

**A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM ON TUESDAY, 09 FEBRUARY 2021 AT 10.30 AM.**

**Elected Members**

- \* S Bartlett
- \* C Dring
- \* N J Grundy
- \* A G Hay
- \* S A R Markillie
- \* J Perowne
- \* I Stancer
- \* S R Taylor
- \* R C Thompson
- \* D R Worth

**Appointed Members**

**South Holland DC**

- \* A Beal
- F Biggadike
- \* P Coupland
- \* R Grocock
- \* P Redgate
- \* G Rudkin
- \* M Seymour
- \* E Sneath
- J Tyrrell
- \* D Wilkinson

**Jointly Appointed**

- \* A Casson
- \* Present (90%)

D R Worth in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to the CE), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager) and Karl Vines (Catchment Engineer)

ID	South Holland IDB, Minute	Action
<b>01/21</b>	<b>WELCOME AND INTRODUCTIONS</b>	
<b>01/21/01</b>	The Chairman welcomed everyone to the meeting, in particular, Cllr. Rodney Grocock, who had recently been appointed by South Holland District Council to represent the interests of the urban drainage ratepayer.	
<b>02/21</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>02/21/01</b>	Apologies for absence were received on behalf of Francis Biggadike and Jack Tyrrell.	
<b>03/21</b>	<b>DECLARATIONS OF INTEREST</b>	

ID	South Holland IDB, Minute	Action
03/21/01	Julian Perowne declared an interest in point 1 of the confidential Engineering Report due to his wife being the Acting Land Agent. RESOLVED that this be noted.	
04/21	<b>MINUTES OF THE LAST BOARD MEETING</b>	
04/21/01	The minutes of the last Board meeting held on 4 November 2020 were approved and confirmed as a true record. It was noted that the Chairman would sign the minutes shortly after the meeting. Arising therefrom:	DW
05/21	<b>MATTERS ARISING FROM THE MINUTES</b>	
05/21/01	<b>Water Resources East (WRE) – Welland and Nene Feasibility Study (79/20/03)</b>  The Chief Executive confirmed that he would contact Robin Price, Managing Director of WRE to request a written update prior to the next ADA Branch meeting on 18 February 2021. RESOLVED that this be noted.	PJC
05/21/02	<b>DRS Online (80/20/04)</b>  The Chairman reiterated the request for all elected members to register to use the DRS Online for managing their drainage rating accounts. RESOLVED that this be noted.	ALL
05/21/03	<b>EA Grass Cutting Contract (80/20/05)</b>  The Catchment Engineer apprised the Board that the Estimate submitted to the Environment Agency for grass cutting approx. 18km of sea bank had been accepted. This work would be carried out via the Public Sector Cooperation Agreement, in part, by using the services of a sub-contractor, so there would be no requirement for specialist equipment to be purchased by the Board in the short term. RESOLVED that this be noted.	
05/21/04	<b>Health and Safety Training for Board Members (81/20/03)</b>  The Catchment Engineer confirmed that ADAs Health and Safety training modules for Board members had recently become available online. The Chairman requested that he and the Catchment Engineer agree how best to implement training for members ahead of the next Board meeting. RESOLVED that this be actioned.	KV/DW
05/21/05	<b>ADA Guide to Good Governance for IDB Members</b>  Whilst discussing training for Board members, it was agreed to recirculate a link to ADAs 'Guide to Good Governance' – an	SC

ID South Holland IDB, Minute	Action
<p>introductory guide for IDB members. RESOLVED that this be actioned.</p>	
<p><b>05/21/06 Holbeach Drainage Study (84/20/04)</b></p> <p>It was agreed and thereby RESOLVED for Sam Markillie to contact Norman Robinson (Environment Agency) to impress the importance of the Holbeach Drainage Study and the need for a timely decision regarding the availability of Flood Defence Grant in Aid.</p>	<p><b>SM</b></p>
<p><b>05/21/07 Maintenance works: Batter Re-profiling (84/20/05)</b></p> <p>The Catchment Engineer reported that more realistic compensation rates would need to be negotiated with landowners for the batter reprofiling project to be affordable. The Chairman requested the Chief Executive consider the Board's 'strategy for reprofiling with landowners' and that discussions be continued outside of the meeting. RESOLVED that this be actioned.</p>	<p><b>PJC/DW</b></p>
<p><b>05/21/08 Re-Profiling works – Hither Old Gate Drain (84/20/06)</b></p> <p>The Catchment Engineer reported that the landowner had requested the decision to reimburse only 50% of the cost incurred for undertaking the bank re-profiling work on Hither Old Gate Drain be reconsidered by the Board. It was unanimously agreed and thereby RESOLVED to stand by the decision of reimbursing only 50% of the cost, totalling £675 + Vat.</p>	<p><b>KV</b></p>
<p><b>05/21/09 Risk Register – Risk (16) Eel Regulations 2009 (87/20/01)</b></p> <p>The Chief Executive apprised the Board that he had raised the issue of the Eel Exemption Regulations derogation period having expired with ADA and would be following this up as a newly appointed member of their Technical and Environmental Committee. RESOLVED that this be noted.</p>	<p><b>PJC</b></p>
<p><b>06/21 PERFORMANCE SUB COMMITTEE MEETING</b></p> <p><b>06/21/01</b> The recommendations arising from the unconfirmed minutes of the Performance Sub Committee meeting held on 19 January 2021 were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p> <p><b>06/21/02 Performance Review of 2020/21 Objectives (03/21)</b></p> <p>The Performance Review for 2020/21, (a copy of which is filed in the Report Book), was considered in detail and approved. Members were pleased to note that the Board's objectives for 2020/21 had substantially been achieved, despite the Covid-19 pandemic.</p> <p><b>06/21/03 Objectives for 2021/22 (04/21)</b></p>	

It was agreed and thereby RESOLVED to approve the objectives for 2021/22 as follows:

- (i) Ensure total expenditure does not exceed the expenditure budget for 2021/22 and plan for subsequent years' rate increases.
- (ii) To continue to investigate all funding options to finance capital work and secure Flood Defence Grant-in-Aid whenever possible.
- (iii) Review the 20-year Indicative Capital Programme to monitor the extent of the funding gap during this period.
- (iv) To prepare a prioritised plan of slip repairs and re-profile the drain batters from 1 - 1.5 to 1 - 2 where possible which should increase capacity and reduce the gradient of the batters and the likelihood of further slips occurring in future.
- (v) To ensure that the direct maintenance works budget does not exceed £1.417m, unless there is an extraordinary event. Any costs that are incurred over and above the budget of £1.417m are to be itemised, identified, and costed separately.
- (vi) To undertake more work on the first line sea walls that protect the Board's area, for and on behalf of the Environment Agency on a rechargeable basis, subject to this being viable for the Board to do so.
- (vii) To ensure that the height, footprint and structural integrity of the former lines of reclamation are properly monitored by the Environment Agency.
- (viii) To increase the number of ratepayers that are registered to use DRS Online.

#### **06/21/05 Red Diesel Exemption**

Allan Beal queried the implications of losing the red diesel exemption in achieving these objectives. The Chief Executive reported that if this happened it would not be possible to keep future rate increases in line with inflation. The loss of the ability to use red diesel would result in a significant additional annual cost of c £100k to the Board and an increase of approx. 4% in drainage rates and special levies. This issue would be raised at the next ADA Welland and Nene/ Lincs Joint Branch meeting on 18 February 2021. RESOLVED that this be noted.

#### **06/21/06 Performance Sub Committee Membership**

Peter Coupland noted that there was no appointed member currently on this Sub Committee. It was agreed to redress this imbalance at the November Board meeting, which will be the first meeting of the

ID South Holland IDB, Minute	Action
<p>new Board following an IDB Election of Members. At this meeting, the Board will need to reappoint members to serve on all its Committees. RESOLVED that this be actioned.</p>	
<p><b>07/21 CHAIRMAN'S COMMITTEE MEETING</b></p>	
<p><b>07/21/01</b> The detailed estimates for 2021/22 together with the recommendations arising from the unconfirmed minutes of the Chairman's Committee meeting held on 19 January 2021 were considered in detail and approved (copies of which are filed in the Report Book). Arising therefrom:</p>	
<p><b>07/21/02 Capital Works Programme (03/21)</b></p> <p>The detailed Capital Works budget for 2021/22, as prepared by the Board's Catchment Engineer, totalling £1,401,000 was considered in detail and approved. There were no matters arising.</p>	
<p><b>07/21/03 Maintenance Programme (04/21)</b></p> <p>The detailed Maintenance Works budget for 2021/22 as prepared by the Board's Operations Manager, totalling £1,416,618 was considered in detail and approved. There were no matters arising.</p>	
<p><b>07/21/04 Administrative and Technical Support Costs (05/21)</b></p> <p>The Administration and Technical Support Costs Estimate for 2021/22 as recommended by the Consortium Management Committee on 10 December 2020 was considered in detail and approved. Arising therefrom</p>	
<p><b>07/21/05</b> It was noted that the Consortium Management Committee were recommending an increase of 2.09% in net consortium charges for 2021/22.</p>	
<p><b>07/21/06</b> It was agreed and thereby RESOLVED to approve the inclusion of the Consortium charge of £249,122 for Technical Support in the Board's Rate Estimates for 2021/22.</p>	
<p><b>07/21/07</b> It was agreed and thereby RESOLVED to approve the inclusion of the Consortium charge of £293,478 for Administrative Support/Establishment Costs and £166,508 of Consortium Income in the Board's Rate Estimates for 2021/22.</p>	
<p><b>07/21/08 Annual Values as at 31 December 2020 (06/21)</b></p> <p>It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2020 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2021/22 (a copy of which is filed in the Report Book).</p>	

ID South Holland IDB, Minute	Action
<b>08/21 FINANCIAL YEAR 2021/22 LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES (07/21)</b>	
<b>08/21/01</b> The draft Annual Estimates and net Rate Requirement for 2021/22, totalling £3,572,429 was considered in detail and approved.	
<b>08/21/02</b> It was agreed and thereby RESOLVED to increase the rate in the pound by 2% for 2021/22 (Option 3):	
Drainage Rate in the Pound: 13.423p	
<b>Financed by:</b> Occupiers Drainage Rates £1,117,505 South Holland District Council £1,382,392 Boston Borough Council £973 Utilisation of Reserves <u>£1,071,559</u> £3,572,429	
<b>08/21/03 Indicative Five-Year Forecast (08/21)</b>	
It was agreed and thereby RESOLVED to approve the indicative 5-year forecast, (a copy of which is filed in the Report Book), showing the estimated annual increases in drainage rates and special levies for the following 5 years.	
<b>08/21/04 De-coupling of Drainage Board Levies (08/21/03)</b>	<b>DW/PJC</b>
Peter Coupland reported that there had been little progress made due to Covid-19 and Winter flooding priorities regarding Lord Porter and South Holland District Council working with national policy makers to take special levies out of the local referenda calculation. The Chairman requested that the Board be kept updated with any progress made and assured members that this would also be raised with ADA. RESOLVED that this be noted.	
<b>08/21/05 Earmarked Balances and Reserves</b>	
The adequacy and appropriateness of the Board's Earmarked Balances and Reserves was considered in detail and approved, for the purposes set out in the Board's Capital Financing and Reserves Policy.	
<b>09/21 HEALTH AND SAFETY REPORT</b>	
<b>09/21/01</b> The Health and Safety Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
<b>10/21 OPERATIONS REPORT</b>	

ID	South Holland IDB, Minute	Action
10/21/01	The Operations Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
10/21/02	The Catchment Engineer reported 49 separate incidences of rubbish being removed from the Board's drains during the period. Members felt that a joined-up approach was needed with SHDC, SHIDB, the NFU and CLA all working together. Appointed members were asked to raise the profile of this issue by sharing the extent of the problem at every opportunity. RESOLVED that this be noted.	ALL
10/21/03	Anthony Casson thanked the Catchment Engineer and officers for responding so quickly to the slip in Austendyke Drain West, adjacent to Weston Hills Road, Low Fulney. Residents had tried to contact Highways without success, so the team completed temporary works and did what they could to alleviate the problem.	
10/21/04	Members reiterated how difficult it was to contact Highways with Call Centres saying they were closed, and mobile phones not being answered. Rodney Grocock, who was also a member of the Highways Committee, requested that a formal letter be written from SHIDB to Cllr, Martin Hill, relaying the difficulties experienced and implications from the Board's perspective. RESOLVED that this be actioned.	KV/PJC
11/21	<b>ENGINEERING REPORT</b>	
11/21/01	The Engineering Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
11/21/02	<p><b>High Rainfall Event 23 December 2020</b></p> <p>The Report on the Rainfall Event – 23 December 2020 (a copy of which is filed in the Report Book) was considered in detail and noted. Arising therefrom:</p>	
11/21/03	The Board thanked the Catchment Engineer for his Report on the impact of the heavy rainfall over the Christmas period. The team were also thanked for the significant work undertaken, especially out of hours and over the festive period.	
11/21/04	Sam Markillie asked if 'Out of hours' safety measures were in place for all staff and the Catchment Engineer confirmed that they were. It was agreed and thereby RESOLVED to add this as an agenda item for consideration at the next Health and Safety Committee meeting in October 2021.	SC
11/21/05	The Chairman requested that a bold action plan be drawn up and shared at the next meeting detailing what capital projects might be brought forward in to the next 6-year programme, given the increase	KV



ID South Holland IDB, Minute	Action
<p>in funding that had been made available by central government to protect the country from flooding.</p>	
<p><b>11/21/06</b> Andrew Hay suggested that a temporary pump be considered in the short term to increase discharge at Sutton Bridge Sluice. It was agreed that this be considered at the next Plant &amp; Development Committee meeting.</p>	
<p><b>11/21/07 Construction of Headwall and Inspection of Non-Board Maintained Pipeline, Weston Hills (3.2)</b></p> <p>It was unanimously agreed and thereby RESOLVED to undertake an investigation of the pipeline and/or the construction of a headwall on a rechargeable basis, if this should be requested.</p>	KV
<p><b>12/21 ENVIRONMENTAL REPORT</b></p>	
<p><b>12/21/01</b> The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
<p><b>13/21 PLANNING REPORT</b></p>	
<p><b>13/21/01</b> The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
<p><b>13/21/02 Two applications to discharge surface water at Old Main Road (20_02429_C) and Fleet Road (02_02999_C), Fleet Hargate (3.1)</b></p> <p>It was agreed and thereby RESOLVED to agree to the discharge rate of 5l/s, but to postpone formal approval of the application for Land Drainage Consent, until the Local Planning Authority had determined the planning application and considered the impact of the proposed development on 2 oak trees. It was agreed and thereby RESOLVED to delegate authority to the Chairman, Vice-Chairman, Chairman of the Plant and Development Committee and Peter Coupland, should a decision on this application be required ahead of the next Board meeting.</p>	
<p><b>13/21/03 20_03390_C: Application to relax Byelaw 10 at Kellet Gate, Spalding (3.2)</b></p> <p>It was agreed and thereby RESOLVED to consent to this application subject to the applicant's agreement to comply with the Board's standard conditions and specifications.</p>	
<p><b>13/21/04 20_03410_C: Application to relax Byelaw 10 at Cross Street, Fleet (3.3)</b></p>	



ID	South Holland IDB, Minute	Action
	<p>It was agreed and thereby RESOLVED to consent to this application subject to the applicant's agreement to comply with the Board's standard conditions and specifications, including the need for the applicant to enter into the Board's standard Deed of Indemnity.</p>	
13/21/05	<p><b>20_03554_C: Application to relax Byelaw 10 at Farm Field Road, Sutton Bridge, Spalding (3.4)</b></p> <p>It was agreed and thereby RESOLVED to consent to this application subject to the applicant's agreement to comply with the Board's standard conditions and specifications.</p>	
13/21/06	<p><b>20_03555_C: Application to relax Byelaw 10 at Matmore Gate, Spalding (3.5)</b></p> <p>It was agreed and thereby RESOLVED to consent to this application subject to the applicant's agreement to comply with the Board's standard conditions and specifications.</p>	
13/21/07	<p><b>20_03582_C and 20_03629_C: Applications to relax Byelaw 10 at Hurdletree Bank, Whaplode St Catherine (3.6)</b></p> <p>It was agreed and thereby RESOLVED to consent to these two applications subject to the applicant's agreement to comply with the Board's standard conditions and specifications, including the need for each applicant to enter into the Board's standard Deed of Indemnity. The Sustainable Development Manager would also establish whether the fuel tank at the property was bunded (20_03582_C). If it was not, this would be added as a condition to the approval. The Sustainable Development Manager would also speak with the owner of Property 2 (20_03629_C) to insist on the removal of the conifer trees along the boundary to the rear of the stable block, to prevent additional maintenance costs being incurred.</p>	CB
13/21/08	<p><b>20_03649_C: Application to relax Byelaw 10 at Torrington Lane, Fleet. (3.7)</b></p> <p>It was agreed and thereby RESOLVED to consent to this application subject to the applicant's agreement to comply with the Board's standard conditions and specifications.</p>	
13/21/09	<p><b>21_03741_C: Application to relax Byelaw 10 at Ravens Bank, Holbeach (3.8)</b></p> <p>It was agreed and thereby RESOLVED to consent to this application subject to the applicant's agreement to comply with the Board's standard conditions and specifications, including the need for the applicant to enter into the Board's standard Deed of Indemnity.</p>	
13/21/10	<p><b>21_03783_C: Application to relax Byelaw 10 at Battlefields Lane, Holbeach (3.9)</b></p>	

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	<p>It was agreed and thereby RESOLVED to consent to this application subject to the applicant's agreement to instruct a structural engineer to ensure that any new foundations would not impact on the adopted watercourse, and subject to the Board's standard conditions and specifications, including the need for the applicant to enter into a Deed of Indemnity with the Board.</p> <p><b>13/21/11 20_03184_Q: Enquiry regarding land purchase/ rent at Tulip Fields, Whaplode (3.10)</b></p> <p>Allan Beal declared an interest due to the applicant being his neighbour. RESOLVED that this be noted.</p> <p>It was agreed and thereby RESOLVED not to sell this land due to it being used to access the Board's infrastructure to carryout maintenance operations.</p> <p><b>14/21 FINANCIAL REPORT</b></p> <p><b>14/21/01</b> The Financial Report for the period 1 April 2020 to 31 December 2020 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p> <p><b>15/21 EXTERNAL AUDITOR'S REPORT IN SECTION 3 OF THE AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2019/20</b></p> <p><b>15/21/01</b> The External Auditor's Report in Section 3 of the Annual Governance and Accountability Return for 2019/20, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p> <p><b>16/21 SCHEDULE OF PAID ACCOUNTS</b></p> <p><b>16/21/01</b> The Schedule of Paid Accounts for the period 1 October 2020 to 31 December 2020, totalling £684,129 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p> <p><b>17/21 MATERIAL CHANGES TO THE RISK REGISTER</b></p> <p><b>17/21/01</b> The Risk Register showing those risks with a risk assessment matrix score of <math>\geq 6</math> (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> <p><b>17/21/02</b> As a Risk Management Authority, it was agreed to add the poor state of riparian drainage systems to the risk register, due to the level of management time required to investigate these issues and the impact</p>	<p>PJC</p>

ID	South Holland IDB, Minute	Action
	<p>on the Board's reputation if they were ignored and not addressed. RESOLVED that this be actioned.</p>	
	<b>18/21 BOARD'S POLICIES DUE FOR REVIEW</b>	
<b>18/21/01</b>	<p>It was noted that members could not view the 'Environmental Responsibilities Policy', a working hyperlink was to be circulated to all members following the meeting. RESOLVED that this be actioned.</p>	<b>SC</b>
<b>18/21/02</b>	<p>The updated 'Register and Map of Drainage Hereditaments: Maintenance and Inspection Policy' was considered in detail and approved.</p>	
	<b>19/21 CORRESPONDENCE</b>	
<b>19/21/01</b>	<p>The Catchment Engineer had received 2 letters from landowners at Moulton and Moulton Seas End seeking advice from the IDB. It was agreed and thereby RESOLVED that officers should investigate both in more detail and make proposals to the Board should works be required.</p>	<b>KV</b>
<b>19/21/02</b>	<p>David Wilkinson had circulated photographs of flooding at the property of a resident at Bridge Road, next to Princes Foods site. The Sustainable Development Manager reported that the Planning team were engaged with the planning process and were also processing an application to discharge surface water, with a meeting scheduled for the following week, after which she would update David Wilkinson. RESOLVED that this be actioned.</p>	<b>CB</b>
	<b>20/21 DATE OF NEXT MEETING</b>	
<b>20/21/01</b>	<p>The next meeting would take place via Zoom on Tuesday 4 May 2021 at 10:30 am.</p>	
	<b>21/21 ANY OTHER BUSINESS</b>	
<b>21/21/01</b>	<p>Peter Coupland noted that there was a vacancy for an appointed member on the Chairman's Committee and proposed that Paul Redgate be considered at the appropriate time. RESOLVED that this be noted.</p>	<b>DW</b>
<b>21/21/02</b>	<p>Anthony Casson reported that Sir John Hayes MP had requested a meeting with local residents from Moulton Seas End, the Chairman, the Chief Executive and the Catchment Engineer. It was agreed and thereby RESOLVED for a date to be agreed outside of the meeting.</p>	<b>AC/ KV</b>
	<p><i>Post Meeting Note: The meeting has been arranged to take place on 19 February 2021.</i></p>	

ID	South Holland IDB, Minute	Action
	<p><b>22/21 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN</b></p>	
22/21/01	<p>There were no members of the public present at the meeting.</p>	
	<p><b>23/21 CONSORTIUM MATTERS</b></p>	
23/21/01	<p><b>WMA Unconfirmed Minutes</b></p>	
	<p>The unconfirmed minutes of the last Consortium Management Committee (CMC) meeting held on 10 December 2020 were considered in detail and approved. There were no matters arising.</p>	
23/21/02	<p><b>WMA Schedule of Paid Accounts</b></p>	
	<p>The WMA Schedule of Paid Accounts for the period 1 August 2020 to 30 November 2020 totalling £628,808 as approved at the Consortium Management Committee meeting on 10 December 2020, was considered in detail and adopted by the Board. The Chief Executive declared an interest in the payment to Byzantine Ltd due to his wife being a Director and him being a shareholder. There were no matters arising.</p>	
23/21/03	<p><b>Projected Out-turns for 2020/21 and WMA Estimates for 2021/22</b></p>	
	<p>The detailed Consortium Budget and Basis of Apportionment for the financial year 2021/22, as approved at the Consortium Management Committee meeting on 10 December 2020, together with the projected out-turns for year ending 31 March 2021 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
23/21/04	<p><b>Planning/Byelaw Enforcement Procedures</b></p>	
	<p>The Two Stage Enforcement Process as approved at the Consortium Management Committee meeting on 10 December 2020 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
23/21/05	<p><b>WMA Policies</b></p>	
	<p>The 19 WMA policies due for review, as approved by the Consortium Management Committee on 10 December 2020 were considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
23/21/06	<p><b>Items for discussion at the next CMC Meeting</b></p>	
	<p>There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 26 March</p>	

ID South Holland IDB, Minute	Action
<p>2021. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives, or the Chief Executive directly. The Board's representatives on the CMC were Peter Coupland, Sam Markillie and Duncan Worth.</p>	
<p><b>24/21 CONFIDENTIAL BUSINESS</b></p>	
<p><b>24/21/01</b> 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.</p>	

**A MEETING OF THE SOUTH HOLLAND IDB PERFORMANCE SUB-COMMITTEE WAS HELD VIRTUALLY VIA ZOOM ON TUESDAY, 19 JANUARY 2021 at 9.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* S A R Markillie	<b>South Holland D C</b>
* J Perowne	N/A
* D R Worth	
	<b>South Holland D C/ Boston B C</b>
	N/A
	* Present (100%)

Mr D R Worth in the Chair

In attendance:

Mr P J Camamile (Chief Executive)

<b>ID</b>	<b>South Holland IDB: Performance Sub Committee, Minute</b>	<b>Action</b>
<b>01/21</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/21/01</b>	There were no apologies for absence and all members of the Sub Committee were present.	
<b>02/21</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>02/21/01</b>	The minutes of the last meeting of the Performance Sub-Committee held on 7 August 2020 were considered in detail and confirmed as a true record. Arising therefrom:	
<b>02/21/02</b>	Grants Unapplied for capital projects that had long since been completed had not been cleared down from the Current Liabilities section of the Board's Balance Sheet, as at 31 March 2020 (08/20/02). The reason for this was that we needed to complete an Environment Agency FCERM 5 and FCERM 8 Form for each scheme, and both the Environment Agency and the Board were having difficulty in locating the original business case reports, which were needed to formally close these schemes.	<b>SJ/KV</b>
<b>02/21/03</b>	The Chief Executive advised members that the Board's M&E Engineer, Andy Fitzjohn had retired on 31 December 2020. Andy was very pleased with his retirement gift and had asked the Chief Executive to pass on his thanks to the Board. Andy had been reemployed on a fixed term contract for a period of 6 months to work one day a week, alongside Paktronics, M&E Contractors. Paktronics had been commissioned to provide M&E services, which included callouts in emergency situations. This arrangement would be closely monitored over the next 6 months before considering whether or not to readvertise and employ a full time M&E Engineer. RESOLVED that this be noted.	

