

**A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY, 8 May 2018 AT 10.30 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* J L van Geest	<b>South Holland D C</b>
N J Grundy	* F Biggadike
* A G Hay	S M Booth
* S A R Markillie	Ms T Carter
* J Perowne	* P Coupland
I Stancer	* P Foyster
S R Taylor	* M Howard
R C Thompson	* M Seymour
* J W Ward	Mrs E Sneath
* D R Worth	J Tyrrell
	* P M Walls
	<b>South Holland D C/ Boston B C</b>
	* A Casson
	* Present (62%)

Mr D R Worth in the Chair

In attendance:

Mr P J Camamile (Chief Executive),  
Mr K L J Vines (Catchment Engineer/Health and Safety Officer),  
Mr G Brown (Flood and Water Manager), Miss S Jeffrey (Finance Officer)  
and Mrs M Creasy (minutes)

<b>ID</b>	<b>South Holland IDB, Minute</b>	<b>Action</b>
<b>27/18</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>27/18/01</b>	Apologies for absence were received on behalf of Messrs S M Booth, N J Grundy, I Stancer, S R Taylor, R C Thompson, J Tyrrell, Ms T Carter and Mrs E Sneath.	
<b>28/18</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>28/18/01</b>	Mr D H Worth declared an interest in respect of the payment of his South Holland IDB Chairman's allowance to A H Worth Ltd as recorded in the WMA Schedule of Paid Accounts. Mr Worth is the Managing Director of A H Worth Ltd. RESOLVED that this be noted.	

ID South Holland IDB, Minute	Action
<p><b>29/18 MINUTES OF THE LAST BOARD MEETING</b></p>	
<p><b>29/18/01</b> The minutes of the last Board meeting held on 6 February 2018 were approved and signed as a true record.</p>	
<p><b>30/18 MATTERS ARISING FROM THE MINUTES</b></p>	
<p><b>30/18/01 Health and Safety: Accidents and Dangerous Occurrences (06/18/04)</b></p>	
<p>The Catchment Engineer reported that further to his letter Mr John Hayes MP and Mr Hayes subsequent contact with BT, BT had contacted the IDB to apologise and expressed an intention to work more closely with the IDB in future when installing cables in the IDD. Mr J Perowne recorded that BT cables were still in the hedging/ditch which needs to be maintained by the Board and the Catchment Engineer agreed to follow this up with BT. RESOLVED that this be noted.</p>	<p><b>KLJV</b></p>
<p><b>30/18/02 Financial Report: Fixed Asset Depreciation (06/18/05)</b></p>	
<p>The percentage applied to the reducing balance method of depreciation that would be introduced for the 2018/19 financial year would be confirmed following discussion between the Finance Officer and the Board Chairman. RESOLVED that this be noted.</p>	<p><b>ST/DW</b></p>
<p><b>30/18/03 Review of Surface Water Development Contributions (06/18/06)</b></p>	
<p>Members were advised that the legal opinion on the Catchment Engineer's review of the banding/charges for surface water development contributions should be available within the next two weeks. Subject to favourable legal opinion the review would be presented to WMA Member Boards for approval at the next round of Board meetings. RESOLVED that this be noted.</p>	<p><b>KLJV/GBr</b></p>
<p><b>30/18/04 Risk Register: Sufficient 'Noble' Number for Emergencies (06/18/07)</b></p>	
<p>The Catchment Engineer had reviewed from South Holland IDB's perspective and established it appeared that there is no industry standard for the minimum number of operatives required to provide adequate response to an emergency flooding event. It was therefore agreed that the Catchment Engineer would determine the minimum number of operatives he thinks South Holland IDB requires to be in a position to respond, in conjunction with other organisations, to an emergency event. RESOLVED that this be noted.</p>	<p><b>KLJV</b></p>

ID South Holland IDB, Minute	Action
<p><b>30/18/05 Berm Reinstatement (1.9.2) (10/18/03)</b></p> <p>Members considered Mr S A R Markillie's report about having recently stopped lads diving off the bridge. It was agreed that the Catchment Engineer would liaise with LCC Highways to erect 'No Diving' signage as well as speaking with the IDB's Health and Safety Consultant for further advice. RESOLVED that this be noted.</p>	
<p><b>30/18/06 LCC Flood Investigation, Mallard Road, Low Fulney (4.3) (11/18/05)</b></p> <p>The Catchment Engineer reported that he had received a letter from John Hayes MP concerning this flooding incident and it was agreed that the IDB response would state that this is covered within the LCC Section 19 Flood Investigation Report. RESOLVED that this be noted.</p>	<p><b>KLJV</b></p>
<p><b>30/18/07 Risk Register: Water Resources Act - New Regulations introduced January 2018 (15/18/02)</b></p> <p>It was agreed to ask for written confirmation from ADA on Ian Moodie's update at the recent ADA Lincs Branch meeting where he had stated that in cases where there was no <u>direct</u> transfer, (abstraction) of water from main river, there was no requirement for a licence. This being the case, South Holland IDB would not incur licence fees of £1,500 per river and it was agreed to update the risk register accordingly. RESOLVED that this be noted.</p>	<p><b>KLJV/MEC</b></p>
<p><b>31/18 OPERATIONS REPORT</b></p>	
<p><b>31/18/01</b> The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>31/18/02</b> The Chairman reported that the new Operations Manager had not been asked to attend the Board meeting but he would join members for lunch, giving them the opportunity to meet him and ask any questions.</p>	
<p><b>31/18/03 Employees (2.3)</b></p> <p>The Works Supervisor would be retiring on 30 June 2018 but was continuing to support the new Operations delivery structure until that time. Interviews had been completed for the new Working Foreman's role but no appointment had been confirmed at the time of this meeting. RESOLVED that this be noted.</p>	
<p><b>31/18/04 Health and Safety (3.4)</b></p> <p>Following recent Forklift refresher training, the workforce has been instructed <u>not</u> to lift anything beyond the forklift truck's lifting capacity. RESOLVED that this be noted.</p>	

**32/18 ENGINEERING REPORT**

**32/18/01** The Engineering Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**32/18/02 Sutton St James Pumping Station Refurbishment (1.1)**

Members considered the Catchment Engineer's report on the ongoing refurbishment of Sutton St James pumping station. EA confirmation that the installation of fish friendly pumps was sufficient eel mitigation for the site and therefore an eel pass would not be necessary, was noted. It was therefore agreed that the Catchment Engineer would log all pumping station refurbishments to evidence that the Board is meeting the requirements for eel compliance. RESOLVED that this be noted.

KLJV

**32/18/03 Exeter Drain North, Spalding – Remedial Works to Pipeline Upstream of Halmergate to Albert Street (Joint Scheme with LCC) (1.2)**

The Catchment Engineer reported that as Lincolnshire County Council (LCC) had advised that it has no budget in 2018/19 financial year for these works, the IDB would be able to do very little on this project until LCC is able to commit to its cost contribution. The project has, however, been added to the Common Works Programme and LCC is looking also at financial contributions from third parties. RESOLVED that this be noted.

**32/18/04 Exeter Drain North, Spalding – Piping Works Downstream of Halmergate and Works on the Open Channel Between the School Playing Fields (1.3)**

The Catchment Engineer reported that piping of Exeter Drain North at the rear of Exeter Drive is due to continue this summer with the installation of a further 100m of pipe. Work is starting earlier due to the bank slipping in one area and a residential garden is falling into the drain. RESOLVED that this be noted.

**32/18/05 Regional Flood and Coastal Committee (RFCC) Funded Post to Assist IDBS in Business Case Delivery (1.5)**

(i) Members considered the Memorandum of Understanding (MoU) between Black Sluice IDB and other Lincolnshire IDBs for the shared management of one FTE FCERM Officer to provide support for the increased delivery of capital projects during the remaining three-year period of the EA's current spending review, (CSR), ending 2021. Anglia Northern RFCC has agreed to fund 50% cost of the post for a year, with the IDBs sharing the remaining cost, which equated to c. £6,000 per year for South Holland IDB.

(ii) Whilst it was acknowledged that South Holland IDB already has

KLJV

ID South Holland IDB, Minute	Action
<p>some support via a contractual arrangement with the EA's consultant for the production of business cases to determine and attract FDGiA, members considered it was important to support the RFCC's decision to part fund the FCERM role and that this may, in time result in additional funding for the post from RFCC. It was therefore agreed that South Holland IDB would agree to the MoU with Black Sluice IDB and other Lincolnshire IDBs and that the Catchment Engineer would monitor input from the postholder to ensure there was some benefit to South Holland IDB. RESOLVED that this be noted.</p>	
<p>(iii) The Chief Executive reported that other RFCCs in the Anglia region had fully funded two FCERM posts and that the Anglia Northern RFCC should be encouraged to do likewise. It was agreed that Mr S A R Markillie would raise this at the next Lincs Strategy Group meeting. RESOLVED that this be noted.</p>	SARM
<p><b>32/18/06 Drainage Improvement and Adoption of Watercourse – West Drove North, Gedney Hill (3.1)</b></p>	
<p>The Catchment Engineer reported that the drainage improvement works approved by the Board for West Drove North, Gedney Hill had commenced on 30 April 2018. It was therefore agreed that as part of this project, the Board adopts the watercourse downstream of these works with immediate effect. RESOLVED that this be noted.</p>	KLJV
<p><b>32/18/07 Drainage Complaint – Station Road Gedney Hill (3.2)</b></p>	
<p>Members considered the drainage issue raised by residents, of water ponding at the rear of properties along Station Road, Gedney Hill due to a private drain in the vicinity not working satisfactorily. It was agreed and thereby RESOLVED to approve the Catchment Engineer's scheme for improvement that would be discussed and agreed with the riparian owners of the private drain before being undertaken on a recharge basis. It was further agreed that if the riparian owners could not cover the full costs of the improvements, the Board would if necessary, match fund the scheme on a 50:50 basis. The full cost is anticipated to be no more than £5k - £6k. RESOLVED that this be noted.</p>	KLJV
<p><b>32/18/08 Replacement Culvert, Swindlers Drove, Low Fulney (3.3)</b></p>	
<p>Further to discussions at the last Board meeting and additional information provided confirming the bridge is included in the Deeds of the property, the work to reinstate the surface of the bridge to its original specification (or something similar), along with the guard railing was due to take place in the near future. The Board would be responsible for the surface and railing for a period of 3 years from the completion of the work, at which time it will become the responsibility of the owner. It was agreed that going forward officers will need to check property deeds rather than just the online Land Registry. RESOLVED that this be noted.</p>	

ID South Holland IDB, Minute	Action
<p><b>32/18/09 Adoption of Recently Improved Private Watercourse – Weston Drainage Improvement Scheme (3.4)</b></p> <p>Following completion of the Weston drainage improvement scheme in March 2018, it was agreed and thereby RESOLVED that the IDB adopts the improved watercourse with immediate effect as originally agreed as part of this scheme. The Chairman sited this scheme as a really good example of what can be achieved with monies collected as surface water development contributions and recorded the importance of the IDB’s ability to continue to collect these to maintain adequate surface water drainage infrastructure.</p>	
<p><b>32/18/10 Re-Profiling/Improvement of Hundred Lane Drain, Long Sutton (3.5)</b></p> <p>(i) Members considered the case for improvements to the Board's Hundred Lane Drain in Long Sutton following an enquiry from Princes Foods Ltd about improving the flow in this watercourse, which takes water from its site.</p> <p>(ii) It was agreed that in addition to the short term de-silting of the Hundred Lane Drain, which had already taken place, the IDB should also look at a minor improvement scheme, which if subsequently results in additional flows from the site, could potentially attract a surface water development contribution that could be used to offset the cost of the improvements. RESOLVED that this be noted.</p>	KLJV
<p><b>32/18/11 Lincolnshire County Council (LCC) Section 19 Investigation Report Regarding Flooding at Stone Gate, Spalding in June 2016 (3.6)</b></p> <p>The Board considered the LCC Section 19 Investigation report regarding flooding at Stone Gate, Spalding in June 2016. It was proposed that the findings and recommendations in this report are supported by the Board. In the short term it is recommended that:</p> <ul style="list-style-type: none"> <li>• IDB to investigate the condition of the culverted section of the Exeter Drain, in particular, its ability to accept flows from the two surface water highway drainage outfalls on Matmore Gate.</li> </ul>	
<p>The Matmore Gate section of the Exeter Drain would therefore be jetted and camera surveyed later in 2018. RESOLVED that this be noted.</p>	KLJV
<p><b>32/18/12 Lincolnshire County Council Section 19 Investigation Report Regarding Flooding at Churchway, Tydd St Mary, Spalding, in July 2017 (3.7)</b></p> <p>The LCC Section 19 Investigation report regarding flooding at Churchway, Tydd St Mary, in July 2017 has been released. There being no actions for the Board resulting from the report, there was no</p>	KLJV

further detail provided in the Catchment Engineer's report. However, the report was available for members to view and Mr P Coupland asked for a copy of the report for information.

### **33/18 ENVIRONMENTAL REPORT**

**33/18/01** The Environmental Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

#### **33/18/02 Request to Trap Signal Crayfish (5.1)**

Members considered the request for approval to trap crayfish in the South Holland Main Drain and Little Holland Drain, together with the WMA Environmental Manager's report on trapping. Recent data searches had identified that there are currently no records of signal crayfish in the area and concern was raised that if permission to trap was given, this would actually introduce them into the Board's watercourses. Given the damage signal crayfish can cause to watercourse banks by their extensive burrowing, and since there is currently no evidence of signal crayfish in the area, it was agreed and thereby RESOLVED to refuse permission for trapping in the South Holland Main Drain and Little Holland Drain.

### **34/18 PLANNING REPORT**

**34/18/01** The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

#### **34/18/02 Application for Byelaw 10 Consent**

**160: Retrospective application to install 1,750m of underground water transfer main and associated infrastructure within 9m of Board-maintained watercourses at Monmouth Farm, Lutton (2.1)**

- (i) Members considered the retrospective application for Byelaw 10 consent for the installation of approximately 1,750m of 160mm and 200mm underground mains set at a depth of 1.1m and at a distance of 1m from the brink of the Board-maintained drain plus the installation of a further 5 air valves and 15 hydrants, some of which are located above ground within the 9m maintenance strip at various distances from the brink of the Board-maintained drains, all of which had already been installed as part of an agricultural irrigation scheme.
- (ii) The IDB watercourses impacted are:
  - 318m of K49 – Roman Bank Drain – East and Branches. This is not IDB owned and is low priority watercourse .
  - 164m of K40 – Lutton Grange – South and Branches. This is not IDB owned and is a low priority watercourse.

- 180m of K41 – Lutton Leam. This is IDB owned and is a high priority watercourse
- 374m of K44 – Monmouth. This is not IDB owned and is a low priority watercourse.
- 718m of K46 – Old Leam. This is not IDB owned and is a low priority watercourse.

(iii) It was considered that whilst the installations would ideally have been located outside the Byelaw 10 9m maintenance access strip, the underground installations did not pose a hazard to the Board's maintenance operations. However, officers would need to establish what if any detrimental impact the valves and hydrants located above ground level may have on the Board's ability to undertake maintenance operations.

(iv) It was agreed and thereby RESOLVED to retrospectively approve Byelaw 10 consent subject to:

- None of the installation having an adverse impact on the Board's ability to undertake maintenance works;
- The applicant entering into Board's Standard Deed of Indemnity and paying all costs incurred in the preparation and execution of that document;
- The applicant providing written acceptance of detailed conditions attached to the consent.

#### **34/18/03 Application for Byelaw 10 Consent**

##### **161: Application to erect a holiday cottage extension within 9m of Board-maintained watercourses at Foreman's Bridge Caravan Park, Sutton St James (2.2)**

Members considered the application for Byelaw 10 consent for the construction of a holiday cottage extension within 9m of the Board's high priority South Holland Main Drain, the application having been received following officers' being made aware of unconsented works at the site, which were subsequently halted pending consideration of an application for Byelaw 10 consent. Given that works had already commenced on site, the application includes elements of work already undertaken that therefore require retrospective consent, and as a result of meetings with officers, amendments to the original plans for the extension including the removal of the unconsented construction.

It was agreed and thereby RESOLVED to refuse consent due to the operational constraints for maintenance of the South Holland Main Drain that would arise from the positioning of the new construction, the potential impact of heavy plant machinery on the integrity of the building and its foundations, as well as the lack of clarity regarding boundary treatment along the watercourse.



**34/18/04 Delegated Consents (3.1)**

The delegated consents granted by the Chief Executive's Management Committee under its delegated authority were considered in detail and approved. RESOLVED that this be noted.

**34/18/05 Surface Water Development Contribution Rate (3.2)**

It was agreed and thereby RESOLVED to approve the increase to the surface water development contribution rate charged per impermeable hectare from £75,500 to £77,800 with effect from 1 April 2018 pending the results of the independent legal opinion of the detailed review of the SWDC rate. Once finalised, this would be presented to the Board for adoption. RESOLVED that this be noted.

