Inspections	Annual
Abnormal Wide Load Dispensation	Annual
Portable Appliance Testing – Office & Yard	Annual
Lung Function Test – Workshop	Annual

5 HEALTH AND SAFETY – NEXT COPE VISIT – 5TH March 2024.

DOMINIC MORRIS
OPERATIONS MANAGER & HEALTH AND SAFETY SUPERVISOR
17 January 2024

APPENDIX A - CONFIDENTIAL

South Holland IDB – Dangerous Occurrence Investigation

Incident: Damage to gas pipe while undertaking basket cutting operations

Incident date: 18 December 2023

Incident location: Drain H04 – Cowpers Gate Drain, Long Sutton (Maintained but not owned by the Board), outside Rosecroft, 43 Station Road.

What3Words: billiard.crucially.trifle

Employee involved: [REDACTED]

Other employees on site: N/A

Site plan:



The incident

On 18 December 2023, The driver was driving the Board's Valtra tractor (Plant No 7445) with Cavalier cutter fitted with 2.5m weed basket, undertaking basket cutting operations for the Board in Cowpers Gate Drain, Long Sutton. This was part of the Board's annual vegetation cutting programme which entails the cutting of vegetation along 700km of watercourse.

This section of drain has a number of free span bridges and services crossing the drain, serving the adjacent residential properties. While undertaking the cutting operation, the driver allegedly caught the end of the basket on one of these services, a gas pipe, feeding an individual property, which crosses Cowpers Gate Drain through a steel duct about half way up the drain batter. Afterwards, the steel duct was found to be badly corroded and had disintegrated at the point where it entered the batter, exposing the yellow plastic pipe within. This yellow plastic pipe had been nicked, allowing gas to leak from the pipe. At the time, the driver did not notice any impact or damage, it was not until afterwards that a resident heard a hissing noise coming from the pipe and contacted Cadent Gas who attended the same morning of the incident and repaired the damage, putting the pipe back into service.

No warning posts were present. Although the Board have a programme of installing warning posts for overhead and underground cables, this is still an on-going programme and posts have not been installed in this locality. In fact, the services in this location are so closely spaced that marker posts may not be an option as they will form an obstruction in themselves. However, the service crossing was clearly visible, being approx. half way up the batter.

The Operations Manager received a call from Cadent that morning enquiring if the Board had been undertaking work in the vicinity. This was the first the Board had heard of the incident. The driver was questioned following this report, and was surprised to hear of the damage as he thought he had taken great care around the services and was not aware of any damage. The driver provided a statement, see below.

As a small leak in a small pipe, it was felt that the amount of gas that had escaped from the pipe was below the 500kg threshold for reporting the incident through RIDDOR. This view was verified by the Board's Health and Safety consultant, Cope Safety Management Ltd, when consulted on the morning of the incident.

Drivers statement regarding the incident

On the morning of 18 Dec 2023 I was cutting Cowpers Gate Drain with the Valtra Tractor and Cavalier cutter fitted with a weed basket. I basketed the same drain last year, and flailed it about a fortnight ago. I was surprised when I heard what had happened. I am very careful when working around these sort of things and I thought I had allowed myself plenty of room around it. There are approx. 15 service crossings on this drain and I wasn't aware that I had caused any damage. I personally don't think I hit it, but I can't obviously say 100%. I have cut this drain enough times to know you have to cut it carefully because it is tight with a lot of obstructions. I think the services need to be re-ducted as they are all looking a bit rough.



Photos showing the gas pipe in question within the steel duct following the damage. The damage was to the roadside end of the crossing, left above, and right below.



Close up of the damage showing part of the corroded steel duct missing and the yellow plastic pipe inside



Photo showing the gas pipe (the one closest to the camera) following Cadent's repair



Another view of the repaired pipe. Repair is visible on the left



A close up of the repair – the duct has been cut and the plastic pipe repaired and then wrapped in tape. The section of removed duct has been shoved under the remaining duct to support it. It is not known if this is just a temporary repair, but it seems sub-standard for the location of the pipe considering its susceptibility to further damage



Another view of the repair – the prop under the duct can clearly be seen

Post-incident actions

There is some ambiguity here into exactly how the damage was caused. However it seems too much of a coincidence for the Board's activities not to have had some part in the incident. The driver will be given an informal verbal warning, and told that any future contact with underground, or exposed underground services, will result in the instigation of the disciplinary process.

No doubt, correspondence and a bill for repairs will be received from Cadent in due course.

To reduce the risk of this happening again, we are taking the following actions:

- 1) We will attempt to obtain a GIS layer of the underground gas network from Cadent, so that it can be loaded onto the iPads that operatives have access to in their cabs (although it is likely that spurs to individual properties, like the one in this incident, may not be shown on these maps). If this is not possible then the Operations department will gather this information over a period of time so that it can be loaded on to the Board's mapping system.
- 2) The Operations team will continue the programme of culverting around service crossings where this is feasible (this is only possible where there is sufficient clearance between the drain bed and invert of the service crossing to accommodate the diameter of pipe required to sufficiently convey flow in the watercourse). In this instance, due to the number of service crossings

and free span bridges in the length of watercourse concerned it may be more sensible to consider piping the whole length. This will be investigated and brought to the Board for consideration, along with other options.

- 3) Where gas pipes are found to be in the drain as opposed to under the drain, we will request that Cadent ensure they are adequately protected to minimise the likelihood of damage being caused by Board's operations. In this instance it is evident that the steel ducts protecting this pipe, and others in the vicinity, are no longer fit for purpose, and neither is the repair which has been carried out. If necessary, the Board will offer to contribute towards the cost of Cadent relaying their pipes under the bed level of the drain, where this is feasible. Such pipes will be noted and marked accordingly.
- 4) We will review the underground safe system of work to ensure it is still fit for purpose.
- 5) When basket cutting this section of drain in future, a banksman will be present to guide the driver when working close to these service crossings. The same will apply to other similar sites, where there are a lot of crossings and other obstructions in close proximity, such as the upstream end of Main Road Drain East, Long Sutton.
- 6) Operatives will receive regular toolbox talks re the risk of going through underground, and exposed underground services, much as they are now for overhead cables.
- 7) Operatives will be disciplined in future, should they not follow the safe system of work.

Karl Vines
Area Manager and Health and Safety Officer
18 Dec 2023

APPENDIX B - CONFIDENTIAL

South Holland IDB – Incident Investigation

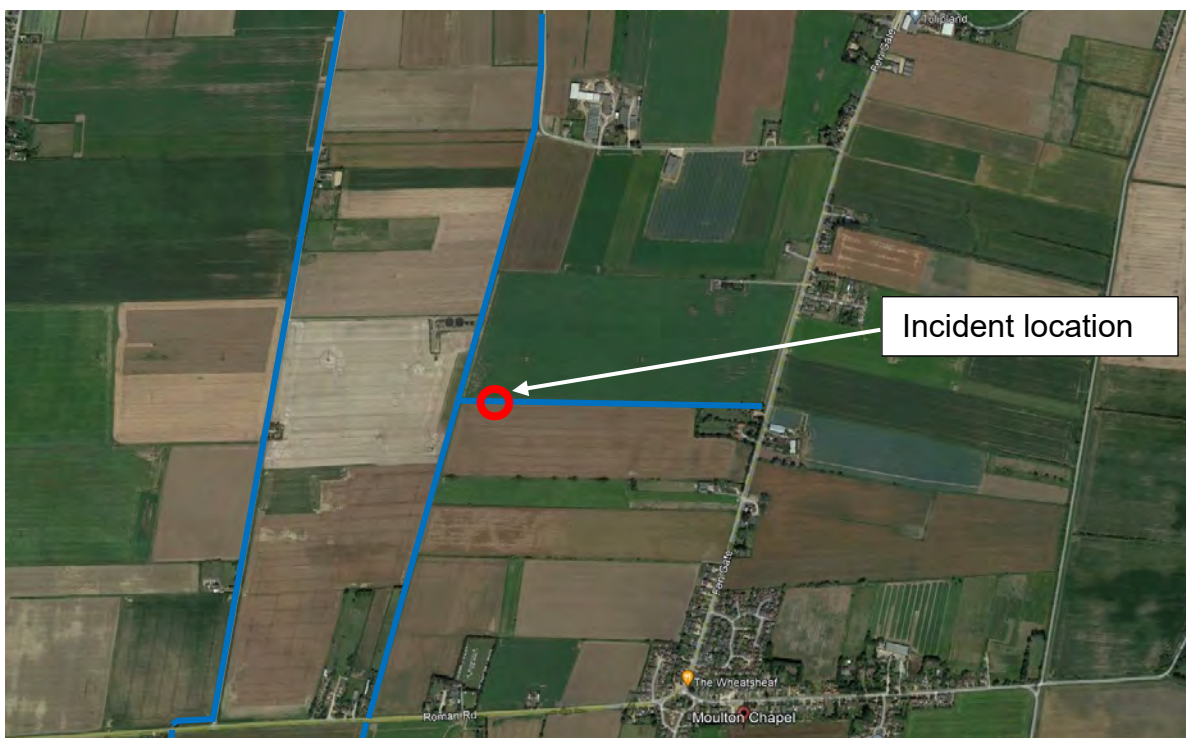
Incident: Damage to foul sewer while undertaking basket cutting operations

Incident location: Drain B12 – Culys Dyke, Moulton Chapel

Employee involved: [REDACTED]

Other employees on site: N/A

Site plan:



The incident

[REDACTED] was driving the Board's CAT excavator (Plant No 7122) with 6m weed basket, undertaking basket cutting operations for the Board in Culys Dyke, Moulton Chapel. This was part of the Board's annual vegetation cutting programme which entails the cutting of vegetation along 700km of watercourse.

An Anglian Water foul sewer crosses Culys Dyke, slightly above bed level, and is marked on the watercourse brink by warning posts installed previously by the Board, as per the Board's policy for marking underground and overhead service crossings on Board maintained watercourses.

While undertaking the cutting operation, the driver caught the end of the basket on the concrete surround to the foul sewer where it emerges from the drain batter. This was

enough to open up a joint on a previous repair on the sewer where it crossed the open channel, causing a leak in the sewer. The sewer is pumped, but only flows periodically, so fortunately the leakage from the pipe was limited.

The driver rang the Board's Operations Manager to inform him of the incident, who in turn reported it to Anglian Water. Earth bunds were installed in the drain bed either side of the sewer crossing to contain any leakage from the sewer.

Anglian Water responded by turning off the flow in the sewer and attending site to repair the damage. The Environment Agency also attended site (assume Anglian Water reported the issue to EA) to take water samples to test for pollution in Culy's Dyke and Moulton Mere (into which Culy's Dyke discharges). It should be noted that an Anglian Water Sewage Treatment plant discharges into Moulton Mere very close to this incident, which may also impact the water quality in the vicinity.

The repair was completed by Anglian Water that day and the sewer put back into service. The driver provided a statement to Anglian Water, see below.



Views of the sewer having been cut back in readiness for repair. Note warning marker posts previously installed by the Board.



View showing earth bund in position to contain leakage (left) and Anglian Water undertaking repair (right)

Post-incident actions

Following the incident, the driver was given a verbal warning by the Operations Manager. The warning marker posts are there to warn drivers of the presence of service crossings, and when working near them it is their responsibility to check what the service crossing consists of and not to work too close to the service with Board's machinery and risk causing damage. In this instance it was felt that the driver had not taken sufficient precautions. It was, however, his first offence, and he was reprimanded accordingly.

On 13 December 2023 a warning letter was received from the Environment Agency regarding the incident, see Appendix A. The letter states that, after consideration, the Environment Agency do not intend to take any further action regarding the offence, but this could change if further incidents were to occur.

Therefore, to reduce the risk of this happening again, we are taking the following actions:

- 1) We will attempt to obtain a GIS layer of the underground sewage network from AW, so that it can be loaded onto the iPads that operatives have access to in their cabs. If this is not possible then the Operations department will gather this information over a period of time so that it can be loaded on to the Board's mapping system.
- 2) The Operations team will continue the programme of culverting around service crossings where this is feasible (this is only possible where there is

sufficient clearance between the drain bed and invert of the service crossing to accommodate the diameter of pipe required to sufficiently convey flow in the watercourse).

- 3) Where AW pipes are found to be in the drain as opposed to under the drain, we will offer to contribute towards the cost of AW relaying their pipelines under the bed level of the drain, where this is feasible. Such pipelines will be noted and marked accordingly.
- 4) We will review the underground safe system of work to ensure it is still fit for purpose.
- 5) Operatives will receive regular toolbox talks re the risk of going through sewage pipelines, much as they are now for overhead cables.
- 6) Operatives will be disciplined in future, should they not follow the safe system of work.

Karl Vines
Area Manager and Health and Safety Officer

Appendix C – Warning Letter from the Environment Agency

The Chief Executive
South Holland Internal Drainage Board c/o
Water Management Alliance
Marsh Reeves, Foxes Lowe Road
Holbeach, Spalding
Lincolnshire
PE127PA

Our ref: 02191564

Your ref:

Date: 11 December 2023

Dear Sir or Madam

WARNING

Pollution of Moulton Mere Drain from burst sewer main, land near Cowbit Sewage Treatment Works, Delgate Bank, Moulton Chapel

We believe that you have committed the following offence:

Offence: Contravention of Regulations 12 and 38 of the Environmental Permitting (England and Wales) Regulations 2016, carrying out a Water Discharge Activity, namely the discharge of polluting matter from burst sewer main impacted by IDB plant/machinery into an unnamed tributary of Moulton Mere Drain

Date: On 3rd October 2023

We have issued this **warning letter** as a response to the above offence. Although the facts cause us concern, after consideration, we do not propose taking any further action with respect to the above offence.

However, our decision could change if further relevant information becomes known or further issues arise, such as:

- you have committed earlier offences;
- you continue to commit offences;
- the environmental impacts of the above offence are greater than we presently understand them.

We will take this offence into account if we consider that you are involved in any future offending.

This warning does not:

- prevent any other prosecuting authority taking action against you; or
- affect our right to issue enforcement, clear-up or remediation notices, or seek recovery of costs or damages.

Environment Agency Spalding Office, Stepping Stone Walk, Winfrey Avenue, Spalding Lincolnshire PE11 1DA
Customer services line: 03708 506 506
Email: enquiries@environment-agency.gov.uk
www.environment-agency.gov.uk

Weekday Daytime calls cost 5p plus up to 6ppm from BT Weekend Unlimited. Mobile and other providers' charges may vary

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jo Gass', written in a cursive style.

Jo Gass

Team Leader Land and Water (South) Environment Management

Direct dial: 07768276779

Direct e-mail: jo.gass@environment-agency.gov.uk

Please visit www.gov.uk and search for 'Environment Agency Personal Information Charter' to find out about your data protection rights and how we process your personal data.

SOUTH HOLLAND IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT FOR THE PERIOD 31 OCTOBER 2023 TO 30 JANUARY 2024

6 Year Actual Spend

2.7M

2023/24 Forecast Variance

1.3M

-

6 Year Forecast Variance

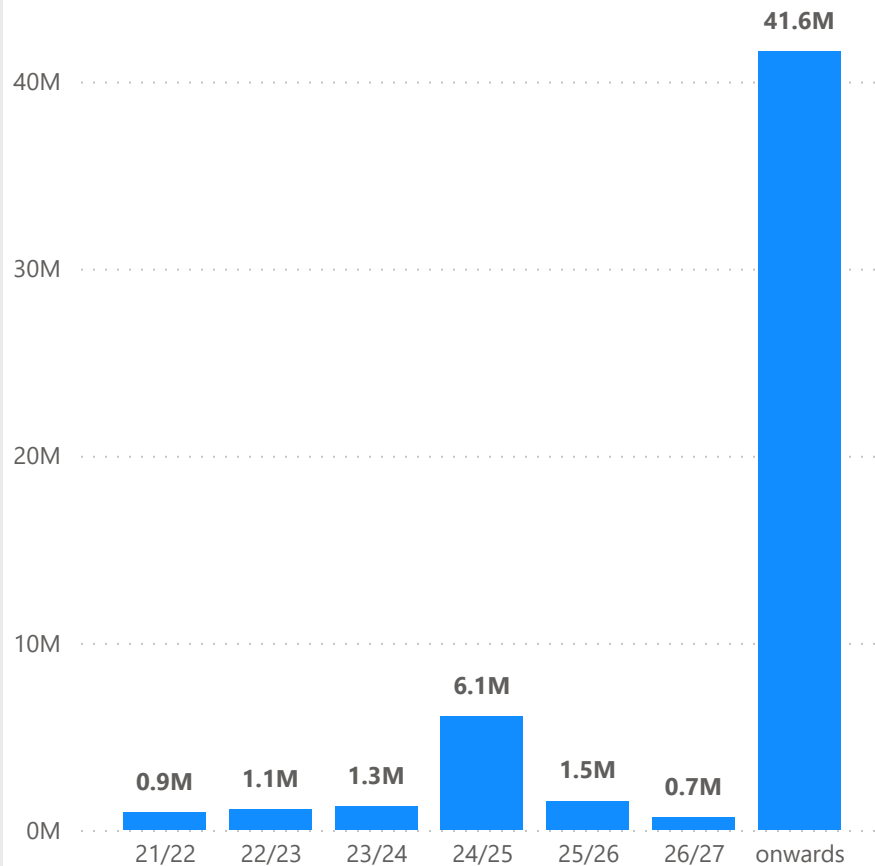
11.5M

0.0M

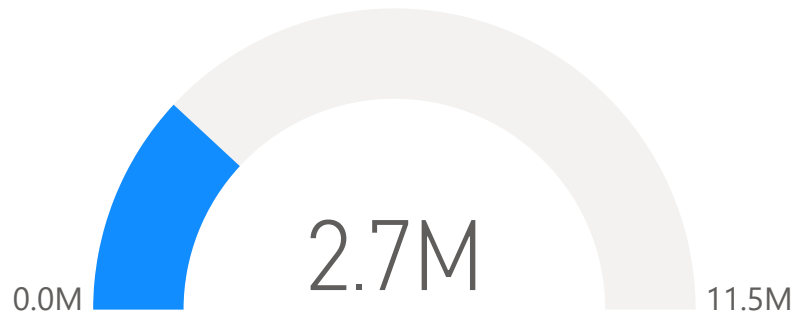
Forecast beyond 2027

41.6M

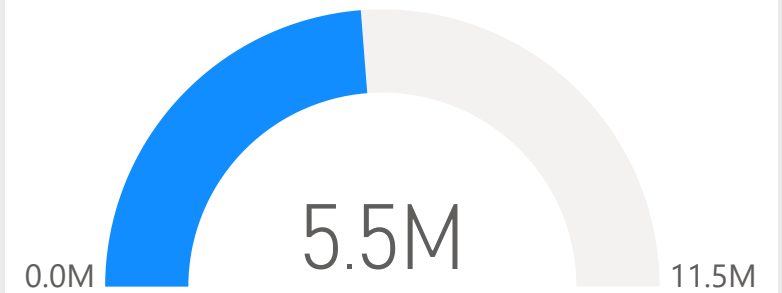
Expenditure Profile by Year



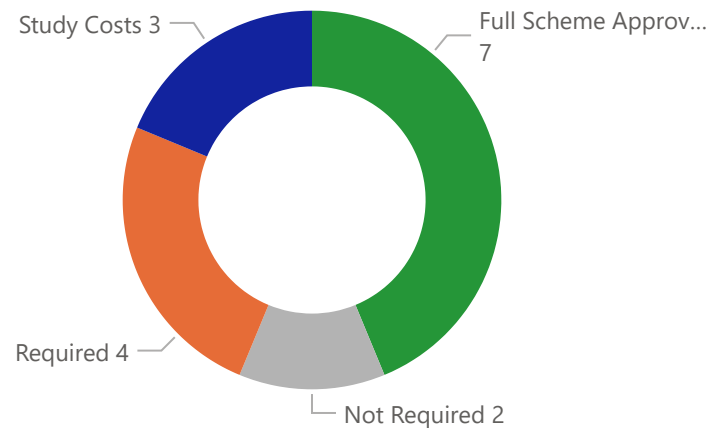
6 Year Forecast & Actual Spend



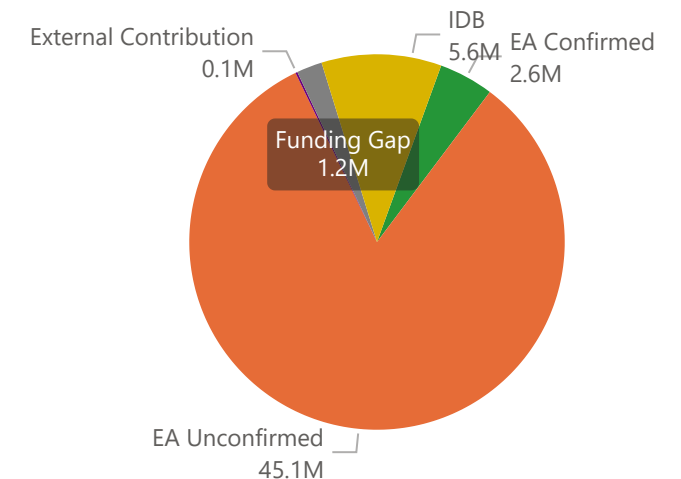
6 Year Forecast & Approvals



EA Approval Level Received (No)