ID South Holland IDB: Performance Sub Committee, Minute	Action
<p><b>02/21/04</b> The Chief Executive advised members that the new procedures which addressed a number of enforcement issues had been approved at the last Consortium Management Committee meeting held on 10 December 2020 and the Committee's recommendations would be considered by the Board at its next meeting on 9 February 2021 (08/20/04). RESOLVED that this be noted.</p>	
<p><b>02/21/05</b> It was vitally important to the Board that agricultural land was properly valued in terms of qualifying for grant-aid to fund FCERM capital projects. Members considered that ADA and the NFU were largely supportive but acknowledged that more work needed to be done to encourage the CLA to lobby accordingly. It was agreed that the Board's Chairman and Chief Executive would follow this up with the CLA in due course.</p>	<p><b>DRW/PJC</b></p>
<p><b>03/21 PERFORMANCE REVIEW FOR 2020/21</b></p>	
<p><b>03/21/01</b> The Performance Review for 2020/21 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>03/21/02</b> Members were pleased to note that the Board's objectives for 2020/21 had substantially been achieved, despite the Covid-19 pandemic.</p>	
<p><b>03/21/03 Objective 1</b></p> <p>The Chief Executive advised members that although the budget was not likely to be exceeded this year, due to slippage in the capital programme attributed to Covid-19, the maintenance costs would be higher than budgeted due to the high rainfall events experienced over the Christmas and New Year period. It was noted that the net consortium charge was expected to come in under budget, despite less rechargeable management time being costed to grant-aided capital projects.</p>	
<p><b>03/21/04 Objective 2</b></p> <p>It was agreed that the rolling 20-Year Indicative Capital Programme should be reviewed annually by the Board's Plant &amp; Development Committee.</p>	
<p><b>03/21/05 Objective 3</b></p> <p>Members were pleased to see the increased uptake in DRS Online but felt that many more ratepayers should be using the service. It was agreed that the directly elected Board members must lead by example and should all have therefore registered to use the system. The Chief Executive was tasked with 'naming and shaming' those members who had not done so. It was also agreed to include a hyperlink to the rating system on the Board's website.</p>	



ID South Holland IDB: Performance Sub Committee, Minute	Action
<p><i>Post Meeting Note:</i></p> <p><i>The link to DRS Online has been placed on the Board's website: <a href="https://www.wlma.org.uk/south-holland-idb/drainage-rates-and-special-levies/">https://www.wlma.org.uk/south-holland-idb/drainage-rates-and-special-levies/</a></i></p> <p><i>The following directly elected Board members have registered to use DRS Online: Andrew Hay, Sam Markillie and Julian Perowne. All other Board members have not.</i></p>	
<p><b>03/21/06 Objective 4</b></p> <p>It was noted that the maintenance budget was expected to exceed the direct maintenance works budget of £1.375m by up to £100k, primarily due to increased pumping costs following the high rainfall events experienced in December 2020 and January 2021. The additional costs would be separately itemised, as had been requested by the Board.</p>	
<p><b>03/21/07 Objective 5</b></p> <p>Members were pleased to hear that the performance appraisal system for operatives had been successfully introduced with effect from 1 April 2020. It was agreed that this performance appraisal system should continue, moving forward.</p>	
<p><b>03/21/08 Objective 6</b></p> <p>Members were pleased to note that the Board had received grant funding of £207k this year, which was a year earlier than expected, and agreed that it was the Board's greatest priority to ensure that its capital projects continued to receive this funding in future.</p>	
<p><b>03/21/09 Objective 7</b></p> <p>The Chief Executive advised members that the Environment Agency (EA) had requested the Board to undertake approx. 18km of grass cutting during the 2021/22 financial year (an increase of 8km on the previous year) and an Estimate of £54k had been submitted to the EA for approval. Members felt that it would be much better if a 3-year agreement could be reached with the EA, as opposed to an annual agreement, and the Chief Executive agreed that he would keep asking the EA for this. RESOLVED that this be noted.</p>	
<p><b>03/21/10 Objective 8</b></p> <p>Sam Markillie advised members that he had written to the EA asking when they next planned to undertake an inspection of the former lines of reclamation (the second line sea defences). He had been advised by the EA that nothing had happened this year due to Covid-19, but the EA were planning on carrying out an inspection sometime later this year. RESOLVED that this be noted.</p>	

ID South Holland IDB: Performance Sub Committee, Minute	Action
<p><b>04/21 DRAFT OBJECTIVES FOR 2021/22</b></p>	
<p><b>04/21/01</b> It was agreed to recommend to the Board that the following objectives be adopted for 2021/22:</p> <ul style="list-style-type: none"> <li>(i) Ensure total expenditure does not exceed the expenditure budget for 2021/22 and plan for subsequent years' rate increases.</li> <li>(ii) To continue to investigate all funding options to finance capital work and secure Flood Defence Grant-in-Aid whenever possible.</li> <li>(iii) Review the 20-year Indicative Capital Programme to monitor the extent of the funding gap during this period.</li> <li>(iv) To prepare a prioritised plan of slip repairs and re-profile the drain batters from 1 - 1.5 to 1 - 2 where possible which should increase capacity and reduce the gradient of the batters and the likelihood of further slips occurring in future.</li> <li>(v) To ensure that the direct maintenance works budget does not exceed £1.416m, unless there is an extraordinary event. Any costs that are incurred over and above the budget of £1.416m are to be itemised, identified, and costed separately.</li> <li>(vi) To undertake more work on the first line sea walls that protect the Board's area, for and on behalf of the EA on a rechargeable basis, subject to this being viable for the Board to do so.</li> <li>(vii) To ensure that the height, footprint and structural integrity of the former lines of reclamation are properly monitored by the Environment Agency.</li> <li>(viii) To increase the number of ratepayers that are registered to use DRS Online.</li> </ul>	
<p><b>05/21 DATE OF NEXT MEETING</b></p>	
<p><b>05/21/01</b> It was agreed and thereby RESOLVED to arrange a meeting of the Performance Sub Committee to take place in September 2021 here at the Board's office. The exact meeting date would be arranged out of meeting.</p>	<p><b>PJC</b></p>
<p><b>06/21 ANY OTHER BUSINESS</b></p>	
<p><b>06/21/01</b> There was no other business to discuss.</p>	

## South Holland Internal Drainage Board Objectives 2020/21 – Performance Review

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2020/21 and plan for subsequent years' rate increases.	Chief Executive/ Budget Holders: Catchment Eng., Operations Manager	WIP, and on target.
2.	Develop a 20-year capital programme to determine the extent of the funding gap during this period. The programme should include a prioritised plan to re-profile the drain batters from 1 - 1.5 to 1 - 2 where possible, which should reduce the gradient of the batters and the likelihood of further slips occurring moving forward.	Chief Executive/ Catchment Engineer	Catchment Engineer has drafted 20-year capital programme, which was noted by the Plant & Development Committee in October 2020 and then sent to ADA, to demonstrate the reliance on FDGiA to deliver the Board's capital programme.
3.	To increase the number of ratepayers that are registered to use DRS Online.	Chief Executive	Achieved. The number of ratepayers using DRS Online has increased from 10% to 20% since 1 April 2020. However, take up by directly elected Board members is very low, which is disappointing.
4.	To ensure that the planned maintenance budget does not exceed £1.375m, unless there is an extraordinary event. Any costs that are incurred over and above the budget of £1.375m to be itemised, identified and costed separately.	Operations Manager	WIP, and on target. Impact of Covid-19 and slip repair programme is minimal, so far.
5.	To introduce a performance appraisal system for operatives as soon as possible.	Operations Manager	Achieved. Introduced wef 1 April 2020.
6.	To continue to investigate all funding options to finance capital work and review the effectiveness of the joint-funded post (with Lincolnshire IDBs and the EA's Anglian RFCC [Northern]), to secure Flood Defence Grant-in-Aid.	Catchment Engineer/ Chief Executive	<p>In the June 2020 annual refresh of the EA administered plan of future risk management authority capital schemes, provision was also included for the Board's schemes to be considered for Local Levy.</p> <p>The joint-funded postholder resigned on 31 May 2020 and there is no appetite amongst Lincs IDBs to replace her (in 2019 the Board signed a Memorandum of Understanding with Black Sluice IDB and other Lincolnshire IDBs to provide the Board with input from a shared FCERM</p>

## South Holland Internal Drainage Board

### Objectives 2020/21 – Performance Review

			<p>officer - 50% funded by Anglian Northern RFCC, to support the increased delivery of capital projects during the current EA CSR period ending March 2021).</p> <p>The Chief Executive is looking in to setting up a Project Development Unit within the WMA, to help the Member Boards secure the necessary funding to deliver capital projects, moving forward.</p>
7.	To undertake more work on the first line sea walls that protect the Board's area, for and on behalf of the EA on a rechargeable basis, subject to this being viable for the Board to do so.	Catchment Engineer/ Chief Executive/Board	Not achieved: the Board's PSCA expired on 31 March 2020 and during the process of the EA signing the new 5-year agreement, they inadvertently let the grass cutting contract for 2020/21 to a local contractor, which is disappointing. However, officers are hopeful that the Board will be given the opportunity of carrying out this work next year.
8.	To ensure that the height, footprint and structural integrity of the former lines of reclamation are properly monitored by the Environment Agency.	Catchment Engineer/ Chief Executive/Board	Not achieved thus far. The EA have not been working outside during the last year. All non-essential work (other than home-schooling), such as this monitoring has not been carried out by EA staff.

P J CAMAMILE  
CHIEF EXECUTIVE

**A MEETING OF THE SOUTH HOLLAND IDB CHAIRMAN'S COMMITTEE WAS HELD VIRTUALLY VIA ZOOM, ON TUESDAY 19 JANUARY 2021 AT 10.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* S Bartlett	<b>South Holland D C</b>
* N Grundy	* P Coupland
* A Hay	<b>Vacancy</b>
* S Markillie	
* J Perowne	<b>South Holland D C/</b>
* I Stancer	<b>Boston B C</b>
* D Worth	N/A

\* Present (89%)

D Worth in the Chair

In attendance:

Phil Camamile (Chief Executive), Sue Cook (PA to CE), Sallyanne Jeffrey (Finance & Rating Manager) and Karl Vines (Catchment Engineer)

<b>ID</b>	<b>South Holland IDB: Chairman's Committee, Minute</b>	<b>Action</b>
<b>01/21</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/21/01</b>	There were no apologies for absence to record.	
<b>02/21</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>02/21/01</b>	The minutes of the Chairman's Committee meeting held on 21 January 2020 were considered in detail and confirmed as an accurate record. The Chairman would sign the minutes shortly after the meeting. There were no matters arising.	
<b>03/21</b>	<b>RECOMMENDATIONS TO THE BOARD CAPITAL PROGRAMME FOR 2021/22</b>	
<b>03/21/01</b>	The detailed Capital Works Estimate for 2021/22 as prepared by the Catchment Engineer, totalling £1,401,000 was considered in detail and approved. Arising therefrom:	
<b>03/21/02</b>	The Chairman reiterated that the Holbeach Drainage Study (note 5) would only progress if grant-aid funded. The Catchment Engineer expected that the Environment Agency would make a decision on this by the end of February 2021. RESOLVED that this be noted.	
<b>03/21/03</b>	It was agreed to recommend that the Board approves the Capital	

ID	South Holland IDB: Chairman's Committee, Minute	Action
	Works Programme for 2021/22.	
<b>04/21</b>	<b>RECOMMENDATIONS TO THE BOARD MAINTENANCE PROGRAMME FOR 2021/22</b>	
<b>04/21/01</b>	The detailed Maintenance Works Estimate for 2021/22 as prepared by the Operations Manager, totalling £1,416,618 was considered in detail and approved. Arising therefrom:	
<b>04/21/02</b>	It was noted that the projected out-turn for 2020/21 would be c £50k-£100k over budget due to the increased pumping costs incurred following the recent heavy rainfall. RESOLVED that this be noted.	
<b>04/21/03</b>	The Catchment Engineer noted that the budget for slip repairs in 2020/21 was £240,000 and that this programme was now expected to take 6 years to complete, rather than the 3 years originally predicted, due to more slips occurring following the recent heavy rainfall. RESOLVED that this be noted.	
<b>04/21/04</b>	The Chairman requested that the Catchment Engineer prioritises the slip-repairs programme on the basis of flood-risk and operational need. RESOLVED that this be actioned.	<b>KV/ DM</b>
<b>04/21/05</b>	It was agreed to recommend that the Board approves the Maintenance Works Programme for 2021/22.	
<b>05/21</b>	<b>RECOMMENDATIONS TO THE BOARD ADMINISTRATION &amp; TECHNICAL SUPPORT COSTS FOR 2021/22</b>	
<b>05/21/01</b>	The Administration and Technical Support Costs Estimate for 2021/22 as recommended by the Consortium Management Committee on 10 December 2020 was considered in detail and approved. Arising therefrom:	
<b>05/21/02</b>	It was noted that the Consortium Management Committee were recommending an increase of 2.09% in net consortium charges for 2021/22.	
<b>05/21/03</b>	It was agreed to recommend to the Board that the Technical Support Consortium charge of £249,122 be included in the Board's Rate Estimates for 2021/22.	
<b>05/21/04</b>	It was agreed to recommend to the Board that the Administrative Consortium charge of £293,478 be included in the Board's Rate Estimates for 2021/22.	
<b>05/21/05</b>	It was agreed to recommend to the Board that the Consortium Income of £166,508 be included in the Board's Rate Estimates for 2021/22.	

ID	South Holland IDB: Chairman's Committee, Minute	Action										
06/21	<b>ANNUAL VALUES AS AT 31 DECEMBER 2020</b>											
06/21/01	The aggregated Annual Values as at 31 December 2020 used as the basis for raising and apportioning expenditure was considered in detail and approved. There were no matters arising.											
07/21	<b>RECOMMENDATIONS TO THE BOARD ESTIMATES AND RATE REQUIREMENT FOR 2021/22</b>											
07/21/01	The draft Annual Estimates and net Rate Requirement for 2021/22, totalling £3,572,429 was considered in detail and approved. Arising therefrom:											
07/21/02	The Chairman advised members that an increase of 3% had previously been discussed, however due to slippage in the capital programme as a result of Covid-19, an increase of 2% was now being proposed. RESOLVED that this be noted.											
07/21/03	It was unanimously agreed to recommend that the Board approves Option 3: an increase equating to 2% in the Rate for 2021/22:											
	Rate in the Pound: 13.423p											
	<table><tr><td>Occupiers' Drainage Rates</td><td>£1,117,505</td></tr><tr><td>South Holland District Council</td><td>£1,382,392</td></tr><tr><td>Boston Borough Council</td><td>£973</td></tr><tr><td>Utilisation of Reserves</td><td><u>£1,071,559</u></td></tr><tr><td></td><td>£3,572,429</td></tr></table>	Occupiers' Drainage Rates	£1,117,505	South Holland District Council	£1,382,392	Boston Borough Council	£973	Utilisation of Reserves	<u>£1,071,559</u>		£3,572,429	
Occupiers' Drainage Rates	£1,117,505											
South Holland District Council	£1,382,392											
Boston Borough Council	£973											
Utilisation of Reserves	<u>£1,071,559</u>											
	£3,572,429											
08/21	<b>5-YEAR INDICATIVE FORECAST: 2021/22 – 2025/26</b>											
08/21/01	The Indicative 5-Year Forecast (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:											
08/21/02	Sam Markillie noted that the cost of maintaining flood defences and land drainage was only going to increase in the future: due to diminishing Board reserves, if the 5-year capital programme were to be achieved, it would rely on securing significant grant funding and higher percentage increases in Rates and Levies.											
08/21/03	Julian Perowne enquired about an update to item 08/20/05 in the previous minutes. Peter Coupland reported that there had been little progress made to date due to Covid-19 with Lord Porter and SHDC working with national policy makers to take special levies out of the local referenda calculation. He apprised members that the Councils preferred route was now for government to fully reimburse the Councils for all special levies paid to IDBs one year in retrospect,											



ID	South Holland IDB: Chairman's Committee, Minute	Action
	<p>which is exactly what used to happen prior to the Revenue Support Grant being abolished. This money could then be reinvested into local communities.</p> <p><b>08/21/04</b> The Chairman and Chief Executive agreed to discuss a tactical plan on this matter that could then be raised on behalf of the Board with ADA. RESOLVED that this be actioned.</p> <p><b>09/21 ANY OTHER BUSINESS</b></p> <p><b>09/21/01</b> The Chairman thanked the Catchment Engineer for his report on the impact of the heavy rainfall over the Christmas period. The team were thanked for the significant work undertaken, especially out of hours and over the festive period. Sam Markillie asked if 'Out of hours' safety measures were in place for all staff and the Catchment Engineer confirmed that they were. It was RESOLVED and hereby noted to add this as an agenda item for consideration at the next Health and Safety Committee Meeting in October 2021.</p> <p><b>10/21 CONFIDENTIAL BUSINESS</b></p> <p><b>10/21/01</b> 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.</p>	<p></p> <p><b>DW/PC</b></p> <p></p> <p><b>KV</b></p>

**1. RATE REQUIREMENT**

	<b>ACTUAL 2019/20</b>	<b>ESTIMATE 2020/21</b>	<b>PROBABLE 2020/21</b>	<b>ESTIMATE 2021/22</b>	<b>PROPORTION 2021/22</b>
	£	£	£	£	%
<b><u>NEW WORKS AND IMPROVEMENT WORKS</u></b>					
Flood Risk Management Schemes	990,321	1,463,000	628,000	1,401,000	37.40%
Environmental Improvement Schemes	0	0	0	0	0.00%
	990,321	1,463,000	628,000	1,401,000	37.40%
<b><u>CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY</u></b>					
Annual Precept Payable to the Environment Agency	145,835	145,835	145,835	145,835	3.89%
	145,835	145,835	145,835	145,835	3.89%
<b><u>MAINTENANCE WORKS</u></b>					
Direct Works	1,390,425	1,375,358	1,475,346	1,416,618	37.82%
Net (Surplus)/Deficit on Absorption Accounts	51,247	0	0	0	0.00%
Consortium Charges - Technical Support Costs	159,636	205,100	225,310	249,122	6.65%
Biodiversity Actions/BAP	7,268	10,000	10,000	10,000	0.27%
Asset Refurbishment Provision	0	0	0	0	0.00%
	1,608,576	1,590,458	1,710,656	1,675,740	44.74%
<b><u>ADMINISTRATION AND OTHER EXPENSES</u></b>					
Consortium Charges - Administration Costs	264,903	259,620	272,459	293,478	7.83%
Office Refurbishment Depreciation	12,904	12,904	12,904	12,904	0.34%
Lincolnshire LGPS Deficit Recovery Payments	100,000	150,000	150,000	150,000	4.00%
Provision for Assessable Value Decreases, Bad and Doubtful Debts	983	5,000	5,000	52,910	1.41%
Provision for Settlement Discount at 2.5%	11,786	12,000	13,330	14,000	0.37%
	390,576	439,524	453,693	523,292	13.95%
<b>TOTAL EXPENDITURE</b>	<b>£3,135,308</b>	<b>£3,638,817</b>	<b>£2,938,184</b>	<b>£3,745,867</b>	<b>100.00%</b>
<b><u>LESS:</u></b>					
<b><u>GOVERNMENT GRANTS</u></b>					
Flood Risk Management Schemes	554,971	160,000	207,000	0	0.00%
Environmental Improvement Schemes	0	0	0	0	0.00%
	554,971	160,000	207,000	0	0.00%
<b><u>CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY</u></b>					
Highland Water Contributions	0	0	0	0	0.00%
<b><u>OTHER INCOME</u></b>					
Rents and Acknowledgements	682	680	680	680	0.02%
Development Contributions	138,927	0	0	0	0.00%
Investment Interest	28,698	21,000	16,117	5,250	0.14%
Consortium Income	35,783	95,233	131,486	166,508	4.45%
Other Income	19,232	0	39,382	0	0.00%
Profit/(Loss) on Disposal of Plant & Equipment	88,600	0	72,905	0	0.00%
Profit/(Loss) on Rechargeable Works	7,943	1,000	1,000	1,000	0.03%
	319,865	117,913	261,570	173,438	4.64%
<b>TOTAL INCOME</b>	<b>£874,836</b>	<b>£277,913</b>	<b>£468,570</b>	<b>£173,438</b>	<b>4.64%</b>
<b>NET REQUIREMENT</b>	<b>£2,260,472</b>	<b>£3,360,904</b>	<b>£2,469,614</b>	<b>£3,572,429</b>	<b>95.37%</b>
<b><u>FINANCED BY:-</u></b>					
<b><u>RATE INCOME LEVIED BY THE BOARD:</u></b>					
Occupiers Drainage Rates	1,008,687	1,049,067	1,049,067		
South Holland District Council	1,301,870	1,354,656	1,354,656		
Boston Borough Council	917	954	954		
	<b>£2,311,474</b>	<b>£2,404,677</b>	<b>£2,404,677</b>		
<b>LESS NET SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>51,002</b>	<b>(956,227)</b>	<b>(64,937)</b>		
<b>NET REQUIREMENT</b>	<b>£2,260,472</b>	<b>£3,360,904</b>	<b>£2,469,614</b>		
<b><u>GENERAL RESERVE</u></b>					
Balance brought forward at 1 April	278,355	531,034	531,034		
ADD: Net Surplus/(Deficit) for the year	51,002	(956,227)	(64,937)		
Movement on Reserves:					
Transfer from/(to) Capital Works Reserve	404,156	620,000	60,000		
Transfer from/(to) Development Reserve	-113,880	0	0		
Transfer from/(to) Plant Reserve	-88,600	383,000	61,000		
Transfer from/(to) Revaluation Reserve	0	0	0		
Transfer from/(to) Partnership Working & ICT Reserves	0	0	0		
Balance carried forward at 31 March	<b>531,034</b>	<b>£577,807</b>	<b>£587,097</b>		

On preparing the estimates for the financial year 2020/21 it was estimated that the General Reserve would amount to £494,276 as at 31 March 2020. The actual Reserve as at 31 March 2020 was £531,034 after making the planned transfers to/from the other Reserves as per the Capital Financing and Reserves Policy and it is estimated that this Surplus will be in the region of £587,097 as at 31 March 2021.

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD**  
**SECTION 37, LAND DRAINAGE ACT 1991**  
**2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2020**

The values at 31 December 2020 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

PROPERTIES	RATED AREA HA	VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	35,336.117	8,325,299	44.685	235.603
Other Land:-				
South Holland District Council	3,130.174	10,298,683	55.276	3,290.131
Boston Borough Council	2.199	7,246	0.039	3,295.230
<b>Totals</b>	<b>38,468.490</b>	<b>£18,631,228</b>	<b>100.000</b>	
Agricultural Land and/or Buildings	35,336.117	8,325,299	44.685	235.603
Billing Authorities	3,132.373	10,305,929	55.315	3,290.135
<b>Totals</b>	<b>38,468.490</b>	<b>£18,631,228</b>	<b>100.000</b>	

**SECTION 40, LAND DRAINAGE ACT 1991**  
**3. DRAINAGE RATES/SPECIAL LEVIES FOR 2021/2022**

The following table shows the rate/levies for last year and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate/levies requirement of 45.70%. Option 2 shows the planned rate increase of 3.00%, which equates to a 3.05% increase for SHDC - given any shift in their proportion of aggregate annual value arising from development during the course of the year. Option 3 shows an increase of 2.00%, which equates to a 2.05% increase for SHDC. Option 3 is recommended to part-fund the LGPS DRPs over the next 3 years and Members attention is drawn to the 5 year indicative forecast shown overleaf.

FINANCED BY:-	REQUIREMENT			
	2020-2021 ESTIMATED £	2021-2022 OPTION 1 £	2021-2022 OPTION 2 £	2021-2022 OPTION 3 £
Capital Works Reserve	620,000	0	707,000	707,000
Plant Reserve	383,000	0	382,000	382,000
Development Reserve	0	0	0	0
General Reserve	-46,773	0	-42,033	-17,441
Balances Reduction/(Increase)	956,227	0	1,046,967	1,071,559
<b>RATES/LEVIES:</b>				
Occupiers Drainage Rates	1,049,067	1,596,328	1,128,494	1,117,505
South Holland District Council (SHDC)	1,354,656	1,974,712	1,395,986	1,382,392
Boston Borough Council (BBC)	954	1,389	982	973
<b>NET REQUIREMENT</b>	<b>£3,360,904</b>	<b>£3,572,429</b>	<b>£3,572,429</b>	<b>£3,572,429</b>
Penny Rate in the Pound	13.160p	19.174p	13.555p	13.423p
<b>INCREASES/(DECREASES):</b>				
Drainage Rate Increase/(Decrease)	4.00%	45.70%	3.00%	2.00%
Special Levy for SHDC Increase/(Decrease)	4.05%	45.77%	3.05%	2.05%
Special Levy for BBC Increase/(Decrease)	4.03%	45.60%	2.94%	1.99%
<b>GENERAL RESERVE:</b>				
Probable Reserve at 31 March	£541,049	£587,097	£629,130	£604,538
Reserve expressed as a percentage of Net Requirement	16.10%	16.43%	17.61%	16.92%
<b>AVERAGE RATE PER ACRE:</b>				
Agricultural Land and/or Buildings	£12.02	£18.28	£12.92	£12.80
Billing Authorities	£175.22	£255.30	£180.48	£178.72
<b>RATE PER PERSON:</b>				
Agricultural Drainage Ratepayers	£749.33	£1,140.23	£806.07	£798.22
SHDC (population taken from 2001 Census)	£17.71	£25.81	£18.25	£18.07
BBC (population taken from 2005 Census)	£0.02	£0.02	£0.02	£0.02

The current headline rate of inflation (RPI) as indicated by the National Statistics Office for October 2020 is 1.3%.

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD**  
**4. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 1.3%)**

	<b>OPTION 3 REQUIREMENT...</b>				
<b>RATE REQUIREMENT</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
	£	£	£	£	£
New Works and Improvement Works	1,401,000	1,024,143	954,337	996,370	1,042,493
Contributions Payable to the Environment Agency	145,835	148,752	151,727	154,762	157,857
Maintenance Works	1,675,740	1,697,525	1,719,593	1,741,948	1,764,593
Administration and Other Expenses	523,292	530,095	586,986	594,617	602,347
Government Grants	0	0	-255,516	-155,926	-157,953
Contributions from the Environment Agency	0	0	0	0	0
Other Income	-173,438	-177,080	-180,799	-184,596	-188,473
<b>NET REQUIREMENT</b>	<b>£3,572,429</b>	<b>£3,223,435</b>	<b>£2,976,328</b>	<b>£3,147,175</b>	<b>£3,220,864</b>

**FINANCED BY:-**

Capital Works Reserve	707,000	100,000	100,000	100,000	100,000
Plant Reserve	382,000	450,000	244,000	0	0
Development Reserve	0	0	0	0	0
General Reserve	(17,441)	97,481	-72,368	261,247	251,282
Balances Reduction/(Increase)	1,071,559	647,481	271,632	361,247	351,282
<b>RATES/LEVIES:</b>					
Occupiers Drainage Rates	1,117,505	1,151,056	1,208,584	1,244,882	1,282,263
South Holland District Council (SHDC)	1,382,392	1,423,896	1,495,060	1,539,962	1,586,203
Boston Borough Council (BBC)	973	1,002	1,052	1,084	1,116
	<b>£3,572,429</b>	<b>£3,223,435</b>	<b>£2,976,328</b>	<b>£3,147,175</b>	<b>£3,220,864</b>

**INCREASES/(DECREASES):**

Penny Rate in the Pound	13.423p	13.826p	14.517p	14.953p	15.402p
Rate Increase/(Decrease)	2.00%	3.00%	5.00%	3.00%	3.00%

**GENERAL RESERVE:**

Probable Reserve	£604,538	£507,057	£579,425	£318,178	£66,896
Reserve expressed as a percentage of Net Requirement	16.92%	15.73%	19.47%	10.11%	2.08%

**AVERAGE RATE PER ACRE:**

Agricultural Land and/or Buildings	£12.80	£13.18	£13.84	£14.26	£14.69
Billing Authorities	£178.72	£184.09	£193.29	£199.10	£205.07

**RATE PER PERSON:**

Agricultural Drainage Ratepayers	£824.73	£849.49	£891.94	£918.73	£946.32
SHDC (population taken from 2001 Census)	£18.07	£18.61	£19.54	£20.13	£20.73
BBC (population taken from 2005 Census)	£0.02	£0.02	£0.02	£0.02	£0.02

**5. EARMARKED BALANCES AND RESERVES**

	<b>ACTUAL</b>	<b>ADEQUACY</b>	<b>PROJECTED</b>	<b>ESTIMATED</b>	<b>TREND</b>
	<b>31/03/2020</b>	<b>31/03/2020</b>	<b>31/03/2021</b>	<b>31/03/2022</b>	<b>2019/20-21/22</b>
	£	✓ x	£	£	Inc/Dec
<b>Earmarked Reserves</b>					
Capital Works Reserve	1,151,907	N/A	1,091,907	384,907	Decreasing
Grants Reserve	174,555	N/A	0	0	Decreasing
Development Reserve	799,493	x	799,493	799,493	Stable
Plant Reserve	1,634,288	x	1,573,288	1,191,288	Decreasing
General Reserve	531,034	✓	587,097	604,538	Stable
	<b>£4,291,277</b>	<b>ADEQUATE</b>	<b>£4,051,785</b>	<b>£2,980,226</b>	
<b>Other Reserves</b>					
Revaluation Reserve	414,713	N/A	399,041	383,369	Decreasing
Pensions Reserve	-5,219,000	x	-5,219,000	-5,219,000	Stable
	<b>-£4,804,287</b>	<b>INADEQUATE</b>	<b>-£4,819,959</b>	<b>-£4,835,631</b>	
<b>Total Reserves</b>	<b>-£513,009</b>	<b>INADEQUATE</b>	<b>-£768,173</b>	<b>-£1,855,404</b>	

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

**S Jeffrey**  
**Finance and Rating Manager**  
**12 January 2021**

# South Holland Internal Drainage Board

	Actual 2019/20	Projected Outturns 2020/21	Not Confirmed Estimated 2021/22
Capital Work (Net of Grant)	£435,350	£421,000	£1,401,000
Maintenance Work	£871,375	£886,253	£816,361
Operational Staff Costs (AGAR*)	£585,973	£589,093	£600,257
Technical Support	£177,415	£225,310	£249,122
BAP Costs	£7,268	£10,000	£10,000
EA Precept	£145,835	£145,835	£145,835
Administration Staff	£101,120	£125,128	£139,904
Establishment	£50,621	£53,687	£53,768
ICT	£40,472	£40,355	£41,063
Other Admin, Insurance and Finance	£73,316	£84,523	£138,557
LGPS Deficit Recovery	£100,000	£150,000	£150,000
<b>Total Costs</b>	<b>£2,588,745</b>	<b>£2,731,184</b>	<b>£3,745,867</b>
<b>Less Other Income</b>	<b>-£328,273</b>	<b>-£261,570</b>	<b>-£173,438</b>
<b>Net Income &amp; Expenditure to be Financed from Drainage Rates and Special Levies</b>	<b>£2,260,472</b>	<b>£2,469,614</b>	<b>£3,572,429</b>

\*Annual Governance & Accountability Return

This includes all direct costs of employment as defined by the Practitioner's Guide 2020. These direct costs are Salary, Overtime, Employer's Pension Contributions, Employer's NIC, Holiday Pay and Sick Pay.