**34/18/06 Flood and Water Officer Role**

The Flood and Water Manager apprised members of the Flood and Water Officer vacancy, (as approved by the Board on 6 February 2018), was currently being advertised with closing date of 15 May 2018 for the receipt of applications.

**35/18 INTERNAL AUDIT REPORT 2017/18**

**35/18/01** The Internal Audit Report for 2017/18 including the two minor observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council Shared Internal Audit Services), together with the Chief Executive and Finance Officer responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:

**35/18/02** The Internal Auditor's recording of significant improvement in controls, together with the substantial level of assurance awarded on conclusion of the audit was noted.

**36/18 APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19**

**36/18/01** It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2018/19.

**37/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT**

**37/18/01** The Annual Governance Statement shown in Section 1 of the South Holland IDB Annual Governance and Accountability Return for the

year ended 31 March 2018 was considered in detail and approved by the Board.

### **38/18 FINANCIAL REPORT YEAR ENDING 31 MARCH 2018**

- 38/18/01** The Financial Report for the year ending 31 March 2018 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:
- 38/18/02** The small deficit of £12,899 was noted.
- 38/18/03** Members considered the capital works programme, noting the slippage on some of the schemes due to the current difficulties in obtaining FDGiA from the EA. The Catchment Engineer reported that with regard to Sutton St James refurbishment, monies not spent had been placed into the Capital Works Reserve with money not spent in January 2018 being used in May 2018, i.e., 5 month slippage. The dilemma for the Board is whether to progress capital schemes using Reserves in the hope of receiving retrospective FDGiA, or allowing capital schemes to continue to slip which would increase the risk of a total failure in the Board's infrastructure.
- 38/18/04** Anglia Northern Regional Flood and Coastal Committee has recognised the problem all Lincolnshire IDBs are experiencing in trying to obtain FDGiA funding and has agreed to part fund an FCERM officer post to assist all Lincolnshire IDBs in their delivery of capital programmes on time, using FDGiA funding. The Catchment Engineer reported that he has been asked to provide information on capital programme requirements for the six-year CSR period 2021 – 2027 as well as the current CSR refresh, to support the RFCC's application for an increase in FDGiA awarded by national EA to the Anglia Northern region. In the meantime it was agreed that the Catchment Engineer would monitor slippage across the capital programme as it was considered important to get all capital schemes underway by balancing the receipt of FDGiA and all other funding. RESOLVED that this be noted.
- 38/18/05** The Finance Officer highlighted the reduction in the number of outstanding agricultural drainage rates at year end, which was a result of improved credit control.
- 38/18/06** The Finance Officer reported that interest returns on investments remained low, largely due to the small amounts invested and she is looking at the feasibility of longer term investments as a way to improve returns. Mr P Coupland apprised members of South Holland District Council's investment strategy and it was agreed that he and the Finance Officer would discuss this outside this meeting.
- 38/18/07** The reconciliation to the Annual Governance and Accountability Return Part 3 Section 2 Accounting Statements was considered in detail and approved.

KLJV

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**39/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN  
2017/18 PART 3 SECTION 2  
ACCOUNTING STATEMENTS 2017/18**

**39/18/01** The Accounting Statements shown in Section 2 of the South Holland IDB Annual Governance and Accountability Return for the year ended 31 March 2018 were considered in detail and approved by the Board.

**40/18 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF  
PUBLIC RIGHTS**

**40/18/01** It was agreed to publish notice on the Board's website and display it in the office reception that the Accounts year ending 31 March 2018 would be available for inspection for the 30 working day period commencing 4 June 2018 and ending 13 July 2018. RESOLVED that this be noted.

**41/18 SCHEDULE OF PAID ACCOUNTS**

**41/18/01** The Schedule of Paid Accounts for the period 1 January 2018 to 31 March 2018, totalling £345,024.62, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

**42/18 MATERIAL CHANGES TO THE RISK REGISTER**

**42/18/01** Members considered the risk register for those risks with a risk assessment matrix score of  $\geq 6$ . Arising therefrom.

**42/18/02** Following the discussion earlier in the meeting it was agreed to reduce the risk imposed by the Water Transfer Licencing regulations introduced in January 2018, from 4 to 3 subject to receipt of written confirmation from ADA, as recorded in minute 30/18/07.

*Post meeting note: The Catchment Engineer has received written confirmation from ADA and the risk register has been updated accordingly.*

**43/18 APPOINTMENT OF DATA PROTECTION OFFICER**

**43/18/01** Members considered the Board's requirement for a Data Protection Officer as stipulated within the General Data Protection Regulations coming into effect on 25 May 2018. Arising therefrom:

**43/18/02** It was agreed and thereby RESOLVED to include the role of Data

**MEC/KLJV**

Protection Officer within the Chief Executive's remit.

**44/18 MODEL IDB POLICY STATEMENT**

**44/18/01** The updated IDB Policy Statement, (a copy of which is filed in the Report Book) as provided by ADA and endorsed by Defra was considered in detail and adopted by the Board.

**45/18 CORRESPONDENCE**

**45/18/01** There was no correspondence requiring the Board's consideration during this reporting period.

**46/18 NEXT MEETING**

**46/18/01** The next meeting was scheduled for 7 August 2018 at 9.00 am followed by a tour of works inspection.

**47/18 CONFIRMATION OF COMMITTEES MEETING DATES**

**47/18/01** Meeting dates to be confirmed for the Conservation Committee; Joint meeting of South Holland IDB Angling Committee and Holbeach & District Angling Club and the Performance Committee. All three meetings to take place with minutes reported to the 7 August 2018 Board meeting.

**48/18 ANY OTHER BUSINESS**

**48/18/01** Mr A Hay asked if the new web-based version of DRS was available. The Chief Executive confirmed it had not yet gone live as it would require additional resource in the Finance/Rating office to help manage the implementation. It was, however, available to register online and the Chief Executive would send instructions for this to Mr Hay.

**48/18/02** Mr M Howard reported stagnant water in a watercourse in Wheelers Close, Barrington Gate, Holbeach. The Catchment Engineer recorded that the watercourse in question is a private riparian drain and as such is the responsibility of the adjacent landowners to maintain and he would follow this up with them directly.

**KLJV**

**49/18 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN**

**49/18/01** There were no members of the Public present at today's meeting.

**50/18 CONSORTIUM MATTERS**

**50/18/01** The unconfirmed minutes of the last Consortium Management Committee meeting held on 23 March 2018 were considered in detail and approved. Arising therefrom:

**50/18/02 Review of Surface Water Development Contribution (SWDC) Charges (10/18/04)**

As reported earlier in the meeting within the Planning Report section, legal opinion on the review of the SWDC charges was still awaited at the time of this meeting. The Chairman reiterated that once the legal opinion had been received the SWDC Charging Review would be presented to the Board for adoption and he suggested that the Catchment Engineer breaks down the bands in the Review and simplifies the document brought to the Board for consideration. RESOLVED that this be noted.

KLJV

**50/18/03 Schedule of Paid Accounts**

The WMA Schedule of Paid Accounts for the period 1 December 2017 to 28 February 2018 totalling £310,937.10 as approved at the Consortium Management Committee meeting on 23 March 2018, was considered in detail and adopted by the Board. There were no matters arising.

**50/18/04 Finance Report**

The WMA Finance Report for the period 1 April 2017 to 28 February 2018, as approved at the Consortium Management Committee meeting on 23 March 2018, was considered in detail and adopted by the Board. There were no matters arising.

**50/18/05 Issues for discussion at the next CMC Meeting**

There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 29 June 2018.

**51/18 CONFIDENTIAL BUSINESS**

**51/18/01** 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.

## OPERATIONS REPORT

### 1 MAINTENANCE WORKS

#### 1.1 HAND RODING

The Board's workforce has started hand roding in watercourses not accessible by roding machinery.

#### 1.2 MUDDING WATERCOURSES

The following watercourses have been mudded in this reporting period.

LOCATION/DRAIN	LENGTH (M)
Coronation Channel Soke Dyke (approx 780m remaining )	2,000
South Holland Main Drain	3,720
Brickfields	375
Hockles Gate	925
Old Eau	750
Pound Rig	360
Woodhouse	630
Chapel and Branch	1270
Guys Head Old Sea Bank Soke Dyke	1755
Sots Hole and Connection	3810
West and Worths	1005
Andersons	8780
Lapwater	590
Soke Dyke – East	935
Soke Dyke – West	780
Benderslough Drain	2200
Hundred Lane Drain	400

The South Holland Main Drain mudding was not completed until 18 April, and there are still some lengths of other drains to finish off. Therefore some of the 2017/18 mudding costs have rolled over in to the 2018/19 budget.

### 1.3 NEW ACCESS WORKS/CULVERT REPAIRS

The following culverts have been constructed in private side dykes and Board's drains to improve access for mechanical roding equipment and Health and Safety.

LOCATION/DRAIN	DIAMETER (MM)	LENGTH (M)
Millar Lane & Turn Pike Drain	600	6
Andersons	750	12

### 1.4 CLEANSING/INSPECTING PIPELINES AND CULVERTS

The following pipelines and culverts have been cleansed/jetted in this reporting period.

LOCATION	REMARKS
Bowers Branch	Cleaned SHIDB x 3
Old Eau	Cleaned SHIDB x 3
West & Worths	Cleaned SHIDB x 3
Pound Rig	Cleaned SHIDB x 3
Brickfields	Cleaned SHIDB x 3
Andersons	Jetted ADC x 2 Cleaned SHIDB x 3
Lapwater	Cleaned SHIDB x 3
Hazelwood Lane	Jetted ADC x 2
Woodhouse	Jetted ADC x 2
Hockles Gate	Jetted ADC x 2
Chapel & Branch	Jetted ADC x 2
Benderslough	Jetted ADC X2
Bowers	Jetted ADC x 2
Guys Head Soke Dyke	Cleaned SHIDB x 3 Jetted ADC x 2
Hundred Lane	Jetted ADC x 2
Sots Hole	Cleaned SHIDB x 2 Jetted ADC x 2
Sots Hole Connection	Jetted ADC X2
Coronation Soke Dyke	Jetted ADC x 2

## 1.5 BUSHING/TREE TRIMMING

Bushing and tree trimming has taken place along the following watercourses.

<b>DRAIN</b>	<b>COMMENT</b>
Bowser's Branch	Trimmed trees/bushes 200m
Hazelwood Lane	Removed tree near school and trimmed 30m of hedge
Soke Dyke East	Removed 20m bushes
Moulton Common	Removed fallen trees
Brickfields	Trimmed hedge length of track
Pound Rig	Trimmed 56m of hedge
Devils Hill	Removed 2no fallen bushes
Holbeach New River	Removed fallen bushes
Chapel Branch	Trimmed tree
Guys Head Soke Dyke	Removed bush and trimmed 255m of hedge
Coronation Channel Soke Dyke	Trimmed trees/bushes 386m
Lords	Removed 1 bush
Brick Pits	Trimmed bushes around inlet

## 1.6 RUBBISH

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

<b>LOCATION</b>	<b>REMARKS</b>
Falls (upstream end Crosses shop)	Household rubbish
Falls (Daniels Gate roadside)	Old wood & boxes
Sutton Bridge Main (Railway Lane roadside)	Car Bumper
Hurnfields (roadside)	Mattress
Foxes Lowe Branch (roadside)	Brushwood
Woodhouse (bend of road)	7no car tyres
Exeter Drain (all along roadside)	18no car Tyres
Chapel (next to road junction)	2no 1 tonne plastic bags
Snuffers Lane (roadside)	Old electric fan & childrens toys
South Holland Main	8no bags of household rubbish
Delgate Drain	Sofa



Abandoned cars appeared in the following Board's roadside watercourses during the reporting period. They were both reported to the police, and have subsequently been removed, although not by the Board:

- Draw Dyke East
- New River Gate

## 1.7 SLIPS/DRAIN IMPROVEMENTS

<b>DRAIN</b>	<b>LENGTH (M)</b>	<b>COMMENT</b>
South Holland Main Drain	1,150	New access Berm works
Sutton St James Drain	30	Slip repairs

## 1.8 PUMPING STATIONS

### 1.8.1 LITTLE HOLLAND

During March, pump 1 at Little Holland Pumping Station exhibited a moisture ingress in pump and bottom thrust bearing fault. This prevented the pump from operating.

This pump, and pump 2, were installed in 2008, and have not had any work undertaken on them since that date. While the sump is dammed off to remove pump 1 it was considered cost effective to have pump 2 removed and serviced also. Quotes were sought from Fenflow Ltd (formerly Shoebridge Engineering), and Bedford Pumps.

The removal, service/repair, and re-installation work on pump 1 and pump 2 has been awarded to Fenflow Ltd, and is due to commence imminently, at a basic cost of £15,748, plus additional repair/replacement costs depending on what is found when the pumps are stripped down.

### 1.8.2 DAWSMERE

During March a problem was noticed with the pump discharge flap in to the surge chamber on pump 2 at Dawsmere Pumping Station. Water was seen to be re-circulating back through the pump, in to the drain, from the surge chamber when the other pump was running, suggesting a problem with the seal of the flap. The flap was inspected, utilising labour from Fenflow Ltd, and was found to be hanging low, preventing an effective seal. As a result pump 1 had to be switched off, and will remain so until the flap is replaced.

As the flaps on both pumps were found to be worn it was decided to replace both. New flaps have been ordered from H C Watercontrol Ltd and are due to be installed during May at a cost of £3,750 including installation.

## **2 EMPLOYEES**

### **2.1 SICKNESS**

A total of 9 working days have been lost in this reporting period.

### **2.2 RETIREMENT OF OPERATIONS MANAGER**

The Operations Manager retired on 31 March 2018 after 15 years' service to the Board.

### **2.3 RESIGNATION/RETIREMENT OF WORKS SUPERVISOR**

The Works Supervisor tendered his resignation on 3 April 2018. He intends to take early retirement and will work until 30 June 2018. He commenced work with the North Welland Board, predecessor to the current South Holland Board, in 1972 and has been Foreman/Works Supervisor since 2002.

## **3 HEALTH AND SAFETY**

### **3.1 ACCIDENTS**

There have been no accidents in this reporting period.

### **3.2 NEAR MISSES**

There have been no near misses in this reporting period.

### **3.3 FIRE EXTINGUISHERS**

All the Board's fire extinguishers were serviced during April.

### **3.4 LIFTING GEAR**

3.4.1 All the Board's lifting gear and lifting equipment has been checked by the Board's Insurance Company.

3.4.2 During recent Forklift refresher training it was highlighted that the Board's forklift truck is under capacity for some of the lifting tasks in the yard.

## **4 RECHARGEABLE WORKS**

4.1 There have been no rechargeable works undertaken during the reporting period.

DOM MORRIS  
OPERATIONS MANAGER

# ENGINEERING REPORT

## 1 CAPITAL WORKS

### 1.1 SUTTON ST JAMES PUMPING STATION REFURBISHMENT

The refurbishment of the steel sheet pile intake walls was undertaken during April. The drain was dammed off, and temporary over pumping set up, to enable access to the piles, which were shot blasted and then strengthened with new 10mm thick steel plate. The steel was then re-painted and the voids behind the new steel plating on the pile in-pans were filled with concrete.

The new pumps are due to be installed week commencing 7 May 2018. Work on modifying the switchgear to suit the new pumps has already begun.

Following advice from the Environment Agency, see text in italics below, an eel pass is no longer proposed for this site.

*"I confirm that we do not consider an eel pass at Sutton St James pumping station to be necessary as there is limited upstream habitat for eels which is thought to be of relatively poor quality and there is a record of fish kills because of low dissolved oxygen. I understand that eels are present in the system and there may be some ingress of elvers into the system so the installation of fish friendly pumps will be beneficial."*

The eel mitigation measures for this site will therefore simply consist of the provision of the fish friendly pumps



**Sheet piling shot blasted and primed. New steel strengthening plates being welded in to position**



**Dam across Sutton St James Drain, and over-pumping in place, to enable access to sheet piles**



**Sheet piling works completed – painted and concrete infill in place.  
View prior to bank re-forming and removal of dam.**

1.2 EXETER DRAIN NORTH, SPALDING - REMEDIAL WORKS TO PIPELINE UPSTREAM OF HALMERGATE TO ALBERT STREET (JOINT SCHEME WITH LCC)

The Lincolnshire County Council have reported that they do not have any budget available for progressing the pipeline replacement works in this financial year. However, it has been added to the Commons Work Programme, and the LCC intend to look at contributions from third parties such as Anglian Water.

1.3 EXETER DRAIN NORTH, SPALDING – PIPING WORKS DOWNSTREAM OF HALMERGATE, AND WORKS ON THE OPEN CHANNEL BETWEEN THE SCHOOL PLAYING FIELDS

The piping of Exeter Drain North at the rear of Exeter Drive is due to continue this summer with the installation of a further 100m of pipe. This work is programmed for the school summer holidays so as to cause minimum disruption to the school.

Pruning work on the willow trees in the section between the school fields is due to start at the end of May, subject to the findings of the bat survey which will be undertaken beforehand.