Funding Sources



Ongoing Projects

SCH No	Project Name	Description	Project Stage	OBC Approval	Start Construction	Complete Construction
69	Lords Pumping Station Refurbishment	Refurbishment of pumping station	In Construction	01/04/2020	01/04/2020	01/03/2024
tbc	Minor Capital Works Programme	Annual minor capital works	In Construction	N/A	ongoing	01/03/2029
79	Exeter Drain pipeline and channel rehabilitation, Spalding	First phase IDB channel culvert re-lining, second Lincolnshire County Council highways drainage works	Study	01/01/2024	01/06/2024	01/11/2024
80	Holbeach Drainage Study	Modelling study to inform flood risk and provide benefits information for Holbeach Bank PS refurbishment	Study	01/10/2021	n/a	n/a
78	Lutton Leam Sluice Refurbishment	Refurbishment / Replacement of asset	Study	01/01/2024	01/04/2024	01/09/2024
83	South Holland Main Drain catchment strategy	Modelling study to inform flood risk and provide benefits information for Sutton Bridge Sluice refurbishment	Study	01/09/2022	n/a	n/a

Future Projects

SCH No	Project Name	Description	OBC Approval	Start Construction	Complete Construction
tbc	Holbeach Drainage Improvement Works		30/06/2024	31/03/2025	01/03/2028
tbc	Lawyers Pumping Station Refurbishment	Refurbishment of pumping station	01/04/2027	01/04/2030	01/03/2032
tbc	Holbeach Bank Pumping Station Refurbishment	Refurbishment of pumping station	01/04/2025	01/06/2025	01/06/2026
tbc	Sutton Bridge Sluice replacement	Refurbishment of pumping station	01/04/2025	01/10/2027	01/03/2029

Completed Projects

SCH No	Project Name	Description	OBC Approval	Start Construction	Complete Construction
65	Westmere Pumping Station and Sluice Refurbishment	Refurbishment of pumping station	01/04/2017	01/09/2019	01/09/2022
68	Dawsmere Pumping Station Refurbishment	Refurbishment of pumping station	01/05/2019	25/04/2022	01/03/2023
67	Fleet Haven Pumping Station Refurbishment	Refurbishment of pumping station	01/05/2019	01/04/2020	01/07/2022
81	Gedney Drove End Watercourse Improvements	Channel improvement works to reduce flooding	01/08/2022	01/09/2022	01/11/2022
tbc	Wragg Marsh Culvert Repair	Urgent Culvert Repair	21/10/2022	01/11/2022	01/12/2022

PROJECT DELIVERY REPORT

For the period 2 November 2023 to 22 January 2024

1. LORDS PUMPING STATION REFURBISHMENT

This project is substantially complete. The only remaining work is to replace the outfall flaps on the discharge pipes which will be undertaken later in the year.

Agreed budget to completion (100% Grant Aid): £1,067,200 including £87,000 contingency
 Grant claimed to date: £980,200
 Expenditure to date: £892,519

2. EXETER DRAIN NORTH PIPELINE AND OPEN CHANNEL REHABILITATION, SPALDING (PROJECT DEVELOPMENT UP TO BUSINESS CASE STAGE)

The Outline Business case for this project was submitted to the EA on 22 December and we are waiting for technical and FSOD approval.

The preferred option is to repair and refurbish four of the culverts along the Boards maintained drain, this will be done using a combination of open cut replacement and UV lining depending on the condition of the culvert. The U-shaped concrete channel at the downstream end of the Exeter Drain will be replaced with precast concrete sections of a similar dimension.

The project will be funded by FDGIA, details of the costs can be found in the table below.

Cost Heading	Whole-life cash cost
Cost up to OBC (Appraisal Costs incl. survey work and stakeholder liaison)	£105,714
Design, Landowner Negotiation and procurement	£289,500
Construction & Site Monitoring	£1,458,326
Optimism Bias (60%)	£1,048,696
Total	£2,902,236

Lincolnshire County Council are continuing to progress a project upstream of the Boards maintained drain to reduce flood risk to the upper reaches of Exeter Drain. Their project will use the same benefit data as the Boards project as the benefit areas are the same, so an integrated approach was taken, and the benefits apportioned to the two projects to ensure no double counting of properties occurred.

Agreed budget to Outline Business Case (100% Grant Aid): £140,000
 Grant Claimed to Date: £140,000
 Expenditure to Date: £94,436

3. HOLBEACH DRAINAGE STUDY

The modelling of 3 of the 4 catchments which are covered by this study are now complete. Further modelling is still to be undertaken on Holbeach River catchment in terms of the pumping station option which is due to be completed in March 2024.

Draft modelling reports have been produced and reviewed by Board's engineers. These will now need to be finalised. Board's officers will review the output of the reports and start to develop a programme of works for input into the capital programme refresh in May 2024.

Agreed budget to Outline Business Case (100% Grant Aid): £200,000
 Grant claimed to date: £200,000
 Expenditure to date: £130,875

4. SOUTH HOLLAND MAIN DRAIN CATCHMENT STUDY

The baseline modelling has commenced for this study. This will cover 9 of the Board's catchments, although 2 of these have already been modelled as part of the Holbeach Drainage Study. It is envisaged that this part of the project will take at least a year to complete, so output from these models is not expected until late 2024.

Agreed budget to completion of modelling (100% Grant Aid): £250,000
 Grant claimed to date: £150,000
 Expenditure to date: £53,953

5. LUTTON LEAM OUTFALL SLUICE REFURBISHMENT (PROJECT DEVELOPMENT UP TO TENDER)

The Outline Business Case (OBC) for the refurbishment works has received technical and FSOD approval from the Environment Agency and we are waiting for approval from LA/IDB Finance at Defra.

The preferred option is to replace the tidal cycloidal doors, replace the upstream doors with fully sealing doors to provide additional resilience, install a new sheet piled wall on the seaward side and install an electricity supply to site.

The project will be funded by FDGIA, details of the costs can be found in the table below.

Cost Heading	Whole-life cash cost
Cost up to OBC (Appraisal Costs incl. survey work and stakeholder liaison)	£40,000
Design and procurement	£95,975
Contract administration and supervision	£53,445
Construction	£2,265,251
SHIDB Cost	£20,000
Environmental Enhancements	£10,000
Risk or Optimism Bias (20%)	£469,739
Total (undiscounted)	£2,954,410

The programme proposed in the business case is an ambitious programme and is detailed below and is subject to change as the project develops.

Key Milestones

Approval of OBC	December 2023 – January 2024
Issue of Tender	February 2024
Award of Contract	April 2024
Start of Construction	April 2024
Completion of Construction	October 2024

The biggest risk to not meeting this programme currently rests with the Marine Management Organisation (MMO) who must consent the works before they can be undertaken. The application to MMO was submitted in December 2023, and at the time of writing this report, the application has still not been allocated to a MMO case officer, despite repeated chasing up from Board's side. Due to timings around environmental constraints, if the work does not start in April, then the working window for 2024 will be missed, meaning the work would have to be postponed until April 2025.

Detailed design of the new sheet pile wall, freshwater penstocks, and tidal doors is currently being undertaken in readiness for the issue of tenders in February. Delegated authority was given at the last Board meeting, to allow the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to decide the outcome of these tenders between Board meetings.

Agreed budget to completion of OBC submission (100% Grant Aid): £125,975
Grant claimed to date: £125,975
Expenditure to date: £76,338

KARL VINES
AREA MANAGER

GEORGINA NICHOLS
CAPITAL PROGRAMME MANAGER

22 JANUARY 2024

OPERATIONS REPORT

For the period 2 November 2023 to 22 January 2024

1. RODING OPERATIONS

1.1 FLAIL MOWING

1.1.1 New Holland tractor (7447) and its mid mounted Cavalier flail (7564) and front mounted Herder flail (7565) have cut a total of 205 km from week ending 29 October 2023 at a cost of £84.30 per km up to 3 December 2023.

1.1.2 Valtra tractor (7446) and its mid mounted Cavalier flail (7559) and front mounted Herder flail (7560) have cut a total of 398 km from week ending 29 October 2023 at a cost of £51.96 per km up to 17 December 2023.

1.2 RODING BASKETS

1.2.1 Caterpillar medium reach excavator (7122) with 6.2 m roding basket (7928). This machine has cut a total of 31 km from week ending 29 October 2023 at a cost of £389 per km up to 01 December 2023.

1.2.2 Liebherr wheeled medium reach excavator (7124) with 4.2m roding basket (7923). This machine has cut a total of 29.5 km from week ending 29 October 2023 at a cost of £464 per km up to 15 December 2023.

1.2.3 Volvo long reach excavator (7125) with 5.5 m roding basket (7924). This machine has cut a total of 42 km from week ending 29 October 2023 at a cost of £623 per km up to 14 January 2024.

1.2.4 Volvo medium reach excavator (7126) with 6.2 m roding basket (7929). This machine has cut a total of 39 km from week ending 29 October 2023 and at a cost of £429 per km up to 22 December 2023.

1.2.5 Volvo medium reach excavator (7127) with 6.2m roding basket (7925). This machine started work week ending 30 July 2023 and has cut a total of 95 km at a cost of £201 per km up to 22 October 2023.

1.2.6 New Holland tractor (7445) with Herder Grenadier medium reach (7557) and 4.2 m roding basket (7917). This machine has cut a total of 46 km from week ending 29 October 2023 at a cost of £303 per km up to 22 December 2023.

1.3 HAND RODING

There has been no hand roding undertaken during the reporting period.

1.4 COMPLAINT REGARDING DISPOSAL OF BASKET CUTTINGS – H04 COWPERS GATE DRAIN, STATION ROAD, LONG SUTTON. WHAT3WORDS: [sketching.mock.slimy](https://www.what3words.com/sketching.mock.slimy)

During December 2023, a complaint was received from a resident of Station Road, Long Sutton, following a recent basket cut of the Board's Cowpers Gate Drain. The basis of the complaint is that the Board leaves the arisings from the watercourse on the brink of the drain which in this case is also the road verge:-

"Thank you for the call and option to discuss this issue.

I have attached some photos showing the mud and silt removed from the dyke along the frontage of my property.

*This stretches along another properties along station road.
Can you raise this at the February meeting as this mess should be removed. There is now
a considerable amount of mud, litter, and plant life on the top verge.*

*I maintain this verge throughout the year and it's cut and strimmed bi-weekly in the
summer.*

*This mass of mud isn't an easy task to be moved by the homeowner we don't have the
facilities to remove ourselves and the brown bins won't take the mud.*

*Other residents push the mud and mess back into the dyke causing more problems for
the water flow.*

*If you could advise me of the outcome from February meeting. As this shouldn't be the
normal approach in urban areas, this causing mess on the roads and disruptions to other
council's duties cutting the verge and collecting waste bins."*



**Photos sent in by complainant showing vegetation/mud/rubbish deposited on the drain
brink**

The Board, as per its rights under the Land Drainage Act, have historically always deposited arisings on the brink of watercourses in both agricultural and urban situations. The complainant feels this is not appropriate in urban areas and wishes the Board to reconsider its policy.

Removal of such arisings in urban areas would lead to an increase in costs for the Board in terms of additional machinery and time in loading and carting the material away, as well as increased carbon footprint for the operation.

2 CLEANSING / INSPECTING PIPELINES AND CULVERTS

The following pipelines have been de-silted in this reporting period.

LOCATION	REMARKS
2no. Naylors Drain	Cleaned out by SHIDB
1no. Pinfold Drain	Cleaned out by SHIDB
2no. Sutton Delph Drain	Cleaned out by SHIDB

3 CHANNEL CLEANSING / MUDDING

The following watercourses have been mudded in this reporting period.

LOCATION	REMARKS
Sutton Delph Drain	All 1555m completed
Ugly Bridges	All 550m completed
Pinfold	All 930m completed
Naylors Gate	1000m completed
Lutton Eau	770m completed

4 BATTER / CHANNEL RE-PROFILING

The following watercourses have been reprofiled in this reporting period.

LOCATION/DRAIN	LENGTH (M)
Moulton Mere	All 2000m completed

In the last Board's report, Fleet Haven Drain (from the pumping station to Coffee Tan Sluice) was identified for reprofiling in 2024/25. This length of watercourse was selected in order to facilitate the repair of bank slips which had occurred following the wet period in 2021, but which are not holding up flow. It is now suggested that the 2024/25 reprofiling list be reprioritised, following the recent wet weather, to allow more urgent repairs to take precedence. It is therefore recommended that the reprofiling of Fleet Haven Drain be postponed, and a section of Moulton Mere Drain undertaken instead, where a 300m length of continuous slips has recently occurred and is affecting flow.



View of continuous length of slips in Moulton Mere post Storm Babet and Henk – January 2024

5 BUSHING / TREE TRIMMING

Bushing and tree trimming has taken place along the following watercourses. A pre-check for nesting birds was carried out prior to the works.

DRAIN	COMMENT
Fosdyke Marsh Main	Bushed 69m at the bottom of Third Drove.
Pinfold Drain	Bushed 35m between Wisemans Gate Road and Weston Bypass.
South Holland Main Drain	Bushed 27m next to Sly's yard near Cliftons Yard.
Sutton Delph Drain	Bushed 178m Adjacent to Burlies Gate.
Sutton Bridge	Bushed 892m around Sutton Bridge Sluice.
Ugly Bridges	Bushed 91m downstream of Moulton Seas End Road.
Sutton Delph Drain	Bushed 373m downstream of the A17
Torringtons Drain East	Bushed 46m downstream of Maisdyke
Torringtons Drain East	Bushed 558m along Torringtons Lane and Bengate Road

6 RUBBISH CLEARANCE

The following list shows rubbish removed from the Board's drains during this reporting period.

LOCATION	REMARKS
Hunts Gate Drain	Trailer load of cannabis pots
New River Gate	6 Car tyres, 1 cone and 1 bin
Gotts Dyke	15 Car tyres and 1 road cone
Middle Marsh Road	2 Motor bike and 2 car tyres
Eaugate Drain North	54 Car tyres
Delgate Drain	6 Car tyres and 1 Trailer load of household rubbish
Dyers Gate Drain	96 Black bags of cannabis plants
Wheatmere Drain	4 Car seats and car interior
Snuffers Lane Drain	3 Car seats and 2 car door trims
High Prior Drain	70 Bags of weed compost and 80 plants
South Holland Main Drain	2 Car tyres

7 VERMIN CONTROL

Vermin activity is medium throughout the Board's area. Reported activity is being dealt with by the Board's vermin control contractor.

8 CHEMICAL WEED CONTROL

There has been no chemical weed control undertaken during the reporting period.

9 NEW ACCESS WORKS / PIPELINES

There has been no new access work/pipeline works undertaken during the reporting period.

10 SLIP / WASHOUT REPAIRS

The following slip repairs/bank repairs have been carried out in this reporting period using soil and over 36t of pitching stone.

Location/Drain	Length (m)
Pinfold Drain	13 (Slip)

It is anticipated that following the recent prolonged period of wet weather, saturated ground conditions, and high water levels experienced following Storms Babet and Henk, new slips will have appeared across the district. The full extent of these is not yet known, and it could be well into the cutting season before this is the case. The slip repair programme which commenced in 2021 was nearing completion, and it was hoped that the slip repair budget would reduce in the near future. This may not now be the case.

11 MARKER POSTS

There have been 90 markers posts installed during the reporting period.

12 PUMPING STATIONS

12.1 The following pump is currently under refurbishment by Fenflow Ltd.

Pumping Station	Pump	Work to be carried out
Lawyers	Pump 1	Pump proposed reinstallation in March 2024

Unfortunately, after dismantling pump 1, it was found to be in a very poor state, resembling pump 3 condition which was removed earlier in the year. The pump casing around the diffuser was found to be severely damaged, the level of damage was such that this part of the casing needs replacing, as per pump 3.

12.2 The Operations Team has carried out its annual electrical and mechanical inspection/servicing of all the Board's Pumping Stations with the assistance of its contractor C V System Ltd with minor repair works carried out.

13 SLUICES

13.1 SUTTON BRIDGE SLUICE

Sutton Bridge Sluice is currently being operated to maintain the water level in the South Holland Main Drain around the winter level of 0.00m ODN

13.2 ANNUAL INSPECTIONS

The Operations Team has carried out its annual inspection/servicing of all the Board's sluices with minimal repair works required.

14 EMPLOYEES

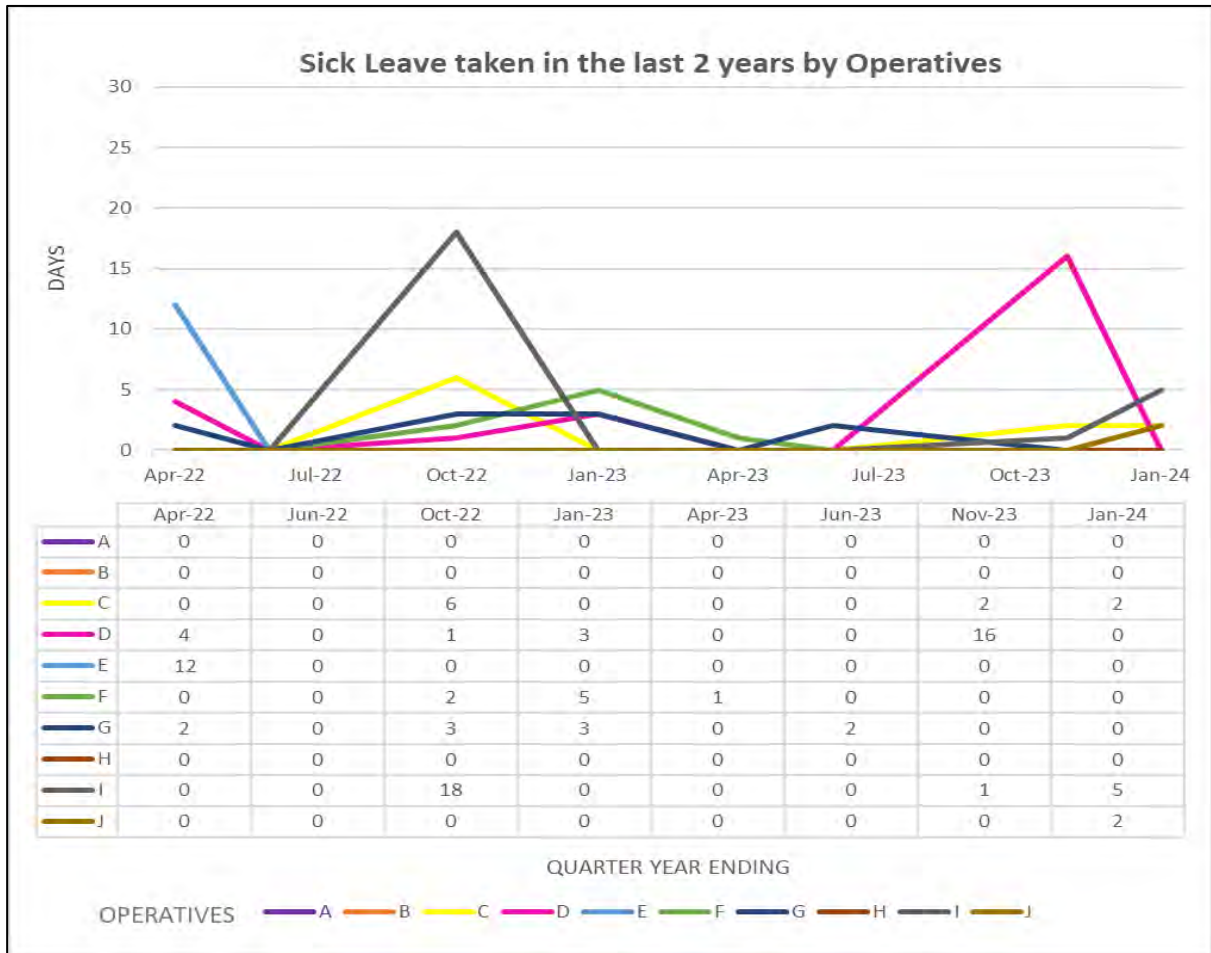
14.1 EMPLOYEES

Unfortunately, one of the land drainage operatives decided to hand in their notice in December 2023, and has now left the Drainage Board. Fortunately, the operations team have recruited a new operative who will be starting on the 15 April 2024.