## HEALTH AND SAFETY REPORT

### 1 NEAR MISSES

- 1.1 On the 23 November 2020 on Childersgate Drain a protective ducting pipe was broken on an electrical underground service running through the Board's watercourse when the flail operator was flailing the watercourse. Weston Power Distribution were notified and marker posts have now been erected to notify future operators that there is an underground service in the watercourse.

### 3 TRAINING

- 3.1 The following courses have taken place during the reporting period:

TRAINING COURSE	DATE ATTENDED	NUMBER OF EMPLOYEES ATTENDED
180 Degree Excavator	Oct 2020	2
Forward Tipping Dumper	Oct 2020	2
Mig Welding	Nov 2020	2
PA1 Pesticides Foundation	Nov 2020	2
Confined Space	Nov 2020	3
Tractor Driving	Nov 2020	2
Arm Mounted Flail Cutter	Nov 2020	2
Chainsaw Operations	Dec 2020	4

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

REFERENCE NUMBER	TOOL BOX TALK SUBJECT
G-0050	Lone Working
G-0051	Working Outdoors
G-0059	Working in Water
G-0007	Stacking of Materials
G-0013	Lifting and Placing Pipes
G-0040	Movement of Heavy Machinery and /or Unstable Loads
MH-0002	Lifting Rubbish
MH-0005	Lifting Concrete Blocks
MH-0006	Lifting Machinery Parts
COSHH-G13	Cement
G-0067	De-silting/ Mudding Operations
G-0068	Removing Silt/Debris by Mechanical Means
COSHH-G10	Oils and Greases
COSHH-G20	General Cleaning Materials
N/A	General Reminder of Covid 19 Rules
G-0006	Repairs and Maintenance of Sluices

G-0025	Cleaning Culverts by Hand
G-0026	Use of Chainsaw
MH-0001	Manual Handling
N/A	General Update on Covid 19 Rules

#### 4 **HEALTH AND SAFETY INSPECTIONS**

The following Health and Safety Inspections have been carried out in the reporting period:

<b>INSPECTION</b>	<b>REGULARITY</b>
Workshop Inspection	Quarterly
Portable Appliance Testing	12 Monthly
Emergency lighting	Monthly

DOMINIC MORRIS  
OPERATIONS MANAGER & HEALTH AND SAFETY SUPERVISOR



## OPERATIONS REPORT

### 1 MAINTENANCE WORKS

#### 1.1 FLAIL MOWING

The annual flailing programme is now complete, a total of 2,517km of flail cut having been undertaken during the cutting season.

Cutting unit	Start date (week ending)	Finish date (week ending)	Length of flail cut (km)	Cost (£/km)
Claas Arion tractor (7444), rear mounted Herder Rapier flail (7551), and front mounted Herder flail (7550)	17 Jul 2020	10 Jan 2021	1162.2	51.53
Claas Arion tractor (7443), rear mounted Herder Rapier flail (7548), and front mounted Herder flail (7549)	02 Aug 2020	29 Nov 2020	1,338.4	25.75
New Holland tractor (7440), Herder Grenadier and flail (7547)	18 Dec 2020	20 Dec 2020	16	104.5

#### 1.2 RODING BASKETS

The annual basket cutting programme is nearing completion with only approx. 1 km of cut still to complete. It is anticipated this will be finished by the end of February 2020.

Cutting unit	Start date (week ending)	Finish date (week ending)	Length of basket cut (km)	Cost (£/km)
Volvo medium reach excavator (7126) with 8.6m roding basket (7925)	09 Aug 2020	29 Nov 2020	162	252.94
Liebherr wheeled medium reach excavator (7124) with 4.2m roding basket (7923)	05 Jul 2020	20 Dec 2020	170	244.93
Volvo long reach excavator (7125) with 5.5m roding basket (7924)	26 Jun 2020	13 Dec 2020	125	520.06

Caterpillar medium reach excavator (7122) with 8.6m roding basket (7921)	26 Jul 2020	13 Dec 2020	155	321.51
Caterpillar medium reach excavator (7123) with 8.6m roding basket (7922)	26 Jul 2020	11 Oct 2020	68	249.58
New Holland tractor (7445) with Herder Grenadier medium reach (7445) and 4.2m roding basket (7198)	26 Jul 2019	10 Jan 2021	177	347.27

### 1.3 HAND RODING

Hand mowing is completed.

### 1.4 MARKER POSTS

All the remaining overhead and underground service marker posts from the stock purchase in 2019-2020 have now been installed, a 100no. in total. The Operations Team are proposing to purchase another 100no. in the next financial year.

### 1.5 CLEANSING/INSPECTING PIPELINES AND CULVERTS

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

LOCATION	REMARKS
1no. Salt Lake New Sea Bank Soke Dyke	Cleaned out by SHIDB
4no. Half Mile Dyke	Cleaned out by SHIDB
1no. Bulb Company	Cleaned out by SHIDB
4no. Parsons Drain	Cleaned out by SHIDB
1no. Torrington Drain	Cleaned out by SHIDB
1no. Fosdyke Marsh Main	Cleaned out by SHIDB
6no. Martin's Dyke	Cleaned out by SHIDB
3no. Watson's Drain	Cleaned out by SHIDB
1no. Moulton Mere	Cleaned out by SHIDB

1no. Woodgate Drain	Cleaned out by SHIDB
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## 1.6 BUSHING/TREE TRIMMING

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

<b>DRAIN</b>	<b>COMMENT</b>
Monmouth	1no. Medium tree
Hurn Bank Drain and Branch	1no. Large tree
Parsons Drain	Bushed 123m at the back of the houses
Main Drain	Bushed 453m upstream of the old sluice
Sutton Bridge Main	Bushed 120m near the outfall
Fleet Haven Drain	1no. Large tree at the back of the golf course
Battlefield	1no. Large tree and bushed 91metres along the two access strips
Whaplode River	Bushed 391m at Saracens Head along A17
Woodgate Drain	Bushed 57m next to Woodgate Lane
Holbeach River	Bushed 67m in front of the school
Foxes Lowe Drain	Bushed 64m along the strip near the yard
Sutton Bridge Main	Bushed 17m opposite Hospital Lane

## 1.7 RUBBISH CLEARANCE

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

<b>LOCATION</b>	<b>REMARKS</b>
Sparks Lane Drain (On the corner of Sparks Lane)	1no. Double bed and mattress with furniture
Kings Drain (Where Kings Drain goes back to Hogs Gate)	Car parts
Whale Drove Drain (Along Whale Drove)	15no. Car tyres
Dyke to Bull Dyke (Along roadside)	1no. Microwave and swimming pool
Little Holland (At the end of the drain)	1no. Fridge Freezer and kitchen cupboards
Whaplode and Moulton Marsh (Near layby off A17)	7no. Tyres and bedroom draws
Gotts Dyke (On Gotts roadway)	2no. Lorry tyres
Donningtons Drain (First culvert from pumping station)	6no. Car tyres

Little Holland (Near Saturday Bridge)	4no. Car tyres
Peartree Hill Drain (Opposite Fenland airstrip)	50 to 60 Black bin bags
Wheatmere (Near sluice)	Various scrap metal
Main Drain (Near old railway crossing)	Various scrap metal
Main Drain (Near Clarkes Bridge)	Various Wooden cabinets
Main Drain (Fleet Fen stone heap)	2no. Lorry tyres on rims
Sparks Lane Drain (where the drain leaves the road)	Household rubbish
Little Holland (Near Frogs Abbeygate Bridge)	Various Road signs and cones
Little Holland (Near Saturday Bridge)	2no. Car tyres and chair
Snaffers Lane (Halfway down the roadside)	1no. Lorry tyre
Cranesgate Drain (Along road side)	1no. Car tyre
Washway Road (Between houses and café)	1no. Lorry tyre
Main Drain (near bridge at Peartree PS)	1no. Flat screen TV
Hither Old Gate South (Along roadside)	1no. Fridge Freezer
Delgate Drain South (Along Delgate Bank)	6no. Black bags, two seater sofa and three seater sofa
Delgate Drain North (DS of Council Houses)	2no. Tyres, a sink and a road sign
Stonegate (Where Stonegate comes back to Eastgate)	Various black and green bags
Chase Drain (Along Blackburn Road)	5no. Car tyres
Main Drain (Between Donningtons PS and Shell Bridge)	1no. Fridge
Horsemoor Drove Drain (Halfway along Horsemoor Road)	1no. Tonne bag and bicycle
Gedney Enclosure Roadside (along roadside)	1no. Carpet, a pushchair, 2no. black bin bags and a plastic sheet
Main Drain (Next to Gotts PS)	5no. Car tyres
Main Drain (Near outfall of Dyers Gate Drain)	1no. Kids quad bike, a compost bin, and a plastic sheet
Coronation Channel Soke Dyke (Back of the car park on Severn Road)	1no. Shopping trolley, a fridge freezer, a lawnmower
Moulton River (Red Cow Drove)	1no. Double Mattress and Carpet
Sots Hole and Connection	25no. Black bags of rubbish
Main Drain	3no. Car tyres
Wheatmere	1no. Washing machine
Whaplode River	1no. Metal Sign and 2no. Car tyres

Blaze Gate and Branch	2no. Car tyres
Torrington West	2no. Car tyres
King Johns Drain	34no. Car tyres, 1no. Fridge, 1no. Washing Machine and a double mattress
Hazelwood Lane Drain	3no. Car tyres
Donningtons Drain	4no. Car tyres
Town Drain	Scrap Metal
Main Drain	1no. Empty ton bag
Little Holland	1no. Bag of polystyrene
Moulton River	4no. Black bags
Austendyke Drain West	1no. Black bag of polystyrene

## 1.8 CHANNEL REPROFILING WATERCOURSES

<b>LOCATION/DRAIN</b>	<b>LENGTH (M)</b>
Westmere Drain (From outfall to chainage 50m)	50
Bell Dyke	578
Parsons Dyke	1,118
Torringtons Drain West (From old railway to Albion Street)	185

## 1.9 MUDDING WATERCOURSES

The following watercourses have been mudded in this reporting period.

<b>LOCATION/DRAIN</b>	<b>LENGTH (M)</b>
Martins Dyke	2,280
Watsons Dyke	1,300
Woodgate Drain	460

## 2.0 VERMIN

Vermin activity is medium throughout the Board's area.

## 2 **PUMPING STATIONS**

### 2.1 ELECTRICITY

Due to the exceptionally wet end to the year and start of the new year, the electric costs for the pumping stations are predicted to exceed the annual average of £70,000 by more than £50,000. This will have an impact on the budget, especially if the wet weather continues through to the financial year end.

## 2.2 HOLBEACH BANK PUMP TWO

During the recent rainfall event in January 2021 pump two failed, the pump has been removed and is currently being inspected by the Board's specialist contractor. The pumps in Holbeach Bank pumping station were installed in 1992 and are currently 29 years old. Hopefully, the pump has no major problem's and will be re-installed without too many costs to the Board.

## 3 **SLIP REPAIRS**

<b>LOCATION/DRAIN</b>	<b>LENGTH (M)</b>
Austendyke West (Temporary repair)	10m
Battlefield	13m

Just as the operations team thought they were getting on top of the slip repairs after completing over 1600 linear metres during April 20 to July 20. An exceptionally wet end to the year, has yet again caused a vast amount of water to flow through the Board's watercourses, which has created even more slips than the previous year, within the Board's catchment area. The operation team will be prioritising these watercourses on a risk basis, as shown below.

<b>PRIORITY</b> <b>EVERY WATERCOURSE WILL BE ASSESSED ON THE SEVERITY</b>	<b>RISK/ SEVERITY</b>
<ul style="list-style-type: none"> <li>• High and Low watercourses with blocked channel</li> <li>• High and Low watercourses close to properties</li> <li>• High and Low watercourses close to roadways</li> </ul>	HIGH
<ul style="list-style-type: none"> <li>• High and Low close to gardens</li> <li>• High and Low with restricted flows</li> </ul>	MEDIUM
<ul style="list-style-type: none"> <li>• High and Low watercourse without restricted flows</li> </ul>	LOW

## **SLIPS TO BE COMPLETED FROM 2019-20**

<b>NO.</b>	<b>WATERCOURSE/DRAIN</b>	<b>LENGTH (M)</b>	<b>PRIORITY</b>
A04	Exeter Drain North	20m	Low
E31	Lamberts Connection	10m	Low
F45	Millars Lane and Turnpike Drain	30m	Medium
H38	Main Drain (Various)	100m	Low
I02	King John (Various)	120m	Medium
M05	Fleet Haven (Various)	200m	Low
P62	Old Peartree	80m	Medium
R13	Pig Lane Dyke	260m	Medium

**NEW SLIPS APPEARED IN 2020-21**

<b>NO.</b>	<b>WATERCOURSE/DRAIN</b>	<b>LENGTH (M)</b>	<b>PRIORITY</b>
B04	Austendyke Drain West (Roadside)	30m	High
B08	Bulb Company	10m	Medium
B17	Goys Dyke (Opposite garage)	10m	High
B24	Moulton Mere	30m	Medium
B30	Main Drain (Near Wisemans PS)	120m	High
B35	Wheatmere (Various)	250m	Medium
E32	Laws Dyke	20m	Low
F01	Austendyke Drain (Various)	100m	Low
F37	Holbeach New River (Various)	60m	High
F41	Kings Drain	10m	Medium
F48	Moulton Mere (Various)	250m	Medium
F49	Moulton River (Various)	100m	Medium
H13	Falls (Various)	100m	Medium
H16	Gowts Lane Drain East	20m	Medium
H38	Main Drain (Various)	200m	Medium
H44	Sutton Bridge Main Drain	20m	Medium
H50	Torringtons	40m	Medium
H53	Wisbech Road Drain	20m	High
I01	Allenbys Chase	10m	High
I04	Westmere Creek	60m	Medium
K16	Lutton Eau	30m	High
L01	Dawsmere (Various)	100m	High/ Medium
L04	Dawsmere Village (Various)	60m	Medium
M04	Fleet Haven (Various)	300m	Medium
M09	Middle Drain	40m	Medium
N03	Holbeach St Marks and Branch (Various)	200m	High/ Medium
O01	Andersons	30m	Medium
P21	Holbeach River (Various)	120m	High/ Medium
P41	Peartree (Various)	20m	Medium
T03	Roses Dyke Branch	30m	Low

As per the previous year, it has been noted that some of these slips have occurred where grips have been dug into the channel to drain the adjacent land. It is recommended again, that a reminder letter is enclosed with the annual rate demand this year to explain the situation regarding slip repairs, to manage the expectation of landowners, in how long it will take to repair some of these slips, and to advise against the digging of grips in to Board maintained watercourses because of the potential damage this can cause.

## **4 EMPLOYEES**

### **4.1 SICKNESS**

A total of 4no. working days have been lost in this reporting period due to illness up to the 21 January 2021.

## **5 STAFFING**

5.1 A Land Drainage Operative left the Operation Team in December 2020 to pursue a career with a local contractor. The Board would seek to replace the Land Drainage Operative by April 2021.

5.2 The Board's Mechanical & Electrical Engineer retired at the end of December 2020 and is now on a temporary contract for six months, for one day a week. The Operations Team has now set up an emergency call out agreement with two sub-contractors Paktronic's and Smiths Electrical Ltd to help cover any breakdowns/repairs or works that would have been previously done by the Board's Engineer. The Operations Manager is currently in talks with another electrical sub-contractor who has experience in the water industry who will help assist the Board when required.

## **6 RE-CHARGEABLE WORKS**

### **6.1 ENVIRONMENT AGENCY**

The Environment Agency have been invoiced by the Board for £640 + VAT for basket cutting part of the Coronation Channel Soke Dyke (eastern bank of Coronation Channel).

DOM MORRIS  
OPERATIONS MANAGER



# ENGINEERING REPORT

## 1 CAPITAL WORKS

### 1.1 FLEET HAVEN & WESTMERE PUMPING STATION REFURBISHMENTS

Discussions are due to recommence shortly with Barhale with regards to the civils elements of the refurbishments of these sites, which were postponed last year, and are now planned to be undertaken this summer. It is recommended that the delegated authority agreed at the last meeting for the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to authorise awarding of the contract between meetings be extended so as not to unnecessarily delay progress on the scheme.

### 1.2 DAWSMERE AND LORDS PUMPING STATION REFURBISHMENTS

The consultancy contract on these schemes has been awarded to Stantec, as agreed at the last Board meeting. The topographical survey, and steel thickness testing on the inlet and outlet sheet piles at Dawsmere are due to take place later this month.

### 1.3 HOLBEACH DRAINAGE STUDY

Two tenders were received for the Holbeach Drainage Study, the third tenderer declining to submit. These were opened in the presence of the Board's Chairman and the Chairman of the Plant and Development Committee on 26 November 2020.

The two tenderers have taken different approaches, one has priced to modify the existing modelling, while the other has priced for carrying out new models. The difference in cost is considerable.

Advice has been sought from the Environment Agency as to whether the additional cost of having new models produced will be cost/beneficial for the Board. It is recommended that delegated authority be given to the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to determine the outcome between meetings so that the work can commence at the earliest opportunity in the new financial year.

The Board have previously made the decision that this work will only proceed if it is grant aided. The Environment Agency should be releasing the information about grant availability, and which schemes will be considered for next financial year, in the next few weeks.

## **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 HIGH RUNOFF EVENT 23 DEC 2020**

A report covering the rainfall event of 23 December has been prepared and is available separately within the Board meeting pack.

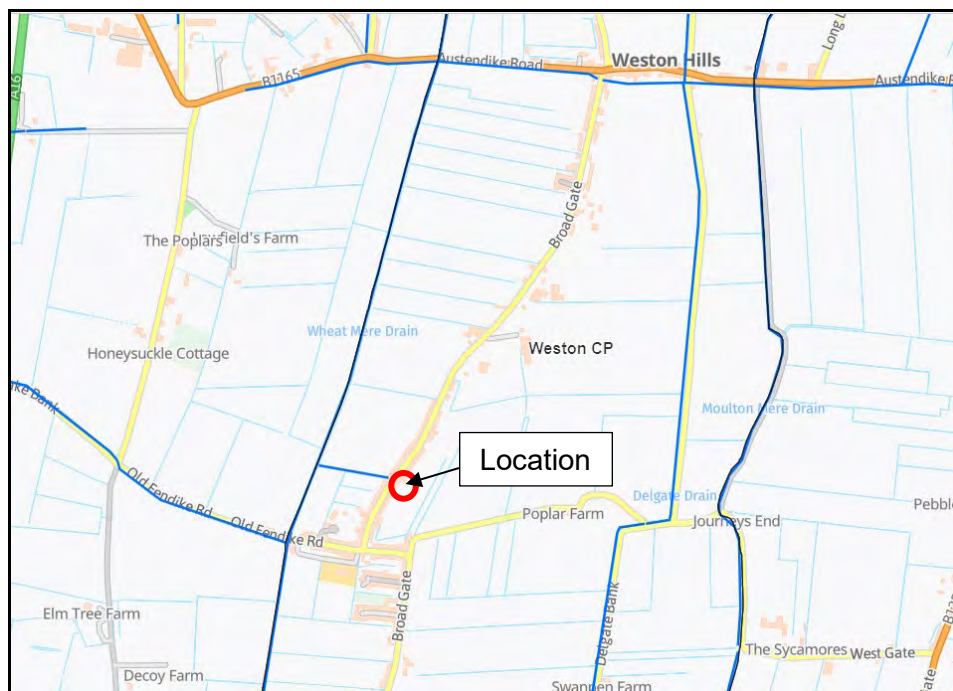
### **3.2 CONSTRUCTION OF HEADWALL AND INSPECTION OF NON-BOARD MAINTAINED PIPELINE, UPSTREAM OF B09 CHAPEL DYKE, WESTON HILLS**

An enquiry has been received from the owner of land to the east of Broadgate, Weston Hills, as to whether the Board would contribute towards the construction of a headwall to protect the end of the pipe at the location shown below. The pipe provides the discharge point for the private dyke which runs along the back boundary of the houses, which caters for the houses and the area of land to the east. The pipe, therefore, takes a reasonably large catchment and the end of it is set back in the bank and keeps getting covered over. This pipe then runs through the garden of a house, under Broadgate, and through to the upstream end of the Board maintained Chapel Dyke. The exact route of this pipe and the responsibility for maintenance is unknown. It is assumed that it is riparian responsibility through the garden, and possibly Highways responsibility under the road, although LCC Highways have been consulted and they do not have it on their records.

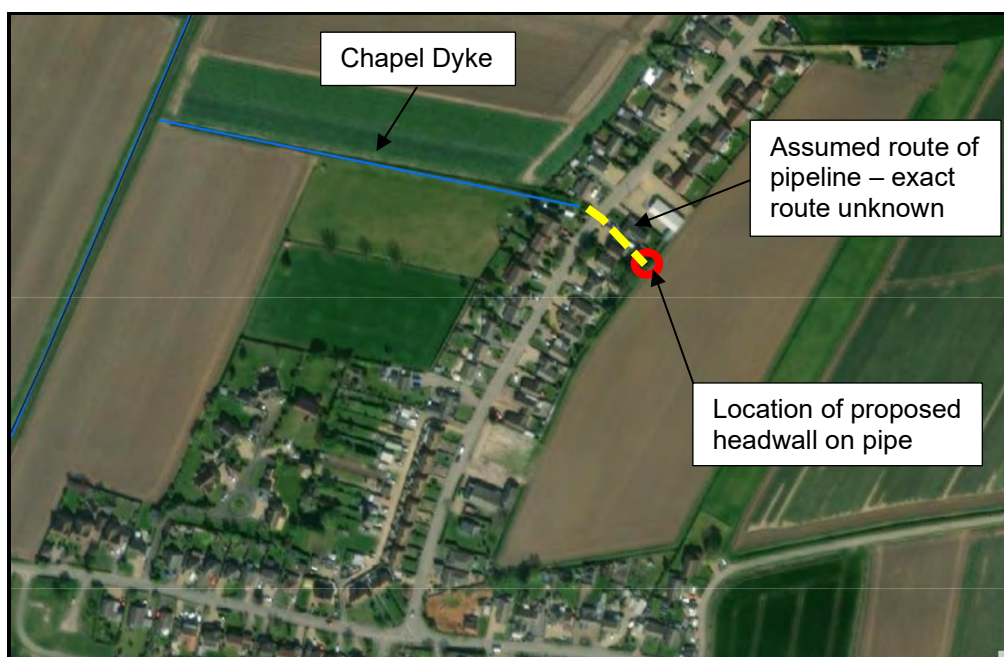
The Landowner has also asked if the Board could establish the condition of the pipeline to make sure it is in good order. This would require jetting and camera surveys to be carried out to establish the route of the pipe and its condition, which would be costly.

As the pipeline is not maintained by the Board, and appears to be running well, it not having caused any concerns during the recent wet period, it is suggested that the Board would not wish to carry out this investigation. It could however be carried out on a rechargeable basis if someone wished to foot the bill.

Likewise, with the construction of the headwall, as this pipe is not maintained by the Board, it is suggested that the Board would not wish to contribute, as doing so would set a precedent, but could offer to do the work on a rechargeable basis. Having looked at what would be needed to build a headwall in this location, the Operations Manager estimates that this could be achieved at a cost of approx. £500 + VAT.