1.4 BUSINESS CASE DEVELOPMENT FOR WESTMERE, FLEET HAVEN, DAWSMERE, AND LORDS PUMPING STATION REFURBISHMENTS

Work continues with the Environment Agency to produce the business cases for the following schemes to ascertain the amount of grant-in-aid each scheme will attract.

- Westmere Pumping Station and Sluice refurbishment
- Fleet Haven Pumping Station refurbishment
- Dawsmere Pumping Station refurbishment
- Lords Pumping Station refurbishment

I am pleased to report that Grant in Aid to the value of £33,000 was obtained during March 2018, to cover the costs of the Westmere Pumping Station and Sluice refurbishment business case. The grant in Aid for the other three business cases is in the process of being obtained, but should hopefully be forthcoming in the near future.

1.5 RFCC FUNDED POST TO ASSIST IDBS IN BUSINESS CASE DELIVERY

The Regional Flood and Coastal Committee (RFCC) has reported a shortfall in the projects delivered by IDBs against projects which have indicative approval, for each of the last 5 years. In order to improve this, the RFCC has offered £40K to help fund a post to support IDBs to deliver a much higher percentage of projects over a three year period.

Black Sluice IDB have volunteered to be the employing authority, and a Memorandum of Understanding (MOU) has been drawn up, see Appendix A, to clarify the situation between Boards. South Holland IDB are being asked to sign up to this MOU.

Although it is recommended that the Board support the offer that has been made by the RFCC, and the principles it seeks to achieve, contractual arrangements are already in place with the Environment Agency's consultant (see section 1.4 above) for the provision of business cases for all of the Board's schemes in the remaining 3 years of the current 6 year plan. This will mean that this Board's opportunities for utilising the RFCC proposed role will be very limited. This situation must therefore be taken in to account when the Board considers its position with regard to the MOU.

## 2 SLUICES

### 2.1 SUTTON BRIDGE SLUICE

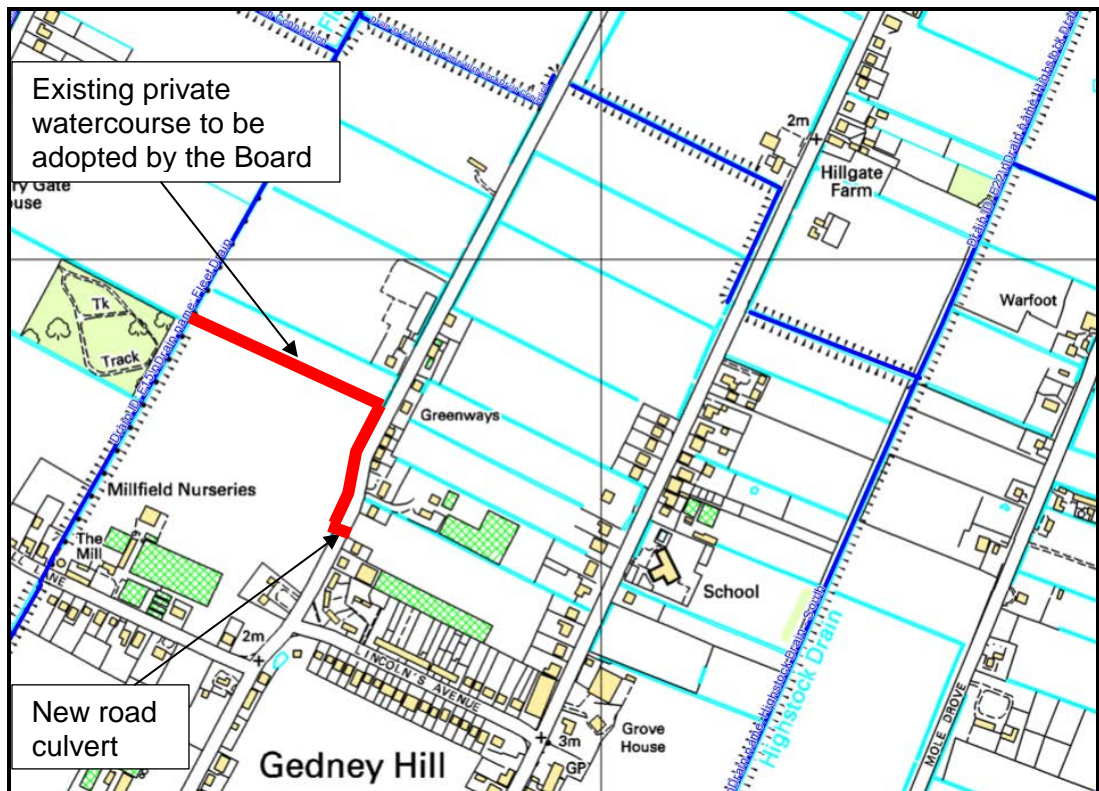
Sutton Bridge Sluice is currently being operated to maintain the water level in the South Holland Main Drain at the winter level of 0.00m ODN.

## 3 GENERAL

### 3.1 DRAINAGE IMPROVEMENT AND ADOPTION OF WATERCOURSE – WEST DROVE NORTH, GEDNEY HILL

The improvement works that the Board resolved to undertake are due to begin week commencing 30 April 2018. The road culvert is being constructed at a cost of £10,000 which is being funded by the Board and South Holland District Council on a 50/50 basis. The work is being carried out by C G Godfrey Ltd.

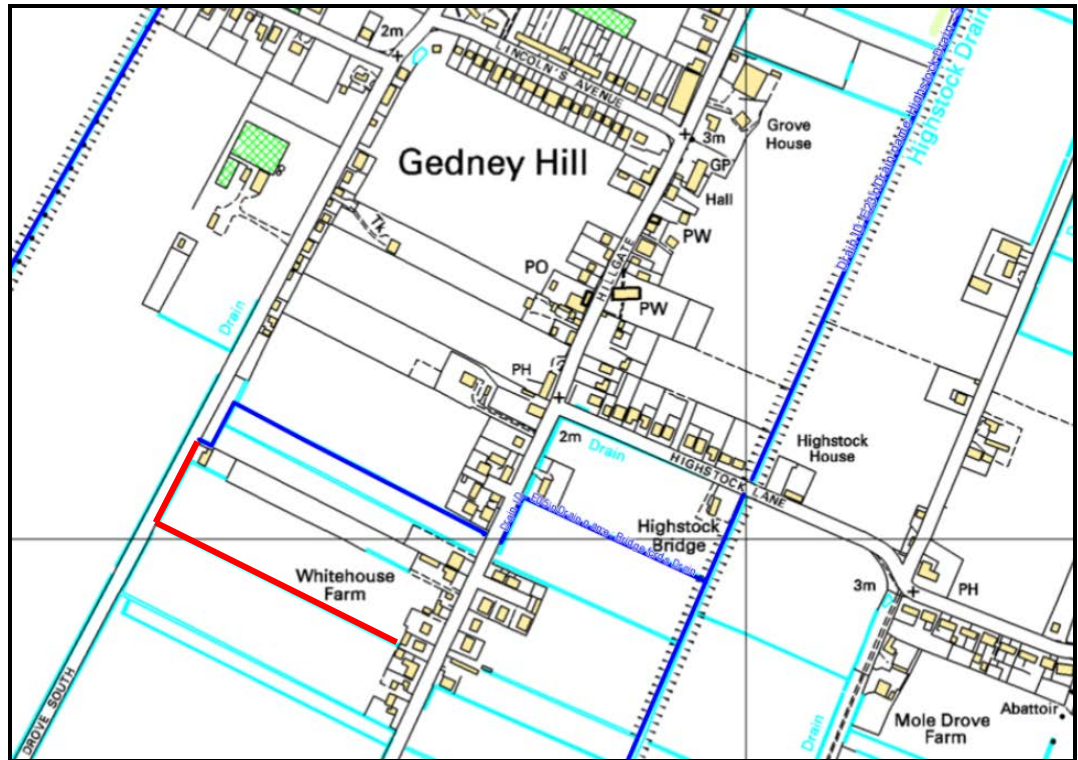
It is therefore recommended that the watercourse downstream of the works is adopted by the Board, as previously agreed, with immediate effect.



Length of drain to be adopted shown in red

### 3.2 DRAINAGE COMPLAINT – STATION ROAD, GEDNEY HILL

A drainage complaint has been received from residents of Station Road, Gedney Hill, regarding water ponding at the rear of their properties, caused by the private drain shown red below not working satisfactorily. A minor improvement scheme is to be put forward to the riparian owners, on a rechargeable basis, in an attempt to resolve this issue.



**Plan showing drain requiring cleaning out / minor improvement in red**

### 3.3 REPLACEMENT CULVERT, SWINDLERS DROVE, LOW FULNEY

Further to the discussion of this matter at the last meeting, additional information came forward that the bridge actually belonged to the owner of 1 Swindlers Drove, and was covered in his Deeds. In light of this new information, and after consultation with the Board's Chairman, Vice Chairman, and Chief Executive, it was decided to re-instate the surface to its original specification (or something similar), along with the guard railing. The Board to be responsible for the surface and railing for a period of 3 years from the completion of the work, at which time it will become the responsibility of the owner. This work is due to be undertaken in the near future.

### 3.4 ADOPTION OF RECENTLY IMPROVED PRIVATE WATERCOURSE - WESTON DRAINAGE IMPROVEMENT SCHEME

The Weston drainage improvement scheme was completed in March. This has made an enormous difference to the drainage of the locality, as shown by the photographs below. The top photograph was taken in February 2017 and shows how water used to pond in the drainage system with no means of outfall. The bottom photograph was

taken in April 2018 and shows the same watercourse, which is now nearly empty, due to the improvements carried out by the Board.

As it was previously agreed to adopt the newly improved watercourse, now that the work is complete it is recommended that the watercourse, shown red on the plan below, is adopted with immediate effect.

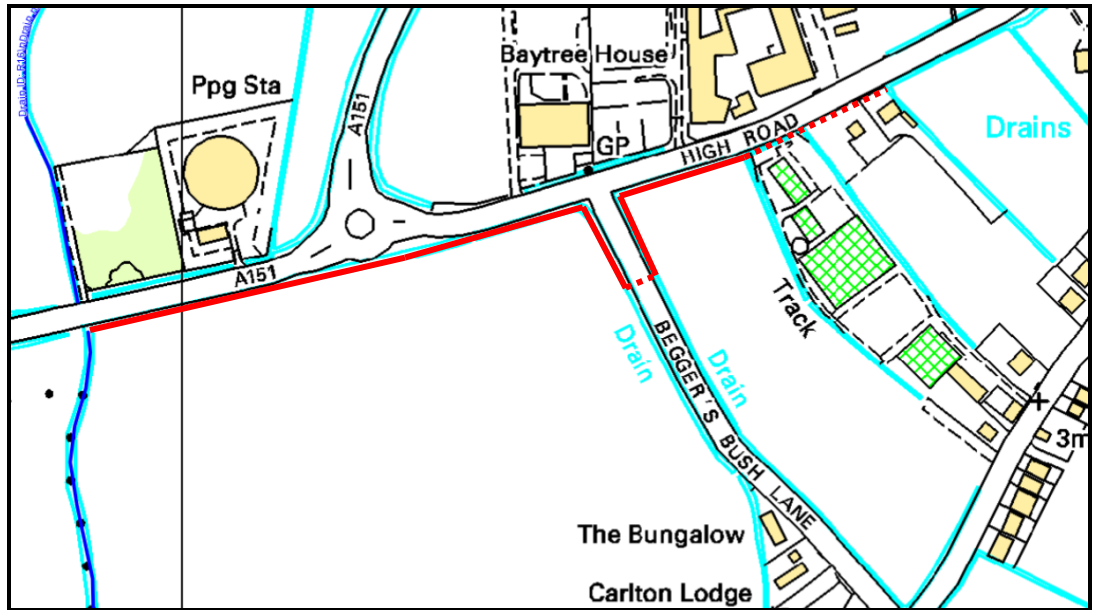


**View of the private watercourses upstream of the improvement prior to works being undertaken – Feb 2017. The watercourses used to sit permanently full of water.**



**The same view following completion of the improvement works – April 2018. The watercourses are now nearly empty.**





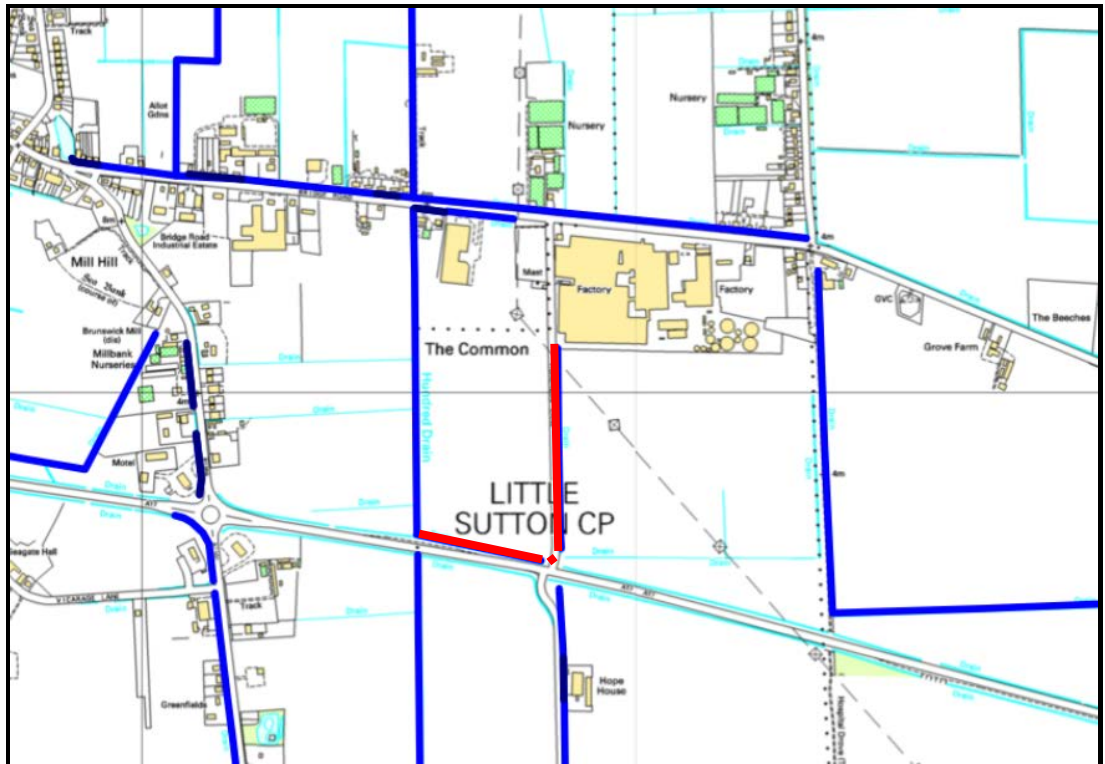
**Length of drain to be adopted shown in red**

**3.5 RE-PROFILING/IMPROVEMENT OF HUNDRED LANE DRAIN, LONG SUTTON**

During April, an enquiry was received from Princes Foods Ltd, Long Sutton, regarding the possibility of improving flow in the Board's Hundred Lane Drain watercourse, which takes water from their site.

The drain was inspected and found to be restricting flow. In the short term, the length along Hundred Lane has been de-silted, but further work, in the form of re-profiling or improvement is required to get the bed level down to the corresponding invert of the culverted sections.

It is therefore recommended that a minor improvement scheme be considered for this section of watercourse. There is a possibility that Prince's may wish to divert additional flows along this route in the future. If this is the case, then the surface water development contribution generated could be used to offset the cost of the work.



**Length of watercourse requiring re-profiling / improvement shown in red**

**3.6 LINCOLNSHIRE COUNTY COUNCIL SECTION 19 INVESTIGATION REPORT REGARDING FLOODING AT STONE GATE, SPALDING, IN JUNE 2016**

The LCC Section 19 Investigation report regarding flooding at Stone Gate, Spalding, in June 2016 has been released. The executive summary from this report is shown in Appendix B. It is recommended that the findings and recommendations from this report are supported by the Board, and it will be signed off at a future Boston and South Holland Flood and Drainage Group meeting.

Following on from the findings of the report, the Matmore Gate section of Board's Exeter Drain pipeline is due to be jetted and camera surveyed this summer.