14.2 SICKNESS

A total of 9 working days have been lost in this reporting period due to illness, up to 22 January 2024.

Please see chart below showing sick leave taken by each operative currently employed by South Holland IDB, each quarter, over the last 2-year period, up to the end of January 2024.



15 PLANT

The 19 tonne Volvo wheeled excavator and 4.2m cutting basket have been ordered and delivery is proposed for June 2024.

16 RECHARGEABLE WORKS

16.1 SEA BANK CUTTING ON BEHALF OF THE ENVIRONMENT AGENCY VIA A PSCA

The Environment Agency has offered the Board an extra 2.5km section of sea bank to cut in 2024/25 from Whitehouse Farm to West Lighthouse at Sutton Bridge (only while the refurbishment of Lutton Leam Sluice is being completed during 2024/25). The Operations Team believe they can manage this extra work using the Board’s contractor with limited assistance from the Operations Team. The total sea bank cutting length will increase from 29.26km to 31.76km for 2024/25. The South Holland IDB will be providing the EA with a quote for undertaking this work.

17 GENERAL

17.1 STORMS BABET (18 – 21 OCTOBER 2023) AND HENK (2 JANUARY 2024)

Storm Babet marked the beginning of a very wet period with 59.8mm of rain being recorded at the Holbeach office over the four-day event. The total rainfall recorded for October was 155.3mm (260% of average). This was enough to bring the soil moisture deficit down from 95.3mm on 10 October to 9.0mm on 31 October.

During November the soil moisture deficit fell further to 3.2mm by 5 December. At this point the ground was approaching saturation, and every amount of rainfall, however small, was having an effect on water levels and the amount of pumping that had to be done to maintain levels within acceptable limits.

High flows continued throughout December and over the Christmas period. The rainfall recorded at the Holbeach office for December was 96.8mm (214% of average), and with storm Henk on 2 January 2024 and its immediate aftermath, a total of 42.9mm of rainfall was recorded in the period 1 – 4 January 2024. This fell on saturated ground, the soil moisture deficit for the beginning of January being only 1.1mm

On 3 January many of the Board's pumping stations were working at 100% capacity and still being beaten by water levels. These levels peaked generally overnight on 3 / 4 January and with continued pumping continued to drop back to within normal operating levels over the next 2 to 3 days.

The Board's system coped well, with no major issues to report. There was however a breach in the Environment Agency's fluvial River Welland at Cowbit and Crowland washes on the afternoon of 4 January. The breach in the cradge bank was reportedly caused by leakage through a vermin hole. The bank had been overtopping in various places that day and the day before. The syphons, which are supposed to let water into the washes in a controlled way before the water level reaches bank crest height, failed to operate, in the same way they failed to operate back in 1998.

The amount of pumping undertaken by the Board since October has been way over average. The electricity charges for October and November were in the region of £110,000. The annual budget for electricity, which is based on average years usage, was exceeded by the end of December. It is therefore anticipated, depending on weather conditions for the remainder of the financial year, that the electricity budget for 2023/24 will be overspent by £150,000 - £200,000.

The annual rainfall total for the Holbeach office for 2023 was 776.1mm (136% of average). This is the third wettest year since records began at the site in 1986, beaten only by 2012 (807.0mm) and 2019 (809.0mm)

17.2 PROPOSED WELLAND AND NENE DRAINAGE MUSEUM

The idea of having a Welland and Nene Drainage Museum has been raised locally for discussion. The proposed site would be Welland and Deepings IDB's old Pinchbeck Engine Museum which has been closed now for some time. If this is something that the Board is interested in pursuing then further discussion will be needed with neighbouring Boards. The initial proposal was a financial contribution from each Board, of perhaps £5,000 each to freshen up the site, and then time and materials for setting up exhibits. The museum itself would be run by volunteers.

17.3 PROPOSED PARTNERSHIP SCHEME – DRAIN IMPROVEMENT, LOW FULNEY. WHAT3WORDS : busters.laptops.hydratation

Negotiations continue with the landowner, and further investigations continue with the following:

- The extent of the improvement required, and the cost associated with this
- The cost of moving the high voltage cable
- The extent of land loss and level of compensation required
- What contributions towards the cost of the improvement can be obtained (namely from LCC)



Board's watercourses shown in blue. Proposed length of private watercourse for possible improvement and adoption shown in red – 170m

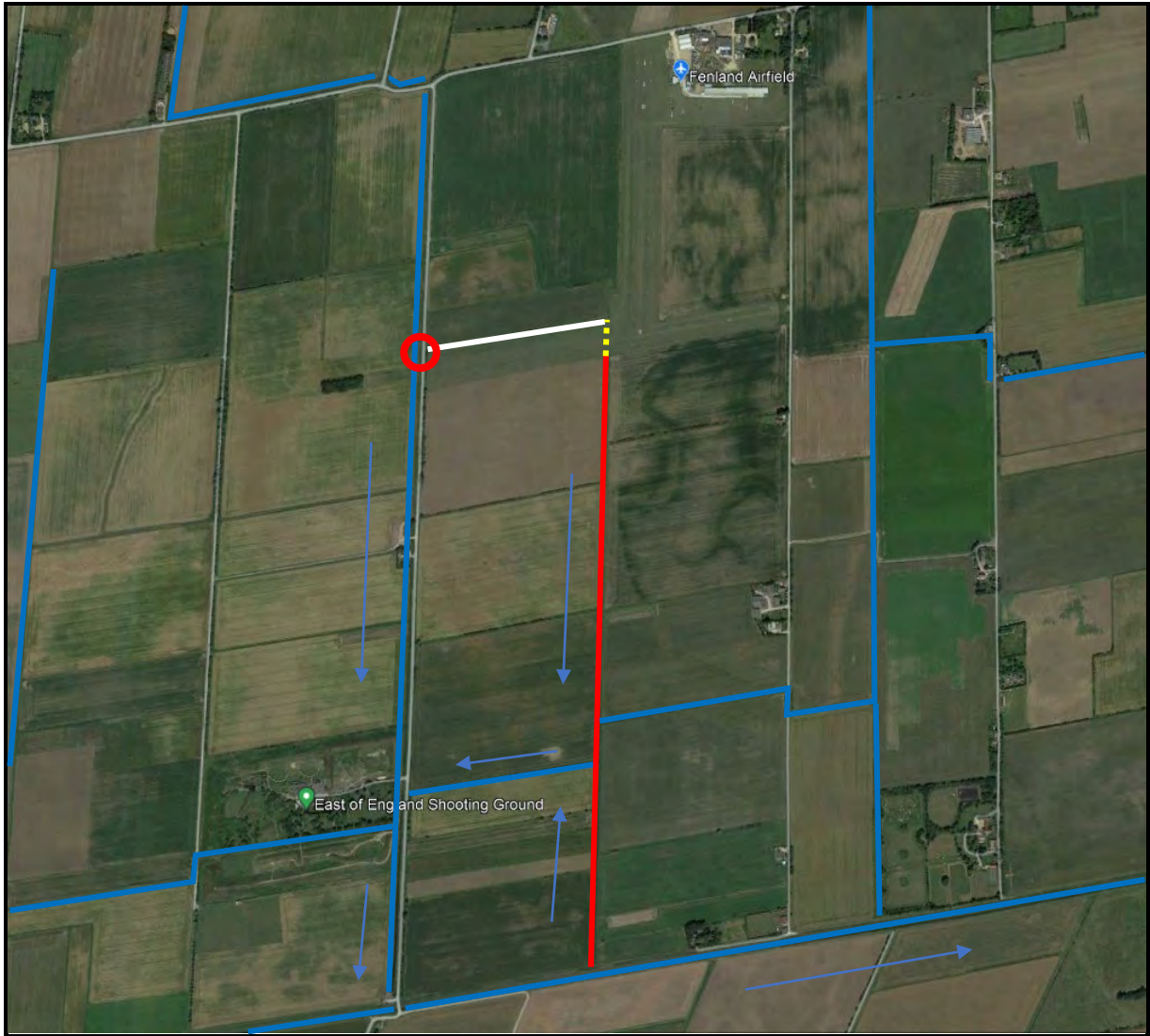
17.4 REQUESTED DRAINAGE IMPROVEMENT – DAIRY HOUSE DRAIN. WHAT3WORDS: strumming.snappy.gestures

As mentioned at the last meeting, a letter was received in November 2023, signed by six farmers in the vicinity, requesting improvements to the Dairy House Drain system.

The Dairy House Drain system consists of the Board's Dairy House Drain (shown red on the plan below), upstream of this is a private pipeline under the airfield (shown yellow on the plan below), and upstream of this are private agricultural dykes.

It is proposed that the following be undertaken:

- The Board's Dairy House Drain is reprofiled at the earliest opportunity, this will be in the 2025/26 programme.
- The owners of the airfield are reminded of their responsibility in maintaining the pipeline in good order and ensuring water can flow through efficiently. They should also be informed that the steel pipes forming the pipeline may be reaching the end of their lifespan and may well require investment in the near future.
- Inform the owners of the airfield that an alternative to replacing the pipeline could be to divert the upstream end of the drain westwards and under Peartree Hill Road into the Board's Peartree Hill Drain (route shown white on the plan below). This could be a viable long term alternative for the airfield to consider.



Dairy House Drain shown in red, private pipeline under airfield in yellow, possible diversion in white, and new culvert connection shown by red circle

17.5 INCREASE IN ELECTRICITY STANDING CHARGES

During January, ADA began collating information on the increase in electricity standing charges across the industry. A summary of the information supplied for this Board can be seen in Appendix A of this report.

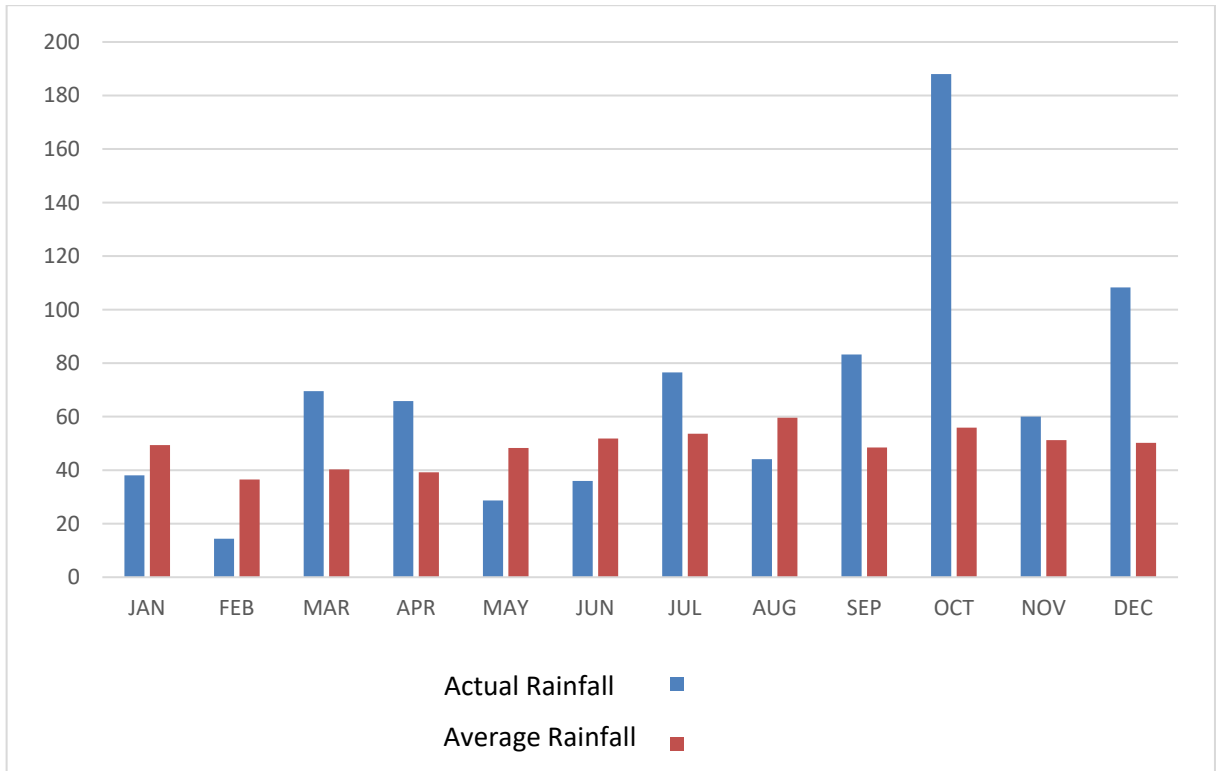
As can be seen, the Board has gone from paying £1,858 per year for pumping station/sluiice standing charges in 2021, to £93,224 per year in 2024.

18 RAINFALL

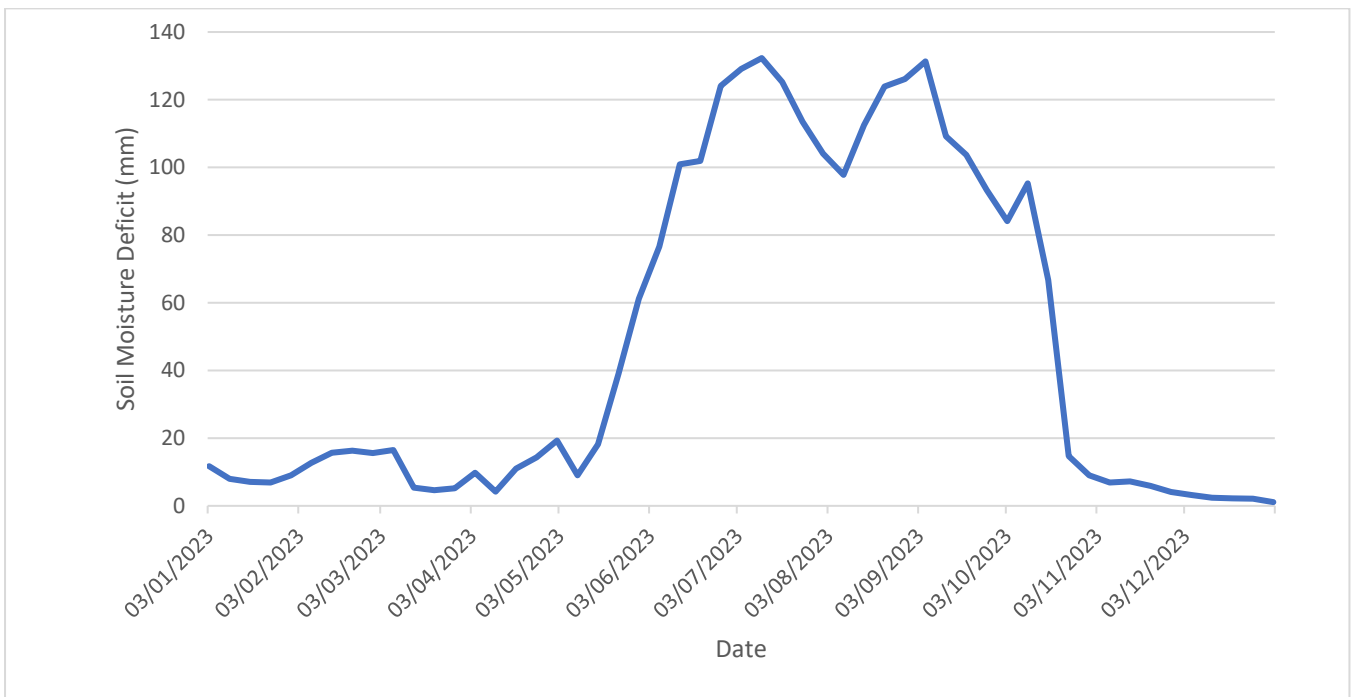
Rainfall statistics relating to stations in the Board’s area for the months of October, November, and December are as follows: (recordings in mm)

LOCATION	OCTOBER		NOVEMBER		DECEMBER		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	188.0	55.9	60.0	51.2	108.3	50.2	64
Holbeach – Marsh Reeves	155.3	59.8	54.3	49.6	96.8	45.2	38

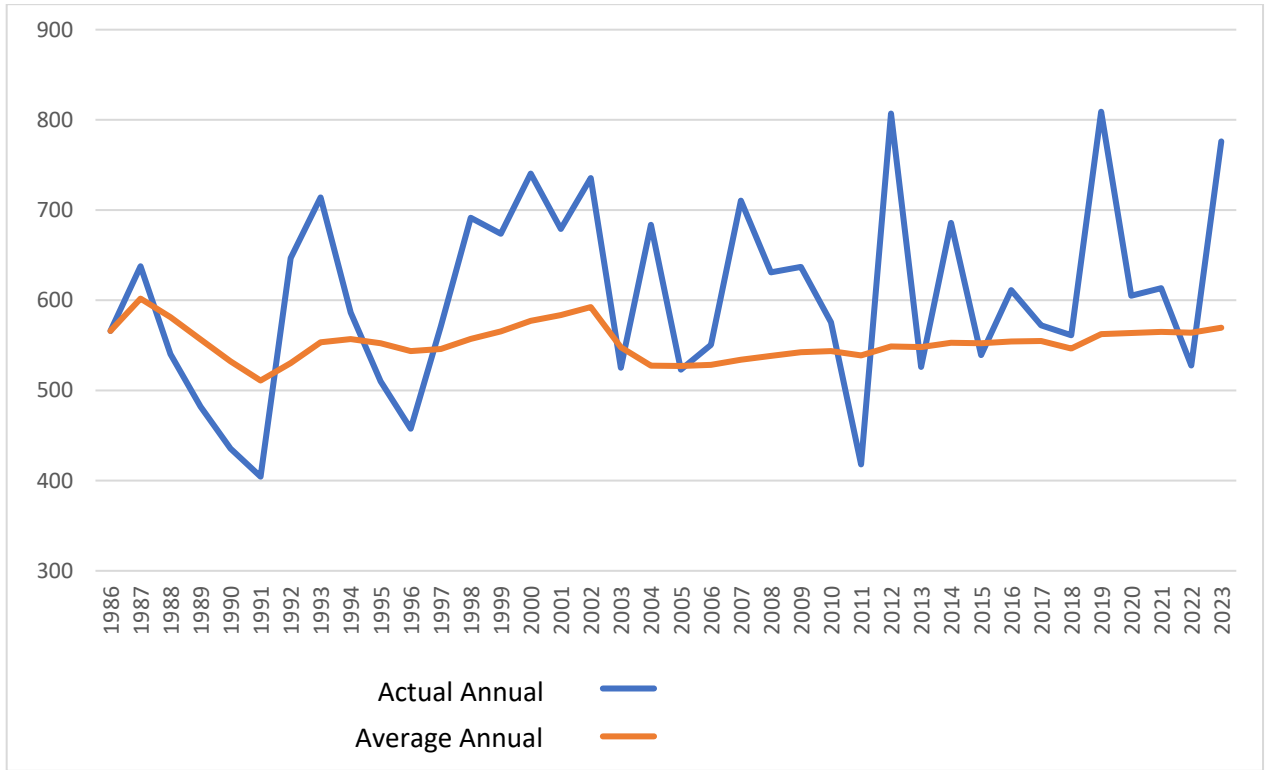
**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)
NORFOLK HOUSE JANUARY – DECEMBER 2023**



**SOIL MOISTURE DEFICIT (MM)
SOUTH HOLLAND IDB DISTRICT JANUARY – DECEMBER 2023**



**ACTUAL AND AVERAGE ANNUAL RAINFALL TOTALS (MM)
MARSH REEVES 1986 - 2023**



Year	Actual	Average	Year	Actual	Average
1986	565.9	565.9	2005	523.1	527.2
1987	637.7	601.8	2006	550.6	528.3
1988	540.3	581.3	2007	710.5	534.0
1989	482.1	556.5	2008	631	538.3
1990	435.5	532.3	2009	636.9	542.4
1991	404.4	511.0	2010	575.6	543.7
1992	646.8	530.4	2011	418	538.9
1993	713.9	553.3	2012	807	548.8
1994	586.4	557.0	2013	526	548.0
1995	510.1	552.3	2014	685.7	552.8
1996	457.5	543.7	2015	539.1	552.3
1997	571	546.0	2016	611.2	554.2
1998	691.4	557.2	2017	572.2	554.8
1999	673.7	565.5	2018	561.2	546.5
2000	740.5	577.1	2019	809	562.4
2001	679.1	583.5	2020	605	563.7
2002	735.5	592.5	2021	613.3	565.0
2003	525.2	547.9	2022	527.6	564.0
2004	683.6	527.4	2023	776.1	569.6

**KARL VINES
AREA MANAGER**

**DOMINIC MORRIS
OPERATIONS MANAGER**

JANUARY 2024

South Holland IDB Standing Charge Analysis - Operations Report - Appendix A

Site name	Asset type	April 2024 - March 2026 Standing Charge - Prices for 1 year, double price for the full contract period SC.	April 2023 - March 2024 Standing Charge - Price for 1 year period	April 2022 - March 2023 Standing Charge - Price for 1 year period	April 2021 - March 2022 Standing Charge - Price for 1 year period	April 2020 - March 2021 Standing Charge - Price for 1 year period
Fleet Haven	Pumping Station	£9,071.97	£6,626.21	£52.72	£163.20	£125.04
Dawsmere	Pumping Station	£5,687.55	£4,063.91	£649.22	£107.50	£98.55
Lords	Pumping Station	£7,326.32	£10,189.22	£4,698.49	£375.97	£303.60
Fleet Fen	Pumping Station	£5,680.64	£3,719.60	£1,842.26	£182.75	£125.04
Clay Lake	Pumping Station	£3,283.26	£2,116.70	£1,095.11	£93.12	£75.48
Wisemans	Pumping Station	£16,351.54	£10,189.22	£4,698.49	£487.57	£75.48
Donningtons/Peartree Hill	Pumping Station	£3,290.23	£2,116.70	£1,095.11	£125.41	£125.04
Little Holland/Sutton St James	Pumping Station	£19,691.90	£12,881.79	£5,251.58	£232.60	£125.04
Manor Farm	Pumping Station	£414.39	£231.51	£116.43	£90.15	£98.55
Westmere	Pumping Station	£212.22	£231.51	£52.63	£84.03	£98.55
Holbeach Bank	Pumping Station	£769.51	£581.43	£233.92	£91.53	£98.55
Gotts	Pumping Station	£786.48	£581.43	£233.92	£172.82	£98.55
Roses	Pumping Station	£411.56	£356.23	£116.43	£86.99	£98.55
Lawyers	Pumping Station	£19,806.72	£12,881.79	£5,251.58	£319.94	£125.04
Long Sutton Pit	Pumping Station	£213.23	£231.51	£52.63	£91.06	£98.55
Sutton Bridge Sluice	Water control structure	£226.32	£231.51	£52.63	£69.79	£88.08
		£93,223.84	£67,230.28	£25,493.16	£2,774.44	£1,857.68

ENVIRONMENTAL REPORT

For the period 02 November 2023 to 23 January 2024

1. INFORMATION FOR THE BOARD

1.1. WMA BOARD COMPLIANCE WITH THE BIODIVERSITY DUTY – UPDATE

The UK government guidance on complying with the Biodiversity Duty was published in May 2023 and can be seen in detail via the following link:

[Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complying-with-the-biodiversity-duty)

This guidance states that Public Authorities operating in England, must consider what they can do to conserve and enhance biodiversity in England. **This is the strengthened ‘biodiversity duty’ that the Environment Act 2021 introduces.**

This means that an IDB as a public authority, must:

1. Consider what can be done do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on this consideration.
3. Act to deliver your policies and achieve your objectives.