**Location plan**



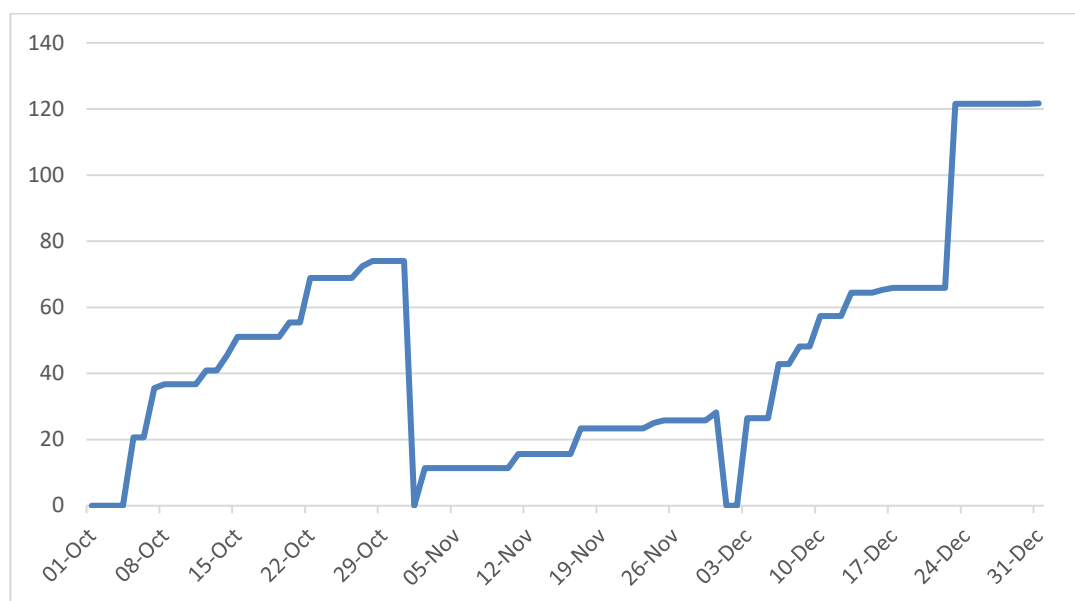
**Plan showing location of proposed headwall and assumed route of pipeline**

**RAINFALL**

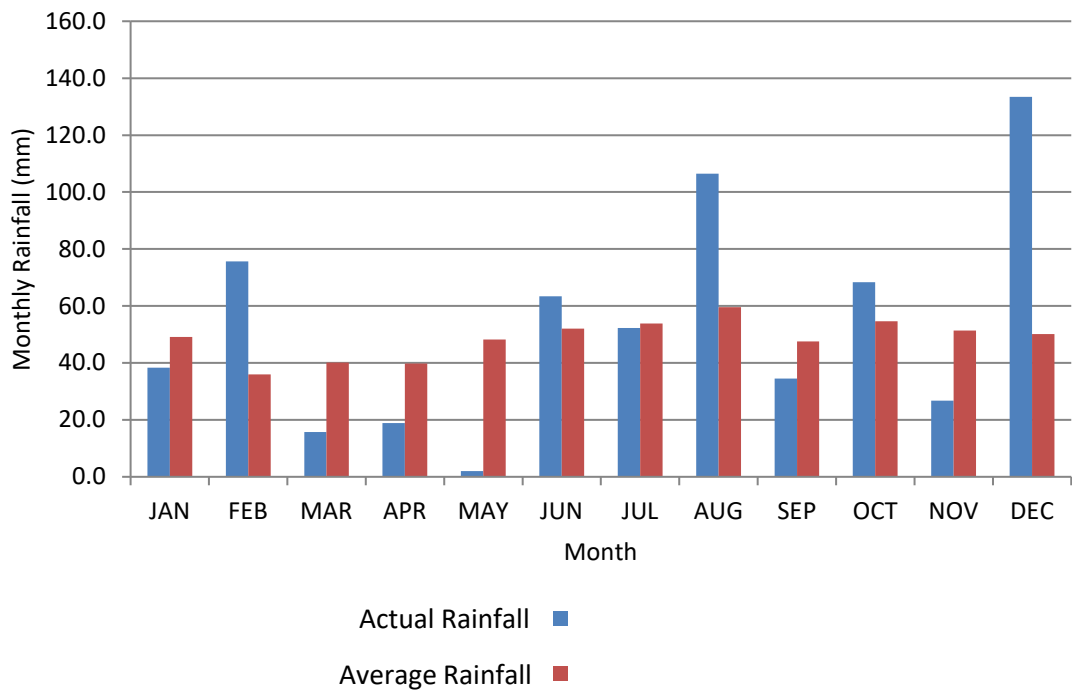
Rainfall statistics relating to stations in the Board's area for the months of October, November, and December are as follows: (recordings in mm)

LOCATION	OCTOBER		NOVEMBER		DECEMBER		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	68.3	54.6	26.7	51.4	133.4	50.1	61
Holbeach – Marsh Reeves	74.0	56.5	28.2	49.3	121.7	43.2	35

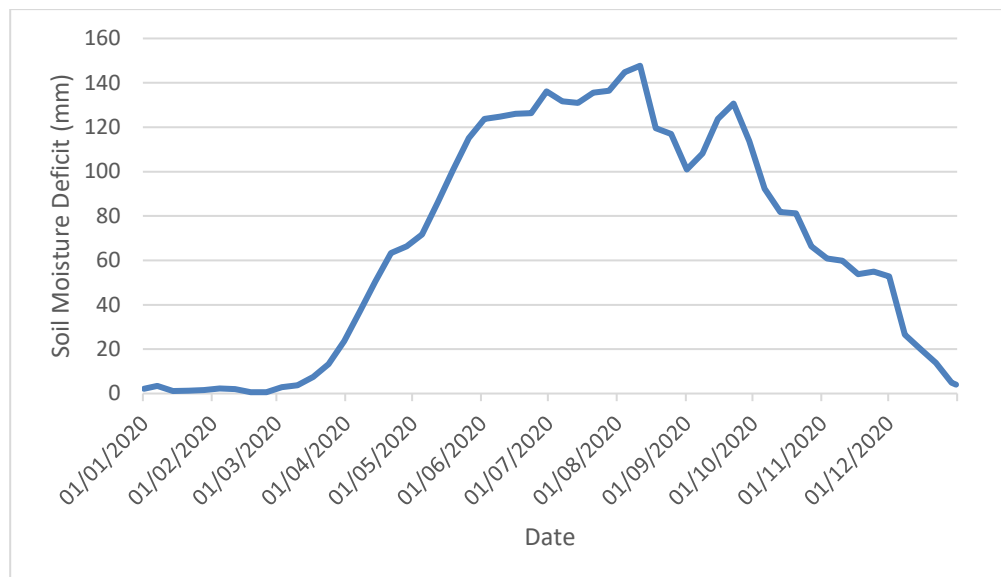
**CUMULATIVE MONTHLY RAINFALL READINGS (MM)  
MARSH REEVES, HOLBEACH – OCTOBER, NOVEMBER, AND  
DECEMBER 2020**



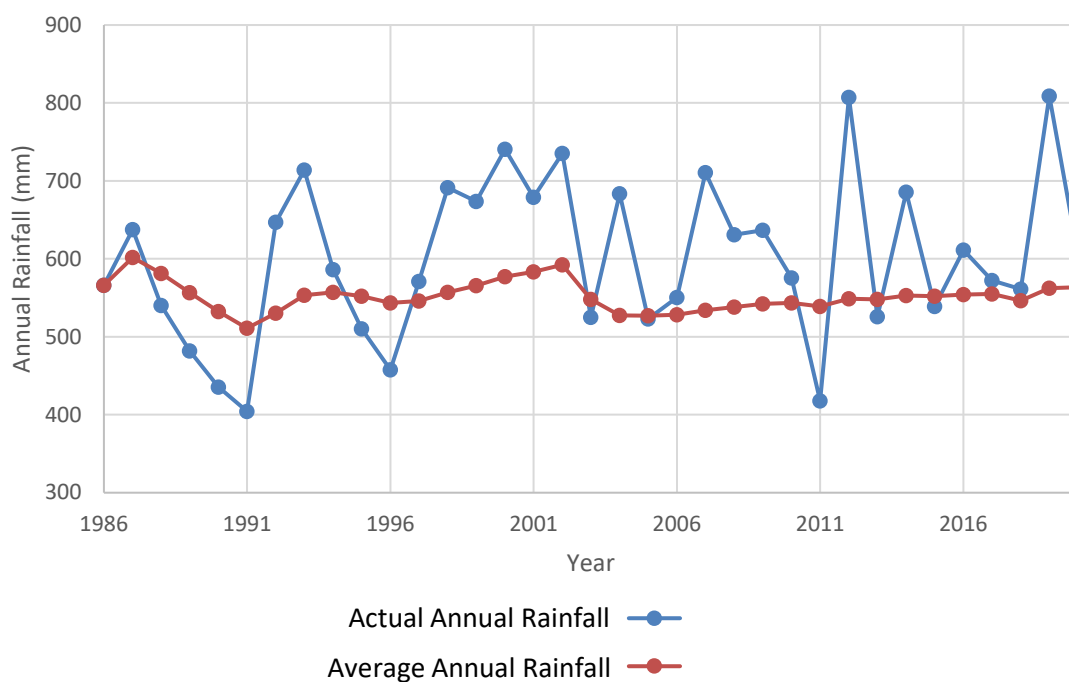
**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)  
NORFOLK HOUSE JANUARY - DECEMBER 2020**



**SOIL MOISTURE DEFICIT (MM)  
SOUTH HOLLAND IDB DISTRICT JANUARY – DECEMBER 2020**



**ACTUAL AND AVERAGE ANNUAL RAINFALL TOTALS (MM), MARSH REEVES,  
HOLBEACH, 1986 – 2020**



Year	Actual Annual Rainfall (mm)	Average Annual Rainfall (mm)	Year	Annual Rainfall (mm)	Average Annual Rainfall (mm)
1986	565.9	565.9	2004	683.6	527.4
1987	637.7	601.8	2005	523.1	527.2
1988	540.3	581.3	2006	550.6	528.3
1989	482.1	556.5	2007	710.5	534.0
1990	435.5	532.3	2008	631.0	538.3
1991	404.4	511.0	2009	636.9	542.4
1992	646.8	530.4	2010	575.6	543.7
1993	713.9	553.3	2011	418.0	538.9
1994	586.4	557.0	2012	807.0	548.8
1995	510.1	552.3	2013	526.0	548.0
1996	457.5	543.7	2014	685.7	552.8
1997	571.0	546.0	2015	539.1	552.3
1998	691.4	557.2	2016	611.2	554.2
1999	673.7	565.5	2017	572.2	554.8
2000	740.5	577.1	2018	561.2	546.5
2001	679.1	583.5	2019	809.0	562.4
2002	735.5	592.5	2020	605.0	563.7
2003	525.2	547.9			

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

# South Holland IDB - Report on Rainfall Event – 23 December 2020

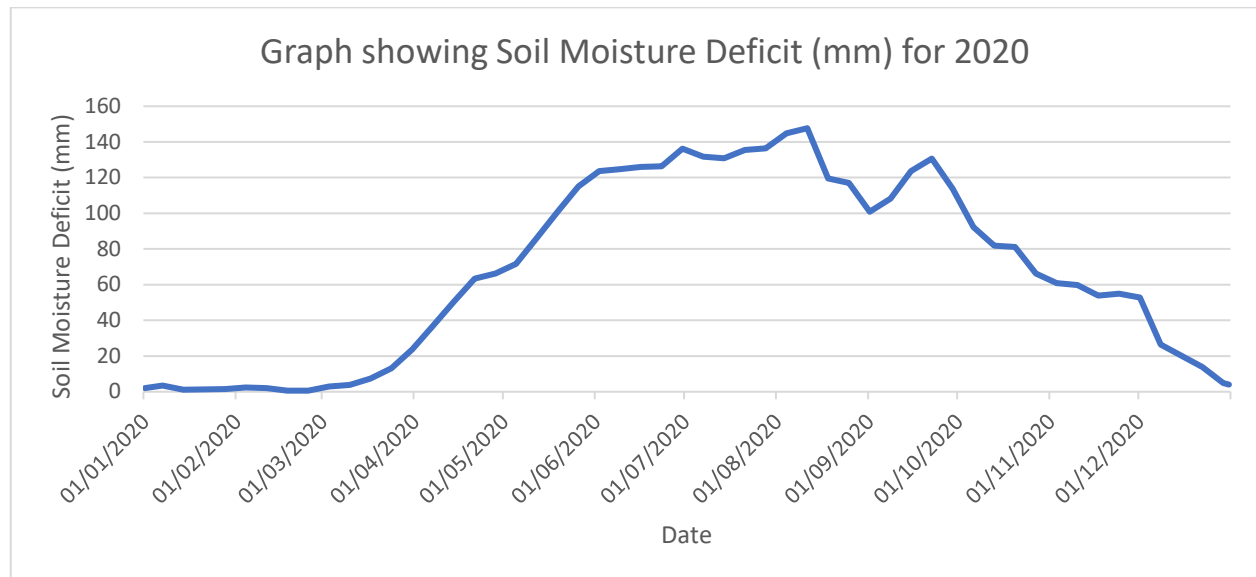
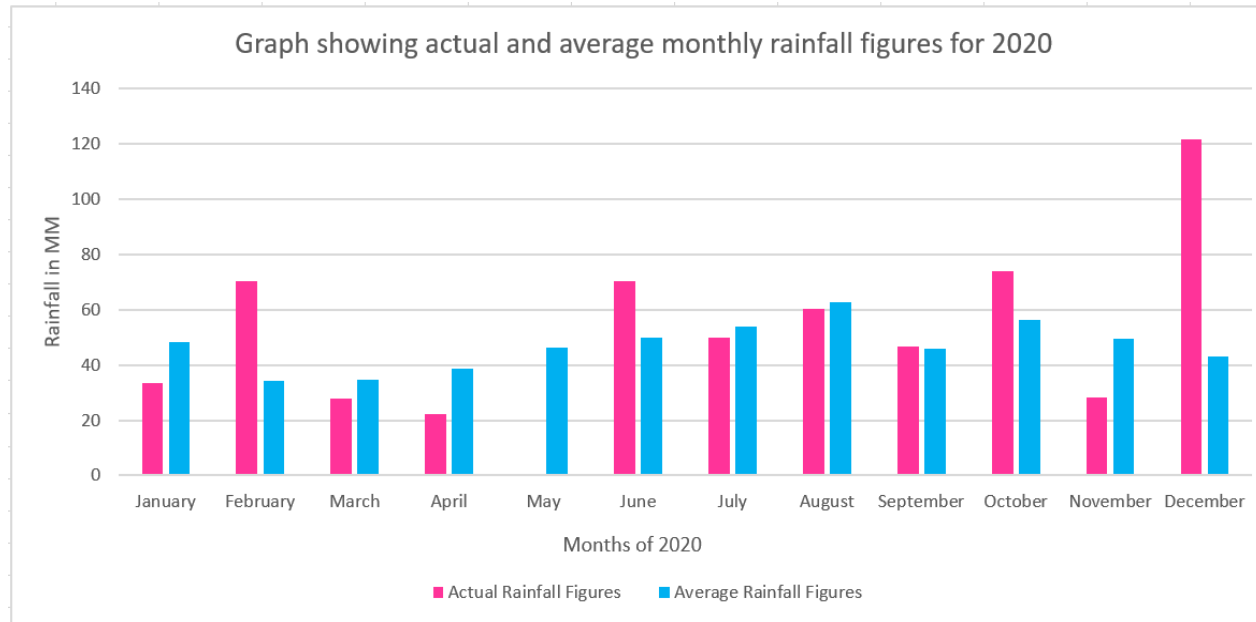
## 1.0 The rainfall event and the preceding conditions

On 23 December 2020, a weather front moved across the country resulting in widespread strong winds and heavy rainfall. In the South Holland District, the rainfall started mid to late morning and continued through to around midnight or the early hours of 24 December. The rainfall gauge at the Board's office at Marsh Reeves, Foxes Lowe Road, Holbeach, recorded 55.7mm of rain during this approximately 14 hour period.

Although this was a significant amount, it was not exceptional, far greater rainfall amounts have been experienced in the past. However, the effect on water levels across the area was rapid and pronounced, mainly due to the catchment already being fairly wet. 26.5mm of rainfall had been experienced less than three weeks earlier, some of which had fallen as snow, which had primed the catchment for rapid run-off from any further rainfall. The soil moisture deficit value for the South Holland area was 52.8mm at the beginning of December 2020, this reduced to 26.5mm following the rain/snow of 2<sup>nd</sup>/3<sup>rd</sup> December, and following the rainfall of 23 December this was further reduced to 4mm. A graph showing the variations in Soil Moisture Deficit throughout 2020 is shown below.

The total rainfall for December 2020 at Marsh Reeves was 121.7mm, 2.8 times the average. This followed periods of extremely dry weather earlier in the year, 0mm of rain being recorded at Marsh Reeves in May 2020. The actual and average monthly rainfall totals at Marsh Reeves for 2020 are shown in the graph below. It would appear that we are living in a time of extremes as far as weather is concerned, particularly as it was only as recently as 2019 that we saw the highest yearly rainfall total at Marsh Reeves in the 35 years of recording rainfall at the site, 809mm (31.9 inches). The annual 2020 rainfall total at Marsh Reeves was 605mm (23.8 inches).

In recent years the heavy rainfall events we have experienced have been summer time events, where the overriding limitation to flow is the vegetation growth in the watercourses. Such events often call for an emergency cut of the watercourse to allow the water to get to the discharge structures, whether they be pumping stations or gravity sluices, and as such the water reaches the discharge structures more slowly. The recent rainfall event, being a winter event where all of the drains were clear of vegetation, was different in so far as there was not the hold up of flow in the channels, and the surge of water hitting the discharge structures, quite quickly after the event itself, was very noticable. By midnight on 23 December all of the Board's pumping stations were running, and at most sites the water level was still rising. This was reminiscent of the Easter 1998 rainfall event, which was a similar type of event, occurring at a time of year when there was still little vegetation growth in the watercourses.





## **2.0 The Board's response to the rainfall event**

By 23 December, all of the Board's workforce had finished work for the Christmas break. However, 2 infield operatives per day were on standby if needed throughout this period. The Board's Catchment Engineer, Operations Manager, Foreman, and standby infield operatives were out and about at various sites overnight and during the day on Christmas Eve, Christmas Day, Boxing Day, and then intermittently throughout the rest of the Christmas break through to the 4 January 2021, attending to issues, running Sutton Bridge Sluice, etc., to ensure the water levels were returned to normal operating range as soon as possible.

By the early afternoon of 23 December the heavy rainfall was becoming a concern. 25.5mm of rain had been recorded at Marsh Reeves by 2.15pm. It was obvious from the Board's telemetry that the drainage system was starting to react quickly as more and more of the Board's pumps started to kick in on auto level settings throughout the afternoon and evening. The main priorities were keeping the water level in the gravity section of the South Holland Main Drain down to a level that prevented overtopping and flooding of the adjacent catchments, and ensuring the pumping stations and gravity sluices throughout the district kept working, as these were now bearing the brunt of the resulting surge of water. More details concerning these activities are given below.

### **2.1 South Holland Main Drain – gravity section from Sutton Bridge Sluice to Wisemans Pumping Station**

Getting Sutton Bridge Sluice open on the next available low tide was a priority, to allow discharge from the South Holland Main Drain in to the tidal River Nene, to control the water level in the Main Drain which can rise quickly with some 7 pumping stations pumping in to it. The water level in the Main Drain is kept around 0.00m ODN during the winter months, and this level is then raised during the summer to approximately 0.30m ODN, but water levels obviously fluctuate either side of these target levels during periods of flow and cycles of discharge.

The first opportunity to discharge from the Main Drain was the evening tide on 23 December. The tides during this period were neap tides, which are not particularly effective if a substantial discharge is required, and combined with the strong northerly wind at the time, which was blowing up the Nene and keeping the water level in the river higher than anticipated, the level in the tidal Nene, even at low tide, was barely low enough. The sluice was opened, but an extremely limited discharge was achieved which did not lower the level in the Main Drain in the slightest. This particular low tide was predicted to be -0.85m ODN, but in fact was only -0.02m ODN.

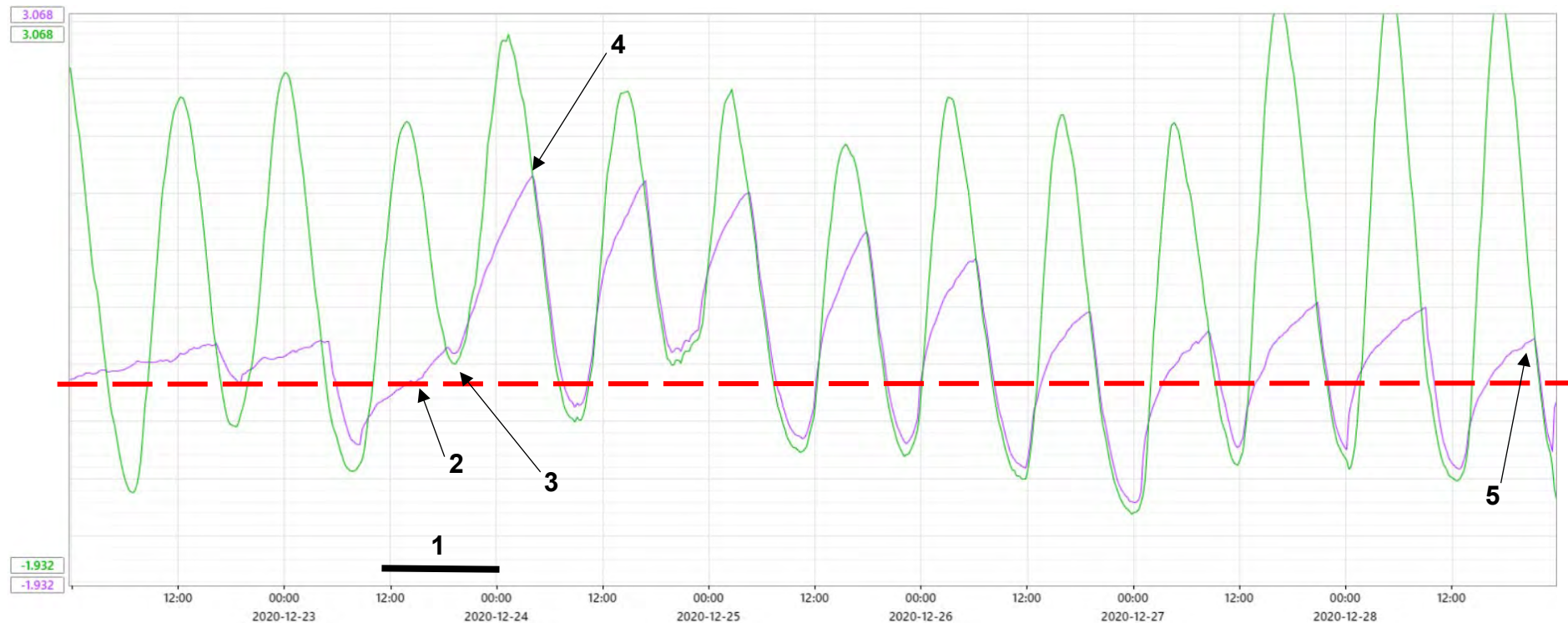
This incident demonstrates the dangers the Board faces of having a drainage system, that caters for half of the Board's district, which ultimately relies on a gravity discharge. It is therefore strongly recommended that the Board's future aim be to replace Sutton Bridge

Sluice with a pumping station, or pump/sluice combination, if gravity discharge is still feasible in the long term, depending on the state of climate change and sea level rise which will only make this situation worse.

Following the initial unsuccessful attempt at discharge on the evening of 23 December, the water level in the Main Drain rose rapidly, reaching a maximum of 1.66m ODN at the sluice, at 4am on 24 December, immediately before the sluice was opened again on the next low tide. The maximum water level at the upstream end of the gravity section, at Wisemans Pumping Station outfall, was 1.78m ODN at 5.20am on 24 December. This, in effect, was a rise in water level of 1.56m in only 9 hours at the downstream end of the South Holland Main Drain, and 1.96m in just under 17 hours at the upstream end. Such increases in water level, both in terms of magnitude and speed, are extreme indeed. At this point consideration was being given to turning some of the pumps off which were discharging in to the Main Drain, to prevent the Main Drain overtopping and flooding the adjacent catchments, which would have been a real possibility if the tide was such that a discharge was again not possible. Fortunately, this time, the low tide level on the morning of 24 December did allow some discharge as the strong winds that had been experienced the night before had dropped in the intervening period.

Going forward, the sluice was then opened to allow maximum achievable runs on every low tide, twice a day, day and night, right through the Christmas period until 29 December when it was reduced to one run per day. The water level remained critically high through 24 December and the morning of 25 December, but then began to steadily drop until it was back in normal operating range by 28 December.

A graph, taken from the Board's telemetry, showing the water level in the South Holland Main Drain at Sutton Bridge Sluice, and the water level in the tidal Nene downstream of the sluice is shown below.



**Key:** Tidal River Nene water level shown in green  
 South Holland Main Drain water level at the Sluice shown in purple  
 Dotted red line shows the average winter water level in South Holland Main Drain, 0.00m ODN

**Notes:**

1. The duration of the rainfall event was approx late morning on 23 December 2020 to the early hours of 24 December 2020.
2. At 3pm on 23 December, the water level in the South Holland Main Drain started to rise rapidly as it reacted to the rainfall event.
3. Due to the strong northerly wind, and the neap tide, the water level in the tidal River Nene did not drop low enough on the 7pm low tide on 23 December for any effective discharge. The sluice was opened, but had little to no effect on the level in the South Holland Main Drain.
4. The water level in the South Holland Main Drain at the sluice peaked at 1.66m ODN at 4am on 24 December, immediately prior to the sluice being opened for the first successful discharge following the rainfall event. The sluice was then run hard twice a day, on every low tide, day and night for the following 5 days until 29 December, when this was reduced to a single discharge per day as the flow continued to subside.
5. By 28 December the water level in the South Holland Main Drain was back within the normal operating range.

The photographs below show a comparison of the normal operating water levels in the South Holland Main Drain, and those observed following the 23 December rainfall event:



**Little Holland Pumping Station outfall in to South Holland Main Drain.  
Normal operating level (left),  
during event – approx 100mm below peak level, at 6.00pm on 24 Dec 2020 (right)**





**Wisemans Pumping Station outfall - South Holland Main Drain.  
Normal operating level (left),  
during event – approx 100mm below peak level at 6.30pm on 24 Dec 2020 (right)**

## 2.2 Pumping Stations

By midnight on 23 December all of the Board's pumping stations were running (with the exception of Long Sutton Pit Pumping Station, a small pumping station which only controls the water level in the Common Pit at Long Sutton). At these pumping stations, all of the pumps were running with the exception of Lawyers Pumping Station and Lords Pumping Station where the second pump did not start until 2.10am and 3.50am on 24 December respectively, (the third pump at Lawyers was not called upon during the entire event). Despite the number of pumps running, at most sites the sheer volume of water was soon beating the pumps and there was a period of time when water levels continued to rise until the surge flow began to subside and the water levels began to reduce. Some catchments were more affected by this than others but in all cases water levels were back down to a comfortable level by 26 December, and in most cases back down to normal operating levels by 28 December.

The table below shows an estimate (based on pump cumec rating and pump hours run) of the volume of water pumped by the Board's pumping stations for the 3 week period from 21 December 2020 to 11 January 2021, a total of 13.2 million cubic metres, or 13.2 thousand million litres.

<b>Pumping Station</b>	<b>Volume of water pumped (m3)</b>	<b>Volume of water pumped (litres)</b>
Fleet Haven	1,089,792	1,089,792,000
Dawsmere	559,872	559,872,000
Lords	541,872	541,872,000
Fleet Fen	1,395,360	1,395,360,000
Clay Lake	100,980	100,980,000
Wisemans	2,026,080	2,026,080,000
Peartree Hill	478,080	478,080,000
Donningtons	316,800	316,800,000
Little Holland	3,844,800	3,844,800,000
Sutton St James	133,056	133,056,000
Manor Farm	181,440	181,440,000
Westmere	25,272	25,272,000
Holbeach Bank	443,520	443,520,000
Gotts	224,640	224,640,000
Roses	210,672	210,672,000
Lawyers	1,592,640	1,592,640,000
Long Sutton Pit	810	810,000
<b>Total</b>	<b>13,165,686</b>	<b>13,165,686,000</b>

Those sites where particular issues were encountered are dealt with individually below, otherwise they are included in Section 2.2.5. Water level trends from the Board's telemetry system have been used to illustrate the conditions at each pumping station.