**3.7 LINCOLNSHIRE COUNTY COUNCIL SECTION 19 INVESTIGATION REPORT REGARDING FLOODING AT CHURCHWAY, TYDD ST MARY, SPALDING, IN JULY 2017**

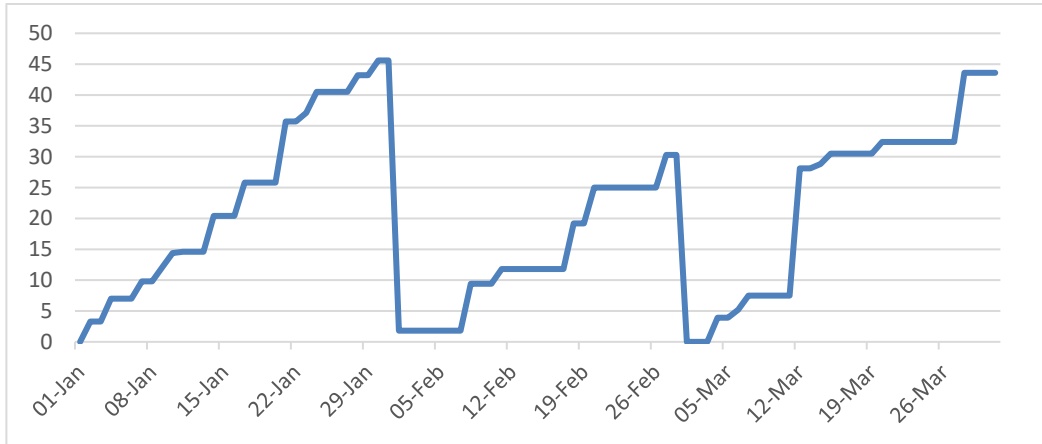
The LCC Section 19 Investigation report regarding flooding at Churchway, Tydd St Mary, in July 2017 has been released. As there are no actions for the Board resulting from the report, no further detail is given here, but the report is available to view if any member wishes to do so.

**RAINFALL**

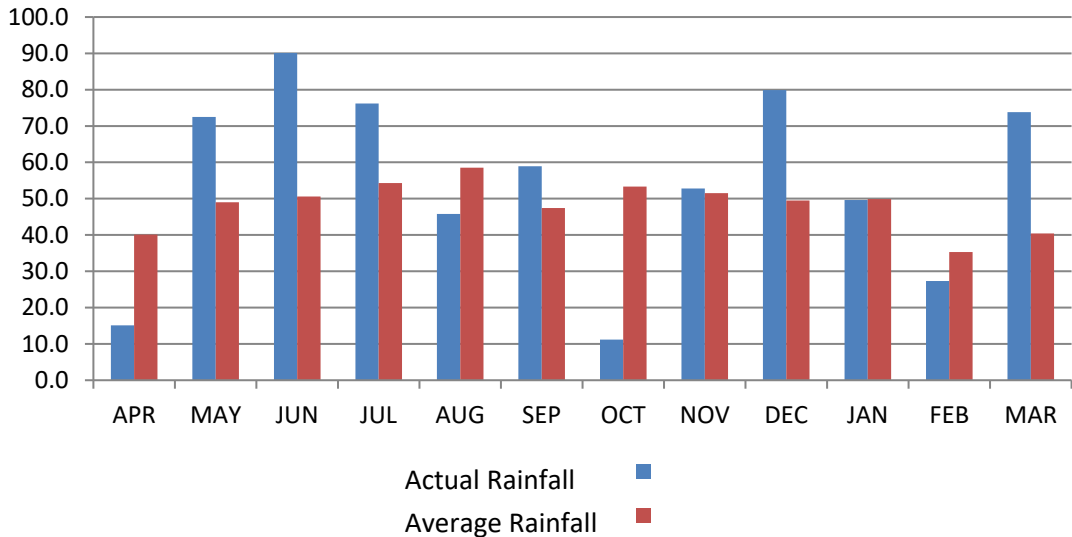
Rainfall statistics relating to stations in the Board's area for the months of January, February, and March are as follows: (recordings in mm)

LOCATION	JANUARY		FEBRUARY		MARCH		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	49.6	49.9	27.3	35.3	73.8	40.4	59
Holbeach – Marsh Reeves	45.6	50.0	30.3	33.1	43.6	34.5	33

**CUMULATIVE RAINFALL READINGS (MM)  
MARSH REEVES, HOLBEACH – JANUARY, FEBRUARY, AND MARCH 2018**



**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)  
NORFOLK HOUSE APRIL 2017 – MARCH 2018**



## 5 ENVIRONMENTAL REPORT

### 5.1 REQUEST TO TRAP SIGNAL CRAYFISH

A request has been received from a resident of Sutton St James regarding the trapping of Signal Crayfish in the South Holland Main Drain and Little Holland Drain (see Appendix C of this report). The Crayfish would be for his own consumption. He has applied for an EA permit, and states that the proposed traps adhere to UK law and regulations for trapping crayfish.

Signal Crayfish are a non-native invasive species. The Greater Lincs Nature Partnership (GLNP) have been consulted, and there are no recorded sightings of Crayfish in either the South Holland Main Drain or Little Holland Drain.

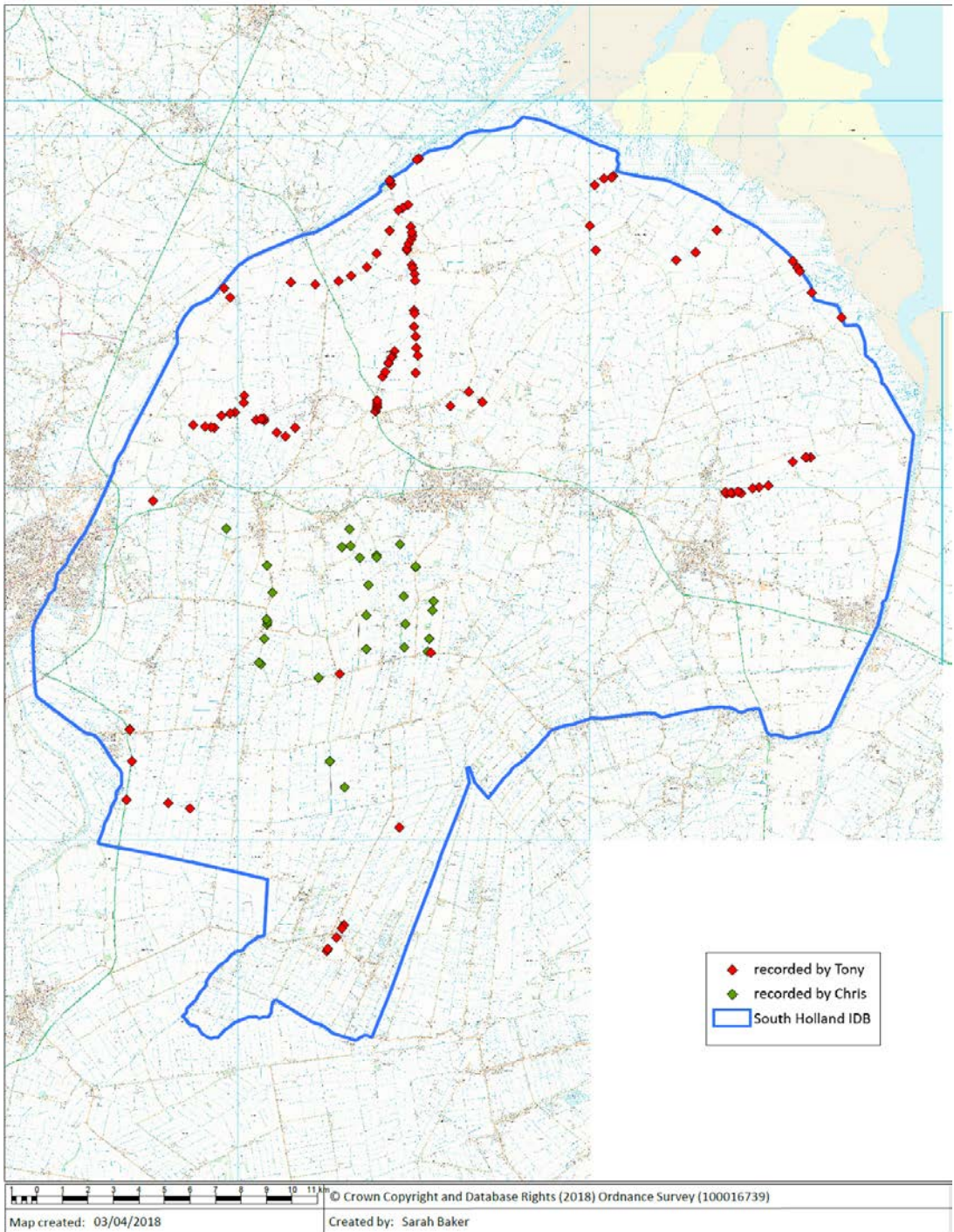
As the Board, and WMA, do not currently have a policy for crayfish trapping in Board's watercourses, the WMA Environmental Manager has put together a report highlighting the pros and cons of trapping for the Board's consideration, to determine the response to this request, (see Appendix D of this report).

### 5.2 WATERVOLE SIGHTINGS

The Board's water vole sighting data for last cutting season, which is collected by two of the Board's excavator drivers, has been provided to the GLNP, who have in turn, produced the plan below showing the sighting locations.

A comparison of previous years sightings is as follows:

Cutting Season	Number of Water Vole sightings
2017	146
2016	254
2015	146



### Water vole sighting record – cutting season 2017

**K L J VINES**  
**CATCHMENT ENGINEER**

**PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN BLACK SLUICE IDB AND  
OTHER IDBS FOR MANAGEMENT OF FCERM OFFICER**

**Memorandum of Understanding (MOU)**

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Between

**Black Sluice Internal Drainage Board (BSIDB)**

And Other IDBs (OIDBs) listed below:

**Lindsey Marsh Drainage Board  
North East Lindsey Internal Drainage Board  
North Level Internal Drainage Board  
South Holland Internal Drainage Board  
Trent Valley Internal Drainage Board  
Welland & Deepings Internal Drainage Board  
Witham 1<sup>st</sup> District Internal Drainage Board  
Witham 3<sup>rd</sup> District Internal Drainage Board  
Witham 4<sup>th</sup> District Internal Drainage Board  
Upper Witham Drainage Board**

This Memorandum of Understanding is to record the working arrangement between BSIDB and the other IDBs that are party to this MOU, for the shared management of an FCERM Officer to provide support for a 3 year period for Capital Projects contained in the Environment Agency's 6 year plan.

**BACKGROUND**

The Regional Flood and Coastal Committee (RFCC) has reported a shortfall in the projects delivered by IDBs against projects which have indicative approval, for each of the last 5 years. In 2017/18 the shortfall was 76% with just £0.6M of capital projects delivered against a plan of £2.5M.

In order to improve this, the RFCC has offered £40K to help fund a post to support IDBs to deliver a much higher percentage of projects over a three year period and all Lincolnshire IDBs have expressed a desire to utilise this post to increase the number and value of projects delivered.

**OVERARCHING PRINCIPLE**

The guiding principle under which the parties approach this Memorandum of Understanding is the need to increase capital projects delivered under DEFRA's FCERM programme using FDGiA funding

## **WORKING ARRANGEMENT**

BSIDB have agreed to host this post for a three year period and be the 'employer' on behalf of OIDs. In order for this post to be a success, the following principles will apply to the working arrangements for this post:

- BSIDB will pay the salary and relevant on-costs for the post
- The full cost of the post and the anticipated hours worked will be used to create an hourly rate (circa £50/hour)
- OIDs will use the post to facilitate their own FDGiA capital projects
- Initially, time available will be split pro rata across OIDs.
- Un-utilised time can then be made available to Boards with a bigger project case load
- Priority will be given to in-year projects
- BSIDB will perform the role of post manager to minimise conflicts between competing projects and OIDs. With 46 available weeks per annum and 11 OIDs, each OID would initially be allocated 1 week per quarter (4 weeks pa) of support and should this not be taken up, other OIDs would be able to utilise it.

## **GENERAL**

The recruitment of the post will be managed by BSIDB with input from OIDs. It is anticipated that suitable candidates will be shortlisted for interview and that any OID that wishes, can be involved in the recruitment decision.

No OID covered under this MoU is permitted to directly recruit the post holder during the period that this MoU is in force.

BSIDB will not charge directly for supervision time but normal on-cost arrangements will be in place.

As BSIDB are the employer, they will have to ensure that all insurances and normal terms and conditions are in place for the post holder. The post holder will be subject to a periodic performance review meeting which will include feedback from all OIDs.

## **REVIEW AND COSTS**

The hourly rate borne by OID projects will be claimed back through FDGiA consultancy costs and in the event that there is under recovered cost for this post, this will be borne equally by all participating OIDs.

BSIDB will provide six monthly summaries of the posts cost and recovery figures and the post will be reviewed annually at the Branch AGM

The MoU is for the period from September 2018 to August 2021.

## TERMINATION

All parties to this MoU are bound by it until August 2021. However, all parties can agree to the termination of this MoU during that period, provided that this decision is unanimous.

Dated: 26<sup>th</sup> April 2018

**Signed for:**

Black Sluice IDB

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**Signed for:**

Lindsey Marsh Drainage Board  
Trent Valley Internal Drainage Board

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North Level IDB

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South Holland IDB

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Welland & Deepings IDB

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North East Lindsey IDB  
Witham 1<sup>st</sup> District IDB  
Witham 3<sup>rd</sup> District IDB  
Upper Witham Drainage Board

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Witham 4th District IDB

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## EXECUTIVE SUMMARY OF LCC SECTION 19 INVESTIGATION REPORT INTO FLOODING AT STONE GATE, SPALDING IN JUNE 2016

### Stonegate, Spalding

### Flood Investigation Report

### Project Code: RH102236-0236-03

#### Executive Summary

The area subject to the S19 flood investigation is located on Stonegate in the town of Spalding, and comprises predominantly residential properties, including four Grade II listed buildings, together with retail shops, and access to Spalding High School. The study area extends to the junction with Halmer Gate in the north, and Matmore Gate to the south.

The area most susceptible to flooding, and as reported in correspondence from local residents include the terraced properties, no's 33 – 44 Stonegate. Evidence was received of four terraced properties that had experienced internal flooding. These were identified as 35 – 38 Stonegate.

Other reported incidents elsewhere in Stonegate have been for external flooding only, and is understood to be mainly confined to the carriageway. The recorded flood enquiries would place the flood events between 2009 and present day.

Surface water from the highway along Stonegate is served by a Lincolnshire CC drainage system, which outfalls into the Exeter Drain in Matmore Gate, a South Holland IDB maintained watercourse.

During storm events when the capacity of the surface water system is exceeded, surface water collects on the carriageway at localised low points; in particular, outside no's 35 & 36 Stonegate. Ground levels fall away from the highway toward these properties, allowing surface water to collect against the buildings, the design of which has resulted in internal flooding.

The site investigation and CCTV survey has revealed the inadequacies of the LCC highway drainage infrastructure in terms of its capacity, condition, and perceived design, and is considered to be the primary causation of flooding

The condition of the receiving SHIDB's Exeter Drain is currently unknown, in particular the location where the two highway drains on Matmore Gate outfall. This is due to the level of silt in the surface water pipework. High levels of silt in the Exeter Drain could also surcharge the highway drainage system during a storm event.

An Anglian Water Services foul sewerage system is located to the rear of properties on either side of Stonegate. The foul sewer also accepts combined (foul and surface water) sewage, from the terraced housing; no's 35 to 42 Stonegate.

AW has responded to flooding of their foul/combined sewer network, and has taken positive action in the form of the installation of an immediate alarm of heavy rain entering their pumping station.

Without intervention in the form of maintenance and/or improvement works, then there will be a continued risk of external and internal flooding to properties from surface water flow exceedance of the existing highway drainage system.

Following an assessment against the risk categories contained within the 'Guiding Principles' document, it is recommended that;

In the short term;

- the Highway Authority review their annual maintenance regime in the study area. This should include, fully cleansing of the surface water highway drains using a high volume jetvac unit.
- SHIDB to investigate the condition of the culverted section of the Exeter Drain, in particular, its ability to accept flows from the two surface water highway drainage outfalls on Matmore Gate.

Above short term measures should be raised at appropriate Risk Management Authority meeting.

In the long term;

- Upgrading the current surface water drainage arrangements along Stonegate, including provision of trapped road gullies to replace the existing kerb off-lets

Any proposed solution or further investigative work would require future collaborative working with the SHIDB.

From preliminary 'broadbrush' calculations, the PF cost calculator would suggest that a scheme of improvement works could attract DEFRA grant funding. However, the cost of developing a scheme through a Business Case is likely to exceed any funding available from a DEFRA funded scheme, and is therefore not considered viable.

On both social and economic grounds there is sufficient evidence of internal flooding to publish a S19 Report.

## REQUEST FOR TRAPPING OF SIGNAL CRAYFISH

Dear Karl Vines,

My name is [redacted] and I'm writing this letter regarding our conversation over the phone and email that I had sent to you regarding my wish to trap and catch the American Signal Crayfish in the Little and Big Holland drains that come under your ruling and ownership just outside of the village Sutton St James, in which I reside in.

I wish to capture these Crayfish for my own personal consumption, should they inhabit these waters. I understand no incidents have occurred where they have been found or sighted, and as we discussed this doesn't mean they are not there and potentially due to their range over England, from their stronghold in the South-East going up to Yorkshire, and of course Tallington Lakes near Stamford which use to be an American Crayfish farm, there could possibly be a population in these drains.

I ask the board and yourself for permission to be able to set traps, only two, in the drains to attempt to capture these Crayfish.