An IDB must complete the first consideration of what action to take for biodiversity by 01 January 2024 and IDBs must agree the policies and objectives as soon as possible after this.

WMA RESPONSE TO DEFRA GUIDANCE

In response to this guidance, internal meetings to discuss the “**Considerations of Biodiversity Duty in IDB Functions**” and actions to be undertaken were convened and attended by managers on the following dates:

- SMO policy considerations: 18/11/2022
- Sustainable Development team policies: 09/03/2023
- General policy considerations: 14/07/2023, 08/09/2023, 31/10/2023, 14/11/2023

Table 1 below summarises the overall considerations for biodiversity already undertaken by Boards, with proposed actions, as approved by the Boards of the WMA during 2022-2023:

Table 1.

Policy / Document	Board or WMA
IDB Biodiversity Action Plan Review 2023-2028	Broads IDB Norfolk Rivers IDB South Holland IDB Kings Lynn IDB Waveney Lower Yare and Lothingland IDB East Suffolk WMB Pevensey & Cuckmere WLMB
Standard Maintenance Operations Document Review 2023-2028	Broads IDB Norfolk Rivers IDB

	Waveney Lower Yare and Lothingland IDB East Suffolk WMB
Planning and Byelaw Strategy	WMA

A further overview of all the 68 IDB/WMA policies was undertaken on 31/10/2023 by WMA managers to determine if and where further enhancements for biodiversity were appropriate. A shortlist of documents where it was considered that enhancements could be achieved for further investigation was created. These are shown in Table 2.

Table 2.

Policy/Document Name	Where Biodiversity Enhancement may be included	Responsible Officer	WMA or IDB Branded
Strategic			
Business Plan/ Policy Statement	Include enhancement and Carbon Management Plan across the Boards	Area Managers	IDB
Asset Prioritisation Criteria	Influencing drains to be included	Area Managers	IDB
Biosecurity Policy	Review currently scheduled for 2027 but undertake in 2024.	Environmental Manager	WMA
Drought Policy	Review alongside WLMPs- moving water from one watercourse to another.	Environmental Manager	WMA
ISO 9001 Quality Statement	Take to next ISO management meeting	ICT Manager	WMA
ISO 14001 Environmental Statement	Take to next ISO management meeting	Environmental Manager	WMA
Pevensey Levels Water Level Management Plan 2015	P&C now principal lead on WLMP. Review to be undertaken when new pumping stations are replaced.	Environmental Manager	P&C WLMB
Sustainability Policy	To be reviewed in 2023/24 to align with carbon audit and carbon management plan.	Environmental Manager	WMA
Finance			
Investment Strategy	Understand and consider opportunities for environmental investment.	Finance & Rating Manager	WMA
Governance			
Information Security and Systems - Acceptable Use Policy	Consideration of energy rating of new equipment	ICT Manager	WMA

As part of the review process regarding the Considerations for Biodiversity, additional policy documentation is being prepared as described below in Table 3:

Table 3.

Proposed New Policy/Document Name	Proposed inclusion of Biodiversity Enhancement	Responsible Officer	WMA or IDB Branded
WLMPs for Individual Boards	WLMPs can by their very nature create environmental enhancements. Review process initiated in BIDB Sept 2023-Likely catchment-based approach and useful for Pumping Station review.	Environmental Manager	BIDB /NRIDB/WLY L /KLIDB (LSD fen)
Non-Native Invasives,	Undertake review and combine enhancement where possible.	Environmental Manager	WMA
Ragwort Policy	Undertake review and combine enhancement where possible.	Environmental Manager	WMA
Tree Policy	Undertake review and combine enhancement where possible. To include IDB owned land.	Environmental Manager	WMA
Hedgerow Policy	Undertake review and combine where possible enhancement. To include IDB owned land.	Environmental Manager	WMA
Standard Maintenance Operations Document Review 2024-2029	Review of documents to consider enhancement during maintenance where applicable.	Environmental Manager	SHIDB KLIDB P&C WLMB (in prep)

NATURE RECOVERY STRATEGIES

Links have also been made with the Local Nature Recovery Strategy officers and partnerships in Lincolnshire, Norfolk, Suffolk, and Sussex to further determine how WMA IDBs may be able to work alongside others to facilitate nature recovery at scale within the respective IDD. These partnerships also allow IDB officers to better understand where protected site strategies are being implemented and how the IDBs can contribute to species recovery strategies.

E.g. All WMA IDBs are participating in the Water Vole Recovery Strategy through their affiliation with and/or funding of the Waterlife Recovery Trust Mink eradication programme.

TRAINING AND EDUCATION

Training will continue to be delivered to IDB staff on a regular basis as policies are reviewed to ensure compliance with the Biodiversity Duty.

IDB OWNED LAND

A review of IDB land ownership is underway to better understand where specific management or enhancements may be undertaken for the benefit of biodiversity on IDB owned land parcels and determine how this may contribute to larger scale landscape recovery.

1.2. SHIDB STANDARD MAINTENANCE OPERATIONS AUDITS

The Environment Team have undertaken audits on two drains during this period, in the SHIBD catchment, following the completion of maintenance works. This is to ensure that maintenance

on the drains is done to the standard set out by the SHIDB's Standard Maintenance Operations Document and ensure compliance.

The two drains audited include the Donningtons drains (DRN195P0501, DRN195P0502 and DRN195P0503) (surveyed on the 21 November 2023) and the Delgate drains (DRN193P1302 and DRN19701801). Audit reports were completed for each drain, including an overall maintenance score and recommendations, and issued to the SHIDB Engineer Operations Manager.

2. BIODIVERSITY ACTION PLAN – UPDATE

2.1. MINK

2.1.1 WATERLIFE RECOVERY TRUST (WRT) - UPDATE

The WLRT is a charity, registered in 2022, with origins in the Waterlife Recovery East (WRE) project. The aim of this group is to eradicate mink throughout Great Britain via a partnership approach from many organisations. The WLRT today sees partner organisations and volunteers trapping mink and seeing native wildlife rebound from Yorkshire through to Sussex, with more counties to likely sign up. The Pevensy Farmer Cluster are now involved in this project and moves are afoot to setup an extended arm of the project, likely called Waterlife Recovery South East, extending the project into Sussex, Kent and Southern Greater London areas. The Environmental Manager continues to sit on this steering group to represent WMA interests.

The fourth edition of the WLRT newsletter produced for October 2023 provides some interesting information, updates on the project and its progress and can be found [here](#).

2.1.2 SHIDB MINK PROJECT – UPDATE

One mink has been caught (14/11/23) on the Exeter Drain South, Clay Lake in the SHIDB catchment during this period. A total of 5 mink have been caught for the WLRE project so far since 1st January 2023 - 31 December 2023 by the SHIDB all of which were caught at Exeter drain. No animals have been caught to date since the 1st January 2024.

The WLRE received a maximum grant of £500,000 in August and as a result, the WLRE project are providing the SHIDB with an extra free rafts, traps and remotes, which will increase the current trap locations from 8 to 16 across the South Holland IDB catchment. The funding has also allowed for a new WLRE officer to help support the dispatch of animals.

2.2 SHIDB BAP ACTION – KINGFISHER NESTING SITES

The SHIDB Biodiversity Action Plan (BAP) considers the protected species Kingfisher with an objective to '*Protect and maintain existing kingfisher populations and related habitats, particularly nest sites*'. Under this BAP objective, the board have an action to '*Paint white paint on the wall underneath holes created for Kingfishers at Lords and Lawyers drain, to mimic kingfisher droppings*' and '*Monitor the kingfisher holes*'.

Environment Officers undertook an assessment of the current condition of the Kingfisher artificial nesting site at Lords drain on 11th January 2024. During the site visit at Lords drain, the water level beneath the artificial kingfisher hole at the pumping station was too high to safely survey and maintain. Therefore, Environment Officers have planned to attend the site again when the water level is low enough to undertake the survey and maintenance safely. Whilst on site, a potential Swallow nest was observed on the face of the sheet piling below the concrete headwall. The area was deemed likely to be suitable for swallow nesting and the Environment team are looking into the costings of artificial nest cups designed to attract swallows.

During the surveys, Environment Officers were made aware of historic sightings of kingfisher nesting at Wisemans pumping station in the sheet piling. A few years ago, a kingfisher was seen

entering a hole in some sheet piling where a piling attachment had fallen out. Environment Officers surveyed the holes in the piling which had notably been excavated and a cavity behind the wall created, which may provide suitable habitat for kingfisher. Officers cleared the hole entrances of cobwebs and painted white paint on the wall below the current kingfisher holes at Wisemans to mimic kingfisher droppings to encourage kingfishers to nest.



Environment Officers painting white paint under kingfisher nesting holes to mimic kingfisher droppings (Wisemans pumping station).

2.3 SAND MARTIN NEST SITE – SOUTH HOLLAND MAIN DRAIN HLS AREA

The Sand Martin cliffs on the South Holland Main Drain HLS Area were trimmed up on the 17th November 2023 to maintain verticality. The silt banks having previously crumbled and slumped to some extent, which if left to deteriorate further would have made it easier for predators to access the nest holes. The wall will be surveyed again the summer period to assess for nesting holes.

2.4 PICCAVER’S FARM POND RESTORATION

A week of long-reach excavator work was undertaken in late October 2023 at Piccaver’s Farm. Desilting a quarter of the farm pond had previously been agreed by the SHIDB Conservation Committee in 2023. The activity was undertaken to prevent the pond from silting up and reeding over, to enhance the pond and keep sections of it open for overwintering and breeding birds.

3. PRE-WORK SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
02/11/23	CL	BAP	Tydd St Mary Pond	An initial scoping visit to assess the pond prior to determining landownership or making any future recommendations for rehabilitation.
21/11/23	CH, EB	Maintenance	Donningtons drain	SHIDB SMO audit of the maintenance undertaken along the Donningtons drain.
14/12/23	CH, CL	Maintenance / BAP	Delgate Drain	SHIDB SMO audit of the maintenance undertaken along the Delgate drains.

Date	Officer	Project / Maintenance/ BAP	Site	Comments
14/12/23	CH, CL	BAP	SH Main Drain Old Outfall Sluice	Site visit to assess the reedbed in front of the old outfall sluice and consider its future maintenance as apart of the reviewed SMO Reedbed management plan.
11/01/24	CL, CH	BAP	Lords Drain and Wisemans PS	Site visit to Lords drain to assess the condition of the Kingfisher artificial nesting site and to Wisemans pumping station where historic sightings of kingfisher nesting had been recorded.
18/01/24	EB, RY	Project	Chapel Farm	Site visit to look at the proposed culvert plans on Watsons Dyke, and to undertake a water vole survey to instruct mitigation requirements.

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

Licence / WFD Assessment / Assent / Habitat Regulations Assessment	Applied	Granted
CMT199G drains WFD – Desilt	07/11/23	N/A
Ugly Bridges and Pinfold drains WFD – Desilt	08/11/23	N/A

5. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
02-11-23	INNS Training delivered to the Planning Team	Environment Officer provided a training presentation to the WMA Planning Team regarding INNS, including legislation, why it is important, identification, and recording.
14-11-23	Consideration of Biodiversity Enhancement Meeting	A meeting to further consider what action the WMA can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective (this objective is the conservation and enhancement of biodiversity in England through the exercise of functions in relation to England).
15-11-23	Invasives, Hedging and Tree Policy Meeting	A meeting to discuss the creation of three new WMA polices: Hedges, Trees, and INNS, including what should be included in each policy and the information should be presented.
16-11-23	CIEEM Webinar – Survive or Thrive? The IUCN Green Status of Species	A webinar provided by CIEEM on the new IUCN Green Status list and how this can help influence and instruct conservation efforts and resources using past, present and future modelling. The webinar also presented key differences between the IUCN Red List and the Green Status and how these can be used for different functions within conservation.
28-11-23	ISO 14001/9001 Internal Audit Review Meeting	Meeting to discuss the WMA 2023 ISO Internal audit result / outcomes and review next steps for the 2024 Internal audit.
07-12-23	Creating clean water ponds for freshwater wildlife Webinar	A webinar lead by Dr Pascale Nicolet from Freshwater Habitats Trust on Creating clean water ponds for freshwater wildlife. The webinar presented the key elements of pond creation, covering locating ponds to ensure good water quality, how to assess hydrology and geology and design principles at pond and pondscape levels to maximise conservation benefits.
11-01-23	ISO 14001/9001 Internal Audit Team Meeting	Team meeting to discuss the WMA 2024 Internal Audit
16-01-23	CIEEM Webinar – The Amplification of Plant Disease Risk through Ecological Restoration	A member network event / webinar provided by CIEEM on covering; 1) What are the risks plant pests and pathogens pose to our native habitats?, 2) How aware are those conducting habitat restoration and creation of the risks plant pests and pathogens pose? and 3) What can we do about these risks?
23-01-24	CIEEM Webinar - The Statutory Biodiversity Metric for	A webinar provided by CIEEM on the statutory Biodiversity Metric for mandatory Biodiversity Net Gain. The statutory Biodiversity Metric underpins the mandatory requirement for

Date Applied	Meeting / Training Attended	Brief Description
	Mandatory Biodiversity Net Gain in England	developments to achieve Biodiversity Net Gain. The webinar presented the statutory Biodiversity Metric, how it differs from previous versions of the metric, the policy context of the statutory Biodiversity Metric and how the metric supports developments to achieve net gains in biodiversity.

6. NON-COMPLIANCE

Nothing to report within this period.

7. COMPLAINTS

None within this period.

**CAROLINE LABURN
ENVIRONMENTAL MANAGER
FEBRUARY 2024**

Sustainable Development Report

1. REPORTING PERIOD

This planning report covers the reporting period 3 November 2023 to 17 January 2024.

2. CONSENT APPLICATIONS

There are currently 42 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):	9
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	15
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	17
Total:	42

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	5	8	5	18
Awaiting applicant’s acceptance of conditions:	0	3	2	4	9
Being processed by officers:	1	1	5	8	15
To be determined by the Board in this report:	0	0	0	0	0
Total:	1	9	15	17	42

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

3. OTHER ITEMS REQUIRING THE BOARD'S CONSIDERATION

3.1 PROPOSED 'ABANDONMENT' AT A151 / A16 (Springfields) ROUNDABOUT

W3W: standard.implanted.double

While processing several applications associated with a major roundabout improvement scheme, officers have queried whether the small section of open watercourse (R07 Lords Drain) in the centre of the A151 / A16 (Springfields) roundabout is correctly designated as an Arterial Watercourse.

Arterial ('adopted') Watercourses usually receive maintenance from the Board. The designation of 'Arterial Watercourse' is made under permissive powers meaning there is no obligation for IDBs to fulfil any formal maintenance requirement and there is no change in the ownership or liability associated with the watercourse, which remains with the landowner. Arterial watercourses are however subject to additional regulation while they are under the control of the Board.

Due to significant access constraints this small section has not been maintained by the Board for at least 20 years. Notably, the landowner is LCC Highways, who are also a Risk Management Authority as per the Flood and Water Management Act 2010.

Officer Recommendation: Officers recommend that the Board's arterial watercourse network is updated in this location to reflect the Board's current maintenance schedule, and that the section in the middle of the roundabout is 'abandoned' (no longer considered as Arterial Watercourse). This does not impact the Board's powers to do ad-hoc works to the watercourse in the future if required.



Figure 1: Roundabout improvement scheme extent, showing arterial watercourse within the existing roundabout centre.

4. CONSENTS DETERMINED

During this reporting period, the following 17 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
21_05660_C	Byelaw 10	Washway Road, Spalding	Landscaping and riparian watercourse regrading	Amended 05/12/2023
21_05661_C	Section 23, LDA 1991	Washway Road, Spalding	6m culvert replacement	Amended 05/12/2023
21_04769_C	Byelaw 3 Surface Water	Washway Road, Spalding	Discharge of surface water from 8,315m ²	Amended 05/12/2023
21_04768_C	Byelaw 3 Treated Foul Water	Washway Road, Spalding	Discharge of treated foul from commercial unit	Amended 05/12/2023
23_22179_C	Section 23, LDA 1991	Rangell Gate, Spalding	22m access culvert	Granted 15/01/2024
23_22267_C	Byelaw 10	North Road, Gedney Hill	Outfall apparatus	Granted 16/01/2024
23_22268_C	Byelaw 3 Treated Foul Water	North Road, Gedney Hill	Discharge of treated foul from domestic property	Granted 16/01/2024
23_23016_C	Byelaw 10	Lutton Garnsgate, Long Sutton	Outfall apparatus	Amended 12/01/2024
23_23022_C	Byelaw 3 Treated Foul Water	Lutton Garnsgate, Long Sutton	Discharge of treated foul from domestic property	Amended 12/01/2024
23_23469_C	Byelaw 3 Surface Water	Washway Road, Holbeach	Discharge of surface water from 852m ²	Granted 07/11/2023
23_24135_C	Byelaw 10	Washway Road, Holbeach	Fencing, caravan and miscellaneous storage within 9m of watercourse	Granted 22/11/2023
23_24513_C	Byelaw 10	Hockney Hole Lane, Whaplode	Hedging within 9m of watercourse	Granted 06/12/2023

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
23_24560_C	Byelaw 10	Garnsgate Road, Long Sutton	Fencing within 9m of watercourse	Granted 13/11/2023
23_24838_C	Byelaw 10	Marsh Road, Gedney Drove End	Fencing and pergola within 9m of watercourse	Granted 24/11/2023
23_25373_C	Byelaw 10	Skelton Drive, Long Sutton	Fencing and paving within 9m of watercourse	Granted 12/01/2024
23_25388_C	Byelaw 10	Kensington Close, Holbeach	Fencing, shed and decking within 9m of watercourse	Granted 19/12/2024
23_25905_C	Byelaw 10	Chapel Hill, Whaplode Drove	11 land tile outfalls	Granted 22/12/2023

5. PLANNING COMMENTS

Officers have provided comments on 59 applications that are either in or could impact on the Board's Internal Drainage District. 3 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
H09-0219-23	Holbeach	Holbeach Meadows	Residential Development (330 Dwellings)
H23-0972-23	Whaplode	Cobgate	Residential Development (28 Dwellings)
H09-1044-23	Holbeach	Holbeach Meadows	Residential Development (285 Dwellings)

Additionally, officers have been engaging with the proposed [Outer Dowsing Offshore Wind](#) project. As part of this project officers have been negotiating regarding how the project will interact with the Drainage District and whether it would be appropriate for the applicant to disapply some sections of Land Drainage Act 1991 (this is a common practice with National Infrastructure Projects / Development Consent Orders).