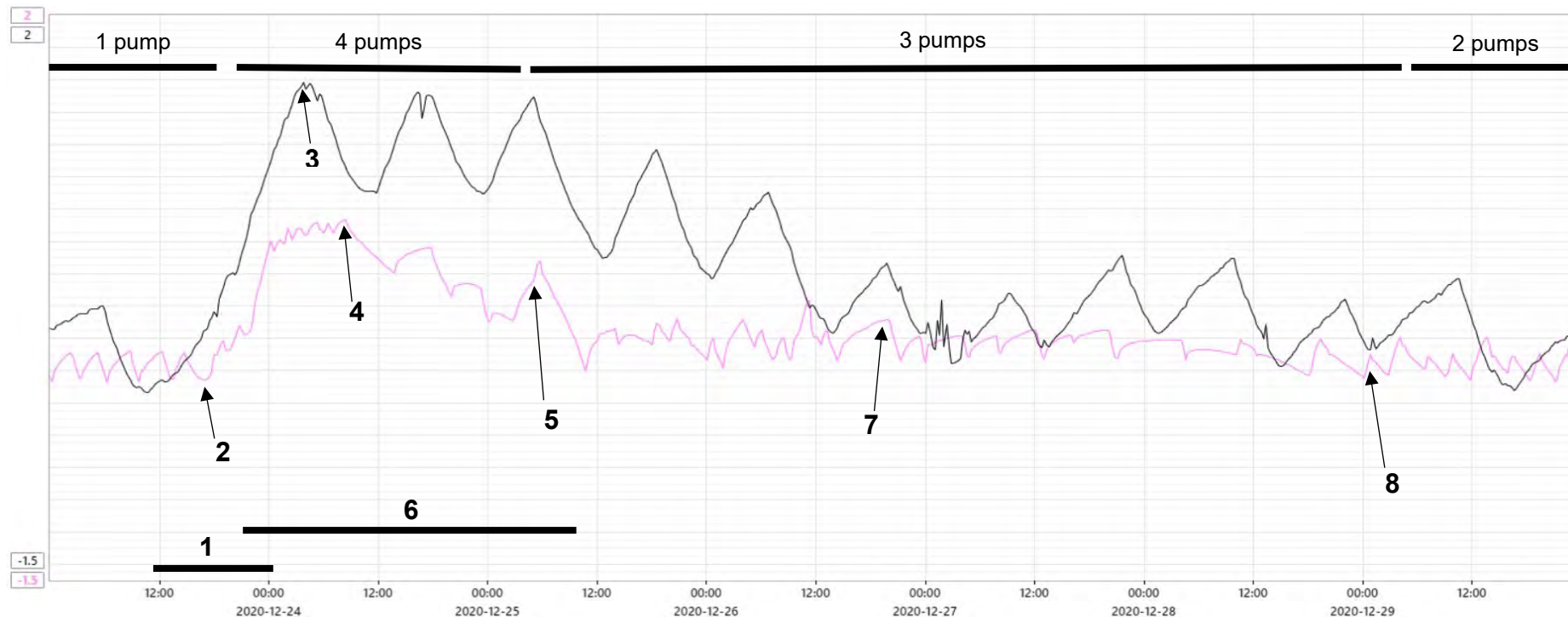
### **2.2.1 Little Holland Pumping Station**

Although during the night of 23/24 December the water level was beating all four pumps, it was not long before the level flattened off and then started to reduce, before reaching normal operational range again on 29 December. This, however, was very much by manual intervention as the pumps repeatedly tripped out a total of 19 times between 10.15pm on 23 December and 11am on 25 December. These trips required a manual reset, therefore operatives were called in during this period to keep the pumps going at this site, and Wisemans Pumping Station which was having similar issues.

It can be seen from the water level trend below that the period in which these trips were occurring coincided with the highest levels in the outfall. The trip facility is built in to the pumps to protect them from serious damage. It is suspected that the issue was caused by the pumps running at prolonged periods of either high current or temperature, or both. Further investigation will be undertaken with the pump and switchgear manufacturers to establish the cause of this problem and what is needed to rectify it for the future.

Another problem experienced at this site was that the three phase power supply to Pump 2 lost two of its phases on 25 December, making the pump inoperable. This has since been fixed post rainfall event.

A third issue was that the discharge flap door for Pumps 3 and 4 was found to be hanging off on 26 December, the securing bolts on one hinge having been sheared off by the force of water. Workshops personnel were called out immediately to undertake a repair which was completed by early afternoon. However, it is recommended that this repair is only considered temporary as there was some damage to the door.



**Key:** South Holland Main Drain water level at Little Holland Pumping Station outfall shown in dark blue  
 Water level in Little Holland Drain at pumping station intake shown in pink

**Notes:**

1. The duration of the rainfall event was approx late morning on 23 December 2020 to the early hours of 24 December 2020.
2. Although one pump was already running, at 5pm on 23 December, the water level in the Little Holland Drain started to rise rapidly as it reacted to the rainfall event.
3. The water level in the South Holland Main Drain at Little Holland outfall peaked at 1.58m ODN at 3.50am on 24 December.
4. The water level at the Little Holland Pumping Station intake peaked at 0.73m ODN at 8.15am on 24 December.
5. Two phases on the power supply to pump 2 failed making it inoperable.
6. Period in which Pumps 1, 3 and 4 intermittently tripped out on overload and had to be manually reset (19 trips in total)
7. The outfall flap for Pumps 3 and 4 was seen to have come adrift, the securing bolts on one hinge having sheared. Workshop personnel were called out and the flap repaired.
8. By 29 December the water level in the Little Holland Drain had returned to within normal operational limits.

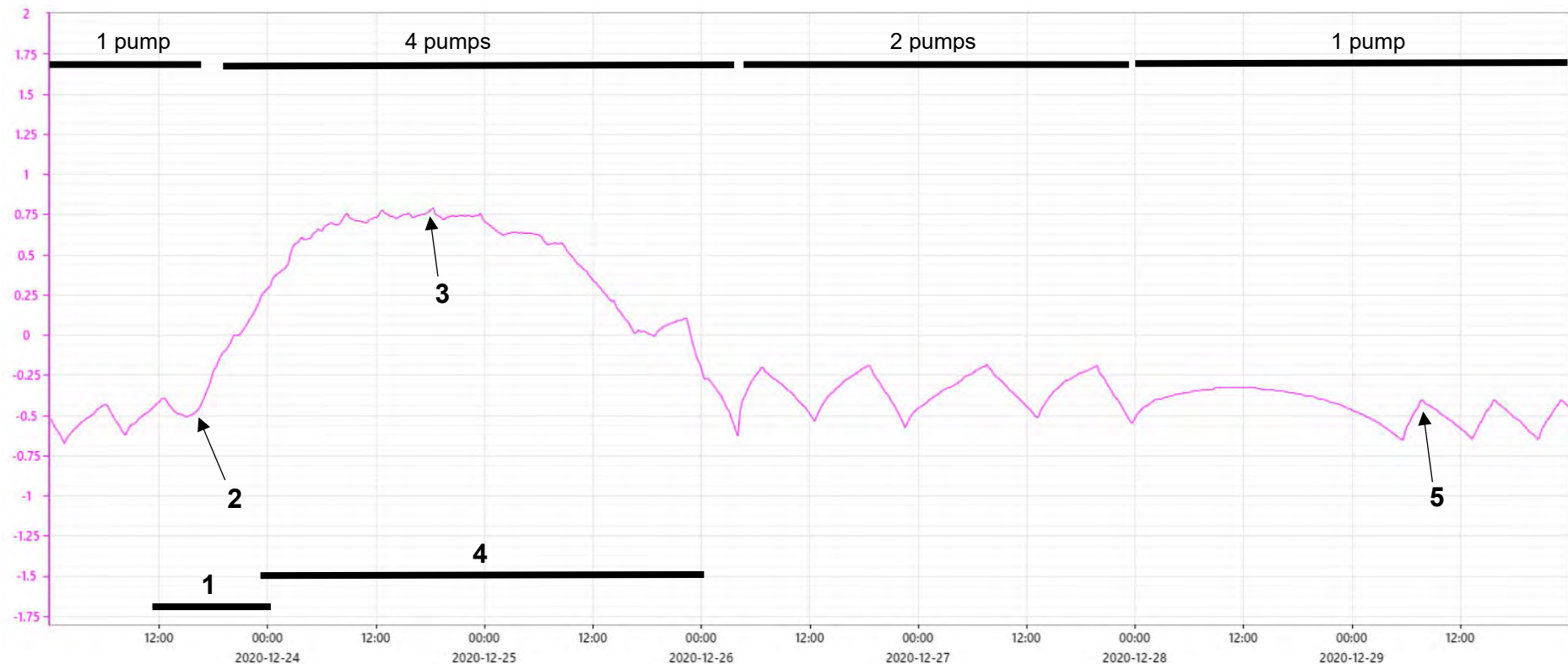


### **2.2.2 Wisemans Pumping Station**

Although during the night of 23/24 December the water level was beating all four pumps, it was not long before the level flattened off and then started to reduce, before reaching normal operational range again on 29 December, see the water level trend below.

In a similar way to Little Holland Pumping Station, see Section 2.2.1, the pumps at Wisemans Pumping Station suffered repeated trips, 22 in total. These occurred between 11.30pm on 23 December and 5.50am on 26 December and required manual resetting. As at Little Holland Pumping Station, these coincided with the period of highest water level on the discharge side of the station.

The recommendation for this site is therefore the same as for Little Holland Pumping Station in that further investigation is undertaken with the pump and switchgear manufacturers to establish the cause of this problem and what is needed to rectify it for the future.



**Key:** Water level at Wisemans Pumping Station intake shown in pink

**Notes:**

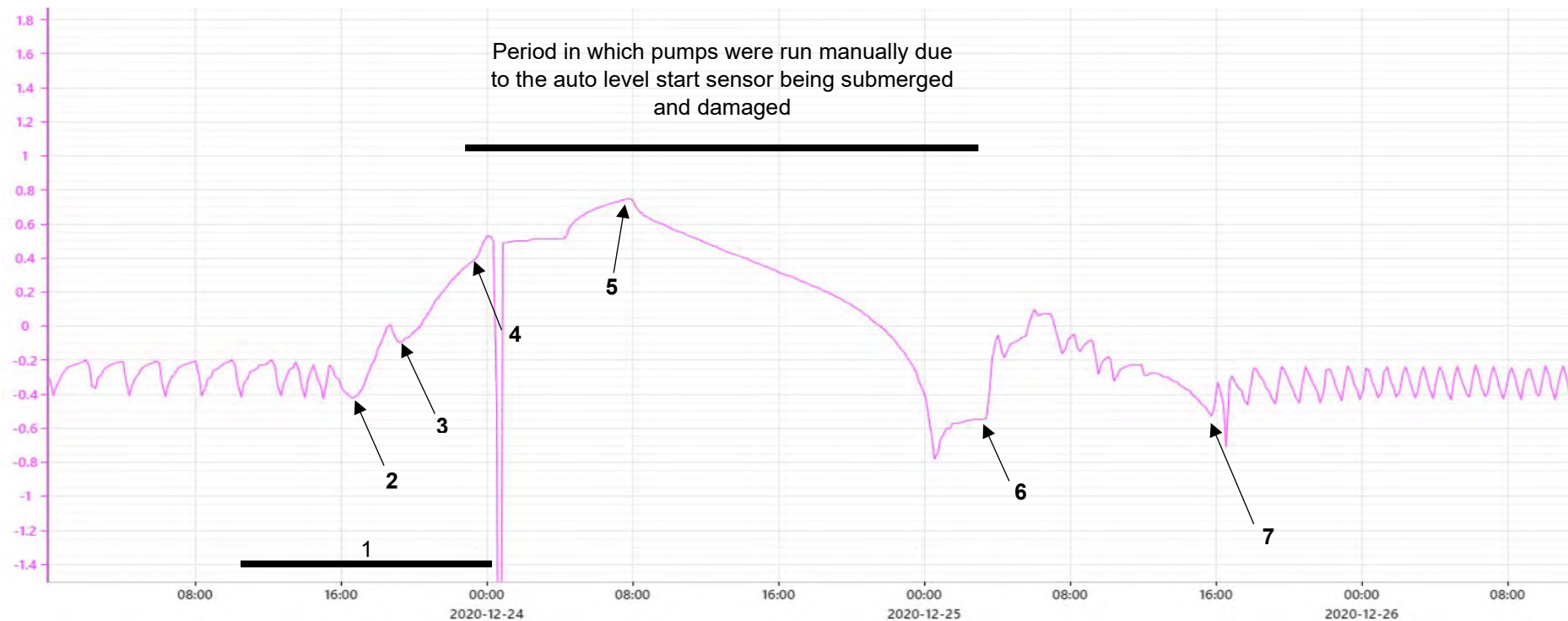
1. The duration of the rainfall event was approx late morning on 23 December 2020 to the early hours of 24 December 2020.
2. Although one pump was already running, at 3.50pm on 23 December, the water level in Wisemans Drain started to rise rapidly as it reacted to the rainfall event.
3. The water level at Wisemans Pumping Station intake peaked at 0.79m ODN at 6.20pm on 24 December.
4. Period in which Pumps 2, 3 and 4 intermittently tripped out on overload and had to be manually reset (22 trips in total)
5. By 29 December the water level in the South Holland Main Drain at Wisemans Pumping Station intake had returned to within normal operational limits.

### **2.2.3 Peartree Hill Pumping Station**

By late evening on 23 December both pumps were being beaten at this site, and the water level continued to rise to the point where the sump level ultrasonic sensor, which controls the auto stop/start of the pumps, became submerged and inoperable. From this point the pumps had to be controlled manually and the waterlevel was brought back down by the early hours of 25 December. A temporary fix allowing the pumps to go back on to auto control was carried out at 3.30am on 25 December, and this was followed up with a permanent fix, by replacing the ultrasonic unit, at 4pm on 25 December, at which point normal auto control was resumed.

It is however recommended that the positioning of the ultrasonic head is raised to prevent such a re-occurrence in the future, but this will require some fabrication and re-wiring to be undertaken.

The water level trend for this site is shown below.



**Key:** Peartree Hill Drain water level at pumping station intake shown in purple

**Notes:**

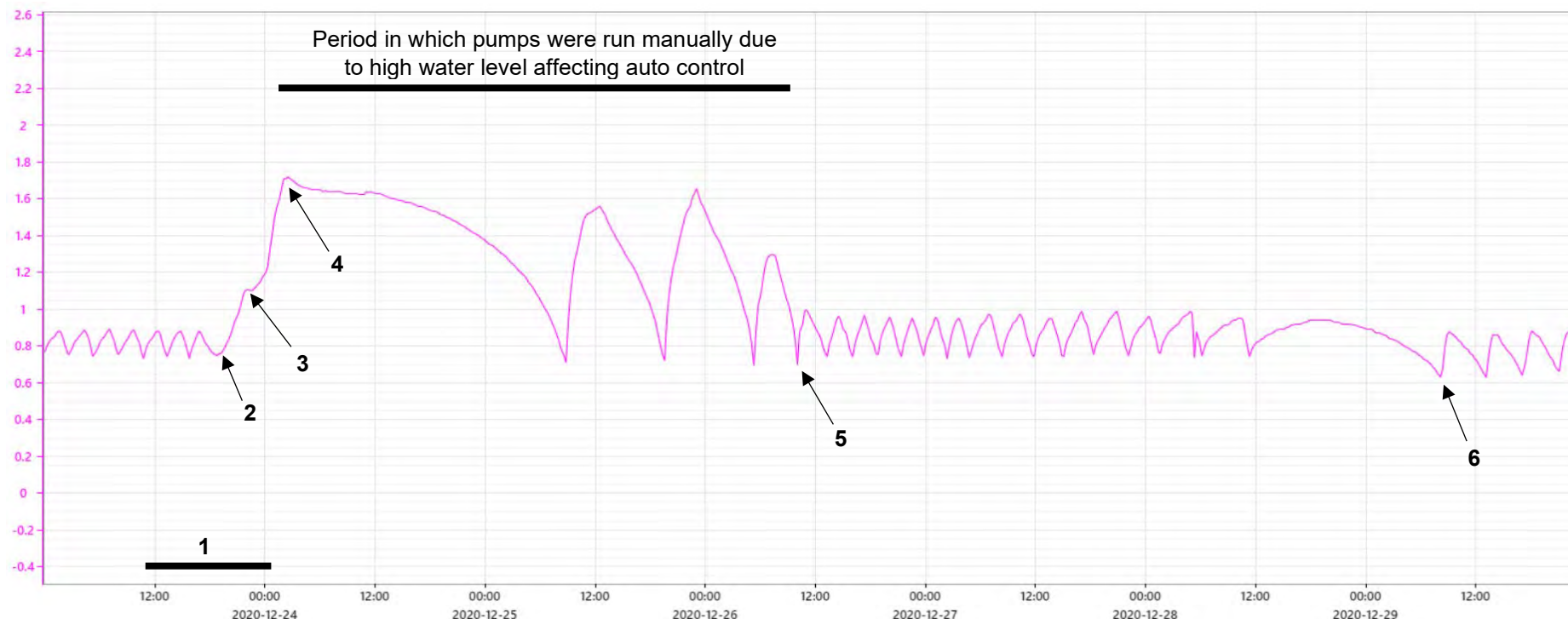
1. The duration of the rainfall event was approx late morning on 23 December 2020 to the early hours of 24 December 2020.
2. At 4.50pm on 23 December, the water level in Peartree Hill Drain started to rise rapidly as it reacted to the rainfall event. One pump was already running at this time but the water level continued to rise until the second pump started at 6.30pm on 23 December.
3. Although with the assistance of the second pump the water level started to go down, by 7.15pm on 23 December the water was beating both pumps and the water level started to rise again.
4. The water level continued to rise to the point where the pump ultrasonic control level sensor in the sump was submerged and pump auto level control was lost. From this point the pumps were run manually.
5. The water level in Peartree Hill Drain at the pumping station intake peaked at 0.75m ODN at 7.50am on 24 December.
6. A temporary fix was undertaken at 3.30am on 25 December to allow pumping to resume on auto.
7. A permanent fix was undertaken at 4pm on 25 December when the sump ultrasonic that had been submerged and damaged was replaced. At this time the water level in Peartree Hill Drain had returned to within normal operational limits.

#### **2.2.4 Fleet Haven Pumping Station**

By late evening on 23 December both pumps were being beaten at this site, and the water level continued to rise to the point where the auto start/stop facility was compromised. From this point the pumps had to be controlled manually and the water level was brought back down by 10am on 26 December, at which time auto control was re-established.

It is recommended that the positioning of the ultrasonic head is raised to give more clearance from high water levels in the future. This will require some fabrication and re-wiring to be undertaken which will be incorporated in to the civils refurbishment at this site which is due to be undertaken later this year.

The water level trend for this site is shown below.



**Key:** Fleet Haven Drain water level at pumping station intake shown in pink

**Notes:**

1. The duration of the rainfall event was approx late morning on 23 December 2020 to the early hours of 24 December 2020.
2. At 7.10pm on 23 December, the water level in Fleet Haven Drain started to rise rapidly as it reacted to the rainfall event. One pump was already running at this time but the water level continued to rise until the second pump started at 9.50pm on 23 December.
3. Although with the assistance of the second pump the water level started to go down, the water was soon beating both pumps and the water level started to rise again.
4. The water level continued to rise to the point where the auto control was affected and the pumps were ran manually. The water level in Fleet Haven Drain at the pumping station intake peaked at 1.72m ODN at 2.25am on 24 December.
5. By 10am on 26 December the water level was back down to a comfortable level and auto control was re-established.
6. By 29 December the water level in Fleet Haven Drain had returned to within normal operational limits.

### 2.2.5 General

Conditions at the remainder of the pumping stations varied from station to station, but all performed well. Most were beaten initially by the flow of water but all eventually coped with the flow with little issue. A summary table is shown below.

Station	Impact	Water level peak	Normal operating range re-established
Dawsmere	Both pumps were beaten by the water evening of 23 December	12.30pm 24 December	9.50pm 27 December
Lords	Level did not go above Pump 2 start level as gravity discharge at low tide is also available on site	3.50am 24 December	10.30am 25 December
Fleet Fen	Both pumps were beaten by the water evening of 23 December	8.45am 24 December	4.50am 26 December
Clay Lake	Level did not go above Pump 2 start level	5.10am 24 December	10pm 25 December
Donningtons	Both pumps were beaten by the water evening of 23 December	7.00am 24 December	8.30pm 25 December
Sutton St James	Both pumps were beaten by the water evening of 23 December	2.00am 24 December	9.50pm 24 December
Manor Farm	Pump was beaten by the water evening of 23 December	8.20am 24 December	4pm 24 December
Westmere	Pump was beaten by the water evening of 23 December, but not significantly due to availability of gravity discharge at low tide at this site	4.30pm 25 December	12.30am 26 December
Holbeach Bank	Level did not go above Pump 2 start level	6.15am 25 December	6.20pm 25 December
Gotts	Pump was beaten by the water evening of 23 December	8.10am 24 December	7.30am 25 December
Roses	Pump was beaten by the water evening of 23 December	6.20am 24 December	10.00am 26 December
Lawyers	2 pumps were beaten by the water night of 23/24 December but water level did not reach high enough to trigger Pump 3	10.30am 24 December	11.30am 28 December

### **Dawsmere Pumping Station**

- At 6.45pm on 23 December, the water level in Dawsmere Drain started to rise rapidly as it reacted to the rainfall event. One pump was already running at this time but the water level continued to rise.
- The second pump started at 9pm on 23 December. Although with the assistance of the second pump the water level started to go down, the water was soon beating both pumps and the water level started to rise again.
- The water level in Dawsmere Drain at the pumping station intake peaked at 1.36m ODN at 12.30pm on 24 December.
- By 9.50pm on 27 December the water level in Dawsmere Drain had returned to within normal operational limits.

### **Lords Pumping Station and Sluice**

- The majority of water at this site is usually discharged through the gravity sluice, the pumps are only triggered during periods of high flow. At 3.30pm on 23 December, the water level in Lords Drain started to rise rapidly as it reacted to the rainfall event. Shortly after this Pump 1 started and ran intermittently on auto stop/start levels.
- At 10.45pm on 23 December the water started to beat the Pump 1 and the level began to rise. From this point Pump 1 pumped continuously until 10.30am on 25 December.
- The water level in Lords Drain at the pumping station intake peaked at 1.1m ODN at 3.50am on 24 December at which point Pump 2 started and pumped intermittently on auto start/stop levels to assist Pump 1.
- By 10.30am on 25 December the water level in Lords Drain had returned to within normal operational limits, although Pump 1 continued to pump intermittently due to the high flow coming down the River Welland which reduced the amount of gravity discharge available at low tide.

### **Fleet Fen Pumping Station**

- At 2.45pm on 23 December, the water level in Fleet Drain started to rise rapidly as it reacted to the rainfall event. One pump was already running at this time but the water level continued to rise.
- The second pump started at 6.30pm on 23 December. Although with the assistance of the second pump the water level started to go down, the water was soon beating both pumps and the water level started to rise again. From this point both pumps were running constantly until 4.50am on 26 December.
- The water level in Fleet Drain at the pumping station intake peaked at 0.11m ODN at 8.45am on 24 December.
- By 4.50am on 26 December the water level in Fleet Drain had returned to within normal operational limits.



### **Clay Lake Pumping Station**

- At 11.20am on 23 December, the water level in Exeter Drain North started to rise rapidly as it reacted to the rainfall event. The Clay Lake catchment reacts very quickly to runoff events as it has a large proportion of impermeable area in the catchment.
- The first pump started at 12.30pm on 23 December. Both pumps then ran on auto start/stop settings intermittently until 10pm on 25 December when the level was such that one pump could cope on auto start/stop settings.
- The water level in Exeter Drain North at the pumping station intake peaked at 0.96m ODN at 5.10am on 24 December.
- By 10pm on 25 December the water level in Exeter Drain North was such that one pump was coping on auto start/stop settings.

### **Donningtons Pumping Station**

- At 5.20pm on 23 December, the water level in Donningtons Drain started to rise rapidly as it reacted to the rainfall event. One pump was already running at this time but the water level continued to rise.
- The second pump started at 7.45pm on 23 December. Although with the assistance of the second pump the water level started to go down, the water was soon beating both pumps and the water level started to rise again. From this point both pumps were running, one constantly and the other intermittently on auto stop/start control until 6.15am on 25 December, at which point one pump could again manage to bring the water level down.
- The water level in Donningtons Drain at the pumping station intake peaked at 0.14m ODN at 7am on 24 December.
- By 8.30pm on 25 December the water level in Donningtons Drain had returned to within normal operational limits.

### **Sutton St James Pumping Station**

- At 5.50pm on 23 December, the water level in Sutton St James Drain started to rise rapidly as it reacted to the rainfall event. One pump was already running at this time but the water level continued to rise.
- The second pump started at 7.15pm on 23 December. Although with the assistance of the second pump the water level started to go down, the water was soon beating both pumps and the water level started to rise again. From this point both pumps were running, one constantly and the other intermittently on auto stop/start control until 2.30pm on 24 December, at which point one pump could again manage to bring the water level down.
- The water level in Sutton St James Drain at the pumping station intake peaked at 0.19m ODN at 2am on 24 December.
- By 9.50pm on 24 December the water level in Sutton St James Drain had returned to within normal operational limits.

### **Manor Farm Pumping Station**

- At 5.45pm on 23 December, the pump start/stop cycles started to close up, indicative of increased flow, as Middle Drain started to react to the rainfall event.
- At 11.50pm on 23 December the water started to beat the pump and the level began to increase.
- The water level in Middle Drain at the pumping station intake peaked at 1.70m ODN at 8.20am on 24 December. Beyond this point the pump started to cope with the water and the level started to drop.
- By 4pm on 24 December the water level in Middle Drain upstream of the pumping station had returned to within normal operational limits.

### **Westmere Pumping Station and Sluice**

- The majority of water at this site is usually discharged through the gravity sluice, the pump is only triggered during periods of high flow. At 7pm on 23 December, the water level in Westmere Drain started to rise rapidly as it reacted to the rainfall event.
- At 10.20pm on 23 December the water level triggered the pump on auto start level. It then pumped intermittently during periods of high tide until 5.30pm on 25 December, at which point the sluice alone once again coped with the discharge.
- The water level in Westmere Drain at the pumping station intake peaked at 1.02m ODN at 4.30pm on 25 December.
- Gravity discharge through the sluice alone was adequate to deal with the flow by 12.30am on 26 December.

### **Holbeach Bank Pumping Station**

- At 9.40pm on 23 December, the water level in Peartree Drain started to rise rapidly as it reacted to the rainfall event. One pump was already running at this time but the water level continued to rise.
- The second pump started at 11.10pm on 23 December. With the assistance of the second pump the water level started to go down. From this point both pumps were running, one constantly and the other intermittently on auto stop/start control until 6.20pm on 25 December, at which point one pump could again manage to control the water level.
- The water level in Peartree Drain at the pumping station intake peaked at 1.02m ODN at 6.15am on 25 December.
- By 6.20pm on 25 December the water level in Peartree Drain had returned to within normal operational limits.

### **Gotts Pumping Station**

- At 7.05pm on 23 December, the water started to beat the pump, which was already running, and the level began to increase.
- The water level in Gotts Dyke at the pumping station intake peaked at 0.47m ODN at 8.10am on 24 December. Beyond this point the pump started to cope with the water and the level started to drop.
- By 7.30am on 25 December the water level in Gotts Dyke had returned to within normal operational limits.

## **Roses Pumping Station**

- At 2.40pm on 23 December, the water started to beat the pump, which was already running, and the level began to increase.
- The water level in Roses Drain at the pumping station intake peaked at 0.88m ODN at 6.20am on 24 December. Beyond this point the pump started to cope with the water and the level started to drop.
- By 10am on 26 December the water level in Roses Drain had returned to within normal operational limits.

## **Lawyers Pumping Station**

- At 7.30pm on 23 December, the water level in Lawyers Drain started to rise rapidly as it reacted to the rainfall event. One pump was already running at this time but the water level continued to rise.
- The second pump started at 2.10am on 24 December. From this point both pumps were constantly running until 11pm on 24 December at which point the water level had reduced and one pump ran constantly while the second pump ran intermittently on auto start/stop controls.
- The water level in Lawyers Drain at the pumping station intake peaked at 1.08m ODN at 10.30am on 24 December
- At 6.50am on 26 December the water level had lowered still further and now only one pump ran constantly to control the level.
- By 6.45pm on 27 December the water level was such that now only one pump was running intermittently.
- By 11.30am on 28 December the water level in Lawyers Drain had returned to within normal operational limits.