I have applied for my Crayfish trapping permit through the Environment Agency, which I'm still awaiting to receive, and I have spoken to the South Holland District Council who directed me to you so that I may ask your permission as the drains come under your ownership.

All laws and regulations will be followed. Our own Native Crayfish is seriously threatened and is holding on by a thread. It's a win-win that I may capture the invasive crayfish and control any numbers within your waters.

I only wish to catch and consume these American Crayfish, and I am willing to co-operate and keep communication with the South Holland drainage board throughout my entirety of Crayfish capturing.

I'm happy to also offer anything that I may find whilst carrying out this hobby that may provide information regarding any Crayfish populations that may exist. I'm happy to offer research, numbers, statistics and anything else I can.

Due to their nature American Crayfish hibernate during winter and my proposed trapping time is from Spring through to late Summer.

I have attached a picture of the Traps that I will use, which are UK Legal and Wildlife friendly.

I have attached an Excel spreadsheet detailing a 'trapping log', that I'm happy to send to you as and when I catch Crayfish. For your owner personal interest also.

I'd like to thank you for taking the time to consider this, and I hope going forward we can help each other.

Kindest Regards,



<b>Crayfish Trapping Track &amp; Record Sheet</b>			
<b>Date of Trapping</b>	<b>Time Trap Set</b>	<b>Time Trap Removed</b>	<b>Location of Water</b>
			Little Holland, Sutton St James

<b>Number of Traps Registered</b>	<b>Trap #1 ID</b>	<b>Trap #2 ID</b>
2		

<b>Catch Log</b>			
<b>Species Caught</b>	<b>Entire Weight</b>	<b>Trap Number # &amp; ID</b>	<b>Released? If not, why?</b>

<b>Observations &amp; Notes</b>

<b>Details of Trapping Individual</b>	
<b>Name</b>	<b>Current Residency</b>
<b>Age</b>	
<b>Email</b>	
<b>Telephone No.</b>	
<b>Mobile Number</b>	
<b>Environment Agency Permit?</b>	Yes
<b>Local Authority Approved?</b>	Yes
<b>South Holland Drainage Board Notified?</b>	Yes

## **Information to the South Holland Board on Signal Crayfish and Trapping**

Signal Crayfish were introduced to the UK for food in the late 1970s and 1980s but have spread quickly across much of England and Wales. They will readily spread up and downstream and may cross land to colonise adjacent water bodies.

### **Signal Crayfish Data Search for South Holland Main Drain and Little Holland Drains**

A recent data search for the Little Holland and South Holland main drains via the Lincolnshire Biological Records Centre showed there are currently no records for Signal Crayfish in these drains. The Environment Agency (Richard Chad) said that he knew of no record of Signal Crayfish within these drains during fish surveys undertaken by the EA and no sightings of crayfish were reported by SHIDB staff during a recent mudding out of the South Holland Main Drain.

### **Legislation**

Legislation which attempts to control the distribution of signal crayfish, includes Schedule 9 of the Wildlife and Countryside Act, 1981 (as amended), which makes it illegal to distribute or allow the release of signal crayfish into the wild. However, transfer by incidental means from traps, fishing gear or unchecked machinery or tools does occur which can only be kept in check by a thorough biosecurity protocol.

More worryingly, deliberate illegal introductions are rife throughout England, particularly where commercial economic gain may be the main focus for introductions. Paul Bradley (PBA Ecology) a Freshwater Ecology consultant in North Yorkshire stated that new signal crayfish introductions in streams in the Yorkshire Dales are mostly found near bridges where people can easily access watercourses to populate previously signal-free streams (Paul Bradley, *pers.comm*).

It is only permissible to trap signal crayfish in England where the individual has a permit to do so from the EA **and landowner permission**. There is no cost to an applicant to trap signal crayfish in English waters and one applicant will be permitted to trap using between 1 – 500 instruments!

Any traps set must have an otter guard set and a water vole guard to prevent the drowning of these protected mammal species.

### **Potential Economic Impact of Signal Crayfish in a Boards Drain**

Signal crayfish burrow extensively into the banks of watercourses and can cause severe erosion problems. Burrows can be up to 2m deep into the batter, with many inter-connecting tunnels that weaken the bank. This can contribute to banks failing or slipping resulting in problems with flooding, livestock safety and stability of structures built on the banks. This may cause increased economic maintenance burden where large populations of signals become established in any SHIDB channel.

## **Environmental Impacts of Signal Crayfish in a watercourse**

Signal Crayfish feed on fish and amphibian eggs, tadpoles, juvenile fish, aquatic invertebrates, and aquatic vegetation and affect food webs. They may also potentially reduce the value of a commercial fishery by preying on juvenile fish, fish eggs, and invertebrates. Signal crayfish are known to increase sedimentation issues through their burrowing activities and mobilise sediment through their fighting and competing. This may in the future result in future WFD deterioration due to increased sedimentation and negative impacts on the ecology of watercourses.

Signal crayfish reproduce fast and are very tolerant of a wide range of environmental parameters.

## **Trapping – can this provide a solution to Signal Crayfish control?**

For many years it was naturally assumed that the control of signal crayfish could be achieved by trapping. In recent years this hypothesis has gradually been disputed.

A recent PhD study by Chadwick and Prichard (2017) assessing the effectiveness of Crayfish Trapping as a means of control of signals has determined that the concerted efforts of trapping a population of signals will only ever reduce the population by a tiny percentage ie 1-2%. In their study, their population reached 110 crayfish per square meter! The majority of the population was made up of small individuals. Trapping will only catch larger individuals. Signal crayfish can breed at a size smaller than can effectively be trapped (ie. At 25mm); therefore by removing larger size classes of signal crayfish by the trapping process, will effectively remove the main predator from the signal crayfish food web. It is only the cannibalism and the competition of the larger animals that keeps the numbers of the smaller crayfish in check. Removing the larger specimens allows the population of smaller individuals to explode spreading the animals further afield in search of new territories. This may also result in them crossing land or bypassing instream obstructions to colonise new areas of watercourse.

It is widely thought in crayfish ecology, that the act of trapping results in the spread of signal crayfish, either by accident or by purposeful human introduction; particularly where a person may want to trap but there are no signals present. This often leads to individuals populating a stretch of previously uninfested watercourse.

Currently there are no control or eradication measures for signal crayfish, so once they are in the drain, there is no means of control or eradicating them.

## **A view on Crayfish Trapping in Scotland**

In Scotland it is illegal to trap Signal Crayfish without a government issued licence. A government licence is only available for scientific or survey purposes. Moving live signal crayfish is illegal; it is considered a serious wildlife and anyone caught doing so will be

reported to the police and prosecuted. Catching and eating trap caught crayfish in Scotland is illegal.

Crayfish are spreading in Scotland, but at a very much slower rate than in England.

### **Main considerations for SHIDB operations**

- There are currently no records of signals in the Little Holland or Main Drain and none were observed during recent maintenance operations.
- The Environment Agency currently permits trapping at a density of between 1-500 traps per licence for free. If one individual is permitted to trap, then this may open the floodgates for others who may wish to trap for commercial gain. In doing so, crayfish may be illegally spread to South Holland drains to allow trapping to happen. It is thought by many ecologists that granting permission to trap has been fundamental to the spread of Signal Crayfish through England and Wales.
- There is growing scientific thought that the act of trapping, results in spread of signal crayfish by illegal human intervention as well as by accidental means.
- If signals were to be introduced to SHIDB drains this may significantly increase economic cost to the board by impacting on drainage infrastructure, by their burrowing activities.
- There are serious negative ecological consequences of having signals in a drain. Their presence has a severe and lasting impact on aquatic ecosystems.
- A person wishing to trap signal crayfish must first have the permission of the EA **and also** the permission of the landowner. A trapper will be acting illegally if trapping without landowner permission.
- There is currently no policy on Invasive crayfish trapping within any of the WMA boards. The outcome of this matter will determine WMA policy for future signal crayfish trapping applications.

## PLANNING REPORT

### 1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 30 January 2018 to 1 May 2018. There are currently 5 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 – Discharge of Treated Foul Water:	0
Byelaw 3 – Discharge of Surface Water:	1
Byelaw 4 / Section 23, LDA 1991 – Alteration of watercourse	1
Byelaw 10 – Works within 9 m of a Board's maintained watercourse:	3
<b>Total:</b>	<b>5</b>

- 1.2 The current status of these applications are;

<i>Application Type</i>	<i>3 - TFW</i>	<i>3 - SW</i>	<i>4/23</i>	<i>10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	1	1	1	3
Awaiting applicants acceptance of conditions:	0	0	0	0	0
Being processed by officers:	0	0	0	0	0
To be determined by the Board in this report:	0	0	0	2	2
<b>Total:</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>

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

- 160: Retrospective application to install 1,750 m of underground water transfer main and associated infrastructure within 9 m of Boards-maintained watercourses at Monmouth Farm, Luton.
- 161: Application to erect a holiday cottage extension within 9 m of Boards-maintained watercourses at Foreman's Bridge Caravan Park, Sutton St James.

- 1.4 These are detailed in section 2 below along with officer recommendation for determination.



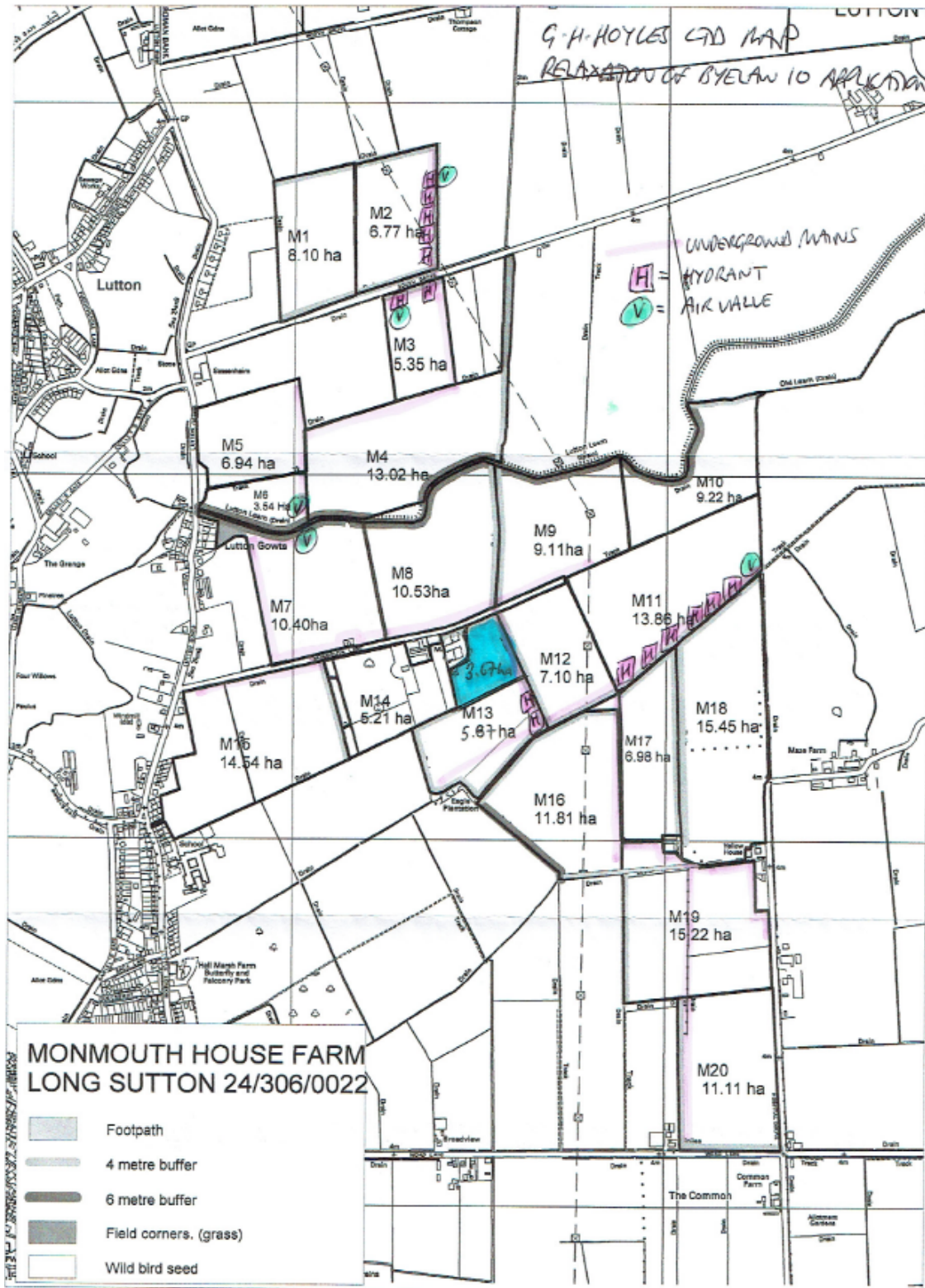
## 2. ITEMS REQUIRING THE BOARD'S CONSIDERATION

### 2.1 160: Retrospective application to install 1,750 m of underground water transfer main and associated infrastructure within 9 m of Boards-maintained watercourses at Monmouth Farm, Lutton.

- a. During February-March 2018 the Boards officers were made aware of works being undertaken to install an underground water transfer main as part of an agricultural irrigation scheme. Following a site meeting with the landowner on 21 March 2018 a retrospective application for the relaxation of Byelaw 10 (no works within 9 metres of the edge of drainage / flood risk management infrastructure) was submitted to the Board by G. H. Hoyles Ltd. The works covered by this application are; the installation of approximately 1,750 m of 160 mm and 200 mm underground mains set at a depth of 1.1 m and at a distance of 1 m from the brink of the drain. A further 5 air valves and 15 hydrants have been installed, elements of which are located above ground within the 9 m maintenance strip at various distances from the brink.
- b. This application is required to be determined by the Board, as opposed to by officers under delegated authority, due to the fact that the application is a retrospective application as the works have already been undertaken by the applicant.
- c. The IDB watercourses impacted are;
  - 318 m of K49 - Roman Bank Drain - East and Branches. This is not IDB owned and is a low priority watercourse
  - 164 m of K40 - Lutton Grange - South and Branches. This is not IDB owned and is a low priority watercourse
  - 180 m of K41 - Lutton Leam. This is IDB owned and is a high priority watercourse
  - 374 m of K44 – Monmouth. This is not IDB owned and is a low priority watercourse
  - 718 m of K46 - Old Leam. This is not IDB owned and is a low priority watercourse
- d. The detail of the application has been considered by officers against the Board's current Planning and Byelaw Policy. As such it should be noted that service runs parallel to the watercourse, whilst ideally best placed outside of the 9 m maintenance strip, do not pose a maintenance hazard to the Board's plant. However, applications would normally be supported by the applicant entering into a Deed of Indemnity to protect the Board's against any of our maintenance activities impacting upon the transfer main. Similarly the air valves and hydrants do not pose problems to the Board in undertaking its maintenance activities subject to clear marking both on site and on appropriate maps.
- e. Any approval would be conditional, with conditions including the requirement for the landowner to enter into the Board's Standard Deed of Indemnity.
- f. **Recommendation:** The officer recommendation is for the application to be approved subject to the applicant's written acceptance of the conditions attached to the consent.

g. Supporting maps and photos:

Location Plan



**Below: Valves and connections for temporary crossing**



**Below: Line of recently installed main with hydrant and air valve**



**2.2 161: Application to erect a holiday cottage extension within 9 m of Boards-maintained watercourses at Foreman’s Bridge Caravan Park, Sutton St James.**

- a. In March 2018 the Boards officers were made aware of works to build a new property within 9 m of the Boards-maintained South Holland Main Drain (H38). This is a high priority watercourse and is IDB owned. Officers attended site and highlighted to the owner that the works were unconsented by the Board and that works should stop. Following this meeting officers formally advised the developer and owner of this position and furthermore noted that the initial stages of construction of the building did not seem to follow the layout previously consented by the Local Planning Authority. The developer was also advised that should they wish to pursue works within 9 m of the watercourse that they would need to apply to the Board.
- b. An application for the relaxation of Byelaw 10 (no works within 9 metres of the edge of drainage / flood risk management infrastructure) was submitted to the Board on 19 April. The application concerns the erection of an extension to an existing holiday cottage.
- c. This application is required to be determined by the Board, as opposed to by officers under delegated authority, due to the following;
  - The application concerns elements of work that require retrospective approval
  - The proposal is for a permanent above ground structure within 6 m of the Boards watercourse
  - If the application is refused, enforcement action may need to be pursued
- d. The applicant’s consultants state in support of their submission that, as a result of the site meeting held with South Holland IDB officers, the applicant has amended his plans. These amendments are such that any encroachment to the South Holland Main Drain is not less than the original building which has been demolished. The amended proposal (see plan below) shows that the nearest point of the building is 6 m from the brink of the drain. The applicant states that the illegal construction already in place at the site will be removed as part of the amended proposals. It is further stated that the nearest point of the original building was 5.50 m from the brink of the drain.
- e. The detail of the application has been considered by officers against the Board’s current Planning and Byelaw Policy as well as with reference to current operational constraints on this section of drain. It should be noted that this section of drain has posed significant difficulties to staff undertaking maintenance activities on the watercourse. It is usual for machines to be touching the existing boundary of conifers adjacent to the site when working. Officer concerns centre on the impact of heavy plant on the integrity of the building and its foundations, the lack of clarity regarding boundary treatment along the watercourse as well as the intensification of use adjacent to the watercourse in the change from storage to holiday home.
- f. Any approval would be conditional, with conditions including the requirement for the landowner to enter into the Board’s Standard Deed of Indemnity.
- g. **Recommendation:** The officer recommendation is for the application to be refused due to the operational constraints posed by the positioning of the new building and the lack of clarity regarding boundary treatment.