If the Land Drainage Act is disapplied the main provisions will be replaced within a protective provision (within the Development Consent Order) and a cost recovery agreement / performance agreement would need to be agreed. Officers are working alongside other Lincolnshire IDBs as the majority of their works falling outside of SHIDB area.

6. FEES

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

Case ref(s)	Date invoiced	Amount (no VAT)	Date Paid
23_21216_C	31.07.2023	£13,058.25	01.12.2023
23_23469_C	13.11.2023	£3,224.82	-
Total:		£16,283.07	

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CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
JANUARY 2024

SOUTH HOLLAND IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/10/2023

Payment Date To : 31/12/2023

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AB0001	AbbeyPrint Ltd	Posters/Signs	72.00
AD0101	ADC (East Anglia) Ltd	Pipe Jetting Services	2,152.50
AF0001	A F Howland Associates	Ground Investigation Luton Leam	11,787.64
AI0102	Airquick (Newark) Ltd	Call Out & Repairs to Compressor	549.84
AL0003	Alarmline Security Ltd	Parts/Services	576.00
AN0100	Anglia Farmers Ltd	PS Electricity	90.71
AR0141	Arco Ltd	PPE/Small Tools/Consumables	478.75
AY0101	Mr B Ayres	Building Supplies	315.00
BA0001	Barrett Steel Ltd T/A Newark Steel	Steel	2,322.00
BA0237	Barhale Ltd	Capital Works	14,860.00
BE0203	Bedford Pumps Ltd	Capital Works	276,407.88
BL0002	Black Sluice IDB	Capital Works	7,825.00
BL0266	Blueline Trailers	Trailer Parts	18.00
BO0205	BOC Ltd	Oxygen/Acetylene	654.17
BR0001	Branch Bros	Building Supplies	72.24
BR0003	Mr Mark A Broughton	Capital Works	720.00
BR0200	Breedon Trading Ltd	Aggregates	616.79
BR0201	British Gas Electricity	PS Electricity	136,524.94
BR0204	Stantec UK Limited	Capital Works	20,478.89
BR0211	BT Payment Services Ltd	Telephone Bill	3,942.28
BU0203	Bunzl Cleaning & Hygiene Supplies	Cleaning Supplies	128.36
BU0205	B A Bush & Son Ltd	Tyres/Repairs	273.91
CA0302	Fred Campling & Sons	Excavator Transport	2,616.00
CA0306	The Canadian Fencing Company	Fencing & Gates	7,761.60
CH0301	Chisletts (Spalding) Ltd	Plant Hire	189.60
CH0303	Chandlers (Farm Equipment) Ltd	PPE/Service/Small Tools	4,680.82
CL0001	CLAAS Eastern Ltd	Warranty Excess	840.00
CO0301	Coles Quality Drycleaners	Dry Cleaning	174.00
CV0001	CV Systems Ltd	Annual Pump Inspections	2,080.80
DR0401	Drilltec Ltd	Plant Hire	470.00
DR0403	Drayton Welding & Tool	Engine/Welding Equipment	3,413.76
DV0001	DVLA	Vehicle Tax	330.00
EC0001	Ecological Services Ltd	Bee Survey	1,987.20
ED0002	EDF Energy Customers Ltd	Electricity	242.31
EN0519	Energas Ltd	Gas Cylinder Rental	47.85
EN0528	Environment Agency	Precept	73,841.50
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	300.17
FE0001	Fenflow Ltd	Pump Refurb	48,487.20
FI0002	Finning (UK) Ltd	Parts/Service	455.58
FR0001	Frazer	Building Materials	3,261.29
GC0001	GCM Plant Hire Limited	Plant Hire/Materials	2,115.60
GM0101	GMB National Administration Unit	Union Subscriptions	262.26

SOUTH HOLLAND IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/10/2023

Payment Date To : 31/12/2023

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
GR0004	Grays of Holbeach Ltd	Service/MOT	386.35
HA0826	Hargrave Agriculture Ltd	Assorted Components/PPE	2,793.69
HI0802	R J H Supplies Ltd	Assorted Components/PPE	294.08
HO0810	Hortech Cleaning Equipment Ltd	Parts/Services	286.99
IN0901	Inland Revenue	PAYE/N.I	31,232.82
KC0001	K C Ecological Surveys Ltd	Bat Survey	300.00
KW0001	K & W Mechanical Services Ltd	X Watch Inspections/Parts	1,648.20
LE1201	HSBC Invoice Finance (UK) Ltd	Annual Subscription/Services/Parts	19,953.60
LI0001	Listers Toyota Boston	Service/MOT	1,029.47
LI0006	Lincoln College	Training Course Fees	2,000.00
LW0001	LWOL Ltd	Waste Oil Collection	36.00
MA1309	Mastenbroek Ltd	Parts/Machinery	945.68
O20001	O2 UK Limited	Telemetry/Mobile Phones	661.58
OF1501	Ofcom	Radio Licence Fees	75.00
PA1604	Paktronic Engineering Co Ltd	Capital Works	2,208.00
PE0001	Perfect Circle JV Ltd	Capital Works	51,249.17
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	296.22
PE1633	G & J Peck Ltd	Parts/PPE	626.98
PR1668	Prudential Local Government AVC	AVC	895.22
QU0001	Quantum Controls	PS 12m Maintenance Agreement	5,340.00
RI0001	Rix Petroleum (Spalding) Ltd	Fuel	26,526.40
RO0002	Roomfoss Control Systems Ltd	Repairs to Fleet Fen PS	4,735.20
SM1930	Smiths Electrical Ltd	PS Standby/Call Out	1,872.00
SM1931	SMT GB	Service	1,686.18
SO0001	Hoben International Ltd T/A	Soluform/Pins	6,261.60
SO1940	South Lincs Plant Hire & Sales Ltd	Plant Hire	454.80
ST0001	S T Plant Repairs	Carrying out Land Drainage Duties	12,510.00
ST1986	Start Traffic Ltd	Overhead Cables Post	577.14
TA0002	Taylor's Vauxhall	Service/MOT	504.26
TB2001	TBC Ltd	Engineering Supplies	442.19
TH1001	P J Thory Ltd	Aggregates	26,339.41
TO2030	Town & County Engineering	Parts/PPE	124.13
TO2031	Toyota (GB) Ltd	New Toyota Hilux	38,106.41
TO2032	Tonwood Home Hardware	Parts	44.98
TR2003	The Training Association (WEST)	Training	1,692.00
VE0101	Veolia ES (UK) plc	Rubbish Collection	1,140.89
VO2201	SMT GB Ltd	Services/Parts	1,686.18
WA2302	Walton Loo Hire	Loo Hire	1,584.00
WA2304	Watson Fuels (UK) Ltd	Fuel	11,212.85
WA2345	Water Management Alliance	Staff Recharges/Onebill	43,904.51
WE2330	West End Garage	Fuel Can	26.50
WE2335	Welland & Deepings IDB	Weedcutting	979.20

SOUTH HOLLAND IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/10/2023

Payment Date To : 31/12/2023

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
WI0001	Wilkin Chapman LLP	Legal Fees	1,824.50
WI2306	T Wilkinson	Vermin Control	3,168.50
WI2307	Wildlife Conservation Partnership	Owl Boxes	576.00
WO2310	D W Woods Landscaping Ltd	Vegetation Clearance/Recharge	26,127.60
WO2311	A Woods	Parts/Services/Propane Gas	1,498.23
WY0001	West Yorkshire Pension Fund	Superannuation/Pension Deficit	90,900.15
XY0001	Xylem Analytics UK Ltd	Parts	1,208.40
YO0001	York Survey Supply	Parts/PPE	792.00

Please note that the amounts shown above include Vat **£1,065,189.70**

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Notes	Income and Expenditure	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
<u>Income</u>							
	Occupiers Drainage Rates	1,340,038	1,340,038	0	1,340,038	1,340,038	0
1.	Special Levies Issued by the Board	1,615,110	1,615,110	0	1,615,110	1,615,110	0
	Grants Applied	253,500	762,480	508,980	338,000	1,106,000	768,000
	Rental Income	0	1,330	1,330	680	1,330	650
	Income from Rechargeable Works	750	134,033	133,283	1,000	134,033	133,033
	Investment Interest	36,375	98,624	62,249	48,500	142,275	93,775
2i.	Other Income	135,063	184,861	49,798	257,972	255,174	-2,798
2ii.	Insurance Claim Settlements	0	20,694	20,694	0	20,694	20,694
	Total Income	£3,380,836	£4,157,169	£776,334	£3,601,300	£4,614,654	£1,013,354
<u>Less Expenditure</u>							
4.	Capital Works	753,750	881,711	-127,961	1,005,000	1,294,500	-289,500
	Environment Agency Precept	145,835	145,835	0	145,835	145,835	0
5.	Maintenance Works	1,699,228	1,646,856	52,372	2,263,650	2,479,199	-215,548
6.	Administration Charges	472,538	443,795	28,743	562,043	571,982	-9,939
	Cost of Rechargeable Works	0	126,463	-126,463	0	133,033	-133,033
3.	Net Deficit/(Surplus) on Operating Accounts	0	-93,865	93,865	0	0	0
	Total Expenditure	£3,071,351	£3,150,795	-£79,444	£3,976,528	£4,624,548	-£648,020
	Profit/(Loss) on Disposal of Fixed Assets	£0	£7,211	£7,211	£0	£7,211	£7,211
7.	Net Surplus/(Deficit)	£309,484	£1,013,585	£704,101	-£375,229	-£2,683	£372,545

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Notes	Balance Sheet as at 31-12-2023	Opening Balance £	Movement This Year £	Closing Balance £
8. Fixed Assets				
Land and Buildings		454,822	-9,678	445,144
Plant and Equipment		1,106,416	-87,601	1,018,815
Office and RT Equipment		0	0	0
Pumping Stations		0	0	0
		1,561,238	-97,279	1,463,959
Current Assets				
9. Bank Account		28,103	50,277	78,380
Stock		12,136	503	12,640
10. Trade Debtors		70,209	-67,014	3,196
11. Work in Progress		0	3,715	3,715
Staff Health Insurance		0	218	218
12. Term Deposits		3,000,000	900,000	3,900,000
13. Drainage Rates and Special Levies Due		890	7,158	8,049
Prepayments		0	0	0
Prepayments to WMA		-2,915	-50,106	-53,021
Accrued Interest		0	0	0
VAT Due		100,045	-1,469	98,575
14. Grants Due		0	0	0
		3,208,469	843,283	4,051,752
Less Current Liabilities				
Trade Creditors		211,743	-169,046	42,697
Accruals		107,716	-100,364	7,352
Payroll Controls		0	0	0
Payments Received in Advance		1,892	-1,892	0
		321,351	-271,302	50,049
Net Current Assets		2,887,118	1,114,585	4,001,703
Less Long Term Liabilities				
22. Pension Liability		3,817,000	0	3,817,000
Net Assets		£631,356	£1,017,306	£1,648,662
Reserves				
Earmarked				
15. General Reserve		538,831	1,013,586	1,552,417
16. Development Reserve		946,863	0	946,863
17. Plant Reserve		1,625,635	0	1,625,635
18. Capital Works Reserve		810,198	0	810,198
20. Grants Reserve		112,115	3,721	115,836
		4,033,643	1,017,306	5,050,949
Non-Distributable				
19. Revaluation Reserve		414,713	0	414,713
21. Pension Reserve		-3,817,000	0	-3,817,000
		-3,402,287	0	-3,402,287
Total Reserves		£631,356	£1,017,306	£1,648,662

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

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note Notes to the Accounts

1. Special Levies collected from constituent Billing Authorities were as follows:

	Y-T-D Budget	Y-T-D Actual
South Holland District Council	1,613,980	1,613,980
Boston Borough Council	1,130	1,130
	1,615,110	1,615,110

- 2i. Other Income is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Shared Income from WMA	135,063	182,284
Commuted Maintenance	0	0
Sundry Income	0	1,302
Summons Costs	0	1,275
	135,063	184,861

	Y-T-D Budget	Y-T-D Actual
2ii. Insurance Claims	0	20,694
Other Income Total	135,063	205,555

3. The Net Operating Deficit/(Surplus) for this year is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Operations Account	0	-59,009
Mobile Plant Operations Account	0	-34,856
	0	-93,865

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

4. The gross cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works as managed by the Area Manager, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Plant and Development Committee scrutinise this Report every year. We have been begun to close down the completed FDGiA funded schemes, and anticipate all schemes that are able to be closed will be complete by 31st March 2024.
5. The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works as controlled by the Operations Manager, which can be made available to members on request. Expenditure is summarised as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Charges	486,000	452,177
Plant Charges	324,900	346,531
Out-sourced Work	125,700	162,395
Materials	169,350	84,713
Electricity	178,500	183,750
Telemetry	18,300	22,137
Depreciation	0	0
Insurance	51,000	51,716
Compensation	94,000	93,751
Direct Works	1,447,750	1,397,170
Technical Support Staff Costs	215,503	216,772
Other Technical Support Costs	28,476	28,723
Biodiversity Action Plan Costs	7,500	4,191
Asset Refurbishment Provision	0	0
Maintenance Works	1,699,230	1,646,856

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note Notes to the Accounts

- 6(i). Administration charges reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Administration Staff Costs	114,209	104,325
Other Administration Costs	149,985	131,323
Depreciation - Marsh Reeves Refurbishment	9,678	9,678
Drainage Rates AV (Increases)/Decreases	10,000	8
Sundry Expenses	0	0
Pension Deficit Recovery Payments	172,667	182,250
Sundry Debtors Written Off	0	0
Settlement Discount Taken	16,000	16,211
	<u>472,538</u>	<u>443,795</u>

- 6(ii). **Consortium Charges**

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Expenses		
Technical Support Staff (note 5)	215,503	216,772
Other Technical Support (note 5)	28,476	28,723
Administration Staff Costs (note 6i)	114,209	104,325
Other Administration Costs (Note 6i)	149,985	131,323
Less: Shared Income from the WMA (note 2i)	-135,063	-182,284
Net Consortium Charge	<u>373,110</u>	<u>298,859</u>

7. At the time of preparing the Estimates for 2023/24, the Board planned to finance the estimated net deficit as follows:

	<u>Budget</u>
Transfer from the Capital Works Reserve	-245,000
Transfer from the Development Reserve	0
Transfer from the Plant Reserve	-50,000
Transfer from the Partnership Working Reserve	0
Reducing/(Inc.) the Balance of the General Reserve	-80,229
(=) Original Estimated Net Deficit	<u>-375,229</u>
(-) FDGiA Subsequently Awarded by EA	0
(=) Estimated Net Deficit	<u>-375,229</u>

8. **TANGIBLE FIXED ASSETS**

	Pumping Stations	Land and Buildings	Plant and Equipment	Total
Cost				
Opening Balance as at 1-4-2023	156,750	871,257	2,261,502	3,289,509
(+) Additions	0	0	103,109	103,109
(-) Disposals	0	0	-19,705	-19,705
Closing Balance as at 31-12-2023	<u>156,750</u>	<u>871,257</u>	<u>2,344,906.21</u>	<u>3,372,913</u>
Depreciation				
Opening Balance as at 1-4-2023	156,750	416,434	1,155,086	1,728,271
(+) Depreciation Charge for Year	0	9,678	190,710	200,388
(-) Accumulated Depreciation Written Out on Disposal	0	0	-19,705	-19,705
Closing Balance as at 31-12-2023	<u>156,750</u>	<u>426,113</u>	<u>1,297,948</u>	<u>1,878,660</u>
Net Book Value at 1-4-2023	0	454,822	1,106,416	1,561,238
Net Book Value at 31-12-2023	0	445,144	1,030,695	1,477,990

Full details of all movements during this year are recorded in the Board's Fixed Asset Register, which is available on request.

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note **Notes to the Accounts**

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

	2022/23	2023/24
Opening Balance as at 1-4-2023	196,302	28,103
Receipts	4,627,400	6,039,551
Payments	-4,795,600	-5,989,274
Closing Balance as at 31-12-2023	28,103	78,380
Balance on Statement as at 31-12-2023	27,115	78,590
Less: Unpresented Payments	0	-210
Add: Unpresented Receipts	988	0
Closing Balance as at 31-12-2023	28,103	78,380

10. The Aged Debtor profile is currently as follows:

	Amount	Number of Debtors	
Debt period			
<=30 days	834	1	
>30 days and <=60 days	2,272	2	
>60 days and <=90 days	0	0	
>90 days	89	5	
	3,196	8	
>90 days	Amount	Inv. Date	Originator
Mrs L J Bojang	10	31/07/2023	K Vines
DBS Finance	18	31/07/2023	K Vines
Mr & Mrs J R Wandrag	35	31/07/2023	K Vines
The Occupier	1	31/07/2023	K Vines
Mr & Mrs Greenacre	25	30/09/2023	K Vines
	89		

11. Work in Progress (WIP) is currently made up of the following jobs:

	Amount
Customer	
Purchase of Black Horse Property - Disbursement Only & X Press	
Legal Services	391
REMERO004 - Gedney Drove End	3,150
	3,540

12. Term Deposits are currently as follows:

	Capital	Investment Date	Maturity Date	Interest Rate
Financial Institution				
Melton Mowbray Building Society	400,000	10/11/2023	10/01/2024	5.20%
Newcastle Building Society	500,000	29/09/2023	29/01/2024	5.32%
Principality Building Society	500,000	31/10/2023	29/02/2024	5.25%
Vernon Building Society	500,000	09/11/2023	11/03/2024	5.50%
National Counties Building Society	500,000	16/10/2023	18/03/2024	5.34%
West Bromwich Building Society	500,000	17/11/2023	18/03/2024	5.20%
Saffron Building Society	500,000	03/10/2023	03/04/2024	5.45%
Chorley & District Building Society	500,000	27/09/2023	27/09/2024	6.00%
	3,900,000			

13. Special Levies are paid by Constituent Councils in two halves due on 1 May and 1 November every year. There are currently 86 Ratepayers that have not paid their Drainage Rates for 2023/24, as compared to 71 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2022/23	2023/24
Arrears b/fwd	-510	890
Drainage Rates for the Year	1,218,390	1,340,188
Special Levies for the Year	1,463,734	1,616,292
New Assessments	3,210	5,184
Value Decreases	-16,366	-32,533
Value Increases	12,850	27,376
Payments Received	-2,604,014	-2,851,742
Settlement Discount	-15,203	-16,211
Returned/(Represented) Amounts	3,132	11,912
Paid Refund	572	535
Summons Collection Costs	2,025	2,325
Irrecoverables and Write Offs	-274	-1,235
Sundry Adjustments	-9,574	-1,181
Compensation	-57,082	-93,751
Arrears c/fwd	890	8,049

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note Notes to the Accounts

14. Grants Due on the following scheme

	<u>2022/23</u>	<u>2023/24</u>
	0	0
	0	0

15. Movements on the General Reserve are made up as follows:

	<u>2022/23</u>	<u>2023/24</u>
Opening Balance as at 1-4-2023	403,434	538,831
Net Surplus/(Deficit) for the Year	-144,948	1,013,585
Net Transfer (to)/from Capital Works Reserve	264,802	0
Net Contributions Transferred (to)/from Development Reserve	-93,115	0
Transfer Balance(to)/from Plant Reserve	108,658	0
Closing Balance as at 31-12-2023	538,831	1,552,417

16. Movements on the Development Reserve are made up as follows:

	<u>2022/23</u>	<u>2023/24</u>
Opening Balance as at 1-4-2023	853,748	946,863
Net Contributions Transferred from General Reserve	93,115	0
Closing Balance as at 31-12-2023	946,863	946,863

17. Movements on the Plant Reserve are made up as follows:

	<u>2022/23</u>	<u>2023/24</u>
Opening Balance as at 1-4-2023	1,734,293	1,625,635
Net Contributions Transferred from General Reserve	-108,658	0
Closing Balance as at 31-12-2023	1,625,635	1,625,635

18. The Capital Works Reserve is currently made up as follows:

	<u>2022/23</u>	<u>Tfr from/(to)</u>	<u>2023/24</u>
		<u>Gen. Reserve</u>	
N/A Unallocated, available for partnership working	200,000	0	200,000
SCH18 Telemetry	19,057	0	19,057
ASSORT. Catchment Modelling + Minor Capital Works	53,300	0	53,300
SCH68 Dawsmere Pumping Station Refurbishment (incl Weedscreen)	100,000	0	100,000
SCH69 Lords Pumping Station Refurbishment	350,000	0	350,000
SCH77 Lower Fulney Drainage Works	50,000	0	50,000
SCH81 Holbeach Drainage Study	37,841	0	37,841
	810,198	0	810,198

19. Movements on the Revaluation Reserve are made up as follows:

	<u>2023/24</u>
Opening Balance as at 1-4-2023	414,713
Less:	
Pumping Station Depreciation	0
Closing Balance as at 31-12-2023	414,713

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note **Notes to the Accounts**

20. Movements on the Grants Reserve are made up as follows:

	<u>2023/24</u>
Opening Balance as at 1-4-2023	112,116
Add: Grant Received	766,200
Less: Grant Applied	<u>-762,480</u>
	<u>115,836</u>
Add: Grant Due	0
Closing Balance as at 31-12-2023	<u>115,836</u>

	<u>2022/23</u>	<u>2023/24</u>
SCH69 Lords Pumping Station Refurbishment	0	87,438
SCH78 Luton Leam Outfall Sluice Refurbishment Study	14,929	0
SCH79 Exeter Drain North Pipeline & Open Channel Refurb/Rehab	0	0
SCH80 Holbeach Drainage Study	52,827	0
SCH81 Gedney Drove End Drainage Improvements	687	0
SCH83 South Holland Main Drain Study	35,393	0
SCH84 Wragg Marsh Culvert Repair	8,279	8,279
SCH87 Moulton Chapel Drainage Improvements	0	20,119
	<u>112,115</u>	<u>115,836</u>

	0
Grants Due as at 31-12-2023	<u>0</u>

21. **Pension Liability**

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £121,000 as at 31 March 2023 that is shared by all 6 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 07 February 2023.