## **2.3 Gravity Sluices**

The Board's gravity sluices performed well. Those alongside pumping stations, i.e. Lords and Westmere cleared a good volume of water at low tide and lessened the need for pumping at these two sites, neither of which were beaten significantly by the flow of water.

The South Holland Main Drain gravity catchment has been covered in Section 2.1 of this report. As for the other gravity only catchments; those discharging in to the tidal River Welland, i.e. Holbeach River, and Wragg Marsh, both performed well, although water levels were above normal operating level for the first two to three days following the event. However, Luton Leam catchment, which discharges in to the tidal River Nene, experienced similar problems to the South Holland Main Drain on the low tide of the evening of 23 December, which did not drop as low as predicted due to the northerly winds, and as a result Luton Leam Sluice did not open on that tide and an opportunity to discharge was lost. It was, however, able to discharge on the next, and consecutive, tides and by 27 December water levels were back down to within normal operating range.

## 2.4 Conclusions and Summary of Recommendations

The rainfall event of 23 December 2020, and its aftermath, are very different from the summertime high rainfall events we have witnessed in recent years. A combination of drains clear of vegetation, and low soil moisture deficit meant that runoff was fast and conveyance to the control structures, whether pumping station or gravity sluice, was unhindered. This propagated the surge of water that hit the control structures on the afternoon/evening of 23 December and lead to most of them, although working at full capacity, being beaten by the flow for a number of hours before flow began to subside and water levels began to drop once again. This also accounted for the rapid increase in water level in the gravity section of the South Holland Main Drain, which as well as acting as the discharge channel for its own gravity catchment, also acts as an impounding basin for the pumped catchments which pump in to it, until this can be let off by gravity at the next available tide.

Generally speaking the system performed well. Most pumping stations operated on auto start/stop settings without issue. Some needed manual intervention to keep them going which required staff and operatives to work overnight and during the day on 23, 24, 25, and 26 December in particular, but also right through to 29 December doing day time and night time runs of Sutton Bridge Sluice.

By far the biggest concern was the water level in the gravity section of the South Holland Main Drain, the control of which is dictated by the tide level in the River Nene. A combination of neap tide and strong northerly winds meant that water could not be discharged from the South Holland Main Drain on the evening of 23 December. This meant for the next few days it was a struggle to get the water level down to an acceptable level, causing operational issues with some of the pumping stations having to pump against this significantly high head of water, and leading to fears of overtopping of the South Holland Main Drain due to the tide lock issues and the possibility of other uncooperative tides or further rainfall. Storm Bella was forecast for 26 December but fortunately did not materialise to any significant rainfall for the South Holland district.

One unwanted legacy of the event is the number of bank slips within Board's watercourses that occurred due to the high water levels and the subsequent draw down. The Board already had a long list of slip repairs to undertake following the wet period in 2019, this list is now significantly extended and continues to grow on a daily basis as new slips are discovered or reported by members of the public.

As in any such event, operational issues occurred and we can learn from these and take action to avoid future re-occurrence. A summary of the recommendations discussed in this report is as follows:

- Peartree Hill and Fleet Haven Pumping Stations – raise sump ultrasonic head to prevent inundation at high water levels. A new mounting, set at a higher level, along with protective casing, will be required. Re-wiring to the junction box and modifications to the weedscreen deck will also be needed. Investigate if this is a potential issue at other sites.

- Investigate the provision of phase protection relays to overcome the issue experienced with Pump 2 at Little Holland, and determine whether this facility is needed at other sites.
- Replace the outfall flap for Pumps 3 and 4 at Little Holland Pumping Station following damaged caused during the event.
- Investigate tripping issues at Wisemans and Little Holland Pumping Stations with the pump and switchgear manufacturers to see if these can be eliminated. Possible solutions could involve increased ventilation to cool down the panels, or use of variable speed drives to limit the current.
- Consider replacing Sutton Bridge Sluice with a pumping station or pumping station/sluice combination in the future. This would be a multi-million pound scheme so would require substantial modelling/design work beforehand, and would take several years to implement.

KARL VINES

CATCHMENT ENGINEER

14 JANUARY 2021

# ENVIRONMENTAL REPORT

## 1 INFORMATION FOR THE BOARD

### 1.1 ADA BAP TEMPLATE AND BIODIVERSITY METRICS REVIEW

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

The most recent SHIDB BAP was adopted by the Board in 2015 and is therefore due for a 5-year review. However, the SHIDB Conservation Committee wanted to wait until the GLP had undertaken their Biodiversity Plan review before committing resource to the IDB BAP. The SHIDB BAP will be discussed again in June 2021 once the GLP have completed their review.

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

## 2 BIODIVERSITY ACTION PLANS

### 2.1 SHIDB MINK PROJECT

No mink have been caught during this period. (The total number of mink caught still stands at 23 since July 2020.)

Unfortunately, two mink traps and a platform were lost during the high run-off event over the Christmas period, torn from its moorings by the high flow. It is planned to replace the Board's two traps, and the platform which was on loan from Professor Tony Martin.

### 2.2 WATERLIFE RECOVERY EAST - UPDATE

The WRE steering group meeting was held in December. The aim of this group is to eradicate mink in East Anglia via a partnership approach from many organisations from Lincolnshire through Norfolk and Suffolk to Essex and Hertfordshire.

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

### 2.3 FENCING ON THE SOUTH HOLLAND MAIN DRAIN HLS STRIP

The additional stock fencing on the South Holland Main Drain HLS site, from the site of the old railway bridge to the sluice, has been erected. For the first time, this will allow this stretch to be managed by grazing which will benefit the long term diversity of flora in this area.



### 3. MEETINGS AND/OR TRAINING DURING THIS PERIOD:

Date Applied	Meeting / Training Attended	Brief Description
17-11-20	ISO 14001 Management Meeting	To discuss the outcome of the internal and external audit for 2020. To look ahead for the next round of audits in 2021.
18-11-20	ADA Ecologist Meeting	Informal setting for discussion of ecological and legislative issues within IDBs
15-12-20	ISO Non-conformities webinar	To learn about the different types of non-conformities for auditing and a smoother running of the board
16-12-20	ADA Lincs Environmental Group	The Environmental Manager gave a presentation to the group on the successes and merits of the South Holland Mink Project. Other Lincs IDBs are now considering raft purchase and undertaking mink control
09-12-20	Waterlife Recovery East	Discussion on the progression of funding and operational matters for the WLRE project.

**4. PRE-WORK SITE VISITS DURING THIS PERIOD**

None to report during this period.

**5. Assents/ Licences Granted and/or Applied for during the Period:**

None to report during this period.

**6. NON-COMPLIANCES**

None to report during this period.

**7. COMPLAINTS**

None to report during this period.

**C LABURN  
ENVIRONMENTAL MANAGER**



## Planning Report

### 1. Reporting Period

This planning report covers the period 16 October 2020 to 25 January 2021.

### 2. Consent Applications

There are currently 34 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	8
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	7
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	18
<b>Total:</b>	<b>34</b>

The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	5	5	2	12
Awaiting applicants acceptance of conditions:	0	0	0	0	0
Being processed by officers:	1	1	2	7	11
To be determined by the Board in this report:	0	2	0	9	11
<b>Total:</b>	<b>1</b>	<b>8</b>	<b>7</b>	<b>18</b>	<b>34</b>

As is highlighted by the table immediately above there are 11 applications (covering 9 sites) requiring consideration by the Board in this report. These are;

- 20\_02429\_C: Application to discharge Surface Water
- 20\_02999\_C: Application to discharge Surface Water
- 20\_03390\_C: Application to relax Byelaw 10
- 20\_03410\_C: Application to relax Byelaw 10
- 20\_03554\_C: Application to relax Byelaw 10
- 20\_03555\_C: Application to relax Byelaw 10
- 20\_03582\_C: Application to relax Byelaw 10
- 20\_03629\_C: Application to relax Byelaw 10
- 20\_03649\_C: Application to relax Byelaw 10
- 21\_03741\_C: Application to relax Byelaw 10
- 21\_03783\_C: Application to relax Byelaw 10

These are detailed in section 3 overleaf along with the following enquiry which requires the Board's consideration:

- 20\_03184\_Q: Enquiry at Tulip Fields, Whaplode

### 3. Items Requiring the Board's Consideration

#### 3.1. Two applications to discharge surface water at Old Main Road (20\_02429\_C) and Fleet Road (20\_02999\_C), Fleet Hargate.

The Board have been in ongoing correspondence regarding two proposed developments located South of the A17 in Fleet Hargate. On 4<sup>th</sup> November 2020 the Board confirmed that the applications to discharge surface water from these sites should be determined by the Board, rather than by officers acting under delegated authority.

Both sites are shown below within an annotated plan of the current drainage arrangements in the area.

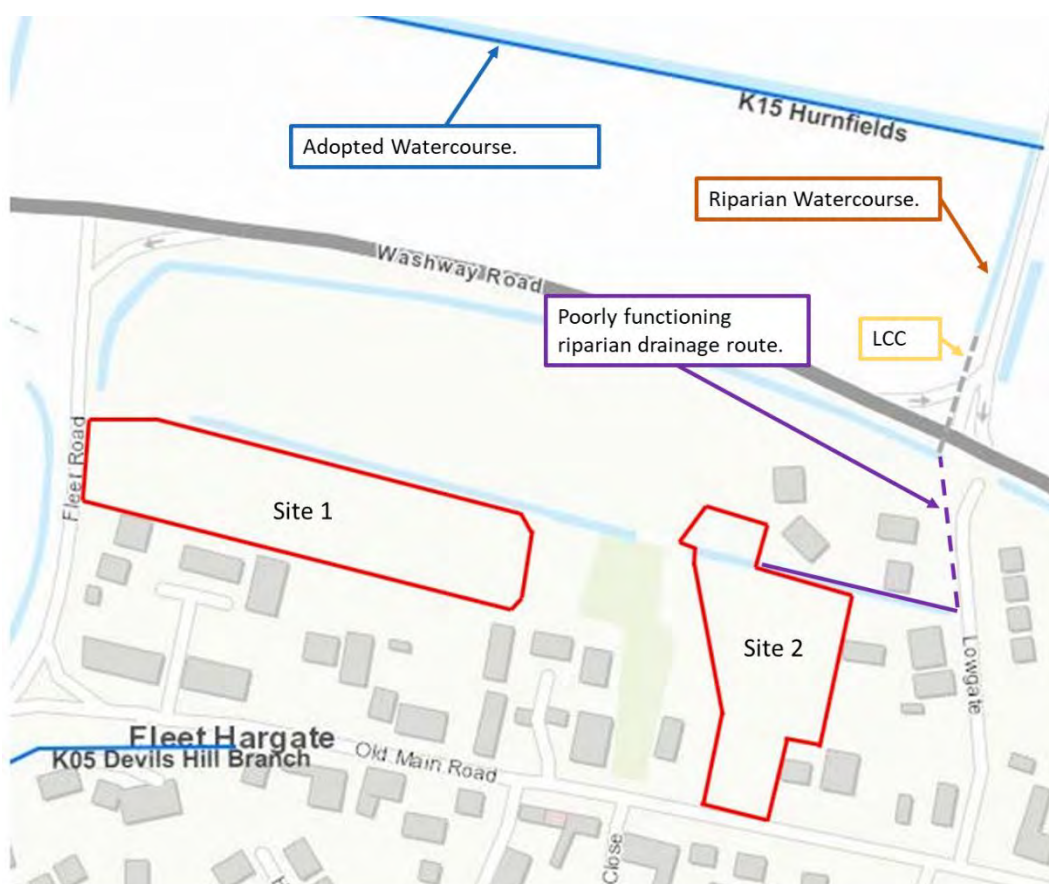


Figure 1: Location Plan and existing drainage arrangements.

A summary of each site follows overleaf.

### 3.1.1. Site 1 (Adjacent to Fleet Road, WMA ref 20\_02999\_C)

'Site 1' is at an early stage of planning. Outline planning permission for a maximum of 10 dwellings was granted in August 2018 (H05-0585-17) by the Local Planning Authority (LPA).

The LPA have accepted an initial drainage strategy whereby the proposed dwellings and private road will discharge via infiltration (soakaways), and the small section of adoptable roadway will discharge to the watercourse to the North of the site. Infiltration testing was not undertaken to support this decision, and resultantly officers will advocate that this is undertaken at the next stage of planning. It is the officer's opinion that infiltration will likely not be viable and therefore the current proposals may change in due course.

It is worth noting that the planning permission (H05-0585-17) is conditional on drainage works being undertaken in accordance with the drawing shown in figure 2.

Despite the above concerns regarding the viability of infiltration, the board have been asked to consider an application to discharge surface water from the roadway only, at an unattenuated rate. To accommodate the proposed discharge the applicant is proposing a new pipeline connecting this watercourse to the wider drainage network, essentially bypassing the existing drainage route (see Figure 4).

Please note that the proposals submitted to the Board do not match those conditioned by the LPA at the outline planning stage, however these plans are likely provide a betterment relative to these outline plans.



Figure 2: Extract of drawing 38917/01 (SRC, April 2018) referenced as an 'approved plan' by planning permission H05-0585-17.

### 3.1.2. Site 2 (Adjacent to Old Main Road, WMA ref 20\_02429\_C)

'Site 2' is at a more advanced stage of planning. Full planning permission for 9 dwellings was granted by the LPA in February 2019 (H05-1235-18, previously H05-0372-17) and it is worth noting that both the layout of the development and the 'drainage strategy concept' shown in Figure 3 was fixed at this stage, including the drainage layout.

Prior to the determination of this planning application the Board's officers advised the LPA of the poorly functioning drainage route. Officers advised that it was the Board's preference that any discharge from the site should bypass this system entirely. Officers also understand that LCC Highways requested that any discharge from this site to the watercourse South of the A17 should be as close to the existing culvert as possible.

The full planning permission granted (H05-1235-18) is conditional on drainage works being undertaken in accordance with the drawing shown in figure 3. Resultantly, if the Board refuse the applicant's proposal to discharge surface water in this manner, the applicant may not be able to implement their current planning permission.

The applicant is now in the process of discharging several of the associated conditions, including a condition pertaining to detailed surface water design calculations. This discharge of condition application (H05-0459-20) remains undecided by the LPA.

The site is proposing to discharge all surface water from the site at a rate of 5l/s to the watercourse to the North of the site and is also proposing a new pipeline connecting this watercourse to the wider drainage network, again essentially bypassing the existing drainage route (see Figure 4).

The applicant is also proposing to undertake works to the watercourse adjacent to the site to ensue this flows adequately towards the new pipeline. Since the planning application was approved two trees were protected with Tree Protection Orders, these are both immediately adjacent to the watercourse which needs improvement works. The applicant has confirmed they do not believe these trees would be compromised by the proposed works to the watercourse.



Figure 3: Extract from drawing 356.DSP.01 (Studio 11, January 2018) referenced as an 'approved plan' by planning permission H05-1235-18.

### 3.1.3. What the Board are being asked to determine:

While the drainage strategy concepts have already been considered and approved by the planning process (it is the LPA who have the responsibility to ensure development does not increase flood risk, utilising advice from consultees such as the IDB), the Board must now determine two applications to introduce additional water to the drainage infrastructure as follows:

Site 1: Discharge of surface water from a roadway (620m<sup>2</sup>) to the point marked 'A' within figure 4 below.

- In support of this application the applicant has stated that they will install 2 x 375mm diameter pipes and undertake improvement works to connect the watercourse to the wider drainage network as shown in purple in figure 4 overleaf.

Site 2: Discharge of surface water from roadway and 9 dwellings (1,946m<sup>2</sup>) to the point marked 'B' within figure 4 below, at a rate of 5l/s.

- In support of this application the applicant has said they will also install a single 450mm diameter pipe to connect the watercourse to the wider network as shown in orange in figure 4.
- This route will follow the route conditioned by the LPA and agreed with LCC Highways.
- The on-site attenuation system can accommodate the 1 in 100 year rainfall event (plus a 40% climate change allowance) while maintaining a discharge rate of 5l/s.
- The on-site system will be adopted by Anglian Water.

When assessing the suitability of these applications to discharge water officers have remained mindful that the LPA have already determined the drainage strategy concept as being acceptable and in accordance with the National Planning Policy Framework (NPPF).

*(overleaf)*



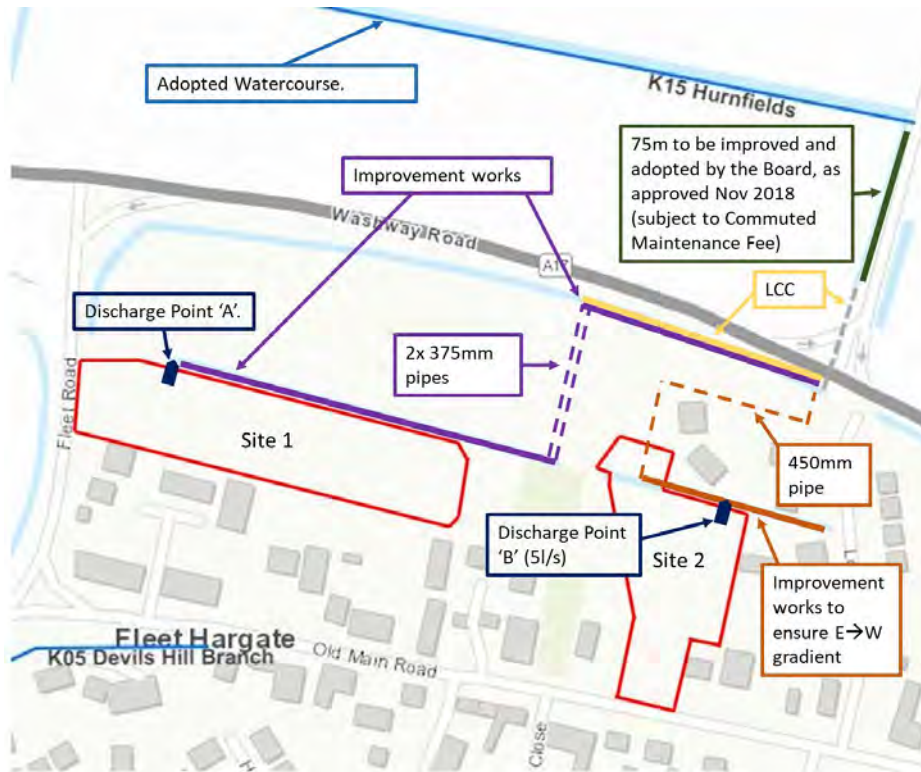


Figure 4: Current strategies proposed for both sites.

Members have previously asked officers to produce a 'best-case scenario' for drainage works to enable sustainable development in this location. Officers have produced the following plan (Figure 5) in response to this request.

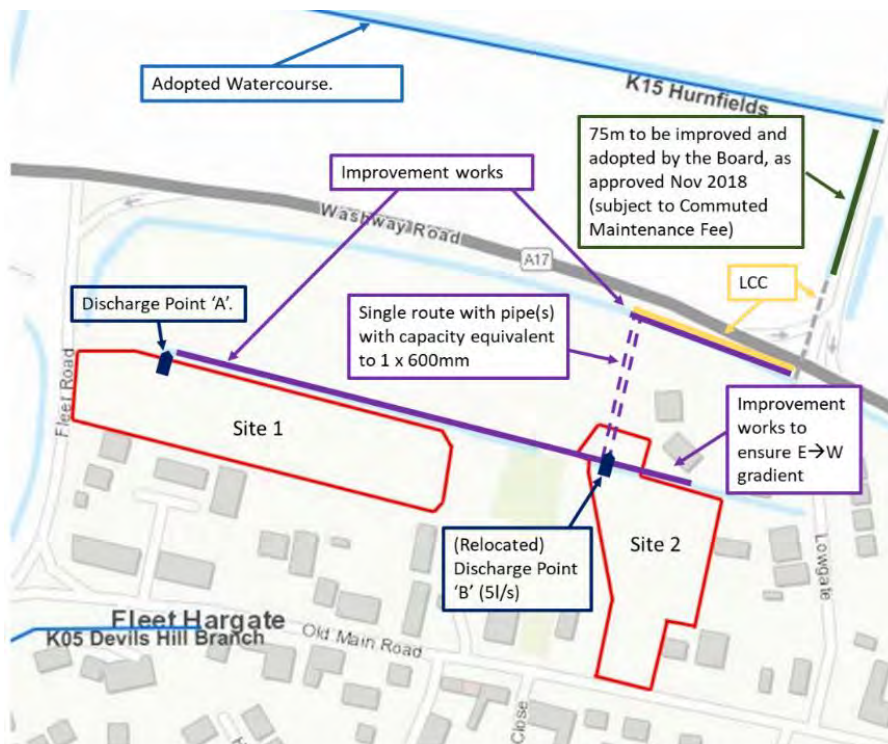


Figure 5: The 'best-case scenario' (officer opinion).

Officers have spoken to both applicants as well as the LPA to determine what barriers there are to achieving the above 'best case' scenario. These reasons are summarised as follows:

- The different stages of development (and the planning process) each site is at.
- A reported hesitancy for the parties to work together on a joint strategy at the planning stage.
- The financial viability of amending the layout / drainage strategy of Site 2 at this stage (post planning approval).
- As a 6m easement strip is required around the works to be adopted by Anglian Water a full site redesign would be required.
- The inability to excavate the outfall pipe within the immediate vicinity of the trees protected by a Tree Protection Order (just beyond the western boundary).
- The request from LCC Highways that the new culvert serving these sites discharges as close to the existing culvert under the A17 as possible.

#### **3.1.4 Officer Recommendation**

Despite the proposals falling short of the perceived best-case scenario, officers acknowledge that the proposals will provide a betterment relative to the current drainage in the area and therefore the officer recommendation is that both applications are approved subject to the proposed improvement works plus the following:

Site 1 (20\_02999\_C):

- Confirmation that the applicant will undertake infiltration testing prior to detailed design and amend the drainage strategy for the dwellings accordingly.
- Confirmation that LCC Highways approve the works.
- The applicant is to pay 50% of the costs of upgrading and adopting the 75m of watercourse to be adopted North of the A17\*.

Site 2 (20\_02429\_C)

- The applicant is to pay 50% of the costs of upgrading and adopting the 75m of watercourse to be adopted North of the A17\*.

A residual concern is the proposed approach of instructing a management company to maintain the pipeline crossings, however we note that this approach is a nationally accepted best practice.

*\*There remains a risk with this approach that one development will not be forthcoming.*

### 3.2. 20\_03390\_C: Application to relax Byelaw 10 at Kellet Gate, Spalding

An application has been received to retrospectively consent several works within 9m of B18 Half Mile Dyke (DRN193P1804 – not owned by the Board). The application was received after an officer inspected the site before certifying that the terms of an existing Deed of Indemnity had been met.

The works within 9m of the adopted watercourse are:

- A cement based, steel framed 3m x12m bicycle parking unit (approximately 6m from the Adopted Watercourse).
- A 1.5m wide gravel cycle path along the inside (land side) of the previously consented fence line (no closer than 4.5m from the Adopted Watercourse).
- 2m wide gravel surfacing adjacent to (water side) the previously consented fence, extending to approximately 30cm from the brink of the Adopted Watercourse.

This application is required to be determined by the Board as per the Board's Scheme of Delegation.

**Officer Recommendation:** The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications.

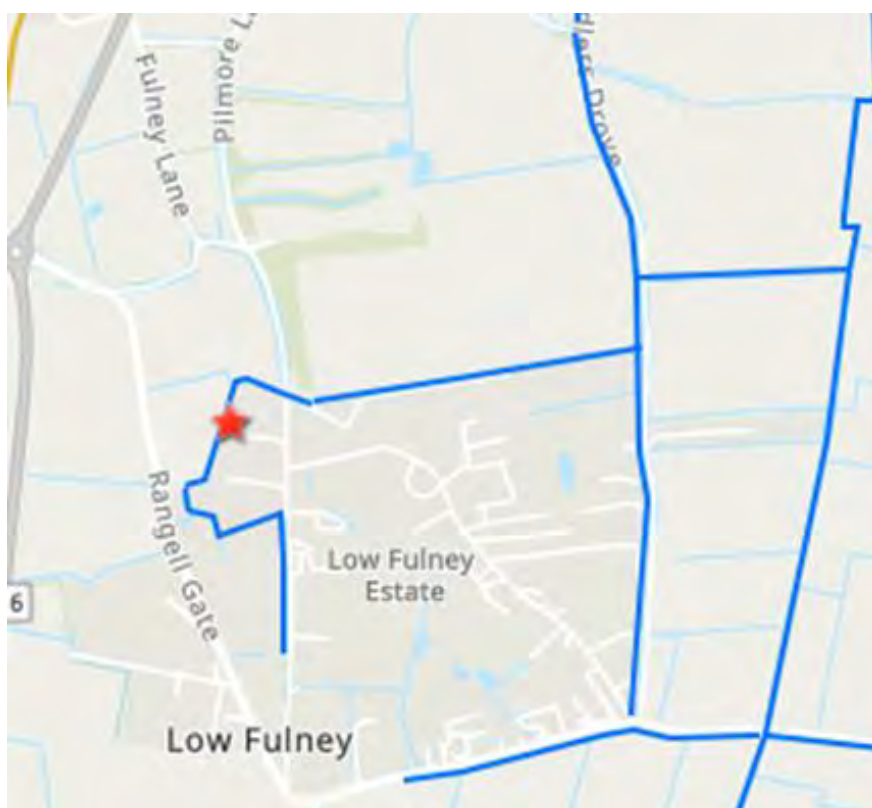


Figure 6: Location of works. Board Adopted watercourses in dark blue, location of works marked by a red star



### 3.3. 20\_03410\_C: Application to relax Byelaw 10 at Cross Street, Fleet

In summer 2020 operatives reported that a new boundary fence had been erected beside an open section of Torringtons Drain West (DRN199G5005, not owned by the Board). Following enforcement visits, the new property owners have since submitted a retrospective application for consent to relax Byelaw 10. The garden was enclosed for the safety of young children in residence. The watercourse is culverted along the southern boundary of this property and the new owners have also set a short section of 1.2 metre high fencing 1 metre from the culvert intake.

The 1.8 metre tall fencing extends for 40 metres along the western plot boundary 1 metre from the brink of the adopted watercourse. A pedestrian gate has been set within the fence line to permit access. The property owners claim that they cannot afford to pay contractors to move the fencing.

Other property owners have historically set fencing and paving along both banks of the watercourse, restricting effective access for maintenance. The Board's operatives normally trim vegetation along this watercourse on foot. The banks of this watercourse are soft and prone to slippage.

The works do not present an obstruction to the Board's current operations. Furthermore, the capital works programme identifies a need for culverting this watercourse in the future, indicated in 2022/23 financial year and

This application is required to be determined by the Board as per the Board's Schedule of Delegation.

**Officer Recommendation:** The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications, including the need for the applicant to enter into the Board's standard Deed of Indemnity.



Figure 7. Site location outlined in red, Board Adopted watercourses marked in dark blue

**3.4. 20\_03554\_C: Application to relax Byelaw 10 at Farm Field Road, Sutton Bridge, Spalding.**

An application for consent has been received by the Board to dig a 1m deep trench up to 7m from the adopted watercourse H44 Sutton Bridge Main Drain (DRN199G4407 – not owned by the Board).