h. Supporting maps and drawings:

Location Plan

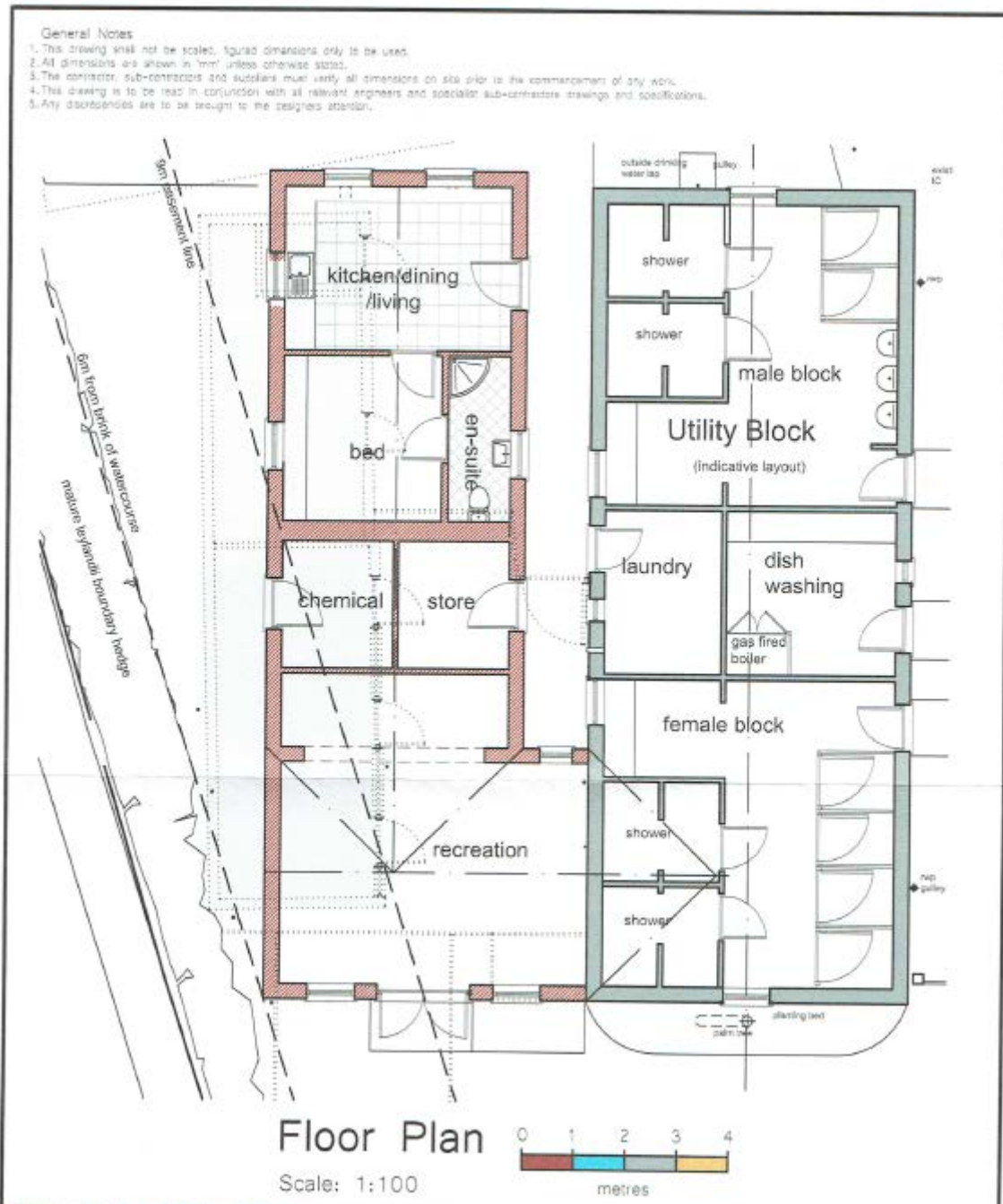


Images of Water Course Maintenance

Provided by Client



# Site Plan



**Below: Extent of current works on site**



**Below: Illustration of current constraints**



### 3. OTHER PLANNING MATTERS

#### 3.1 DELEGATED CONSENTS DETERMINED

During this reporting period, the following 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	Parish	Location / Site Name	Description of Application or Proposal	Determination
SH-BYELAW-0157	10 - Byelaw 10	Cowbit	Mill View Phase 2, Back gate, Cowbit	Re-profiling of existing watercourse, installation of 2no. pedestrian crossings including headwalls and 2no. surface water discharges and outfall pipes from the new and existing development	Granted
62	23 – Section 23, Land Drainage Act 1991	Cowbit	Mill View Phase 2, Back gate, Cowbit	Re-profiling of existing watercourse, installation of 2no. pedestrian crossings	Granted
SH-DISCHARGE-0048	3S – Surface Water Discharge	Cowbit	Mill View Phase 2, Back gate, Cowbit	Restricted Surface Water run-off entering the Boards maintained Mile Dyke Branch watercourse	Granted
SH-BYELAW-0158	10 - Byelaw 10	Moulton	School Farm, Moulton Eaugate, Spalding, PE12 0SZ	Laying of new underground cable approximately 4 m from brink of Boards maintained Eaugate Drain South	Granted
59	23 – Section 23, Land Drainage Act 1991	Gedney Hill	North View Lakes, North Road, Gedney Hill, Spalding, PE12 0NS	Infilling of existing watercourse and installation of new positive piped drainage system	Granted
SH-DISCHARGE-0042	3F – Treated Foul Water discharge	Whaplode	Plots 1 & 2, Drove Road, Shepeau Stow, PE12 0TU	Installation of Bio disc treatment plant and discharge of treated foul water into dyke	Granted



SH-DISCHARGE-0043	3F – Treated Foul Water discharge	Whaplode	Plots 3 & 4, Drove Road, Shepeau Stow, PE12 0TU	Installation of Bio disc treatment plant and discharge of treated foul water into dyke	Granted
SH-BYELAW-0154	10 - Byelaw 10	Moulton	School Farm, 171 Eaugate Road, Moulton Eaugate, PE12 0SZ	Construction of new headwall on existing pipe in Boards maintained Eaugate Drain South	Granted

### 3.2 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The Surface Water Development Contribution rate for the financial year 2018/19 will be charged at a rate of £77,800.00 per impermeable hectare.

As previously reported at the last Board meeting in February a detailed review of the contribution rate has been carried out. This is currently the subject of an independent legal review. Once this review has been finalised it is the intention to bring this new methodology back to the Board for adoption.

### 3.3 FEES ASSOCIATED WITH CONSENTS GRANTED

There have been 6 fees invoiced during the reporting period. These fees are detailed below;

Type of charge	Case ref.	Developer	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	"Trigger" and reason for payment
Surface Water Development Contribution	SH-DISCHARGE-0049	D & R Property Services Ltd	Land off Fleet Road, Fleet Hargate, Spalding, Lincolnshire	£ 8,078.50	27/03/2018	No	Granting of consent for 1,070 m2 of impermeable area discharging into Board's Devils Hill watercourse at an unrestricted flow rate
Surface Water Development Contribution	SH-DISCHARGE-0048	Ashley King (Developments) Ltd	Land off Mill View (Phase 2), Backgate, Cowbit, Spalding, Lincolnshire	£ 16,116.00	12/03/2018	Yes	Granting of consent for 10,673 m2 of impermeable area discharging into Board's system at a restricted rate of 22 l/s.
Surface Water Development Contribution	SH-DISCHARGE-0037	D Brown Building Contractors Ltd	High Road, Whaplode, Spalding, Lincolnshire, PE12 6TG	£ 10,701.30	24/01/2018	Yes	Granting of consent for 2,583 m2 of impermeable area discharging into Board's system at an unrestricted rate for 43.6% of the area and at a restricted rate for the remaining 56.4% of the area.
Surface Water Development Contribution	SH-DISCHARGE-0047	D Brown Building Contractors Ltd	Land to the rear of 34 Fen Road, Holbeach, Spalding, Lincolnshire	£ 3,020.00	31/01/2018	Yes	Granting of consent for 400 m2 of impermeable area discharging into Board's Holbeach Old River at an unrestricted flow rate
Surface Water Development Contribution	SH-DISCHARGE-0045	You Garden Ltd	Kingfisher Nurseries, Long Lane, Gedney Hill, Spalding, PE12 0PP	£ 3,926.00	29/01/2018	Yes	Granting of consent for 2600 m2 of impermeable area discharging into the Board's system at a restricted flow rate of 10 l/s.
Commuted Maintenance Fee	DM-0110 0046-DM Western Power	D Brown Building Contractors Ltd	High Road, Whaplode	£ 1,300.00	24/01/2018	Yes	Commuted maintenance fee for adoption of culvert (6 metres of 600 mm diameter pipe)
<b>Total:</b>				<b>£ 43,141.80</b>			

**G.R. BROWN – FLOOD AND WATER MANAGER**



**Water Management Alliance**

**INTERNAL AUDIT REPORT**

**2017/18**

**April 2018**

Contents:

1. Executive Summary
  2. Overall Conclusion
  3. Acknowledgements
  4. Detailed Observations, Recommendations and Agreed Actions
- APP 1 Agreed Terms of Reference

## 1. Executive Summary

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The audit of the Water Management Alliance and the constituent Internal Drainage Boards was carried out by Kathy Woodward for the year 2017-18. This Executive Summary sets out our overall conclusion on the system reviewed, and summarises the key recommendations arising. A copy of the Terms of Reference for this audit is attached as **Appendix 1**.

Regulation 5 of the Accounts and Audit Regulations 2015 requires that '*A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance*'. The completion of this internal audit fulfils that role.

It should be noted that any system of internal control is designed to manage risk to a reasonable level, and therefore Internal Audit cannot provide absolute assurance against loss. As well as being effective, controls need to be proportionate to the risk involved and not overburden the organisation with excessive costs.

The Water Management Alliance provides administration and management services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland. During the financial year 2016-17 the Alliance entered into a contract to provide administration and management services to the Pevensey and Cuckmere Water Level Management Board for a period of two years.

New guidance was issued on 30<sup>th</sup> March 2018 by the Joint Practitioners' Advisory Group (JPAG), '*Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2018*'. Although the new guide does not become mandatory until the 2018/19 financial reports are prepared, the Water Management Alliance has decided on early adoption on a voluntary basis. With this in mind the auditor has considered the effect the new guidance would have on the required internal audit and has concluded that essentially the work remains the same. Therefore the audit has been undertaken in line with previous years, based on the 2007 guidance. Audit work has included review of the procedures and systems of control in place at the Water Management Alliance and considered if they were effective and being applied as intended. Sample testing was carried out on elements as considered necessary by the auditor in order to substantiate the application of the control.

As part of the audit a follow-up was carried out on the recommendations raised in last year's report. Most of the recommendations made have been implemented. There is one recommendation still outstanding in relation to the finance system's lack of control around issuing of unique reference numbers with only a minor risk arising as a consequence.

## 2. Overall Conclusion

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In conclusion, the procedures used at the Water Management Alliance are simple but effective, and appear to be carried out diligently by all staff concerned. Controls are

working as expected. There has been significant improvement in the controls since last year which has been noted. However, there are some aspects that can be improved and details of recommendations can be found in Section 4 together with the actions agreed with the Chief Executive.

The overall level of assurance attributed to the system is:

Substantial Assurance	A sound system of internal control, but there are a few weaknesses that could put achievement of system objectives at risk.
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The observations and recommendations are detailed in Section 4. Each recommendation is allocated a priority as defined below:

High	Major risk requiring action by the time the final report is issued.
Medium	Medium risk requiring action within six months of the issue of the draft report.
Low	Matters of limited risk. Action should be taken as resources permit.

### 3. Acknowledgements

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We would like to express our thanks for their assistance and co-operation to:

Mary Creasy, Personal Assistant (CEO)

Sallyanne Jeffrey, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p><b>1. Bank Reconciliation</b></p> <p><b>Observation</b></p> <p>Bank reconciliations are carried out weekly, as per Financial Regulations. Evidence is presented to the Chief Executive each month in the form of a cash flow statement.</p> <p>There were a number of occasions where the dates on the cashbook reconciliation did not tie back to the bank statements being reconciled. The information contained within the report was correct.</p> <p>There were some occasions where there was no reconciliation contained within the folder. This was the result of a printing failure. The Sage 200 system only allows the printing process to be undertaken once and if the printer fails the results cannot be reproduced and are effectively 'lost'.</p> <p><b>Consequence</b></p> <p>Monthly reconciliations are carried out correctly but this is not always evidenced.</p> <p>The method of carrying out the bank reconciliation is thorough but the supporting reports from Sage are not always printed due to printer failure.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. Agree to save reconciliation reports to a pdf, so if a printer failure occurs the reports can be retrieved. This could aid with moving towards paperless reconciliations, reducing printing costs and storage space.</li> </ol>	Low	<p>Agreed.</p> <p>A pdf copy of the reconciliations will be saved to an electronic folder.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p><b>2. Financial Regulations</b></p> <p><b>Observation</b></p> <p>Weaknesses in the finance system were also observed around the allocation of reference numbers for invoices. There is no 'unique' identifier parameter meaning that many different invoices can be allocated the same reference number and also the second reference where the invoice number received from the supplier would be populated is also not unique. The means that there is no system control over paying duplicate invoices.</p> <p><b>Consequence</b></p> <p>1) Duplicate invoices could be processed as there is no system control in place to prevent this happening. Each transaction cannot be identified individually by its reference (transaction) number causing confusion.</p> <p><b>Recommendation</b></p> <p>1) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>	<p>1) Low</p>	<p>Agreed</p> <p>Speak again to Finance System Advisors about a possible upgrade/change in accounting software.</p> <p>Finance Officer / Chief Executive</p>

<p><b>Internal Audit Services</b></p>	<p>Borough Council of <b>King's Lynn &amp; West Norfolk</b></p> 
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**WATER MANAGEMENT ALLIANCE**

**INTERNAL AUDIT  
TERMS OF REFERENCE  
2017-18**



## **1. INTRODUCTION**

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1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2017-18.

1.2 Section 6 of The Accounts and Audit Regulations 2015 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.

1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*'

Public Sector Internal Audit Standards, April 2017

1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 and thus will be able to provide the review required by the Regulations.

1.5 The authority of the Internal Auditor is established in the Financial Regulations.

1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for:

- Broads (2006) IDB
- East Suffolk IDB
- King's Lynn IDB
- Norfolk Rivers IDB
- South Holland IDB.
- Pevensey & Cuckmere Water Level Management Board

As such, this work will enable the auditor to complete the Annual Governance and Accountability Returns for all six Boards.

## **2. OBJECTIVES AND SCOPE OF THE AUDIT**

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2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability in Internal Drainage Boards in England – A Practitioners Guide (Rev March 2018)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Governance and Accountability Return for 2018 the auditor will consider the following:

- A. The Accounting Records  
To ensure that the accounting system is accurate, complete and timely, and that data input is being verified appropriately.
- B. Financial Regulations and Standing Orders  
To ensure that they are current and are being adhered to.
- C. Risk Management processes  
To ensure that management review the Risk Register on a regular basis and that risk is being identified and actively managed in a proportionate manner.

- D. Budgetary Controls  
To ensure that the budgets are prepared on a realistic basis and are monitored throughout the year and any variations are investigated, with corrective action being taken if necessary.
- E. Income Controls  
To ensure that processes are in place and functioning correctly to collect, record and bank income in full and on time.
- F. Petty Cash Procedures  
To ensure petty cash provisions are reasonable, used in accordance with Financial Regulations and adequate records are kept of payments made.
- G. Payroll Controls  
To ensure that remuneration to employees and Board Members is calculated correctly and in accordance with the levels agreed by the Board, and that all HMRC requirements are complied with.
- H. Asset Management  
To ensure that there are satisfactory processes in place to maintain the register and check for accuracy.
- I. Bank Reconciliation  
To ensure that periodic and year-end bank account reconciliations were properly completed and verified.
- J. Year-end Procedures  
To ensure that the appropriate accounting basis have been used to prepare the year-end accounting statements and that figures contained in the statements can be verified by reference to working papers and accounting records.

2.3 Any recommendations and issues arising from the previous audit will also be followed up to establish if they have been implemented or if there is a satisfactory explanation for non-implementation.