22. **Related Party Transactions**

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £73,954.12 up to 31/12/23.
- (ii) The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.
- (iii) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman of the Board.

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

A HYBRID MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD CHAIRMAN'S COMMITTEE WAS HELD IN THE BOARD ROOM AT MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, PE30 7PA AND VIRTUALLY VIA MICROSOFT TEAMS ON TUESDAY, 23 JANUARY 2024 AT 10.00 AM.

Elected Members	Appointed Members
* S Bartlett	South Holland D C
N Grundy	* A Beal
A Hay	* D Wilkinson
*v S Markillie	
* J Perowne	South Holland D C/
* I Stancer	Boston B C
* D Worth	N/A
	* Present (78%)

D Worth in the Chair

In attendance:

Phil Camamile (Chief Executive), Katie Byrne (Business Support Officer) Sallyanne Jeffrey (Finance & Rating Manager), and Karl Vines (Area Manager, South Holland)

ID	South Holland IDB: Chairman's Committee, Minute	Action
01/24	APOLOGIES FOR ABSENCE	
01/24/01	Apologies for absence were received on behalf of Andrew Hay. The Chairman welcomed David Wilkinson to his first meeting of the Chairman's Committee.	
02/24	MINUTES OF THE LAST MEETING	
02/24/01	The minutes of the last Chairman's Committee meeting held on 24 January 2023 were considered in detail and confirmed as an accurate record. The Chairman signed the minutes. There were no matters arising.	
03/24	RECOMMENDATIONS TO THE BOARD CAPITAL PLAN FOR 2024/25	
03/24/01	The detailed Capital Works Estimate for 2024/25 as prepared by the Area Manager, totalling £6,199,523 was considered in detail and approved. Arising therefrom:	
03/24/02	It was agreed to recommend that the Board approves the Capital Works Programme for 2024/25, subject to receipt of grant-aid.	
04/24	RECOMMENDATIONS TO THE BOARD MAINTENANCE PROGRAMME FOR 2024/25	

ID South Holland IDB: Chairman's Committee, Minute	Action
04/24/01 The detailed Maintenance Works Estimate for 2024/25 as prepared by the Operations Manager, totalling £2,016,600 was considered in detail and approved. Arising therefrom:	
04/24/02 It was agreed to recommend that the Board approves the Maintenance Works Programme for 2024/25 subject to the increase in budget of 8% to a total of £2,040,120 in line with the proposed rate increase each year, as previously agreed by the Board. RESOLVED this be actioned.	SJ
04/24/03 The Chairman asked that a detailed report on the increase in electricity standing charges for the last 5 years be included in the reports for the next Board meeting in February 2024. RESOLVED this be actioned.	KV
05/24 RECOMMENDATIONS TO THE BOARD ADMINISTRATION & TECHNICAL SUPPORT COSTS FOR 2024/25	
05/24/01 The Administration and Technical Support Costs Estimate for 2024/25 as recommended by the Consortium Management Committee on 08 December 2023 was considered in detail and approved. Arising therefrom:	
05/24/02 It was noted that the Consortium Management Committee were recommending an increase of 2.87% in the Board's net consortium charges for 2024/25.	
05/24/03 It was agreed to recommend to the Board that the Technical Support Consortium charge of £377,633 be included in the Board's Rate Estimates for 2024/25.	
05/24/04 It was agreed to recommend to the Board that the Administrative Consortium charge of £307,667 be included in the Board's Rate Estimates for 2024/25.	
05/24/05 It was agreed to recommend to the Board that the Consortium Income of £263,720 be included in the Board's Rate Estimates for 2024/25.	
06/24 ANNUAL VALUES AS AT 31 DECEMBER 2023	
06/24/01 The aggregated Annual Values as at 31 December 2023 used for the purposes of raising and apportioning expenditure for 2024/25 was considered in detail and approved. There were no matters arising.	
07/24 RECOMMENDATIONS TO THE BOARD ESTIMATES AND RATE REQUIREMENT FOR 2024/25	
07/24/01 The draft Annual Estimates and net Rate Requirement for 2024/25, totalling £3,226,889 was considered in detail and approved. Arising therefrom:	
07/24/02 The Chairman updated members on the discussion both he and the	

Chief Executive had recently had with South Holland District Council’s Finance Director, Christine Marshall. Last year, the Board had planned to increase its rates and levies by 10% this year, next year and the following year to deliver a balanced budget within 4 years, as an alternative to increasing rates and levies by approx. 30% last year. The Council acknowledged the cost pressures that the Board were currently facing and had asked that this year’s increase be contained to 8% if at all possible. The Chairman advised that this was now only possible due to the large amount of grant aid that had been obtained to part fund the Board’s capital programme. RESOLVED that this be noted.

07/24/03 It was unanimously agreed to recommend that the Board approves Option 3: an increase of 8.00% in drainage rates and 8.18% in special levies for 2024/25:

Rate in the Pound: 16.840p

Occupiers’ Drainage Rates	£1,447,604
South Holland District Council	£1,746,075
Boston Borough Council	£1,220
Utilisation of Reserves	<u>£31,990</u>
	£3,226,889

07/24/04 It was noted that an 8% increase for 2024/25 was the minimum option that should be considered in terms of the Board’s net expenditure requirement. This would result in a budget deficit of £32k. Increases of 10% for the following two years had been forecast to balance the budget in 2026/27, as requested by the Board. However, in the final two years of the 5-year forecast, these increases were predicted to decrease to 5%, which was closer to the current rate of inflation. RESOLVED that this be noted.

08/24 5-YEAR INDICATIVE FORECAST: 2024/25 – 2028/29

08/24/01 The Indicative 5-Year Forecast (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:

08/24/02 Members agreed with the importance of presenting a balanced budget within 3-years and endorsed this objective, which was being recommended by the Performance Sub-Committee. RESOLVED that this be noted.

09/24 ANY OTHER BUSINESS

09/24/01 There was no other business to discuss.

10/24 CONFIDENTIAL BUSINESS

10/24/01 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 and the Board's Standing Orders.

**SOUTH HOLLAND IDB
RATE ESTIMATES FOR 2024-25**

EXECUTIVE SUMMARY

1. Members are asked to approve an increase of 8.00% in drainage rates and 8.18% in special levies for 2024-25, as shown in Option 3 below, which will minimise flood risk and deliver a balanced budget within the next 2 years, as requested by the Board. This recommendation has been discussed at a meeting with the Board's Chairman and Chief Executive and South Holland District Council's Section 151 Officer on 19 December 2023. The recommended increase aligns with what the Council has budgeted for 2024/25.
2. The increase for special levies is higher this year because of the increase in their proportion of aggregate annual value that has occurred as a result of development in the area. As land is developed and no longer farmed, the proportion of the Board's net expenditure that is financed from drainage rates reduces, and the proportion of the Board's net expenditure that is financed from special levies increases. The councils will now be collecting Council Tax and/or Business Rates on this land, which should help them to fund this increase in their proportion of our net expenditure.
3. Over the last 15 years, the Board has been financing a significant and increasing proportion of its day-to-day operating expenditure from reserves, which is not sustainable. If we continue to do this at the same rate, we will run out of money within 3 years.
4. Therefore, in order to place our finances on a more sustainable footing, last year the Board decided to increase drainage rates and special levies closer to the prevailing rate of inflation and only carry out new capital works on grant-aided projects in future where the Board's contribution could be paid for from reserves or from other third-party contributions, to deliver a balanced budget. This view has been echoed by the Board's Internal Auditor.
5. In addition to proposing a more realistic increase in drainage rates and special levies, we plan to reduce our capital programme, but still carry out the full maintenance programme on the high, medium and lower priority channels to minimise flood risk in the area, as shown in the published [Works Programme](#).
6. The real challenge will come if/when the Board receives approval from the EA for grant-aid on capital projects in 2027/28 and then can't fund the Board's contribution from reserves or from public works loans without significantly increasing drainage rates and special levies further. Therefore, we have built in resilience in the preceding years to try to ensure this does not happen.
7. There have been two reported bridge/culvert collapses within the Board's district. Ownership and liability for these is being investigated, and a budget has been included within the capital works programme for potential repairs, should it be determined these are the Board's liability.

S JEFFREY
FINANCE & RATING MANAGER/RFO

Scheme Code	Scheme Name	Original	Projected	Estimated Gross Cost				
		Estimate	Out-turn	2024/25	2025/26	2026/27	2027/28	2028/29
		2023/24	2023/24					
SCH67	Fleet Haven PS Refurb	0	1,500	0	0	0	0	0
SCH68	Dawsmere PS Refurb	35,000	35,000	0	0	0	0	0
SCH69	Lords PS Refurb ¹	480,000	561,000	20,000	10,000	0	0	0
SCH80	Holbeach Drainage Study ²	50,000	123,000	0	0	0	0	0
SCH79	Exeter Drain North pipeline and open channel refurb ³	178,000	86,000	2,900,000	200,000	0	0	0
SCH84	Low Fulney Drainage Improvements ⁴	0	0	50,000	0	0	0	0
SCH78	Lutton Leam Sluice refurbishment ⁵	0	111,000	2,814,523	200,000	0	0	0
SCH81	Gedney Drove End Drainage Improvement	0	20,000	0	0	0	0	0
	Allenbys Chase Drainage Scheme ⁶	20,000	0	50,000	200,000	0	0	0
SCH83	South Holland Main Drain Study ⁷	110,000	135,000	100,000	0	0	0	0
	Holbeach Bank PS Refurb ⁸	0	0	0	50,000	85,000	888,000	0
SCH87	Moulton Chapel Drainage Improvement ⁹	0	90,000	50,000	0	0	0	0
	Bridge/Culvert Replacements	0	0	55,000	150,000	150,000	150,000	150,000
	Minor Capital Works ¹⁰	132,000	132,000	160,000	140,000	90,000	70,000	70,000
	TOTAL: (£)	1,005,000	1,294,500	6,199,523	950,000	325,000	1,108,000	220,000
	CAPITAL FINANCING							
	Grant Aid Secured	250,000	1,016,000	20,000	10,000	0	0	0
	Grant Aid unsecured	88,000	0	5,714,523	500,000	85,000	593,973	0
	Local Levy secured	0	0	0	0	0	0	0
	Local Levy unsecured	0	0	0	0	0	0	0
	Third party contributions secured	0	90,000	0	0	0	0	0
	Third party contributions unsecured	0	0	25,000	100,000	0	0	0
	General Reserve	0	0	0	0	0	0	0
	Capital Works Reserve	245,000	21,500	0	0	0	0	0
	Plant Reserve	0	0	0	0	0	0	0
	TOTAL: (£)	583,000	1,127,500	5,759,523	610,000	85,000	593,973	0
	Drainage Rates (RCCO)	422,000	167,000	440,000	340,000	240,000	514,027	220,000

Notes:

- 1 Scheme now 100% funded by Grant in Aid and inflationary increases in cost included.
- 2 Scheme fully funded by Grant in Aid up to Business Case stage.
- 3 Joint scheme with LCC. Business case to be prepared for Grant in Aid. Level of benefits would suggest scheme will be fully funded by Grant in Aid. Site work shown to start in 2024/25 but this may be optimistic and could roll into 2025/26.
- 4 Joint scheme with LCC. Business case to be prepared for Grant in Aid. Level of benefits would suggest scheme will be fully funded by Grant in Aid. Business Case being prepared for Grant in Aid for site work to commence in 2024/25. Scheme entails installation of new tidal sheet piling wingwalls, refurbishment / replacement of tidal doors, replacement of freshwater doors, concrete repairs, and environmental mitigation measures. Level of benefits would indicate that scheme should be fully funded by Grant in Aid, although unclear at present if there will be sufficient grant available in 2024/25. If sufficient grant is not available then the works will not proceed.
- 5 Future scheme yet to be developed.
- 6 Scheme fully funded by Grant in Aid up to Business Case stage. It is currently unclear if funding is available for 2024/25, this should be confirmed by EA in Feb 2024.
- 7 Assumed funded by Board up to Business Case stage, and then partially funded by Grant in Aid.
- 8 Improvement scheme developed and undertaken in year. Jointly funded by LCC (£90,000) and SHIDB (£50,000).
- 9 Minor Capital Works for 2024/25 consist of: Upgrades to telemetry system, general modelling, proposed piping of 35m of Lutton Eau to eliminate section of difficult to maintain watercourse, refurbishment of Fleet Fen PS weedscreen cleaner.
- 10

KARL VINES
AREA MANAGER

NOTES	DRAINS MAINTENANCE	ACTUAL 2022/23 £	ESTIMATE 2023/24 £	PROBABLE 2023/24 £	ESTIMATE 2024/25 Units	ESTIMATE 2024/25 Unit Type	ESTIMATE 2024/25 £
	Hand Roding	11,634	14,500	14,500	4	Km	16,500
1	Mechanical Roding	499,187	492,000	505,301	900	Km	559,000
	Chemical Weed Control	7,190	7,100	14,000	10	Km	12,100
2	Mudding Channels	49,063	72,000	69,000	23	Km	84,600
	Cleansing Culverts/Inspecting Pipelines	8,914	29,500	29,500	30	Days	31,500
	Bushing and Tree Coppicing	61,659	74,000	72,000	280	Days	82,000
	Vermin Control	13,727	14,800	14,800	160	Incidents	16,600
	New Access Works (Side Dyke Culverts)	66,538	79,000	76,000	16	Number	79,500
3	Slip Repairs	186,155	251,000	246,000	0.75	Km	195,500
4	Drain Improvements/Land Tile outfalls	89,153	111,000	111,000	3.4	Km	165,500
	Culvert Repairs & Renewals	16,050	42,500	42,000	70	Metre	58,000
	Gauge Boards/Water Monitoring	0	700	700	Various	Various	700
	Fencing and Gates	23,098	26,200	29,000	30	Number	27,200
	Rubbish Clearance	10,416	16,600	14,811	Various	Various	17,600
	Wracking	0	1,000	1,000	32	Labour Hour	1,000
	General duties	9,689	12,500	13,500	315	Labour Hour	14,500
	Freshwater Feeds	999	1,400	1,400	Various	Sum	1,400
	Pump/Sluice Runs	18,535	30,500	24,000	38	Days	30,500
	Marker Post and Service Culverts	14,671	15,200	17,500	21	Days	16,200
		1,086,677	1,291,500	1,296,012			1,409,900
	PUMPING STATIONS AND STRUCTURES MAINTENANCE						
5	Pumping Stations	439,794	498,900	724,116	17	Assets	506,800
	First Line Tidal Sluices	15,551	40,500	39,000	6	Assets	52,600
6	Second Line Tidal Sluices	28,589	37,760	18,340	15	Assets	21,200
	Water Level Control Structures	2,316	2,340	2,340	8	Assets	5,600
	Workshop/Office	0	4,000	4,000			4,000
	Telemetry	13,450	14,000	16,288			16,500
		499,701	597,500	804,084			606,700
7	DIRECT WORKS	1,586,378	1,889,000	2,100,096			2,016,600

NOTES

- 1 The mechanical roding estimated budget for 23/24 is proposing to be £24,605 less than 22/23. With an average increase of 10% on plant and labour for 23/24 It should have suggested the figures would show an increase in roding costs. However, the operations team believe with the introduction of more access strips it has allowed the plant operators to work more efficiently so reducing time/costs and allowing the operations team to carryout other drainage maintenance operations during the cutting season. Although the overall total costs for roding has increased slightly from 22/23 budget, this is mainly due to a £30,000 increase in compensation payments. The proposed roding budget increase for 24/25 is due to an additional increase in compensation rates and a slight increase in plant, labour and material costs.
- 2 & 4 The Operation Team will again be mudding less than previous years to help compensate for drain improvement works being carried out to re-profiling the batters to help assist supporting the banks and prevent future slips from happening where the batters profiles are of a steep gradient. However, if progression on the slip repairs continues well, an increase in the mudding may be achievable in future years.
- 3 The Operation Team are proposing a reduction in material cost for slip repairs for 24/25 due to available stock and a good progression on the overall slip works programme, and hopefully a further reduction will be seen in slip cost on labour, plant and materials moving forward through 2025.
- 5 The Board fixed the electricity rate for two years from 1 April 2024, which has resulted in the same costs being budgeted for 2024/25 based on the previously calculated rate for an average year.
- 5 & 6 The proposal to carryout servicing to Lawyers pump 1,2,3 in 23/24 budget may have some of the costs put forward to 24/25. Due to the severity of pump 3 when it was removed and inspected earlier in the year. It requiring the manufacture of a new diffuser with additional pattern costs as well as the refurb costs, estimated at 40k. It may not be possible to replace all the pumps this year, once pump 3 is installed pump 1 and 2 will be inspected to ascertain what repairs are required. The Operations Team are looking to cover some of the additional costs from works completing on Luton Leam Road Bridge which we manage to completed at the end of 23/24 and costed in to 23/24 budget.
- 7 The proposed budget for 24-25 is showing an increase of 128k an approximate increase of 6.5% from 23-24 budget. An allowance of 6% increase for plant, labour, outsourced works, and insurance is shown. The Board have secured a fix two year deal with the utility supplier with rates lower than 23-24 which has help reduce the proposed electricity budget allowance by 8% for 24/25, for an average rainfall year. There is an increase of approximately 41% on compensation payments as the rate has increase from £350 per hectare to £510 and a 19% increase on telemetry due to dated equipment requiring more maintenance and BT costs.