The trench is intended to stop cars driving onto a field and would span between an existing riparian watercourse and a roadside fence along Farm Field Road (See Figure 1 below).

The Adopted Watercourse is located on the opposite side of Farm Field Road to the proposed trench and the trench is not expected to interfere with it's maintenance, nor access to maintain any other adopted watercourse in the area.

This application is required to be determined by the Board as opposed to by officers under delegated authority as per the Board's Schedule of Delegation.

**Officer Recommendation:** The officer recommendation is for approval subject to the Board's standard conditions and specifications:



*Figure 8: Map showing location of proposed works marked in red. Board Adopted watercourses highlighted in blue*

### 3.5. 20\_03555\_C: Application to relax Byelaw 10 at Matmore Gate, Spalding

A retrospective application has been received for works within 9m of the culverted Adopted Watercourse A05 Exeter Drain – North (DRN192P0504 – not owned by the Board). The application was received after an officer inspected the site before certifying that the terms of an existing Deed of Indemnity had been met.

The works within 9m of the adopted watercourse are:

- A 2.4m high timber fence running alongside to the watercourse (3m from the brink).
- 2x double leaf access gates at the Southern and Northern extent of the site, perpendicular to the watercourse (previously been requested by Board Officers for Board Access).
- A 1m wide gravel footpath approximately 4m from the watercourse, inside (land side) the fence line.
- Occasional shallow rooted bushes between the fence and footpath.
- Hardstanding approximately 7m from the watercourse.

This application is required to be determined by the Board as per the Board's Scheme of Delegation.

**Officer Recommendation:** The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications:

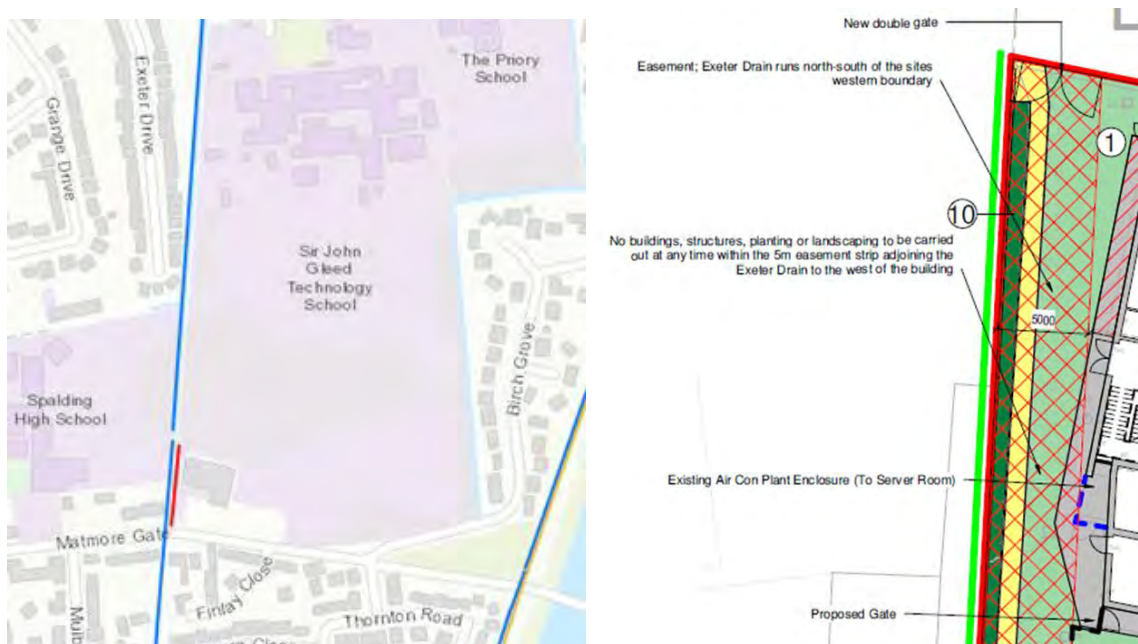


Figure 9: Location of works and excerpt of plan submitted by applicant showing fenceline (red), northern double leaf gate, footpath (yellow), shrubs (dark green) and hardstanding (grey).

### 3.6. 20\_03582\_C and 20\_03629\_C: Applications to relax Byelaw 10 at Hurdletree Bank, Whaplode St Catherine

Two adjacent property owners have developed their land and encroached upon the western side of Chapmans Dyke (DRN197P0901- Board Owned). It is noteworthy that the strip of land between these two properties and Chapmans Dyke is owned by a third party. The Board's machine operations are normally undertaken from the opposite bank along an open field margin. The works within 9m of the adopted watercourse are:

- Property 1 (20\_03582\_C):
  - Bungalow extension (permitted development), 6.8m from the brink
  - 30 metre length of 1.5 metre fencing with access gate, 2m from the brink
  - laurel hedging set along inside perimeter of fence line;
  - rear boundary fence, perpendicular to watercourse
  - concrete plinth supporting a domestic fuel oil tank, 4m from the brink
  - fruit and ornamental trees next to the fuel tank
  - 9 no. non-native Cardoon (*Cynara cardunculus*) plants set along the brink
- Property 2 (20\_03629\_C):
  - Removal of an established row of conifer trees and their replacement with an 85 metre stretch of new Leylandii conifer saplings, 2.5m from the brink;
  - Development of a large L-shaped timber stable block (48 ft long x maximum width 28 ft, on a 6 inch deep reinforced concrete foundation) 3.5m from the brink. This does not have planning permission.

Both property owners have submitted retrospective applications for consent to relax Byelaw 10 following enforcement visits. The Board's machine operations are normally undertaken from the opposite bank along an open field margin.

These applications are required to be determined by the Board as per the Board's Scheme of Delegation.

**Officer Recommendation:** The officer recommendation is for both applications to be approved subject to the Board's standard conditions and specifications, including the need for each applicant to enter into the Board's standard a Deed of Indemnity with the Board.



Figure 10: Location of works.





*Figure 11: Development at Property 1 viewed northwards towards Hurdletree bank, Chapmans Dyke to the right of picture (10 November 2020)*



*Figure 12: Development at Property 2 looking southwards from the rear boundary of Property 1, Chapmans Dyke to the left of picture (10 November 2020)*

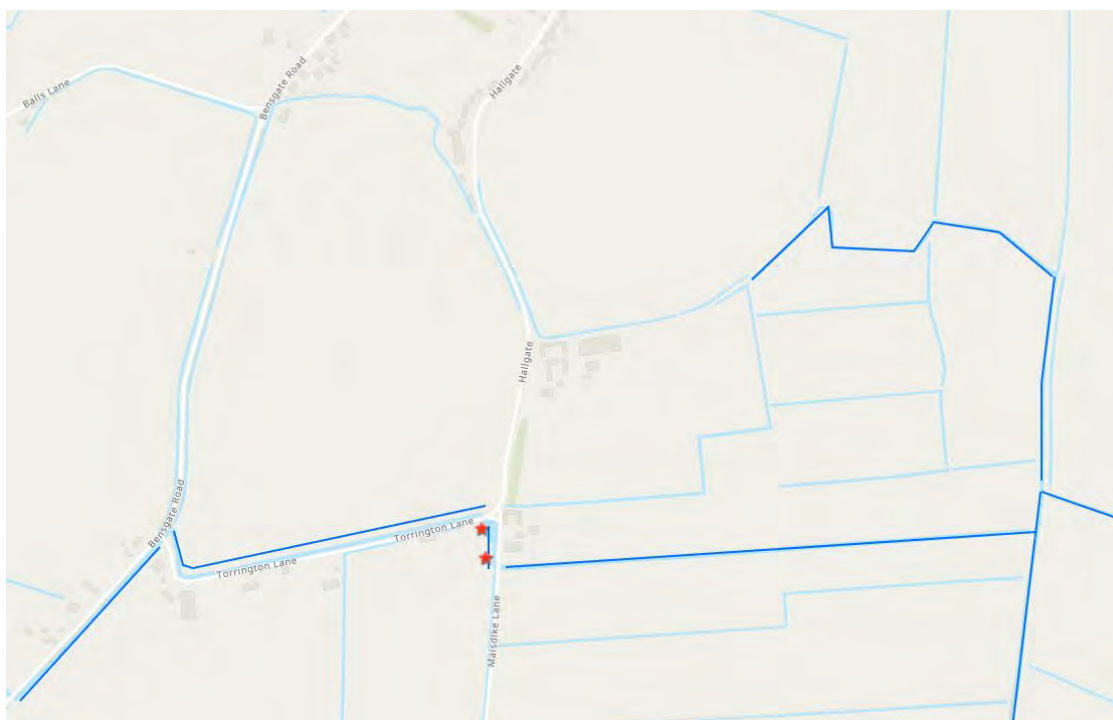
### 3.7. 20\_03649\_C: Application to relax Byelaw 10 at Torrington Lane, Fleet.

A partially retrospective application has been received for works within 9m of the Adopted Watercourse H51 Torringtons Drain - East (DRN199G5104 – not owned by the Board). The application was received as the result of an enforcement case raised by Operations Officers, and the proposals have been amended in line with officer recommendations.

The application is for two post and rail fences perpendicular to the watercourse, one of which is already in place. At the request of officers, the applicant is proposing to include an access gate (minimum width 4.5m, no more than 1m from the watercourse) within each fence adjacent to the water course. A spur will also extend into the watercourse from each fence. To facilitate the requested access gates, the existing fence line will need to be moved by the applicant.

This application is required to be determined by the Board as per the Board's Scheme of Delegation.

**Officer Recommendation:** The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications.



*Figure 13: Map showing location of proposed works marked in red. Board Adopted watercourses highlighted in dark blue.*

### 3.8. 21\_03741\_C: Application to relax Byelaw 10 at Ravens Bank, Holbeach

An application for retrospective consent has been received by the Board to retain existing works within 9 metres of two Board adopted watercourses, Sawfords Dain and Little Holland Drain (both owned by the Board). The applicant is seeking consent for the existing infringements, following an enforcement visit by officers.

The applicant is requesting to retain the following features:

- A removable wooden picket fence, 800mm high, running parallel to F42 Little Holland Drain, 1m from the brink.
- A row of established 1.8-metre-high laurel bushes running parallel to F58 Sawfords Drain – North. 1m from brink.

The Board's machine operations are normally undertaken from the opposite bank along an open field margin.

This application is required to be determined by the Board as opposed to by officers under delegated authority, as per the Board's Schedule of Delegation.

**Officer Recommendation:** The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications, including the need for the applicant to enter into the Board's Standard Deed of Indemnity.



Figure 14: Site location Adopted watercourses are shown in dark blue, picket fence shown in pink and laurel bushes shown green.

### 3.9. 21\_03783\_C: Application to relax Byelaw 10 at Battlefields Lane, Holbeach

An application for retrospective consent has been received following an enforcement visit by officers. The application is for the replacement of a conservatory with a single-storey extension to the rear of a bungalow as well as other existing works within the property curtilage. The property is located approximately 5 metres from the Board's maintained watercourse Battlefields Drain (DRN206G0101 – not owned by the Board) with the extension being approximately 3 metres from the brink. The building work is part-completed.

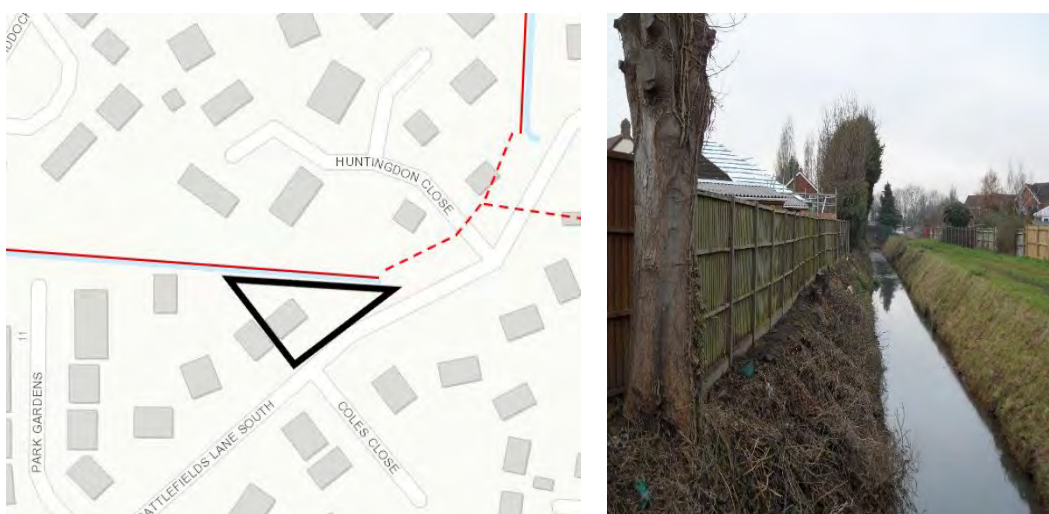
Due only to a change in the roofline design (from flat- to pitch-roofed) the property owner has also applied for planning permission (H09-0066-21), although this application was lodged after the Board's officers made contact. The property owner was unaware of the need for land drainage consent.

The new extension extends no further than the previous conservatory although no evidence has been found that the old conservatory was ever granted land drainage consent.

The Board maintains Battlefields Drain by machine from the maintenance strip on the opposite (north) bank which is owned by the Board. An existing 6 ft high timber fence with supporting concrete posts forms the northern property boundary approximately 0.5 metres from the brink. The rear garden is laid with hard paving slabs. There are two sheds and a garage within the byelaw distance as well. This application provides an opportunity to formalise the consenting of these items and implement a Deed of Indemnity.

This application is required to be determined by the Board as opposed to by officers under delegated authority as per the Board's Schedule of Delegation.

**Officer Recommendation:** The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications, including the need for the applicant to enter into a Deed of Indemnity.



*Figure 15: Site location and Photograph looking westwards along Battlefield Drain.*



### 3.10. 20\_03184\_Q: Enquiry regarding land purchase / rent at Tulip Fields, Whaplode

A resident has requested to rent or purchase a section of Board owned land. The land in question is a 23 metre stretch of the 9m wide strip running along the Southern bank of the Adopted watercourse P06 Crown Drain (DRN206G0603). The 23m stretch is the westernmost section of this maintenance strip.

The applicant wishes to use the land to extend his garden down to the watercourse. He further states that he does not intend to construct any buildings on the land but would apply to build a removable fence around the new perimeter.

He justifies the Boards loss of access to the land by explaining that in the last 16 years the drain has only ever been maintained from the Northern side of the watercourse. However, flailing of the Southern side of the bank takes place at least twice yearly.

**Officer Recommendation:** The officer recommendation is that the request be denied as we do currently use it for maintenance and the loss of this land, or access to it may be difficult to regain.



*Figure 16: Location Plan.*

#### 4. Consents Determined

During this reporting period, the following 18 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	5
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	4
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	8
Total:	18

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

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Description of Application or Proposal</b>	<b>Date Granted</b>
19_01884_C	Byelaw 3 Surface Water	Spalding	Cowbit Road	Discharge of surface water from an impermeable area of 1,570 m <sup>2</sup> at a rate of 5 l/s.	Granted 20/01/2021
19_01945_C	Byelaw 3 Surface Water	Holbeach	Fen Road	Discharge of surface water from an impermeable area of 14,770 m <sup>2</sup> at a rate of 3.6 l/s.	Granted 23/10/2020
20_02116_C	Byelaw 3 Surface Water	Spalding	Clay Lake Bank	Discharge of surface water from an impermeable area of 3,980 m <sup>2</sup> at a rate of 5 l/s.	Granted 05/01/2021
20_02123_C	Byelaw 3 Surface Water	Spalding	Clay Lake Bank	Discharge of surface water from an impermeable area of 12,090 m <sup>2</sup> at a rate of 5 l/s.	Granted 05/01/2021
20_02340_C	Byelaw 10	Holbeach	Fen Road	Surface Water Outfall Point	Granted 23/10/2020
20_02835_C	Byelaw 3 Surface Water	Holbeach	Damgate	Discharge of surface water from an impermeable area of 34,687 m <sup>2</sup> at a rate of 5 l/s.	Granted 13/11/2020

20_02845_C	Byelaw 10	Spalding	Halmergate	Fence to separate front and rear gardens, perpendicular to culverted watercourse.	Granted 04/01/2021
20_03119_C	Section 23, LDA 1991	Fleet	Haycroft Lane	12 metre access culvert	Granted 05/11/2020
20_03154_C	Section 23, LDA 1991	Moulton	Common Road	55 metre culvert	Granted 22/01/2021
20_03282_C	Byelaw 10	Gedney Hill	North Road	242 metres of fencing moved from 2 metres from brink to 7 metres from brink	Granted 30/10/2020
20_03287_C	Byelaw 3 Treated Foul Water	Spalding	Rose View Drive	Discharge of treated foul water from 4 poperties	Granted 04/11/2020
20_03305_C	Section 23, LDA 1991	Fleet	Weydike Bank	18 metre culvert	Granted 13/11/2020
20_03355_C	Byelaw 10	Whaplode	Parsons Lane	Temporary bridge support props	Granted 23/11/2020
20_03359_C	Byelaw 10	Holbeach	Rose View Drive	Treated Foul Water Outfall Point	Granted 04/11/2020
20_03411_C	Section 23, LDA 1991	Whaplode	Parsons Lane	Temporary bridge support props	Granted 23/11/2020
20_03506_C	Byelaw 10	Sutton St James	Horsemoor Drove	Land Tile Outfall	Granted 14/12/2020
20_03572_C	Byelaw 10	Gedney	Marsh Road	130 metres of stock fencing 7 metres from brink	Granted 18/12/2020
20_03585_C	Byelaw 10	Holbeach	Hurdletree Bank	760 metres of stock fencing 7 metres from brink	Granted 04/01/2021

## 5. Enquiries

Officers have responded to 26 enquiries during the reporting period, outlined below;

Case. Ref.	Parish	Description
20_02605_Q	Weston	Enquiry regarding Land Drainage Consent
20_03093_Q	Whaplode	Enquiry regarding historic flooding
20_03243_Q	Spalding	Enquiry regarding Land Drainage Consent
20_03356_Q	Sutton St James	Enquiry regarding Land Drainage Consent
20_03393_Q	Weston	Enquiry regarding Land Drainage Consent
20_03421_Q	Long Sutton	Enquiry regarding Land Drainage Consent
20_03422_Q	Holbeach	Enquiry regarding Land Drainage Consent
20_03425_Q	Fleet	Enquiry regarding adopted watercourse location
20_03426_Q	Holbeach	Enquiry regarding adopted watercourse location
20_03434_Q	Weston	Enquiry regarding Land Drainage Consent
20_03457_Q	Gedney Hill	Report of external flooding
20_03492_Q	Various	Consultation on abstraction proposals
20_03503_Q	The Moultons	Enquiry regarding historic breach of Byelaw 10
20_03504_Q	Fleet	Enquiry regarding flood risk information
20_03507_Q	Spalding	Enquiry regarding flood risk information
20_03535_Q	Long Sutton	Enquiry regarding navigation rights
20_03551_Q	Cowbit	Enquiry regarding Land Drainage Consent
20_03552_Q	Long Sutton	Enquiry regarding watercourse ownership
20_03578_Q	Holbeach	Enquiry regarding unsuitable drainage
20_03579_Q	Fleet	Enquiry regarding watercourse regulation
20_03628_Q	Long Sutton	Enquiry regarding Land Drainage Consent
20_03655_Q	Long Sutton	Report of external flooding
21_03666_Q	Sutton St James	Enquiry regarding Land Drainage Consent
21_03693_Q	Holbeach	Enquiry regarding Land Drainage Consent
21_03699_Q	The Moultons	Enquiry regarding Land Drainage Consent
21_03725_Q	Cowbit	Report of external flooding

## 6. Planning Comments

Officers have provided comments on 68 applications that are either in or could impact on the Boards Internal Drainage District. 7 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
H18-0824-20	Sutton Bridge	Nightingale Way	Residential Development of 129 Dwellings
H09-0914-20	Holbeach	Fen Road	Residential Development of 83 Dwellings
H07-1059-20	Spalding	Highstock Lane	Residential Development of 10 Dwellings
H09-1021-20	Holbeach	Foxes Lowe Road	Residential Development of 13 Dwellings
H22-1135-20	Weston	High Road	Residential Development of 150 Dwellings
H09-1172-20	Holbeach	Daisy Road	Commercial Development
H10-0877-20	Long Sutton	Bridge Road	Commercial Development

## 7. Fees

There have been 8 surface water development contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid	Reason for payment
19_01925_C	Balmoral Way, Holbeach	£4,773.45	25/09/20	Yes	Discharge of surface water from an impermeable area of 2630m <sup>2</sup> at 2.5 l/s
20_02479_C	Highstock Lane, Gedney Hill	£19,652.18	25/09/20	Yes	Discharge of surface water from an impermeable area of 1591m <sup>2</sup> at 4 l/s
19_01884_C	Cowbit Road, Spalding	£7,598.80	20/01/20	Yes	Discharge of surface water from an impermeable area of 1,570 m <sup>2</sup> at a rate of 5 l/s.
19_01936_C	Clay Lake Bank, Spalding	£36,335.15	25/01/20	No	Discharge of surface water from an impermeable area of 163,011 m <sup>2</sup> at a rate of 22 l/s.

19_01945_C	Fen Road, Holbeach	£17,871.70	29/10/20	Yes	Discharge of surface water from an impermeable area of 14,770 m <sup>2</sup> at a rate of 3.6 l/s.
20_02116_C	Clay Lake Bank, Spalding	£24,761.75	25/01/20	No	Discharge of surface water from an impermeable area of 3,980 m <sup>2</sup> at a rate of 5 l/s.
20_02123_C					Discharge of surface water from an impermeable area of 12,090 m <sup>2</sup> at a rate of 5 l/s.
20_02835_C	Damgate, Holbeach	£42,838.45	27/11/20	Yes	Discharge of surface water from an impermeable area of 34,687 m <sup>2</sup> at a rate of 5 l/s.
<b>Total:</b>		<b>£153,831.48</b>			

There have been 2 commuted maintenance fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid?	Reason for payment
19_01926_C	Balmoral Way, Holbeach	£11,300.00	25/09/20	Yes	Commutated Maintenance Obligations for a 28m culvert for 100 years
20_03119_C	Haycroft Lane, Fleet	£1,539.67	29/10/20	Yes	Commutated Maintenance Obligations for a 12m culvert for 50 years
<b>Total:</b>		<b>£ 12,839.67</b>			

## 8. Local Planning Authority (LPA) Engagement

The Board's Senior Sustainable Development Officer had a successful meeting with planning officers at South Holland District Council in November to discuss the Board's role in the Planning process. Resultantly, we would soon like to offer training sessions for both LPA officers and members.

## 9. Enforcement Review

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

**Cathryn Brady – Sustainable Development Manager**

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From: 01 April 2020  
To: 31 December 2020

Period To: 9  
Year Ended: 31 March 2021

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	1,049,067	1,049,067	0	1,049,067	1,049,067	0
1.	Special Levies issued by the Board	1,355,610	1,355,610	0	1,355,610	1,355,610	0
	Grants Applied	120,000	54,135	-65,865	160,000	207,000	47,000
	Rental Income	680	734	54	680	734	54
	Income from Rechargeable Works	750	30,517	29,767	1,000	30,517	29,517
	Investment Interest	15,750	13,561	-2,189	21,000	14,564	-6,436
	Development Contributions	0	-24,793	-24,793	0	-24,793	-24,793
2i.	Other Income	71,425	140,964	69,539	95,233	152,695	57,462
2ii.	Insurance Claim Settlements	0	39,382	39,382	0	39,382	39,382
	<b>Total Income</b>	<b>£2,613,282</b>	<b>£2,659,178</b>	<b>£45,895</b>	<b>£2,682,590</b>	<b>£2,824,776</b>	<b>£142,186</b>
	<b><u>Less Expenditure</u></b>						
4.	Capital Works	1,097,250	375,740	721,510	1,463,000	628,000	835,000
	Environment Agency Precept	145,835	145,835	0	145,835	145,835	0
5.	Maintenance Works	1,246,694	1,367,418	-120,724	1,590,458	1,710,656	-120,198
6.	Administration Charges	332,920	336,340	-3,420	439,524	455,352	-15,828
	Cost of Rechargeable Works	0	28,499	-28,499	0	28,499	-28,499
	Development Expenditure	0	0	0	0	0	0
3.	Net Deficit/(Surplus) on Operating Accounts	0	-98,770	98,770	0	0	0
	<b>Total Expenditure</b>	<b>£2,822,699</b>	<b>£2,155,062</b>	<b>£667,637</b>	<b>£3,638,817</b>	<b>£2,968,342</b>	<b>£670,475</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	£100,005	£100,005	£0	£100,005	£100,005
7.	<b>Net Surplus/(Deficit)</b>	<b>-£209,417</b>	<b>£604,121</b>	<b>-£521,737</b>	<b>-£956,227</b>	<b>-£43,560</b>	<b>-£428,284</b>

**From: 01 April 2020**  
**To: 31 December 2020**

**Period To: 9**  
**Year Ended: 31 March 2021**

Notes	Balance Sheet as at 31-12-2020	Opening Balance £	Movement This Year £	Closing Balance £
<b>8. Fixed Assets</b>				
	Land and Buildings	493,535	-9,678	483,857
	Plant and Equipment	508,747	267,826	776,573
	Office and RT Equipment	0	0	0
	Pumping Stations	0	0	0
	Shared Consortium Assets	0	0	0
		<b>1,002,282</b>	<b>258,148</b>	<b>1,260,430</b>
	<b>Current Assets</b>			
9.	Bank Account	136,393	132,872	269,265
	Stock	12,668	-4,462	8,206
10.	Trade Debtors	33,346	-14,928	18,419
11.	Work in Progress	0	0	0
12.	Term Deposits	3,500,000	0	3,500,000
13.	Drainage Rates and Special Levies Due	-859	3,571	2,712
	Prepayments	6,152	-3,052	3,100
	Prepayments to WMA	-4,456	58,032	53,576
	Accrued Interest	0	0	0
	VAT Due	120,777	-70,781	49,997
14.	Grants Due	108,292	47,348	155,640
		<b>3,912,313</b>	<b>148,601</b>	<b>4,060,914</b>
	<b>Less Current Liabilities</b>			
	Trade Creditors	127,701	-123,001	4,700
	Accruals	72,279	-58,959	13,320
	Payroll Controls	0	0	0
	Drainage Rates Paid in Advance	8,625	-8,625	0
		<b>208,605</b>	<b>-190,585</b>	<b>18,020</b>
	<b>Net Current Assets</b>	<b>3,703,708</b>	<b>339,186</b>	<b>4,042,894</b>
	<b>Less Long Term Liabilities</b>			
22.	Pension Liability	5,219,000	0	5,219,000
	<b>Net Assets</b>	<b>-£513,010</b>	<b>£597,334</b>	<b>£84,324</b>
	<b>Reserves</b>			
	<b>Earmarked</b>			
15.	General Reserve	531,034	604,121	1,135,154
16.	Development Reserve	799,493	0	799,493
17.	Plant Reserve	1,634,288	0	1,634,288
18.	Capital Works Reserve	1,151,907	0	1,151,907
20.	Grants Reserve	174,555	-6,787	167,768
		<b>4,291,277</b>	<b>597,334</b>	<b>4,888,611</b>
	<b>Non-Distributable</b>			
19.	Revaluation Reserve	414,713	0	414,713
21.	Pension Reserve	-5,219,000	0	-5,219,000
		<b>-4,804,287</b>	<b>0</b>	<b>-4,804,287</b>
	<b>Total Reserves</b>	<b>-£513,010</b>	<b>£597,334</b>	<b>£84,324</b>

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER



From: 01 April 2020  
To: 31 December 2020

Period To: 9  
Year Ended: 31 March 2021

## Note Notes to the Accounts

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
South Holland District Council	1,354,656	1,354,656
Boston Borough Council	954	954
	<b>1,355,610</b>	<b>1,355,610</b>

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Shared Income from WMA	71,425	119,755
Commuted Maintenance	0	17,541
Sundry Income	0	3,667
Summons Costs	0	0
	<b>71,425</b>	<b>140,964</b>

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Insurance Claims	0	39,382
This comprises of £8,187 for Sutton Bridge Sluice and £25,983 for Sluice Gate Motor Failure, £750 Tyre Gotts PS, £2,841.55 Break in at Gotts PS, £1,620.40		
Other Income Total	<b>71,425</b>	<b>180,345</b>

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	-85,119
Mobile Plant Operations Account	0	-13,650
	<b>0</b>	<b>-98,770</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 Catchment 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. We have been unable to close down the completed FDGiA funded schemes due to the EA being unavailable, and time restrictions due to COVID-19. We intend to submit all closure forms by 31st March 2021.