2.4 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.

### **3. TASKS**

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- 3.1.1 The project tasks are to:
- Establish if the procedures recorded as part of the audit for 2017-18 remain the same and document any changes that may have taken place.
  - Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.

## Internal Audit Services

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- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Governance and Accountability Return for 2017-18.

### 4. WORK PLAN

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4.1 The audit will be undertaken by  
Miss Kathy Woodward,  
Shared Internal Audit Manager, Borough Council of King's Lynn and West Norfolk.

4.2 The audit has been allocated 5 days, which will be utilised as follows:

<b>Task</b>	<b>Time</b>
Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the audit report for the year 2016-17.	0.5
Testing – to establish that processes are being applied as intended.	3.5
Conclusions and discussion	0.5
Completing the Return and reporting if required.	0.5

### 5.0 AGREEMENT

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	<b>Signature</b>	<b>Date</b>
Phil Camamile Chief Executive, Water Management Alliance	.....	.....
Kathy Woodward Shared Internal Audit Manager Borough Council of King's Lynn and West Norfolk	.....	.....

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

Notes	Income and Expenditure	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
<b><u>Income</u></b>							
	Occupiers Drainage Rates	954,802	954,802	0	954,802	954,802	0
1	Special Levies issued by the Board	1,233,583	1,233,583	0	1,233,583	1,233,583	0
	Grants Applied	186,000	74,831	-111,169	186,000	74,831	-111,169
	Rental Income	3,000	814	-2,186	3,000	814	-2,186
	Income from Rechargeable Works	0	29,404	29,404	0	29,404	29,404
	Investment Interest	20,000	14,317	-5,683	20,000	14,317	-5,683
	Development Contributions	6,391	110,522	104,131	6,391	110,522	104,131
2	Other Income	43,377	74,262	30,885	43,377	74,262	30,885
	<b>Total Income</b>	<b>£2,447,153</b>	<b>£2,492,534</b>	<b>£45,382</b>	<b>£2,447,153</b>	<b>£2,492,534</b>	<b>£45,382</b>
<b><u>Less Expenditure</u></b>							
4	Capital Works	1,325,000	660,699	664,301	1,325,000	660,699	664,301
	Environment Agency Precept	145,835	145,835	0	145,835	145,835	0
5	Maintenance Works	1,423,277	1,334,767	88,510	1,423,277	1,334,767	88,510
6	Administration Charges	329,782	317,574	12,208	329,782	317,574	12,208
	Cost of Rechargeable Works	0	6,939	-6,939	0	6,939	-6,939
	Development Expenditure	0	15,343	-15,343	0	15,343	-15,343
3	Net Deficit/(Surplus) on Operating Accounts	0	30,816	-30,816	0	30,816	-30,816
	<b>Total Expenditure</b>	<b>£3,223,894</b>	<b>£2,511,973</b>	<b>£711,921</b>	<b>£3,223,894</b>	<b>£2,511,973</b>	<b>£711,921</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	£6,540	£6,540	£0	£6,540	£6,540
7	<b>Net Surplus/(Deficit)</b>	<b>-£776,741</b>	<b>-£12,899</b>	<b>£763,842</b>	<b>-£776,741</b>	<b>-£12,899</b>	<b>£763,842</b>

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

Notes	Balance Sheet as at 31-3-2018	Opening Balance £	Movement This Year £	Closing Balance £
<b>8</b>	<b>Fixed Assets</b>			
	Land and Buildings	532,248	-12,905	519,343
	Plant and Equipment	707,865	-73,576	634,289
	Office and RT Equipment	0	0	0
	Pumping Stations	47,026	-15,675	31,351
	Shared Consortium Assets	0	0	0
		<b>1,287,139</b>	<b>-102,156</b>	<b>1,184,983</b>
	<b>Current Assets</b>			
9	Bank Account	342,995	-165,126	177,869
	Stock	5,990	426	6,416
10	Trade Debtors	12,132	29,981	42,113
	Work in Progress	0	220	220
11	Term Deposits	3,200,000	300,000	3,500,000
12	Drainage Rates and Special Levies Due	4,634	-2,444	2,190
	Prepayments	5,908	-1,404	4,504
	Prepayments to WMA	-28,800	13,878	-14,922
	Accrued Interest	0	0	0
	VAT Due	33,559	-18,428	15,131
13	Grants Due	485	-485	0
		<b>3,576,903</b>	<b>156,618</b>	<b>3,733,521</b>
	<b>Less Current Liabilities</b>			
	Trade Creditors	293	26,776	27,069
14.	Holiday Entitlement	2,824	29	2,853
	Accruals	0	0	0
	Payroll Controls	0	0	0
	Drainage Rates Paid in Advance	596	-453	143
		<b>3,713</b>	<b>26,352</b>	<b>30,065</b>
	<b>Net Current Assets</b>	<b>3,573,190</b>	<b>130,266</b>	<b>3,703,456</b>
	<b>Less Long Term Liabilities</b>			
21.	Pension Liability	5,459,000	-7,000	5,452,000
	<b>Net Assets</b>	<b>-£598,671</b>	<b>£35,110</b>	<b>-£563,561</b>
	<b>Reserves</b>			
	<b>Earmarked</b>			
15.	General Reserve	1,389,822	-427,083	962,739
16.	Development Reserve	546,285	86,946	633,231
17.	Plant Reserve	1,545,688	0	1,545,688
18.	Capital Works Reserve	732,447	327,238	1,059,685
20.	Grants Reserve	184,348	56,684	241,032
		<b>4,398,590</b>	<b>43,785</b>	<b>4,442,375</b>
	<b>Non-Distributable</b>			
19.	Revaluation Reserve	461,739	-15,675	446,064
21.	Pension Reserve	-5,459,000	7,000	-5,452,000
		<b>-4,997,261</b>	<b>-8,675</b>	<b>-5,005,936</b>
	<b>Total Reserves</b>	<b>-£598,671</b>	<b>£35,110</b>	<b>-£563,561</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE OFFICER

**From:** 01 April 2017  
**To:** 31 March 2018

**Period To:** 12  
**Year Ended:** 31 March 2018

**Note Notes to the Accounts**

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
South Holland District Council	1,232,715	1,232,715
Boston Borough Council	868	868
	<b>1,233,583</b>	<b>1,233,583</b>

2. Other Income is made up as follows:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Shared Income from WMA	40,877	60,055
Insurance Claims	0	0
Sundry Income	2,500	10,982
Summons Costs	0	3,225
	<b>43,377</b>	<b>74,262</b>

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Labour Operations Account	0	51,629
Mobile Plant Operations Account	0	-20,813
	<b>0</b>	<b>30,816</b>

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 District Engineer, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Plant and Development Committee scrutinise this Report every year.
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:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Labour Charges	472,880	437,416
Plant Charges	334,363	309,288
Out-sourced work	164,487	152,151
Materials	136,039	125,836
Electricity	70,464	65,179
Telemetry	20,242	18,724
Depreciation	7,869	7,279
Insurance	4,950	4,578
Compensation	55,083	50,952
<b>Direct Works</b>	<b>1,266,377</b>	<b>1,171,404</b>
Technical Support Staff Costs	142,760	155,468
Other Technical Support Costs	4,140	3,537
Biodiversity Action Plan Costs	10,000	4,358
Asset Refurbishment Provision	0	0
<b>Maintenance Works</b>	<b>1,423,277</b>	<b>1,334,767</b>

6. 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:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Administration Staff Costs	95,418	92,913
Other Administration Costs	115,164	100,513
Depreciation - Marsh Reeves Refurbishment	6,000	12,904
Drainage Rates AV (Increases)/Decreases	5,000	2,363
Sundry Expenses	0	1,921
Pension Deficit Recovery Payments	100,000	100,000
Sundry Debtors written off	0	0
Settlement Discount taken	8,200	6,960
	<b>8,200</b>	<b>6,960</b>



From: 01 April 2017  
To: 31 March 2018

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Year Ended: 31 March 2018

**Note Notes to the Accounts**

**329,782      317,574**

7. At the time of preparing the Estimates for 2017/18, the Board planned to finance the estimated net deficit as follows:

	<u>Budget</u>
Transfer from the Capital Works Reserve	415,000
Transfer from the Development Reserve	0
Transfer from the Plant Reserve	495,000
Transfer from the Partnership Working Reserve	0
Reducing/(inc.) the Balance of the General Reserve	<u>52,741</u>
(=) Original Estimated Net Deficit	<b>962,741</b>
(-) FDGiA subsequently awarded by EA	<u>-186,000</u>
(=) Estimated Net Deficit	<b>776,741</b>

8. **TANGIBLE FIXED ASSETS**

	<b>Pumping Stations</b>	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Office &amp; RT Equipment</b>	<b>Total</b>
<b>Cost</b>					
Opening Balance as at 1-4-2017	156,750	871,257	1,733,662	72,771	2,834,440
(+) Additions	0	0	88,327	0	88,327
(-) Disposals	0	0	-90,370	0	-90,370
Closing Balance as at 31-3-2018	<u>156,750</u>	<u>871,257</u>	<u>1,731,619</u>	<u>72,771</u>	<u>2,832,397</u>
<b>Depreciation</b>					
Opening Balance as at 1-4-2017	109,724	339,009	1,025,797	72,771	1,547,301
(+) Depreciation Charge for year	15,675	12,905	141,904	0	170,484
(-) Accumulated depreciation written out on disposal	0	0	-70,370	0	-70,370
Closing Balance as at 31-3-2018	<u>125,399</u>	<u>351,914</u>	<u>1,097,330</u>	<u>72,771</u>	<u>1,647,415</u>
Net Book Value at 1-4-2017	<b>47,026</b>	<b>532,248</b>	<b>707,866</b>	<b>0</b>	<b>1,287,140</b>
Net Book Value at 31-3-2018	<b>31,351</b>	<b>519,343</b>	<b>634,289</b>	<b>0</b>	<b>1,184,983</b>

Full details of all movements during this year are recorded in the Board's Fixed Asset Register. The Board also shares ownership of a proportion of the WMA Office Equipment, which is recorded in the WMA's Fixed Asset Register.

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:

	<u>2016/17</u>	<u>2017/18</u>
Opening Balance as at 1-4-2017	91,030	342,995
Receipts	4,643,418	4,808,587
Payments	-4,391,453	-4,973,714
Closing Balance as at 31-3-2018	<u>342,995</u>	<u>177,869</u>
Balance on Statement as at 31-3-2018	382,018	213,412
Less: Unpresented Payments	-39,023	-35,734
Add: Unpresented Receipts	0	191
Closing Balance as at 31-3-2018	<u>342,995</u>	<u>177,869</u>

10. The Aged Debtor profile is currently as follows:

<b>Debt period</b>	<b>Amount</b>	<b>Number of Debtors</b>	
<=30 days	27,714	6	
>30 days and <=60 days	14,661	1	Paid 13/04/2018
>60 days and <=90 days	0	0	
>90 days	-262	2	
	<u>42,113</u>	<u>9</u>	
<b>&gt;90 days</b>	<b>Amount</b>	<b>Inv. Date</b>	<b>Originator</b>
KI0002	-290	31/07/2015	Planning Department



From: 01 April 2017  
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**Note Notes to the Accounts**

CA0002	<u>28</u>	25/05/2017 Annual Rent
	<b>-262</b>	

11. Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Natwest Treasury Reserve Deposit	500,000	26/10/2017	26/10/2018	0.56%
National Counties Building Society	500,000	02/02/2018	16/04/2018	0.49%
Nottingham Building Society	500,000	02/02/2018	30/04/2018	0.48%
Skipton Building Society	500,000	15/02/2018	15/05/2018	0.35%
Newcastle Building Society	500,000	28/02/2018	31/05/2018	0.43%
Progressive Building Society	500,000	15/03/2018	15/06/2018	0.50%
Principality Building Society	500,000	29/03/2018	29/06/2018	0.54%
	<u><b>3,500,000</b></u>			

12. Special Levies are paid by Constituent Councils in two halves due on 1 May and 1 November every year. There are currently 50 Ratepayers that have not paid their Drainage Rates for 2017/18, as compared to 76 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<u>2016/17</u>	<u>2017/18</u>
Arrears b/fwd	23,293	4,634
Drainage Rates for the year	931,920	955,307
Special Levies for the year	1,203,529	1,233,584
New Assessments	8,536	2,258
Value Decreases	-33,166	-20,117
Value Increases	24,675	18,088
Payments Received	-2,116,009	-2,136,213
Settlement Discount	-8,600	-6,958
Returned/(Represented) amounts	39,191	830
Summons Collection Costs	5,550	3,750
Irrecoverables and write offs	-24,185	-2,838
Sundry adjustments	1,696	457
Compensation	-51,796	-50,590
Arrears c/fwd	<u><b>4,634</b></u>	<u><b>2,190</b></u>

13. Grants Due on the following scheme (£99,000 received on 5/04/2017):

	<u>2016/17</u>	<u>2017/18</u>
SCH58 Sutton St James Pump Refurbishment	485	0
	<u><b>485</b></u>	<u><b>0</b></u>

14. The Holiday Entitlement Control relates to frozen holiday pay for the following employees. This liability will increase every year by the rate of wage increase until the employees retire, which was agreed by the Board's predecessors in 1974:

	<u>2016/17</u>	<u>Increase (%)</u>	<u>2017/18</u>
Works Supervisor (S12): 21 days	2,824	1%	2,853

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

	<u>2016/17</u>	<u>2017/18</u>
Opening Balance as at 1-4-2017	1,532,073	1,389,822
Net Surplus/(Deficit) for the year	332,002	-12,900
Net transfer (to)/from Capital Works Reserve	-360,213	-327,238
Net contributions transferred to Development Reserve	-114,041	-86,946
Transfer balance from Plant Reserve	0	0
Closing Balance as at 31-3-2018	<u><b>1,389,822</b></u>	<u><b>962,739</b></u>

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

	<u>2016/17</u>	<u>2017/18</u>
Opening Balance as at 1-4-2017	432,244	546,285



**From:** 01 April 2017  
**To:** 31 March 2018

**Period To:** 12  
**Year Ended:** 31 March 2018

**Note Notes to the Accounts**

Net contributions transferred from General Reserve	114,041	86,946
Closing Balance as at 31-3-2018	<b>546,285</b>	<b>633,231</b>

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

	<b>2016/17</b>	<b>2017/18</b>
Opening Balance as at 1-4-2017	1,545,688	1,545,688
Net contributions transferred from General Reserve	0	0
Closing Balance as at 31-3-2018	<b>1,545,688</b>	<b>1,545,688</b>

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

	<b>2016/17</b>	<b>Tfr from/(to)</b>	<b>2017/18</b>
		<b>Gen. Reserve</b>	
N/A Unallocated, available for partnership working	143,932	0	143,932
SCH52 Holbeach River Outfall Sluice Refurbishment	0	0	0
SCH52 Holbeach River Outfall Sluice Refurbishment Tfr to unallocated	0	0	0
SCH18 Telemetry	0	3,369	3,369
ASSORT Catchment Modelling	42,885	0	42,885
SCH57 Doningtons Pump Refurbishment	208,881	-83,380	125,501
SCH58 Sutton St James Pump Refurbishment	316,749	0	316,749
SCH61 Peartree Hill Pump Weedscreen Cleaner	10,000	-648	9,352
SCH54 Exeter Drain North Upstream of Halmergate	10,000	41,014	51,014
SCH55 Fleet Haven Pump Refurbishment	0	50,000	50,000
SCH63 Exeter Drain North Downstream of Halmergate	0	7,933	7,933
SCH65 Westmere P/S and Sluice Refurbishment	0	308,950	308,950
	<b>732,447</b>	<b>327,238</b>	<b>1,059,685</b>

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

Opening Balance as at 1-4-2017	461,739	
Less:		
Pumping Station Depreciation	-15,675	
Workshop Historic Cost written out	0	
Closing Balance as at 31-3-2018	<b>446,064</b>	

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

Opening Balance as at 1-4-2017	184,348	
Add Grant Received	132,000	
Less: Grant Applied	-74,831	
Less: Grants Due 16/17 (see Note 13)	-485	
Closing Balance as at 31-3-2018	<b>241,032</b>	

	<b>2016/17</b>	<b>2017/18</b>
SCH14 Health & Safety Works	0	0
SCH22 Little Holland Pumping Station Refurbishment	0	0
SCH23 Wisemans Pumping Station	2,445	2,445
SCH25 South Holland Main Drain Sluice Refurbishment	949	949
SCH27 Generator Connections	5,324	5,324
SCH29 Catchment Modelling Fleet Fen	9,120	9,120
SCH30 Catchment Modelling Peartree Hill	0	0
SCH31 Catchment Modelling Doningtons	3,659	3,659
SCH32 Peartree Pump Replacement	9,246	9,246
SCH33 Fleet Fen Refurbishment	4,200	4,200
SCH34 Lords Sluice Preliminaries	0	0
SCH35 Catchment Modelling Little Holland	655	655
SCH36 Catchment Modelling Roses	465	467
SCH41 Lords Sluice Refurbishment	61,285	61,285
SCH52 Holbeach River Outfall Sluice Refurbishment	0	0
SCH64 Doningtons Pump Refurbishment	77,000	41,330



**From:** 01 April 2017  
**To:** 31 March 2018

**Period To:** 12  
**Year Ended:** 31 March 2018

<b>Note</b>	<b>Notes to the Accounts</b>		
SCH65	Westmere Pumping Station & Sluice Refurb Study	10,000	41,950
SCH66	Sutton St James Pump Refurbishment	0	60,405
		<b>184,348</b>	<b>241,032</b>

**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 £1,908,000 as at 31 March 2018 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 08 February 2017.