D MORRIS
OPERATIONS MANAGER

1. RATE REQUIREMENT

	ACTUAL 2022/23	ESTIMATE 2023/24	PROBABLE 2023/24	ESTIMATE 2024/25	PROPORTION 2024/25
	£	£	£	£	%
<u>NEW WORKS AND IMPROVEMENT WORKS</u>					
Flood Risk Management Schemes	1,166,671	1,005,000	1,294,500	6,199,523	66.55%
Environmental Improvement Schemes	0	0	0	0	0.00%
	<u>1,166,671</u>	<u>1,005,000</u>	<u>1,294,500</u>	<u>6,199,523</u>	<u>66.55%</u>
<u>CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY</u>					
Annual Precept Payable to the Environment Agency	145,835	145,835	145,835	150,210	1.61%
	<u>145,835</u>	<u>145,835</u>	<u>145,835</u>	<u>150,210</u>	<u>1.61%</u>
<u>MAINTENANCE WORKS</u>					
Direct Works	1,586,378	1,889,000	2,100,096	2,016,600	21.65%
Net (Surplus)/Deficit on Absorption Accounts	59,859	0	0	0	0.00%
Consortium Charges - Technical Support Costs	338,296	364,651	369,103	377,633	4.05%
Biodiversity Actions/BAP	9,559	10,000	10,000	12,500	0.13%
Asset Refurbishment Provision	0	0	0	0	0.00%
	<u>1,994,092</u>	<u>2,263,651</u>	<u>2,479,199</u>	<u>2,406,733</u>	<u>25.83%</u>
<u>ADMINISTRATION AND OTHER EXPENSES</u>					
Consortium Charges - Administration Costs	318,816	303,139	289,866	263,720	2.83%
Office Refurbishment Depreciation	12,904	12,904	12,904	12,904	0.14%
Lincolnshire LGPS Deficit Recovery Payments	150,000	220,000	243,000	253,000	2.72%
Provision for Assessable Value Decreases, Bad and Doubtful Debts	9,000	10,000	10,000	12,000	0.13%
Provision for Settlement Discount at 2.5%	15,220	16,000	16,211	17,500	0.19%
	<u>505,940</u>	<u>562,043</u>	<u>571,982</u>	<u>559,124</u>	<u>6.01%</u>
TOTAL EXPENDITURE	£3,812,538	£3,976,529	£4,491,516	£9,315,590	100.00%
<u>LESS:</u>					
<u>GOVERNMENT GRANTS</u>					
Flood Risk Management Schemes	523,400	338,000	1,016,000	5,734,523	61.56%
Environmental Improvement Schemes	0	0	0	0	0.00%
	<u>523,400</u>	<u>338,000</u>	<u>1,016,000</u>	<u>5,734,523</u>	<u>61.56%</u>
<u>CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY</u>					
Highland Water Contributions	0	0	0	0	0.00%
<u>OTHER INCOME</u>					
Rents and Acknowledgements	1,158	680	1,330	680	0.01%
Investment Interest	32,060	48,500	142,275	100,000	1.07%
Consortium Income	321,744	257,972	255,174	263,720	2.83%
Third Party Contributions	0	0	90,000	25,000	0.27%
Other Income (incl Insurance Claims)	7,668	0	20,694	0	0.00%
Profit/(Loss) on Disposal of Plant & Equipment	92,707	0	7,211	0	0.00%
Profit/(Loss) on Rechargeable Works	7,893	1,000	1,000	1,000	0.01%
	<u>463,230</u>	<u>308,152</u>	<u>517,684</u>	<u>390,401</u>	<u>4.19%</u>
TOTAL INCOME	£986,630	£646,152	£1,533,684	£6,124,924	65.75%
NET REQUIREMENT	£2,825,908	£3,330,377	£2,957,832	£3,190,666	34.25%
<u>FINANCED BY:-</u>					
<u>RATE INCOME LEVIED BY THE BOARD:</u>					
Occupiers Drainage Rates	1,218,352	1,340,038	1,340,038		
South Holland District Council	1,461,582	1,613,980	1,613,980		
Boston Borough Council	1,027	1,130	1,130		
	<u>£2,680,961</u>	<u>£2,955,148</u>	<u>£2,955,148</u>		
LESS NET SURPLUS/(DEFICIT) FOR THE YEAR	(144,947)	(375,229)	(2,684)		
NET REQUIREMENT	£2,825,908	£3,330,377	£2,957,832		
<u>GENERAL RESERVE</u>					
Balance brought forward at 1 April	403,434	538,832	538,832		
ADD: Net Surplus/(Deficit) for the year	(144,947)	(375,229)	(2,684)		
Movement on Reserves:					
Transfer from/(to) Capital Works Reserve	264,802	245,000	21,500		
Transfer from/(to) Development Reserve	(93,115)	0	0		
Transfer from/(to) Plant Reserve	108,658	50,000	0		
Transfer from/(to) Revaluation Reserve	0	0	0		
Transfer from/(to) Partnership Working & ICT Reserves	0	0	0		
Balance carried forward at 31 March	<u>538,832</u>	<u>£458,603</u>	<u>£557,648</u>		

On preparing the estimates for the financial year 2023/24 it was estimated that the General Reserve would amount to £525,163 as at 31 March 2023. The actual Reserve as at 31 March 2023 was £538,832 after making the planned transfers to/from the other Reserves as per the Capital Financing and Reserves Policy and it is estimated that this Surplus will be in the region of £557,648 as at 31 March 2024.

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD
SECTION 37, LAND DRAINAGE ACT 1991**

2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2023

The values at 31 December 2023 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

PROPERTIES	RATED AREA	VALUES	PROPORTION	VALUE PER
	HA	£	%	HECTARE £
Agricultural Land and/or Buildings	35,342.540	8,596,222	45.310	243.226
Other Land:-				
South Holland District Council	3,151.430	10,368,617	54.652	3,290.131
Boston Borough Council	2.199	7,246	0.038	3,295.230
Totals	38,496.169	£18,972,085	100.000	
Agricultural Land and/or Buildings	35,342.540	8,596,222	45.310	243.226
Billing Authorities	3,153.629	10,375,863	54.690	3,290.134
Totals	38,496.169	£18,972,085	100.000	

SECTION 40, LAND DRAINAGE ACT 1991

3. DRAINAGE RATES/SPECIAL LEVIES FOR 2024/2025

The following table shows the rate/levies for last year and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate/levies requirement of 7.85%. Option 2 shows the planned rate increase of 10.00%, which equates to a 10.19% increase for SHDC - given any shift in their proportion of aggregate annual value arising from development during the course of the year. Option 3 shows an increase of 8.00%, which equates to a 8.18% increase for SHDC. Option 3 is recommended to part-fund the LGPS DRPs over the next 3 years, and Members attention is drawn to the 5 year indicative forecast shown overleaf.

FINANCED BY:-	REQUIREMENT			
	2023-2024 ESTIMATED	2024-2025 OPTION 1	2024-2025 OPTION 2	2024-2025 OPTION 3
	£	£	£	£
Capital Works Reserve	245,000	0	0	0
Plant Reserve	50,000	0	0	0
Development Reserve	0	0	0	0
General Reserve	80,229	0	(63,426)	(4,233)
Balances Reduction/(Increase)	375,229	0	(63,426)	(4,233)
RATES/LEVIES:				
Occupiers Drainage Rates	1,340,038	1,445,685	1,474,424	1,447,604
South Holland District Council (SHDC)	1,613,980	1,743,762	1,778,425	1,746,075
Boston Borough Council (BBC)	1,130	1,219	1,243	1,220
NET REQUIREMENT	£3,330,377	£3,190,666	£3,190,666	£3,190,666
Penny Rate in the Pound	15.593p	16.818p	17.152p	16.840p
INCREASES/(DECREASES):				
Drainage Rate Increase/(Decrease)	10.00%	7.85%	10.00%	8.00%
Special Levy for SHDC Increase/(Decrease)	10.43%	8.04%	10.19%	8.18%
Special Levy for BBC Increase/(Decrease)	10.03%	7.88%	10.00%	7.96%
GENERAL RESERVE:				
Probable Reserve at 31 March	£444,934	£557,648	£621,074	£561,881
Reserve expressed as a percentage of Net Requirement	13.36%	17.48%	19.47%	17.61%
AVERAGE RATE PER ACRE:				
Agricultural Land and/or Buildings	£15.35	£16.55	£16.88	£16.58
Billing Authorities	£207.62	£223.92	£228.37	£224.22
RATE PER PERSON:				
Agricultural Drainage Ratepayers	£987.50	£1,065.35	£1,086.53	£1,066.77
SHDC (population taken from 2021 Census)	£16.97	£18.34	£18.70	£18.36
BBC (population taken from 2015 Census)	£0.02	£0.02	£0.02	£0.02

The current headline rate of inflation (RPI) as indicated by the National Statistics Office for October 2023 is 6.1%.

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

4. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 6.1%)

RATE REQUIREMENT	OPTION 3 REQUIREMENT...				
	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
	£	£	£	£	£
New Works and Improvement Works	6,199,523	1,007,950	365,859	1,323,384	278,795
Contributions Payable to the Environment Agency	150,210	154,716	159,357	164,138	169,062
Maintenance Works	2,406,733	2,647,406	2,912,147	3,203,362	3,523,698
Administration and Other Expenses	559,124	603,231	655,028	709,985	768,294
Government Grants	-5,734,523	-541,110	-95,686	-709,435	0
Third Party Contributions	-25,000	-106,100	0	0	0
Contributions from the Environment Agency	0	0	0	0	0
Other Income	-390,401	-414,215	-439,482	-466,290	-494,734
NET REQUIREMENT	£3,165,666	£3,351,878	£3,557,223	£4,225,144	£4,245,115

FINANCED BY:-

Capital Works Reserve	0	0	0	0	0
Plant Reserve	0	0	0	0	0
Development Reserve	0	0	0	0	0
General Reserve	(4,233)	(162,511)	(308,528)	166,066	(16,964)
Balances Reduction/(Increase)	(4,233)	(162,511)	(308,528)	166,066	(16,964)

RATES/LEVIES:

Occupiers Drainage Rates	1,447,604	1,592,364	1,751,566	1,839,162	1,931,141
South Holland District Council (SHDC)	1,746,075	1,920,683	2,112,709	2,218,366	2,329,310
Boston Borough Council (BBC)	1,220	1,342	1,476	1,550	1,628
	£3,190,666	£3,351,878	£3,557,223	£4,225,144	£4,245,115

INCREASES/(DECREASES):

Penny Rate in the Pound	16.840p	18.524p	20.376p	21.395p	22.465p
Rate Increase/(Decrease)	8.00%	10.00%	10.00%	5.00%	5.00%

GENERAL RESERVE:

Probable Reserve	£561,881	£724,392	£1,032,920	£866,854	£883,818
Reserve expressed as a percentage of Net Requirement	17.61%	21.61%	29.04%	20.52%	20.82%

AVERAGE RATE PER ACRE:

Agricultural Land and/or Buildings	£16.58	£18.23	£20.06	£21.06	£22.11
Billing Authorities	£224.22	£246.64	£271.30	£284.87	£299.12

RATE PER PERSON:

Agricultural Drainage Ratepayers	£1,066.77	£1,173.44	£1,290.76	£1,355.31	£1,423.10
SHDC (population taken from 2021 Census)	£18.36	£20.20	£22.22	£23.33	£24.49
BBC (population taken from 2015 Census)	£0.02	£0.02	£0.02	£0.02	£0.02

5. EARMARKED BALANCES AND RESERVES

	ACTUAL	ADEQUACY	PROJECTED	ESTIMATED	TREND
	31/03/2023	31/03/2023	31/03/2024	31/03/2025	22/23-24/25
	£	✓ *	£	£	Inc/Dec
Earmarked Reserves					
Capital Works Reserve	810,198	N/A	788,698	788,698	Decreasing
Grants Reserve	112,115	N/A	0	0	Stable
Development Reserve	946,863	*	946,863	946,863	Stable
Plant Reserve	1,625,635	*	1,625,635	1,731,562	Increasing
General Reserve	538,831	✓	557,648	561,881	Increasing
	£4,033,643	ADEQUATE	£3,918,844	£4,029,004	
Other Reserves					
Revaluation Reserve	414,713	N/A	414,713	414,713	Stable
Pensions Reserve	-3,817,000	*	-3,817,000	-3,817,000	Stable
	-£3,402,287	ADEQUATE	-£3,402,287	-£3,402,287	
Total Reserves	£631,356	ADEQUATE	£516,557	£626,717	

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

S JEFFREY
FINANCE AND RATING MANAGER
16 January 2024

SOUTH HOLLAND INTERNAL DRAINAGE BOARD - FULL RISK REGISTER

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To reduce the flood risk to people, property, public infrastructure, and the natural environment by providing and maintaining technically, environmentally, and economically sustainable flood defences within the Internal Drainage District (IDD).</p>	<p>(1a) Reduction in, or insufficient finance, grant and income.</p>	<p>Erosion of the Board’s capital and general reserves.</p> <p>Reduction in standard of FCERM services the Board is able to provide.</p> <p>Inability to replace assets as scheduled in the Board’s asset management plan and EA MTP.</p> <p>Inability to replace any culverts and/or free-span bridges that the Board may be found to have some liability for replacing.</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Aiming to present a balanced budget within 4 years by:</p> <ol style="list-style-type: none"> 1). Only undertaking maintenance work that reduces flood risk. 2). Implementing the Board’s net cost reduction strategy, as set out in the group’s Rate Levies and Collection Policy. 3). Only undertaking <u>new</u> capital work that is fully grant funded. 4). Requesting the Board to approve annual increases in drainage rates and special levies that will deliver a balanced budget within 4 years. <p>Legal advice is being sought on the potential liability the Board may have for replacing/repairing culverts and/or free-span bridges that exist in the Board’s arterial network.</p>
	<p>(1b) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that</p>	<p>Potential for overtopping into the IDD during severe weather events.</p>	<p>2</p>	<p>3</p>	<p>High 6 ↑</p>	<p>A request has been made to the local EA Asset Performance Team to share details on the monitoring of the former lines of reclamation. We received an update from the EA at the end</p>

SOUTH HOLLAND INTERNAL DRAINAGE BOARD - FULL RISK REGISTER

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	protects the Internal Drainage District or continues to maintain these defences but to a reduced standard.	Cost implication of managing the increase in water and potential damage to the Board’s infrastructure.				<p>of August 2022 – the former lines of reclamation are currently surveyed every 2 years and the majority have been found to be in a poor state. The EA do not intend to improve their condition, only prevent will-full/further degradation.</p> <p>A copy of the EA’s Report can be accessed here.</p> <p>We have also requested sight of the survey that was undertaken at the end of August 2022, but no further detail is available beyond what has already been received.</p> <p>The Board will insist that we also receive copies of all surveys in future.</p>
	(1o) Possible enforced works on Board’s infrastructure arising from implementation of Eel Regs 2009	Huge cost implications if works are not grant funded.	2	3	High 6 →	<p>The Area Manager has worked with EA to assess and prioritise sites.</p> <p>DEFRA/EA have extended the derogation to 31 December 2024.</p> <p>Apply for grant aid when replacing/refurbishing pumping stations and tidal sluices to ensure IDB infrastructure is</p>

SOUTH HOLLAND INTERNAL DRAINAGE BOARD - FULL RISK REGISTER

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	(1p) DEFRA have confirmed, as of 26 March 2022, that IDBs can continue to use red diesel for works benefitting agriculture. It is highly likely that this is a temporary decision and that at some point in the future, the use of rebated fuel will not be possible for IDB works.	An annual fuel increase in cost of approximately £100,000, meaning a significant increase in drainage rates and special levies.	3	2	High 6 →	both fish friendly and eel regs compliant. Developing a plan (with targets) to reduce carbon usage, which includes consideration of procuring the most carbon efficient technologies when replacing/refurbishing fixed and mobile plant and sourcing green energy and introducing an annual reporting system for the Board to monitor carbon reduction.
	(1q) Increasing operating costs aren't funded by raising drainage rates and special levies	Operating costs would need funding from elsewhere or significant cuts made to the work programmes,	2	3	High 6 →	1). Only undertaking maintenance work that reduces flood risk. 2). Implementing the Board's net cost reduction strategy, as set out in the group's Rate Levies and Collection Policy .

SOUTH HOLLAND INTERNAL DRAINAGE BOARD - FULL RISK REGISTER

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
		which would increase flood risk.				3). Only undertaking <u>new</u> capital work that is fully grant funded. 4). Requesting the Board to approve annual increases in drainage rates and special levies that will deliver a balanced budget.
	(1u) Applications to the Environment Agency to part-fund capital projects may be successful, but the Board would still be unable to deliver the improvement work because it could not fund its share of the project cost. The risk of this happening was considered to be high.				High 6 →	
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding	(3a) Planning Authorities ignore advice provided by Board	Increased flood risk. Potential for lost income from SWDCs and commuted sums.	2	3	High 6 →	Planning/Enforcement is undertaken by the WMA's Sustainable Development Officers and applications/issues are raised at Board and Committee meetings.

SOUTH HOLLAND INTERNAL DRAINAGE BOARD - FULL RISK REGISTER

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
and regulating activities, which have the potential to increase flood risk.						<p>Officers’ comments on planning applications are available on Local Authority/LPA websites.</p> <p>Officers have a good relationship with the statutory consultee, LCC.</p>
	(3b) SUDs managed by private companies who allow them to fall into disrepair by lack of long-term maintenance.	Inadequate or 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 →	<p>A SUDs adoption and charging policy was introduced by the Board at its 1 November 2016 meeting to promote IDB services for adoption of SUDs to ensure these are properly maintained in perpetuity.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA Sustainable Development Manager. Rates and banding introduced wef 1 October 2018, which are reviewed by the Board annually. Next review scheduled for 2023.</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy)

Risk Assessment Matrix

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

FEEDBACK & COMPLAINTS REVIEW
For the period November 2023 – January 2024

1. OFFICIAL COMPLAINTS

Date of complaint	Location	Nature of complaint	Allocated to	Status	Action taken

No official complaints have been received or dealt with during the reporting period and there are no outstanding complaints to resolve brought forward from previous reporting periods.

2. OTHER FEEDBACK

Date of feedback	Location	Nature of feedback	Allocated to	Status	Action taken

No feedback has been received or dealt with during the reporting period and there is no outstanding feedback to monitor brought forward from previous reporting periods.

FRANCES BLIGH
ICT MANAGER

CONSORTIUM REPORTS

To receive the unconfirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 08 December 2023 can be found [Click here](#)

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 September 2023 to 31 October 2023
- Social Media Report for the period 01 September 2023 to 31 October 2023

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2022/23	ESTIMATE 2023/24	PROBABLE 2023/24	ESTIMATE 2024/25
Income					
Net Consortium Charges					
	Broads IDB	323,268	359,889	357,076	369,402
	East Suffolk WMB	193,789	212,376	220,492	217,262
	King's Lynn IDB	384,912	429,736	317,787	442,446
	Norfolk Rivers IDB	219,416	236,596	234,061	242,302
	South Holland IDB	333,095	409,817	403,795	421,580
	Waveney Lower Yare and Lothingland IDB	131,083	140,240	78,514	144,297
	Net Consortium Charges	1,585,563	1,788,654	1,611,725	1,837,289
(+) Other Income					
1	Services provided to third parties	1,446,663	1,652,422	1,504,700	1,785,893
	Surface Water Development Contributions	463,138	277,000	487,495	310,000
	Sales of Rating Software Licences/Ancillary Services	168	10,000	10,000	10,000
	Rating Software Support	25,269	21,264	21,265	10,500
	Rental/Sundry Income from Offices	23,749	44,500	45,000	22,000
	Sundry Income	25,005	21,001	26,260	26,000
	(+) Other Income	1,983,992	2,026,187	2,094,720	2,164,393
(=) Total Income		3,569,555	3,814,841	3,706,445	4,001,682
(-) Expenditure					
Administration Costs					
2	Shared Administration Staff	618,546	726,526	672,722	748,730
Establishment					
	Kettlewell House (BR/KL/NR; 10/80/10)	32,639	37,500	37,541	25,000
	Marsh Reeves (South Holland IDB)	39,470	31,488	27,513	27,648
	Martham Office (Broads IDB and Norfolk Rivers IDB)	1,355	1,600	1,680	344
	Norwich Office (BR, ES, NR, WLYL)	0	0	2,000	6,000
	Pierpoint House (Shared)	132,092	109,012	125,643	122,239
	Establishment	205,556	179,600	194,376	181,231
Shared ICT					
	Hardware Support and Maintenance	30,096	25,811	25,849	27,720
	Software Support and Maintenance	63,814	77,692	59,837	62,203
	Website Maintenance and Development	2,892	3,120	3,120	3,120
	Software and Upgrades	92,174	12,990	13,080	12,990
	ICT Infrastructure	29,767	30,565	36,520	31,000
	Shared ICT	218,742	150,178	138,405	137,033

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
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WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES INCOME AND EXPENDITURE ACCOUNT	2022/23	2023/24	2023/24	2024/25
Other Shared Administration				
Legal and Professional Charges	8,500	10,501	8,000	9,775
Insurances	147,780	158,762	164,242	172,813
Marketing and PR Expenses	1,804	2,020	1,425	1,520
WMA Chairman's Allowance	1,500	1,500	1,500	1,500
Annual Subscriptions	5,107	3,949	5,258	5,241
Actuary Fees	2,390	1,001	1,400	1,400
Sundry Expenses	13,449	10,796	12,176	11,635
Other Shared Administration	180,530	188,529	194,001	203,884
Other Administration				
Public Notices	0	0	0	0
Former Staff Pension Charges	4,133	4,136	4,164	4,964
Members Expenses	178	1,135	200	450
Chairman's Allowances	21,484	21,483	21,483	21,483
Meetings and Inspections	1,769	5,920	1,642	3,895
Legal and Professional Charges	52,430	20,900	24,595	18,900
Audit and Compliance Fees	5,538	27,110	27,536	29,541
ADA Expenses	22,971	23,855	24,989	26,805
Other Administration	108,502	104,539	104,609	106,039
Administration Costs	1,331,877	1,349,373	1,304,113	1,376,916
Technical Support Costs				
Technical Support Staff Costs	2,215,194	2,445,198	2,379,793	2,601,343
Other Technical Support				
Technical Consultants	7,213	7,560	8,290	8,640
Land Registry Fees	9,049	7,460	7,867	8,508
Sundry Expenses	6,222	5,250	6,381	6,275
Other Technical Support	22,484	20,270	22,538	23,423
Technical Support Costs	2,237,678	2,465,468	2,402,332	2,624,766
(-) Total Expenditure	£3,569,555	£3,814,841	£3,706,445	£4,001,682
(+/-) Profit/(Loss) on disposal of Fixed Assets	0	0	0	0
(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0
3 Increases/(Decreases) in Net Consortium Charges	3.59%	4.12%	-9.89%	2.72%

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Administration and Technical Support Services
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WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES INCOME AND EXPENDITURE ACCOUNT	2022/23	2023/24	2023/24	2024/25

Notes:

- 1 The Project Development and Delivery Teams are continuing to work on the extensive Capital Works programme that is planned over the forthcoming years. These services are largely made up of Technical Support Staff time that will be charged to Grant Aided Schemes, in line with the programme of works. There are currently no vacant positions within these teams, and no plans for any further recruitment within the next financial year.
- 2 A provision has been made to increase staff salaries by an average of 3% with effect from 1 April 2024. Pension costs are to decrease by 0.5% to 23% of employees pensionable pay with effect from 1 April 2024.
- 3
 - (i) The rate of Inflation as at 31 October 2023 was 6.1% (Retail Price Index).
 - (ii) It is important to note that each WMA Member Board can accommodate the proposed increases, without having to pass them on by way of significant increases in drainage rates and special levies, over and above inflation.
 - (iii) This is a balanced budget which continues the focus of investing more in technology, staff capability and capacity, which should make the WMA Group far more robust and sustainable in future. As agreed by the Boards we have now added resilience to the existing management structure with the Interim COO/Deputy CEO in place, to build in succession so that the Member Boards can more easily manage the departure of any individual, without significantly increasing costs and carrying unnecessary capacity. As a relatively small and specialist organisation providing public services this is key.
 - (iv) It is important to note that we are expecting 54% of the Group's Administration and Technical Support Costs to be paid for by others in 2024/25. We are expecting this to be 56% for 2023/24. Sustaining this level of recharge activity without compromising delivery of our own work programmes continues to be key, and the recent change in management structure should align this priority, alongside delivering the extensive Capital Works programme across all the Boards.

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Administration and Technical Support Services
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WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES INCOME AND EXPENDITURE ACCOUNT	2022/23	2023/24	2023/24	2024/25

Recommendations:

- 1 To approve the following increases in Net Consortium Charges for 2024/25:

Broads IDB	2.64%
East Suffolk WMB	2.30%
King's Lynn IDB	2.96%
Norfolk Rivers IDB	2.41%
South Holland IDB	2.87%
Waveney Lower Yare and Lothingland IDB	2.89%

- 2 To approve the hourly charge out rates, as detailed below:

Chief Executive Officer:	£160/hour
Deputy Chief Executive/Chief Operating Officer:	£115/hour
Area Managers/Project Development and Delivery Managers:	£105/hour
Project Delivery Engineers:	£87/hour
Project Managers:	£82/hour
Operations/MEICA/Sustainable Development/Environmental Managers and RFO:	£80/hour
Senior Sustainable Development and Estates Officers:	£70/hour
Flood Risk Engineers/Sustainable Development and Environmental Officers:	£60/hour
Administration Team (Finance & Rating/ICT/GIS Technicians/BST):	£50/hour

- 3 The annual increase in the unattenuated surface water development contribution per impermeable hectare has been included within the 5 yearly strategic review which was undertaken this year, which will come into effect on 01 April 2024.

S JEFFREY
FINANCE & RATING MANAGER/RFO

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESWMB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)						
Other Income															
Contributions towards Staff Costs															
	Contributions from BIDB to part fund staff costs	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
	Contributions from NRIDB to part fund staff costs	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%						
	Contributions from ESWMB to part fund staff costs	Credited to ESWMB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
	Contributions from SHIDB to part fund staff costs	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Contributions from KLIDB to part fund staff costs	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%						
	Contributions from WLYLIDB to part fund staff costs	Credited to WLYLIDB	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%						
	Contributions from Bedford for CEO Services	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Contributions from East Anglia Team to part fund staff costs	Credited to each WMA Board as per employment costs	30.00%	37.92%	22.50%	21.25%	6.25%	7.08%	22.50%	17.50%	0.00%	18.75%	16.25%	100.00%	
	Contributions from SDT Team to part fund staff costs	Credited to each WMA Board as per employment costs	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Contributions from Environment Team	Credited to each WMA Board as per employment costs	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%						
	Contributions from P&C to part fund shared staff costs	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Contributions from Project Teams to part fund staff costs	Credited to each WMA Board as per employment costs	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
Contributions towards Staff Costs (FDGIA and Other Recharge Works)															
Surface Water Development Contributions															
	Broads IDB - SWDC	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
	East Suffolk WMB - SWDC	Credited to ESWMB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
	Kings Lynn IDB - SWDC	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%						
	Norfolk Rivers IDB - SWDC	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%						
	South Holland IDB - SWDC	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Waveney Lower Yare and Lothingland IDB - SWDC	Credited to WLYLIDB	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%						
Collection of Surface Water Development Contributions															
Sales of Rating Software Licences															
	Ancillary Services	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	
Sales of Rating Software Licences															
Rating Software Support															
	DRS	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
Rating Software Support															
Rental Income from Offices															
	Marsh Reeves	Income credited to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%					
	Kettlewell House	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%						
	Nar Ouse Way: Kings Lynn IDB	Income credited to property owner	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%						
	Sluice Bungalow: Islington (KLIDB)	Income credited to property owner	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%						
	Kettlewell House: Airwave Ltd	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%						
	Kettlewell House: Page One Aerial & Equ Site	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%						
	Kettlewell House: Vodafone Mast	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%						
Rental Income from Offices															
Sundry Income															
	Bank Account Interest (WMA Only)	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Deed of Indemnity Preparation Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	ICT Investment recharged to IDB Development Reserves	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Various - adhoc contributions	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
Sundry Income															

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESWMB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)						
Expenditure															
Administration Costs															
Shared Administration Staff															
	ICT Manager	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	PA (CEO)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Finance & Rating Manager	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	GIS Technician (SC)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Rating & Enforcement Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Business Support Officer (37)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	ICT Officer (16)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	GIS Technician (MB)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Senior Business Support Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Business Support Officer (22.5)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Accounting Apprentice (KH)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Finance and Rating Officer (Vacant Position)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	Accounting Apprentice (BA)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
	ICT Officer (30)	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%						
Shared Administration Staff															
Establishment															
	Landlord's obligations	Proportion of beneficial interest in Kettlewell House	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	100.00%						
	Office and Site Maintenance	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Rent, Rates and Metered Water	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Telecoms	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Heat and Light	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Office Cleaning and Supplies	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Refuse Collection and Waste Disposal	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Printing, Postages and Stationery	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Office Sundries	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
Pierpoint House (shared)															
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Office and Site Maintenance	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Business Rates and Metered Water	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Telecoms	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Heat and Light	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Office Cleaning and Supplies	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Refuse Collection and Waste Disposal	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Printing, Postages and Stationery	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Office Sundries	Expenditure charged to property owner	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
Marsh Reeves (South Holland IDB)															

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESWMB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)						
	Office and Site Maintenance	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%						
	Rent, Light, Heat and Water	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%						
	Telecoms	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%						
	Office Sundries	Proportion of time spent by Project Engineer on each Member Board	75.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%						
	Martham Office (Broads IDB and Norfolk Rivers IDB)														
	Rent	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	25.00%	45.00%	25.00%	45.00%	0.00%	0.00%	25.00%	100.00%					
	Printing & Stationary	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
	Office Equipment/Small Purchases	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
	Norwich Office (BR, ES, NR and WLYL)														
	Shared ICT														
	Hardware Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Software Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Website Maintenance and Development	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Software and Upgrades	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	ITC Infrastructure	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Shared ICT														
	Other Shared Administration														
	Legal and Professional Charges	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Insurances	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Marketing and PR Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	WMA Chairman's Allowance	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Annual Subscriptions	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Actuary Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Sundry Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Other Shared Administration														
	Technical Support Costs														
	Shared Technical Support Staff														
	CEO Team														
	Chief Executive	Assessment of Time Spent on each Member Board	17.50%	17.50%	17.50%	17.50%	17.50%	17.50%	12.50%	100.00%					
	Chief Operating Officer/Deputy Chief Executive	Assessment of Time Spent on each Member Board	50.00%	10.00%	10.00%	10.00%	10.00%	0.00%	20.00%	100.00%					
	Environment Team														
	Environmental Manager (CL)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%						
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%						
	Environmental Officer (HM)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%						
	Assistant Environmental Officer (CH)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%						
	Assistant Environmental Officer (EB)	Assessment of Time Spent on each Member Board	30.00%	19.00%	3.00%	27.50%	3.00%	17.50%	100.00%						

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESWMB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)						
Sustainable Development Team															
	Sustainable Development Manager (CB)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Senior Sustainable Development Officer (ER)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Senior Sustainable Development Officer (PN)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Senior Sustainable Development Officer (YS)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Sustainable Development Officer (PNA)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Sustainable Development Officer (EM)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Sustainable Development Officer (ET)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Sustainable Development Officer (RY)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Sustainable Development Officer (WC)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Sustainable Development Officer (PSC)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
	Sustainable Development Officer (JS - Sizewell C)	East Suffolk WMB Only (fully funded by Sizewell C)	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
	Estates Officer (GFB)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%						
Project Development Team															
	Project Development Manager (GB)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
Project Delivery Team															
	Project Delivery Manager (KN)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
	Project Delivery Engineer (CB)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
	Project Delivery Engineer (TJ)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
	Project Delivery Engineer (PR)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
	Project Delivery Engineer (ATH)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
	Project Manager (GH)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
	Project Manager (MN)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%						
East Anglia Team															
	Area Manager (East Anglia) (TH)	Assessment of Time Spent on each Member Board	50.00%	10.00%	10.00%	10.00%	0.00%	20.00%	100.00%						
	MEICA Manager (RG)	Assessment of Time Spent on each Member Board	27.50%	35.00%	32.50%	35.00%	7.50%	12.50%	5.00%	5.00%	0.00%	0.00%	27.50%	12.50%	100.00%
	Operations Engineer (East Anglia) (PG)	Assessment of Time Spent on each Member Board	40.00%	0.00%	0.00%	60.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
	Operations Manager (East Anglia) (AB)	Assessment of Time Spent on each Member Board	22.50%	42.50%	0.00%	0.00%	0.00%	0.00%	35.00%	0.00%	0.00%	0.00%	35.00%	100.00%	
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	10.00%	20.00%	20.00%	10.00%	20.00%	40.00%	20.00%	0.00%	0.00%	0.00%	20.00%	100.00%	
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	30.00%	30.00%	10.00%	20.00%	0.00%	10.00%	0.00%	0.00%	0.00%	10.00%	100.00%		
Shared Technical Support Staff															
South Holland Team															
	Area Manager (South Holland IDB) (KV)	Assessment of Time Spent on each Member Board	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Flood Risk Engineer (South Holland IDB) (LT)	Assessment of Time Spent on each Member Board	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
Technical Support Staff Costs															

Approved by the Consortium Management Committee on 08 December 2023 and recommended to each of the Member Boards in January/February 2024.
(As required by clause 4.2 of the Consortium Agreement, dated 15 May 2020).

S JEFFREY
FINANCE AND RATING MANAGER

Proposed Change to Planning and Byelaw Strategy

The purpose of this report is to present to CMC a request that WMA Member Boards consider adding a policy to the WMA's joint Planning and Byelaw Strategy. The policy has been reviewed by the Board's legal advisors and outlines how and when the Board will grant rights pertaining to a Board landholding. The proposed policy and accompanying wording is shown in italics below.

The WMA Member Boards own several land holdings, including watercourses. Most of these land holdings are registered with the Land Registry. If a third party wishes to undertake works within the curtilage of the Board's landholding, or otherwise use the Board's landholding, the Board's prior express permission is required. Any such permission may be in the form of a Deed of Easement, lease, conveyance, licence or any other agreement or disposition as required by the Board. The Board is not obliged to agree to such a request.

Entering into a landowner agreement with the Board does not alter the requirement for Land Drainage Consent in accordance with the Land Drainage Act 1991 and the Board's Byelaws.

Where any agreement is to be considered or required, the Board's reasonable costs including administrative costs and full costs of professional services (including valuation costs and legal fees) are to be paid by the third party.

The WMA Member Boards may require a Deed of Easement (or suitable alternative) in accordance with Policy 10 below.

Policy 10 – Landowner Agreement Policy

The Board will require a third party to enter into a Deed of Easement (or suitable alternative) where the works are clearly proposed within the curtilage of the Board's landholding, including watercourses or where rights pertaining to the Board's landholding are to be acquired by a third party (including access rights).

The Board may require a third party to enter into a Deed of Easement (or suitable alternative) where the works are proposed adjacent to the curtilage of the Board's landholding, (including pipework entering watercourses which are owned brink to brink) or where the proposed use is in accordance with the Board's statutory functions (including agricultural land tile outfalls discharging through a Board owned maintenance strip). Whether the Board requires a Deed of Easement will be decided by the Chief Executive's Management Committee on a case by case basis.

The Board will always consider entering into a Deed of Easement at the request of a third party (i.e. where the third party requires the granting of express rights).

In accordance with Section 63 of the Land Drainage Act 1991, the WMA Member Boards may not dispose of land owned by the Board for a consideration less than the best that can reasonably be obtained, other than with the consent of the relevant Minister. To ensure compliance with Section 63 of the Land Drainage Act 1991 the WMA Member Boards will engage the services of a chartered surveyor, to value any proposed disposition. For the avoidance of doubt, the disposition of land includes the granting of an easement (for example, enabling a third party to cross land owned by the Board).

Officer Recommendation: It is recommended that the above wording (including the policy) is added to the WMA's Planning and Byelaw Strategy.

**CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
NOVEMBER 2023**

WATER MANAGEMENT ALLIANCE

COMMUNICATIONS POLICY

GOVERNANCE

Review date: December 2023

To be reviewed every 5 years

Next review date: September 2028

Reviewed by: WMA Consortium Management Committee

Adopted by:

Broads Internal Drainage Board
East Suffolk Water Management Board
King's Lynn Internal Drainage Board
Norfolk Rivers Internal Drainage Board
South Holland Internal Drainage Board
Waveney, Lower Yare and Lothingland Internal Drainage Board
Pevensey and Cuckmere Water Level Management Board

In order to deliver our water management aims we need to ensure we have communication objectives that support our work and those we work with. This policy identifies who we intend to engage with, to deliver our aims & objectives, sets out what our stakeholders and partners can expect from us and explains how we will communicate with them to build and maintain our relationships and reputation.



COMMUNICATIONS POLICY

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COMMUNICATIONS POLICY

1. INTRODUCTION

- 1.1. The Water Management Alliance (WMA), on behalf of our member Internal Drainage Boards (IDBs), has developed a Communications Policy to consider our approach to engaging our stakeholders, partners, and customers. We have developed our communication objectives to support our business aims and objectives.
- 1.2. Our vision is to make each Member Board's Drainage District, Coastal Zone and watershed catchment area a safer place to live, work, learn and have fun, as a model of sustainable living in a high flood risk area. As a result, we need to interpret how we should engage others as we endeavour to deliver our vision.
- 1.3. As outlined by the Flood and Water Management Act (2010) councils are the Lead Local Flood Authority (LLFA) and the Environment Agency manages the Flood and Coastal Erosion Risk Management (FCERM) framework focusing on reducing flooding to people and properties. The IDBs work within this structure and legislate work on their own infrastructure or work in partnership with other risk management authorities.

2. TARGET AUDIENCES

After considering our business aims and objectives we have undertaken a review of our key stakeholders, partners, and customers and they fall broadly into the following groups:

- people and places at flood risk
- those that support people and places that are at flood risk
- policy and decision-makers
- the public

COMMUNICATIONS POLICY

3. COMMUNICATION OBJECTIVES

We have developed the following communication objectives for our target audiences:

- 3.1 **Increase Public Awareness:** To inform and educate the public about our flood risk reduction efforts, fostering a better understanding of the measures we take to protect people, property, infrastructure, and the natural environment.
- 3.2 **Build Trust and Credibility:** To establish the WMA as the preferred local delivery partner for flood, water resource, and coastal risk management services, showcasing our reliability and expertise in these areas.
- 3.3 **Promote Responsible Land Use:** To raise awareness about the impact of human activities on flood risk and encourage responsible land use decisions that balance residential, commercial, recreational, and environmental needs while minimising flood risk.
- 3.4 **Highlight Environmental Stewardship:** To demonstrate our commitment to preserving and enhancing natural habitats and species in and around watercourses and infrastructure projects, emphasising our dedication to the enhancement of biodiversity.
- 3.5 **Engage Stakeholders:** To foster meaningful engagement with key stakeholders, including local communities, government agencies, and environmental organisations, to gather feedback and input on flood risk reduction initiatives.
- 3.6 **Showcase Success Stories:** To share success stories and case studies that illustrate the positive outcomes of our flood management projects, emphasising real-world examples of how our efforts benefit people, property, infrastructure, and the environment.

4. DELIVERING OUR OBJECTIVES

We will:

- 4.1 Actively seek feedback from stakeholders, partners and customers to ensure we are meeting their needs, as we aim to deliver our business objectives.
- 4.2 Promote a culture of effective and extensive engagement approaches across our teams, ensuring everyone is aware of our commitment to holistic communications.
- 4.3 Share our communications policy with the IDB members to ensure we are being inclusive and seek their views on our approach.
- 4.5 Measure our engagement successes and report back to our stakeholders and partners for their information and advice.

COMMUNICATIONS POLICY

5. KEY MESSAGES

We aim to convey the following messages to our target audience:

- 5.1 How we aim to reduce the risk to people, property, infrastructure and the natural environment from flooding.
- 5.2 Showcase our efforts as a trusted local delivery partner of choice for all flood, water resource and coastal risk management services.
- 5.3 Cultivate an understanding of how activities can influence flood risk, whilst safeguarding land use for residential, commercial, recreational and environmental purposes.
- 5.4 Demonstrate our commitment to nurturing, enhancing and maintaining the natural habitats and species, which exist in and alongside the watercourses and infrastructure we build and maintain.

6. COMMUNICATION CHANNELS

Effective communications rely on a mix of communication channels, including media relations, direct communications, events and internal and partner communications.

6.1 External Communications

- **Media** (including; Website, Newsletters, On site interpretation / posters, Promotional Videos, Case Study / Fact Sheets, Social Media Channel Posts, Press Releases)
- **Face to Face** (including; Community Engagement Events, County Shows, Site Meetings)
- **Correspondence** (including; Letters, Emails, Video Conferencing, Live Chat, Phone calls)

6.2 Internal Communications

- Face to Face Meetings
- 1-2-1 Appraisals
- Emails
- Video Conferencing
- Live Chat
- Phone calls

COMMUNICATIONS POLICY

7. MEDIA RESPONSE PROTOCOL

When asked by the media for comments in response to various types of event or question, the following post holders will be expected to advise on and/or communicate the Board's position to the media after liaising with the relevant managers/officers and receiving approval from the Chief Executive or Deputy Chief Executive:

Potholder	Question/Event Type
Area Manager	Operational
Chief Executive/Deputy Chief Executive	Tactical
Chair/Vice-Chair	Strategic

If there is any doubt as to whether a particular question or event is of an operational, tactical or strategic nature, the Chief Executive will make the decision on this.

8. REVIEW

- 8.1. This Communications strategy will be reviewed at regular intervals, as stipulated on the front page.

Distributed to: South Holland IDB Members

Members	PAPER COPY
Simon Bartlett	
Allan Beal	
Anthony Casson	YES
Nanette Chapman	YES
Chris Dring	
Paul Foyster	
Nick Grundy	YES
Andrew Hay	YES
Sam Markillie	
Julian Perowne	
Paul Redgate	YES
Elizabeth Sneath	YES
Thomas Sneath	
Ian Stancer	
Sam Taylor	
Richard Thompson	
Jack Tyrrell	YES
David Wilkinson	YES
Duncan Worth	

Officers	
Cathryn Brady	
Katie Byrne	
Phil Camamile	
Sallyanne Jeffrey	
Caroline Laburn	
Dominic Morris	
Georgina Nichols	
Karl Vines	

South Holland IDB
Meeting 06 February 2024