**22. Related Party Transactions**

- (i) 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.
- (ii) R. Price has performed pump attendance duties at the Board's pumping stations during the year, for which he has been paid £15,000. Mr R Price is the son of Mr A Price, Operations Manager.
- (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 and Vice Chairman of the Board.

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE OFFICER

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
<b>1 Balances brought forward</b>		
General Reserve	1,532,073	1,389,822
Development Reserve	432,244	546,285
Capital Works Reserve	372,234	732,447
Grants Reserve	148,469	183,863
Plant Renewals Reserve	1,545,688	1,545,688
Revaluation Reserve	477,414	461,739
Pension Reserve	-4,767,000	-5,459,000
<b>As per Statement of Accounts</b>	<b>-258,878</b>	<b>-599,156</b>
<b>(-) Fixed Assets and Long Term Liabilities</b>		
Pension Liability	-4,767,000	-5,459,000
Net Book Value of Tangible Fixed Assets	1,410,579	1,287,139
	<b>-3,356,421</b>	<b>-4,171,861</b>
<b>(=) Adjusted Balances brought forward (Net Current Assets)</b>	<b>3,097,543</b>	<b>3,572,705</b>
<b>2 (+) Rates and Special Levies</b>		
Drainage Rates	931,733	954,802
Special Levies issued by the Board	1,203,529	1,233,583
<b>As per Statement of Accounts</b>	<b>2,135,262</b>	<b>2,188,385</b>
<b>3 (+) All Other Income</b>		
Grants Received	51,607	74,831
Rental Income	817	814
Income from Rechargeable Works	12,261	29,404
Investment Interest	18,195	14,317
Development Contributions	114,041	110,522
Other Income	194,508	74,262
Profit/(Loss) on disposal of Fixed Assets	0	6,540
<b>As per Statement of Accounts</b>	<b>391,429</b>	<b>310,689</b>
<b>(+) Income from Sale of Fixed Assets (above profit/(loss))</b>		
Capital Cost of disposals	0	90,370
Accumulated depreciation written out	0	-70,370
	<b>0</b>	<b>20,000</b>
<b>(+) Grants Applied to Grants Received Conversion</b>		
(-) Grants Applied	-51,607	-74,831
(+) Grants Received	87,000	132,000
	<b>35,393</b>	<b>57,169</b>
<b>(=) Adjusted Other Income</b>	<b>426,822</b>	<b>387,858</b>
<b>4 (-) Staff Costs</b>		
Labour Operations Account	546,011	571,786
Technical Support Staff Costs	142,221	155,468
Administration Staff Costs	90,455	92,913
	<b>778,687</b>	<b>820,167</b>
<b>5 (-) Loan Interest/Capital Repayments</b>		
Loan Interest	0	0
Capital Repayments	0	0
<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
<b>6</b>	<b>(-) All Other Expenditure</b>		
	Capital Works	320,556	660,699
	Environment Agency Precept	145,835	145,835
	Maintenance Works	1,397,359	1,334,767
	Administration Charges	289,037	317,574
	Cost of Rechargeable Works	8,944	6,939
	Development Contributions Costs	0	15,343
	Net Deficit/(Surplus) on Operating Accounts	32,955	30,816
	Depreciation/(Revaluation) of Pumping Stations	15,675	15,675
	<b>As per Statement of Accounts</b>	<b>2,210,361</b>	<b>2,527,648</b>
	<b>(-) Depreciation Charged</b>		
	Mobile Plant and Equipment	146,726	141,904
	Buildings	11,509	12,904
	Pumping Stations	15,675	15,675
		<b>173,910</b>	<b>170,483</b>
	<b>(-) Staff Costs now reported in Box 4</b>	<b>778,687</b>	<b>820,167</b>
	<b>(+) Capitalised Additions</b>		
	Office and Workshop Refurbishment	16,750	0
	Mobile Plant and Equipment	33,721	88,327
		<b>50,471</b>	<b>88,327</b>
	<b>(=) Adjusted Other Expenditure</b>	<b>1,308,235</b>	<b>1,625,326</b>
<b>7</b>	<b>(=) Balances carried forward</b>		
	General Reserve	1,389,822	962,739
	Development Reserve	546,285	633,231
	Capital Works Reserve	732,447	1,059,685
	Grants Reserve	183,863	241,032
	Plant Reserve	1,545,688	1,545,688
	Revaluation Reserve	461,739	446,064
	Pension Reserve	-5,459,000	-5,452,000
	<b>As per Statement of Accounts</b>	<b>-599,156</b>	<b>-563,561</b>
	<b>(-) Fixed Assets and Long Term Liabilities</b>		
	Pension Liability	-5,459,000	-5,452,000
	Net Book Value of Tangible Fixed Assets	1,287,139	1,184,983
		<b>-4,171,861</b>	<b>-4,267,017</b>
	<b>(=) Adjusted Balances carried forward (Net Current Assets)</b>	<b>3,572,705</b>	<b>3,703,456</b>
<b>8</b>	<b>Total Cash and Short Term Investments</b>		
	Bank Current Account	342,995	177,869
	Short term Investments	3,200,000	3,500,000
	<b>As per Statement of Accounts</b>	<b>3,542,995</b>	<b>3,677,869</b>
<b>9</b>	<b>Total Fixed Assets and Long Term Assets</b>		
	Land and Buildings (valued at Purchase Cost)	871,257	871,257
	Office and RT Equipment (valued at Purchase Cost)	72,771	72,771
	Plant and Equipment (valued at Purchase Cost)	1,733,662	1,731,619
	Pumping Stations (Revalued)	156,750	156,750
	Shared Consortium Assets (NRV)	0	0
	<b>As per Fixed Asset Register</b>	<b>2,834,440</b>	<b>2,832,397</b>



BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL	ACTUAL
	2016/17	2017/18
	RESTATED (£)	£

<b>10 Total Borrowings</b>		
Loans Due (<= 1 Year)	0	0
Loans Due (> 1 Year)	0	0
<b>As per Statement of Accounts</b>	<u>0</u>	<u>0</u>



BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
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7, 8	RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
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**7 Balances carried forward (adjusted) 3,572,705 3,703,456**

**(-) Deduct: Debtors and Prepayments**

Stock	5,990	6,416
Debtors Control Account	12,132	42,113
Work in Progress	0	220
Ratepayers Due	4,634	2,190
Prepayments	5,908	4,504
Prepayments/(Accruals) WMA	-28,800	-14,922
Accrued Interest	0	0
VAT Due from HMRC	33,559	15,131
Grants Due	0	0
	<b>33,423</b>	<b>55,652</b>

**(+) Add: Creditors and Payments Received in Advance (<= 1 Year)**

Creditors Control Account	293	27,069
Holiday Entitlement Control	2,824	2,853
Payroll Liabilities	0	0
Accruals	0	0
Rates/Special Levies Paid in Advance	596	143
	<b>3,713</b>	<b>30,065</b>

**(=) Box 8**

**3,542,995 3,677,869**

**8 (=) Total Cash and Short Term Investments**

Bank Current Account	342,995	177,869
Short term Investments	3,200,000	3,500,000
	<b>3,542,995</b>	<b>3,677,869</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE OFFICER

8 MAY 2018

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/01/2018

Payment Date To : 31/03/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AD0101	ADC (East Anglia) Ltd	Pipe Jetting Services	4,224.00
AN0100	Anglia Farmers Ltd	Electricity	24,995.86
AN0101	Anglo Plant Ltd	Caterpillar Excavator Hire	4,200.00
BR0204	Peter Brett Associates LLP	Consultancy Services	1,728.00
BR0211	BT Payment Services Ltd	Telephone Bill	2,932.28
BU0203	Bunzl Cleaning & Hygiene Supplies	Cleaning Supplies	319.68
CA0302	Fred Campling & Sons	Excavator Transport	732.00
CO0301	Coles Quality Drycleaners	Dry Cleaning	107.25
DO0401	John W Doubleday Ltd	Repairs/Serviceing	318.16
ED0001	Ed's Mowers & Machinery Ltd	Mower spares	258.39
EN0520	Engineering & Welding Supplies Ltd	Gas cylinders	346.89
EN0521	Enforcement Bailiffs Ltd	Bailiffs Fees	77.00
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	4,931.07
FI0002	Finning (UK) Ltd	Caterpillar Servicing	2,260.85
GD0701	G & D Engineering (Moulton) Ltd	Trailing Cutters	791.28
GM0101	GMB National Administration Unit	Union Subscriptions	317.28
GR0001	Groeneveld UK Ltd	Plant Repairs	651.89
HA0802	Hawker Electronics Ltd	Electronic Parts	594.49
HA0823	Hardy Craske Fuels	Fuel	8,610.35
HA0826	Hargrave Agriculture Ltd	Assorted Components	2,979.03
HI0802	R J H Supplies Ltd	Assorted Components	1,093.30
HM0102	HMRC CIS	Subcontractor Payments	900.00
HO0811	Hortech Systems Ltd	Assorted Components	81.60
IN0901	Inland Revenue	PAYE	27,504.51
JB0001	JBA Consulting	Economic Appraisal Training	193.13
KL0001	Kloekner Metals UK	Metals	787.53
KW0001	K & W Mechanical Services Ltd	Wirewatchers	1,669.02
LE1201	HSBC Invoice Finance (UK) Ltd	Telemetry System	13,586.40
LI0001	Listers	Toyota Parts/Serviceing	1,186.69
LI1203	Lincolnshire County Council	Investigation	34,713.00
LI1213	Lincolnshire Wildlife Trust	Site Visits	1,624.20
LO0002	Longwater Construction Supplies	Construction supplies	31,243.83
LR0001	L R Signs & Designs Ltd	Signs	489.00
MA1309	Mastenbroek Ltd	Machinery/Spares	917.14
MO1301	Motorway Windscreens Ltd	Windscreen	174.00
MV0001	M V S Fencing Ltd	Fencing	764.40
NF0001	NFU Mutual	Superannuation	2,601.48
O20001	O2 UK Limited	Telemetry/Mobile Phones	674.70
PA1604	Paktronic Engineering Co Ltd	Switchgear	3,539.40
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	916.66
PE1633	G & J Peck Ltd	JCB Parts	2,981.29
PO0101	Post Office Ltd	Vehicle Licences	720.00

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/01/2018

Payment Date To : 31/03/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
PR1660	P & R Plant Hire Lincs Ltd	Digger Hire	400.32
PR1663	R Price Plastering	Drainage Operative	4,500.00
PR1668	Prudential Local Government AVC	AVC	549.35
PU1601	Pulsar Process Measurement Ltd	Process Measurement Units	472.80
RI0001	Rix Petroleum (East Anglia) Ltd	Fuel	12,200.06
RO1801	Peoplesafe	Lone Worker Service	980.46
SC0002	Scarborough Nixon Associates Ltd	Professional Services	2,069.90
SH1902	Fenflow Ltd	Overhauls/Serviceing	20,443.20
SM1931	SMT GB	Service	1,413.04
SO1907	South Holland IDB	Drainage Rates	1.80
SO1940	South Lincs Plant Hire & Sales Ltd	Plant Hire	1,204.80
SP1913	Spaldings (UK) Ltd	Assorted components	120.00
ST1988	E Sterma & Son	Tree Works	1,920.00
TB2001	T.B.C. Ltd	Engineering Supplies	1,791.25
TE0001	Tennyson Tyres Ltd	Tyres	191.40
TH1001	P J Thory Ltd	Aggregates	18,635.25
TM2001	T.M.C. Lifting & Engineering	Chain Sling/swivel hook	177.70
TO2032	Tonwood Home Hardware	Tools	34.50
TR2003	The Training Association (WEST)	Training	4,153.20
VE0101	Veolia ES (UK) plc	Rubbish Collection	1,655.25
VE0102	VEGA Controls Ltd	Radar Sensors/sign	2,199.60
VO2203	Vodafone Ltd (Tel)	Telemetry mobiles	14.35
WA2345	Water Management Alliance	Staff Recharges/Onebill	2,293.19
WE2330	West End Garage	Fuel	24.58
WI2306	T Wilkinson	Rat & mole control	2,851.40
WI2308	Winyard Engineering Ltd	Assorted components	468.91
WO2310	D W Woods Landscaping Ltd	Grass Cutting	420.00
WO2311	A Woods	Sundry parts/repairs	11,434.09
WR2311	Philip G Wright Excavations Ltd	Excavator Hire	9,942.00
WY0001	West Yorkshire Pension Fund	Superannuation	52,671.19
YO0001	York Survey Supply	Calibration	54.00

**Please note that the amounts shown above include Vat £ 345,024.62**



**SOUTH HOLLAND INTERNAL DRAINAGE BOARD  
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).</p>	<p>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>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Plant &amp; Development Committee to investigate new ways of working.</p> <p>Local Drainage Group meetings with LCC/SHDC/BC and IDBs to facilitate access to funding for schemes in Common Works Programme were restarted on 11 May 2017.</p>
	<p>Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain these defences but to a reduced standard.</p>	<p>Potential for overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing the increase in water and potential damage to the Board’s infrastructure.</p>	<p>2</p>	<p>3</p>	<p>High 6 ↑</p>	<p>Anglia (Northern) RFCC has agreed funding for retention and designation of the second line sea defences. Assignment of those designations is an ongoing work in progress with the EA.</p> <p>The Board supports local stakeholder groups seeking to develop strategies for the reinstatement of sea walls (Wash Frontage Group).</p> <p>The Board has entered into a PSCA with the EA but has</p>

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD  
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						elected to only undertake works under this agreement where there is a benefit to the Board. The Board is looking to take on maintenance of the earth defences in the first line sea defences in lieu of its precept.
	<p>Failure to comply with all current U.K. and E.U. legislation/regulation and/or generally accepted accountancy practice</p> <p>Failure to comply with all General Data Protection Regulations effective 25 May 2018</p>	<p>IDB would incur penalties/fines.</p> <p>As above.</p>	1	3	Medium 3 →	<p>Employ competent staff through WMA. Training programmes for staff and Board members.</p> <p>Board approves accounts.</p> <p>Internal audit.</p> <p>Engage HR, Legal and Health and Safety specialists as and when required.</p> <p>Appointment of Data Protection Officer. Update Board's Data Protection Policy. Training for all staff.</p>
	IDBs obligated to purchase water transfer licences under new regulations introduced January 2018.	Potentially prohibitive financial burden given each licence costs £1,500.	2	2	4	A 2-year grace period during which time IDBs can identify transfer points and determine if a licence is applicable. ADA to lobby Government for continued exemption from licencing for IDBs.
	Possible enforced works	Huge cost implications if	2	3	High 6 →	Engineer has worked with EA to assess and prioritise sites. EA

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD  
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	on Board's infrastructure arising from implementation of Eel Regs 2009	works are not grant funded.				has given derogation until end of 2020.  Apply for grant aid.
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk.	<p>Planning Authorities ignore advice provided by Board.</p> <p>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions.</p> <p>SUDs managed by private management companies who allow them to fall into disrepair by lack of long term maintenance.</p>	<p>Increased flood risk.</p> <p>Potential for lost income from SWDCs and commuted sums.</p> <p>Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.</p>	2	3	High 6 ↑	<p>Planning/Enforcement is undertaken by Board Officers and issues are raised at Board and Committee meetings.</p> <p>Board Officers comments on planning applications are available on Local Authority website.</p> <p>Lobby Local Authority Planners to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs.</p> <p>A SUDs adoption and charging policy was adopted 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>Chairman's Committee to review SWDC rate and banding for flow rates in conjunction with the WMA Chief Planning Officer</p>

**Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 1 November 2016)**

**Risk Assessment Matrix**

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

The categories for impact and likelihood are defined as follows:

**IMPACT**

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

**LIKELIHOOD**

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

South Holland IDB

**Distributed to :**

**Members**

Biggadike F  
Booth S M  
Carter T Miss  
Casson A  
Coupland P  
Foyster P  
Geest J L van  
Grundy N J  
Hay A G  
Howard M  
Markillie S A R (Vice-Chairman)  
Perowne J  
Seymour M D  
Sneath Mrs E  
Stancer I  
Taylor S R  
Thompson R C  
Tyrrell J  
Walls P  
Ward J W  
Worth D R (Chairman)

**Officers**

Brown G  
Camamile P J  
Jeffrey Miss S  
Morris D  
Vines K L J

South Holland IDB Meeting 8 May 2018 at 10.30 am