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:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Charges	430,526	475,483
Plant Charges	267,755	295,715
Out-sourced work	143,584	158,577
Materials	109,567	121,009
Electricity	31,055	34,297
Telemetry	15,739	17,382
Depreciation	0	0
Insurance	31,043	34,285
Compensation	56,100	57,434
<b>Direct Works</b>	<b>1,085,369</b>	<b>1,194,182</b>
Technical Support Staff Costs	135,075	131,285
Other Technical Support Costs	18,750	36,825
Biodiversity Action Plan Costs	7,500	5,127
Asset Refurbishment Provision	0	0
<b>Maintenance Works</b>	<b>1,246,694</b>	<b>1,367,418</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:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Administration Staff Costs	87,374	89,940
Other Administration Costs	106,511	110,698
Depreciation - Marsh Reeves Refurbishment	9,678	9,678
Drainage Rates AV (Increases)/Decreases	3,750	186
Sundry Expenses	1,106	1
Pension Deficit Recovery Payments	112,500	112,500
Sundry Debtors written off	0	5
Settlement Discount taken	12,000	13,331
	<b>332,920</b>	<b>336,340</b>

From: 01 April 2020  
To: 31 December 2020

Period To: 9  
Year Ended: 31 March 2021

### Note Notes to the Accounts

7. At the time of preparing the Estimates for 2020/21, the Board planned to finance the estimated net deficit as follows:

	Budget
Transfer from the Capital Works Reserve	620,000
Transfer from the Development Reserve	0
Transfer from the Plant Reserve	383,000
Transfer from the Partnership Working Reserve	0
Reducing/(inc.) the Balance of the General Reserve	-46,773
(=) Original Estimated Net Deficit	<b>956,227</b>
(-) FDGiA subsequently awarded by EA	
(=) Estimated Net Deficit	<b>956,227</b>

### 8. TANGIBLE FIXED ASSETS

	Pumping Stations	Land and Buildings	Plant and Equipment	Office & RT Equipment	Total
<b>Cost</b>					
Opening Balance as at 1-4-2020	156,750	871,257	1,924,781	72,771	3,025,559
(+) Additions	0	0	406,590	0	406,590
(-) Disposals	0	0	-321,334	0	-321,334
Closing Balance as at 31-12-2020	<b>156,750</b>	<b>871,257</b>	<b>2,010,037</b>	<b>72,771</b>	<b>3,110,815</b>
<b>Depreciation</b>					
Opening Balance as at 1-4-2020	156,750	377,721	1,416,034	72,771	2,023,277
(+) Depreciation Charge for year	0	9,678	138,764	0	148,443
(-) Accumulated depreciation written out on disposal	0	0	-321,334	0	-321,334
Closing Balance as at 31-12-2020	<b>156,750</b>	<b>387,400</b>	<b>1,233,464</b>	<b>72,771</b>	<b>1,850,386</b>
Net Book Value at 1-4-2020	0	493,535	508,747	0	1,002,282
Net Book Value at 31-12-2020	0	483,857	776,573	0	1,260,430

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:

	2019/20	2020/21
Opening Balance as at 1-4-2020	829,467	136,393
Receipts	4,313,375	5,464,791
Payments	-5,006,449	-5,331,919
Closing Balance as at 31-12-2020	<b>136,393</b>	<b>269,265</b>
Balance on Statement as at 31-12-2020	153,878	269,245
Less: Unpresented Payments	-18,500	0
Add: Unpresented Receipts	1,015	21
Closing Balance as at 31-12-2020	<b>136,393</b>	<b>269,265</b>

10. The Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors	
<=30 days	262	3	
>30 days and <=60 days	261	1	
>60 days and <=90 days	17,872	1	Paid on 04.01.2021
>90 days	24	2	
	<b>18,419</b>	<b>7</b>	
<b>&gt;90 days</b>	<b>Amount</b>	<b>Inv. Date</b>	<b>Originator</b>
BO0002	10	01/07/2020	Annual Rent (under review with DM)
GR0002	14	01/07/2020	Annual Rent (under review with DM)
	<b>24</b>		

From: 01 April 2020  
To: 31 December 2020

Period To: 9  
Year Ended: 31 March 2021

### Note Notes to the Accounts

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

Customer	Amount
	<u>0</u>

12. Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Newcastle Building Society	500,000	15/07/2020	29/01/2021	0.30%
Principality Building Society	500,000	29/07/2020	26/02/2021	0.17%
Progressive Building Society	500,000	14/08/2020	30/03/2021	0.25%
Vernon Building Society	500,000	12/10/2020	30/03/2021	0.26%
National Counties Building Society	500,000	14/08/2020	15/04/2021	0.36%
Saffron Building Society	500,000	30/11/2020	01/06/2021	0.28%
Cumberland Building Society	500,000	16/12/2020	16/06/2021	0.15%
	<b>3,500,000</b>			

13. Special Levies are paid by Constituent Councils in two halves due on 1 May and 1 November every year. There are currently 82 Ratepayers that have not paid their Drainage Rates for 2020/21, as compared to 66 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2019/20	2020/21
Arrears b/fwd	2,094	-859
Drainage Rates for the year	1,008,680	1,049,082
Special Levies for the year	1,302,787	1,355,610
New Assessments	3,177	2,707
Value Decreases	-10,285	-5,331
Value Increases	7,106	2,617
Payments Received	-2,246,184	-2,331,257
Settlement Discount	-11,786	-13,331
Returned/(Represented) amounts	508	38
Paid Refund	339	527
Summons Collection Costs	1,125	0
Irrecoverables and write offs	-775	-195
Sundry adjustments	25	0
Compensation	-57,672	-56,896
Arrears c/fwd	<b>-859</b>	<b>2,712</b>

14. Grants Due on the following scheme

	2019/20	2020/21
SCH68 - Dawsmere Pump (Expected 2020/21)	91,369	91,931
SCH69 - Lords Pump (Expected 2022/23)	16,923	63,709
	<b>108,292</b>	<b>155,640</b>

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

	2019/20	2020/21
Opening Balance as at 1-4-2020	278,355	531,034
Net Surplus/(Deficit) for the year	51,002	604,121
Net transfer (to)/from Capital Works Reserve	404,156	0
Net contributions transferred to Development Reserve	-113,880	0
Transfer balance from Plant Reserve	-88,600	0
Closing Balance as at 31-12-2020	<b>531,034</b>	<b>1,135,154</b>

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

	2019/20	2020/21
Opening Balance as at 1-4-2020	685,614	799,493
Net contributions transferred from General Reserve	113,879	0
Closing Balance as at 31-12-2020	<b>799,493</b>	<b>799,493</b>

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

	2019/20	2020/21
Opening Balance as at 1-4-2020	1,545,688	1,634,288
Net contributions transferred from General Reserve	88,600	0
Closing Balance as at 31-12-2020	<b>1,634,288</b>	<b>1,634,288</b>

From: 01 April 2020  
 To: 31 December 2020

Period To: 9  
 Year Ended: 31 March 2021

### Note Notes to the Accounts

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

		Tfr from/(to)	
		2019/20	2020/21
		Gen. Reserve	
N/A	Unallocated, available for partnership working	198,611	198,611
SCH18	Telemetry	3,369	3,369
ASSORT.	Catchment Modelling	42,885	42,885
SCH54	Exeter Drain North Upstream of Halmergate	51,014	51,014
SCH55	Fleet Haven Pump Refurbishment	50,000	50,000
SCH63	Exeter Drain North Downstream of Halmergate	7,933	7,933
SCH65	Westmere P/S and Sluice Refurbishment	573,611	573,611
SCH67	Fleet Haven Pump Refurbishment	19,847	19,847
SCH68	Dawsmere Pump Refurbishment	24,893	24,893
SCH69	Lords Pump Refurbishment	29,744	29,744
SCH72	Weedscreen Fleet Haven (now SCH67)	37,500	37,500
SCH73	Weedscreen Dawsmere (now SCH68)	37,500	37,500
SCH75	Weedscreen Holbeach Bank	37,500	37,500
SCH76	Weedscreen Gotts	37,500	37,500
		<b>1,151,907</b>	<b>1,151,907</b>

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

	2020/21
Opening Balance as at 1-4-2020	414,713
Less:	
Pumping Station Depreciation	0
Workshop Historic Cost written out	0
Closing Balance as at 31-12-2020	<b>414,713</b>

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

	2020/21
Opening Balance as at 1-4-2020	174,555
Add Grant Received	0
Add Grant Due	47,348
Less: Grant Applied	-54,135
Closing Balance as at 31-12-2020	<b>167,768</b>

	2019/20	2020/21
SCH23	Wisemans Pumping Station	2,445
SCH25	South Holland Main Drain Sluice Refurbishment	949
SCH27	Generator Connections	5,324
SCH29	Catchment Modelling Fleet Fen	9,120
SCH31	Catchment Modelling Donningtons	3,659
SCH32	Pearlree Pump Replacement	9,246
SCH33	Fleet Fen Refurbishment	4,200
SCH35	Catchment Modelling Little Holland	655
SCH36	Catchment Modelling Roses	467
SCH41	Lords Sluice Refurbishment	61,285
SCH64	Donningtons Pump Refurbishment	38,443
SCH65	Westmere Pumping Station & Sluice Refurb Study	0
SCH66	Sutton St James Pump Refurbishment	31,976
SCH67	Fleet Haven Pump Refurbishment Study	6,789
SCH68	Dawsmere Pump Refurbishment Study	-91,370
SCH69	Lords Pump Refurbishment Study	-16,923
		<b>66,263</b>

SCH68 Dawsmere Pump Refurbishment Study	91,931	EA Grant Claim 2021/22
SCH69 Lords Pump Refurbishment Study	63,709	EA Grant Claim 2022/23
Grants Due as at 31-12-2020	<b>155,640</b>	

**From:** 01 April 2020  
**To:** 31 December 2020

**Period To:** 9  
**Year Ended:** 31 March 2021

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**Note    Notes to the Accounts**

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**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 £2,788,000 as at 31 March 2020 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 11 February 2020.

**22.    Related Party Transactions**

- (i)    The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £84,502.33 up to 31/12/20.
  
- (ii)    The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.
  
- (iii)    The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board.

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/10/2020

Payment Date To : 31/12/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Electricity	18,405.60
AY0101	Mr B Ayres	Building Supplies	244.50
BA0237	Barhale Ltd	Capital Works	3,492.34
BA0240	N. Barnett & Sons Ltd	Plumbing Works	333.60
BE0201	Beacon UK	PPE	395.01
BE0203	Bedford Pumps Ltd	Pump Installation/Weedrake Works	46,283.04
BO0205	BOC Ltd	Oxygen/Acetylene	103.08
BR0001	Branch Bros	Building Supplies	43.54
BR0204	Stantec UK Limited	Consultancy Services	5,385.30
BR0211	BT Payment Services Ltd	Telephone Bill	3,026.12
BU0203	Bunzl Cleaning & Hygiene Supplies	Cleaning Supplies	281.71
BU0205	B A Bush & Son Ltd	Tyres	694.20
CA0302	Fred Campling & Sons	Excavator Transport	1,344.00
CA0306	The Canadian Fencing Company	Fencing	9,000.00
CH0301	Chislefts (Spalding) Ltd	Plant/Tool Hire/Training	1,362.52
CH0303	Chandlers (Farm Equipment) Ltd	PPE	109.92
CL0001	CLAAS Eastern Ltd	Warranty Excess	120.00
CO0301	Coles Quality Drycleaners	Dry Cleaning	66.50
CSS001	Commercial Safety Systems Ltd	Wirewatcher/Parts	51.60
DR0403	Drayton Welding & Tool	Engine/Welding Equipment	220.35
EA0502	East Anglian Galvanizing Ltd	Galvanizing	113.04
EN0519	Energas Ltd	Gas Cylinder Rental	13.36
EN0528	Environment Agency	Precept	72,917.50
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	694.55
FE0001	Fenflow Ltd	Pump Overhaul/Repairs	32,512.80
FE0004	Fenland Fire Appliance LLP	Fire Extinguisher Service	688.02
FI0002	Finning (UK) Ltd	Caterpillar Servicing/Repairs/Parts	688.17
FR0001	Frazer	Building materials	738.46
GA0710	Gap Group Ltd	Plant Hire	429.60
GD0701	G & D Engineering (Moulton) Ltd	Profile for Gauge Board	87.50
GM0101	GMB National Administration Unit	Union Subscriptions	305.97
GR0004	Grays of Holbeach Ltd	Vehicle Servicing	450.63
GSS001	GSS Direct Ltd	Grass Seed	364.00
GU0001	The Gunners Store Ltd	Gunslip	107.96
HA0826	Hargrave Agriculture Ltd	Assorted Components	1,862.96
HI0802	R J H Supplies Ltd	Assorted Components	886.13
HO0810	Hortech Cleaning Equipment Ltd	Assorted components/Pressure	218.36
HO0825	Hook's of Holbeach	Building Supplies	11.52
IN0901	Inland Revenue	PAYE	24,884.99
JA0002	James Fisher Prolec	Prolec Repairs/Service	2,275.20
LE1201	HSBC Invoice Finance (UK) Ltd	Annual Service Contract/Sitewatch	10,665.60
LI0001	Listers Toyota Boston	Toyota Parts/Servicing	1,019.74

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/10/2020

Payment Date To : 31/12/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
LI0004	Lincolnshire Fuels	Fuel	7,236.60
LW0001	LWOL Ltd	Waste Oil Collection	96.00
MA1309	Mastenbroek Ltd	Machinery/Spares	5,324.12
NE0002	Nene Transport (Lincs) Ltd	Low Loader Moves	792.00
O20001	O2 UK Limited	Telemetry/Mobile Phones	2,136.60
OF1501	Ofcom	Radio Licence Fees	75.00
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	2,302.99
PE1633	G & J Peck Ltd	Parts	86.64
PR1668	Prudential Local Government AVC	AVC	769.72
RI0001	Rix Petroleum (Spalding) Ltd	Fuel	18,994.98
RY0001	Mike Ryan	Fencing	3,500.00
SE0002	Secker Welding Ltd	Repairs to CATs	384.00
SM1930	Smiths Electrical Ltd	Capital Works	11,954.40
SO1940	South Lincs Plant Hire & Sales Ltd	Plant Hire	71.04
TB2001	T.B.C. Ltd	Engineering Supplies	194.14
TH1001	P J Thory Ltd	Aggregates	9,103.96
TO2030	Town & County Engineering	Small Stores Equipment	535.32
TR2003	The Training Association (WEST)	Training	6,444.00
VE0101	Veolia ES (UK) plc	Rubbish Collection	674.60
VE0102	VEGA Controls Ltd	Radar Sensor	516.00
VI0002	Vision Plus	Window Film	108.00
VO2201	SMT GB Ltd	Volvo Excavator/Parts/Servicing	193,062.55
WA2302	Walton Loo Hire	Loo hire	1,440.00
WA2304	Watson Fuels (UK) Ltd	Fuel	5,273.40
WA2310	Watling JCB Ltd	JCB Parts/Insurance Excess	751.11
WA2345	Water Management Alliance	Staff Recharges/Onebill	74,088.36
WE2330	West End Garage	Fuel/Fuel Cans	107.50
WE2331	Weston Farm Supplies Ltd	Knapsack/Sprayer Parts	367.08
WE2335	Welland & Deepings IDB	Weedcutting	594.00
WI2306	T Wilkinson	Vermin Control	2,768.35
WO2310	D W Woods Landscaping Ltd	Grass Cutting/bushing & trimming	8,590.17
WO2311	A Woods	Sundry parts/Repairs/Servicing	8,423.73
WY0001	West Yorkshire Pension Fund	Superannuation	72,958.64
YO0001	York Survey Supply	Small Stores Equipment	1,505.40

Please note that the amounts shown above include Vat £ 684,129.39

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD**  
**RISK REGISTER >= SCORE OF 6**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).	(1) Reduction in, or insufficient finance, grant and income.	<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>	3	3	High 9 →	<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 and usually meet annually.</p> <p>The EA MTP refresh in June 2018 has made provision for IDB capital schemes to be considered for receipt of Local Levy funding.</p> <p>Anglia (Northern) RFCC has approved 50% funding contribution towards employment of 1 FTE FCERM officer to support Lincs IDBs' FDGiA applications, for a one year period.</p>
	(2) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects	<p>Potential for overtopping into the IDD during severe weather events.</p> <p>Cost implication of</p>	2	3	High 6 ↑	<p>Anglia (Northern) RFCC has agreed funding for retention and protection of the second line sea defences using the Environmental Permitting Regulations. EA has undertaken baseline surveys on the former lines of reclamation during 2019/20.</p>



**SOUTH HOLLAND INTERNAL DRAINAGE BOARD**  
**RISK REGISTER >= SCORE OF 6**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	the Internal Drainage District, or continues to maintain these defences but to a reduced standard.	managing the increase in water and potential damage to the Board's infrastructure.				<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.</p> <p>The Board is looking to take on maintenance of the earth defences in the first line sea defences in lieu of its precept. The Catchment Engineer trialled a 10km stretch during 2019/20.</p>
	(3) Possible enforced works on Board's infrastructure arising from implementation of Eel Regs 2009	Huge cost implications if works are not grant funded.	2	3	High 6 →	<p>Engineer has worked with EA to assess and prioritise sites. EA has given derogation until end of 2020. ADA are in the process of seeking a further derogation period.</p> <p>Apply for grant aid when replacing/refurbishing pumping stations and tidal sluices.</p>
To enable and facilitate land use for residential, commercial, recreational and environmental	(4) Planning Authorities ignore advice provided by Board	Increased flood risk.  Potential for lost income	2	3	High 6 →	<p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings.</p>

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD**  
**RISK REGISTER >= SCORE OF 6**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
purposes by guiding and regulating activities, which have the potential to increase flood risk.	(5) SUDs managed by private companies who allow them to fall into disrepair by lack of long term maintenance .	from SWDCs and commuted sums.  Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.				<p>Officers' comments on planning applications are available on Local Authority/LPA websites.</p> <p>Officers have a good relationship with the statutory consultee, LCC.</p> <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>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken in conjunction with WMA Flood and Water Manager. New rates and banding introduced wef 1 October 2018.</p>

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

### Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

#### IMPACT

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

#### LIKELIHOOD

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

## SHIDB Policy Review Summary – February 2021

	Policy	Owner	Comments
1	Environmental Responsibilities <a href="#">Click here to view</a>	CL	Format updated. Review of legislation section and inclusion of Environmental Manager, Environmental Officer, Sustainable Development Manager and Sustainable Development Officers to organisational chart and hierarchy.
2	Register and Map of Drainage Hereditaments: Maintenance and Inspection Policy <a href="#">Click here to view</a>	SJ	Format updated. No change to content.

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

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

Mr S A R Markillie in the Chair

In attendance:

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

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

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

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

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



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

## Water Management Alliance

### Schedule of Paid Accounts

Payment Date From : 01/08/2020

Payment Date To : 30/11/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AB0001	Abbey Print Ltd	Stationery	208.80
AJ0001	AJs Gardens	Gardener	60.00
AL0004	ALS Life Sciences Ltd	Nitrate Testing	151.20
AM0001	Ambos	Design Website	2,736.00
AN0003	Anglia IT Solutions DD	Hardware/Support	10,462.40
AN0004	Anglia IT Solutions Ltd	Hardware	10,974.26
AN0102	The AF Group Limited	Electricity/PPE/Recharges to Boards	3,723.73
AN0103	Anglian Water Services Ltd	Water Charges	10.60
AS0003	Asdon Group	Stationery	2,280.62
ATT001	Julie Attwater	Childminder	34.00
BA0002	Banner Group Ltd	Stationery Supplies	124.51
BES001	BES Commercial Electricity Ltd	Standing Charge (Next Door)	109.80
BI0002	Ian Bix	Relocation of Offices	303.00
BL0002	Matthew L Bligh	Work Experience	1,083.60
BO0002	Bobby Dazzlers Cleaning Ltd	Martham office cleaning	80.00
BO0205	Borough Council of King's Lynn & West Norfolk	Business Rates	7,436.00
BR0208	Broads IDB	Rechargeable Work	2,426.21
BRI007	Mr Brights Ltd	Office Deep Clean	576.00
BT0213	BT Payment Services Ltd	Telephone	3,481.55
BT0214	BT	Telephone	25.78
BU0101	BUPA	Health Insurance	995.04
BY0001	Byzantine Ltd	Rechargeable Work	19,895.00
CH0366	Chubb Fire & Security Ltd	Fire Alarm Maintenance	301.08
CO0346	Cope Safety Management Ltd	Health & Safety	3,319.28
CR0002	Cruso & Wilkin	Relocation of Offices	9,721.20
EA0005	East Suffolk IDB	Rechargeable Works	71.35
EL0003	Electronics Computers and Systems Ltd	DRS Support	25,944.00
EO0001	Eon UK plc	Gas	1,258.53
ES0401	ESPO	Stationery	1,446.97
EX0590	Excitech	GIS Server/Software	6,655.50
FI0002	First Intuition	Accountancy Training NVQ3	345.00
GA0003	Lou Gaughan	Childminder	1,519.35
GB0001	GB Security Group	Security Maintenance	363.60
GR0002	Grant Thornton	External Audit	24,000.00
GR0005	GreenJobs Limited	Recruitment Mechanical Engineer	299.00
H20801	H20 Vend Ltd	Water Machine	48.06
HE0001	HP Inc UK Ltd	Printer service & support	1,654.45
IG0001	Ignite	Broadband Line Rental	427.20
IN0904	Inland Revenue	PAYE & NIC	227,353.09
JA0003	Jacobs UK Ltd	Rechargeable Works (Professional Services)	30,571.20
KI1100	Kings Lynn IDB	Rechargeable Works	23,255.56
LI1204	Lincolnshire County Council	Former Staff Pension	1,484.60
MO1315	Mossop and Bowser	Solicitors	5,640.00
NO0001	Norfolk Pension Fund	Ex Employees Pension Cont	3,806.19
NO0008	Nottingham Trent University	Tuition Fees RY	4,625.00
NO1450	Norfolk Pension Fund Superannuation	NCC Pension Contribution	158,054.28
NOR001	Norse Waste Solutions Ltd	Martham Waste/Refuse Collection	162.24
ON1511	Onebill Telecom	Telephone	1,154.54
PI0001	Pitney Bowes Ltd	Franking Machine/Maintenance	2,864.84
PKF001	PKF Littlejohn LLP	External Audit Fees	11,520.00
RE0005	Rentokil Initial Martham	Spray dispenser/Bin liners/Sanitary bags	103.92
RO0004	Roythornes Ltd	Employment Retainer Services	3,008.64
SO0001	South Holland IDB	Rechargeable Works	1,885.40
SO1906	S H D C - Revenue Services DD	Business Rates	1,788.00
TO0003	Towergate Insurance Brokers	Insurance	1,458.51
UN2101	Unison Eastern Region	Unison	90.00
UT0001	Utilize PLC	Hardware/Support	1,752.54
VEO001	Veolia Environmental Services Ltd	Waste Disposal	556.14
VJ0002	V & J Knitwear Ltd	WMA Uniform	29.76
VO2201	Vodafone Ltd	Mobile Phone Charge	2,406.01
WE0001	Welle Ltd	Non Contact Infrared Thermometer	42.00
WO0001	Worldpay Ltd	Admin Fee	460.84
WO0005	Workwear (East Anglia) Ltd	PPE	182.76

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

From: 01 April 2021  
To: 31 March 2022

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

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

From: 01 April 2021  
To: 31 March 2022

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

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

**From:** 01 April 2021  
**To:** 31 March 2022

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

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

- 1 The Services Provided to Third Parties is less than projected for 2020/21. This is due to the COVID-19 pandemic where other Risk Management Authorities ceased operations early on this year. This is significant to the Eastern Boards in particular who rely heavily on this rechargeable income. We hope that once the vaccine becomes available projects will resume in 2021/22. South Holland IDB have had to defer a number of their capital projects, which are also expected to resume in the next financial year 2021/22.
- 2 A provision has been made to increase staff salaries by 2.5% with effect from 1 April 2021. Pension costs are to increase by 0.5% to 23.5% of employees pensionable pay with effect from 1 April 2021.
- 3
  - (i) The rate of Inflation as at 31 October 2020 was 1.3% (Retail Price Index).
  - (ii) It is important to note that each WMA Member Board can accommodate the proposed increases, without having to pass them on by way of significant increases in drainage rates and special levies.
  - (iii) This is a balanced budget which continues the focus of investing more in technology, staff capability and capacity, which should make the WMA Group far more robust and sustainable in future. It is vitally important to add resilience to the existing management structure and build in succession so that the Member Boards can more easily manage the departure of any individual, without significantly increasing costs and carrying unnecessary capacity. As a relatively small and specialist organisation providing public services, this must be a key strategic objective.
  - (iv) It is important to note that we are expecting 47% of the Group's Administration and Technical Support Costs to be paid for by others in 2021/22. We are expecting this to be 43% for 2020/21. Sustaining this level of activity without compromising delivery of our own work programmes will be key in the future.
  - (v) We have employed additional resource within the Sustainable Development Team during 2019/20 and 2020/21. The apportionment of cost across the Boards for 2021/22 is based on an estimate of where we expect this resource to be utilised. This will be reassessed during the course of 2021/22 and adjusted if necessary in the WMA Estimates for 2022/23.

**Recommendations:**

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

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

**S JEFFREY**  
**FINANCE AND RATING MANAGER**

From: 01 April 2021  
To: 31 March 2022

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

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

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

From: 01 April 2021  
To: 31 March 2022

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

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

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

From: 01 April 2021  
To: 31 March 2022

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

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

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



From: 01 April 2021  
To: 31 March 2022

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

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

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

Approved by the Consortium Management Committee on 10 December 2020 and recommended to each of the Member Boards.  
(As required by clause 4.2 of the Consortium Agreement, dated 15 May 2020).

S JEFFREY  
FINANCE AND RATING MANAGER

# Planning Report – Enforcement Process Review

## 1. Introduction

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

## 2. The Two Stage Approach

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

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

## 3. 'Stage 1' - Informal Enforcement

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

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

## 4. 'Stage 2' - Formal Enforcement

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

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

## **5. Officer Recommendation:**

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

### **Stage 1:**

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

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

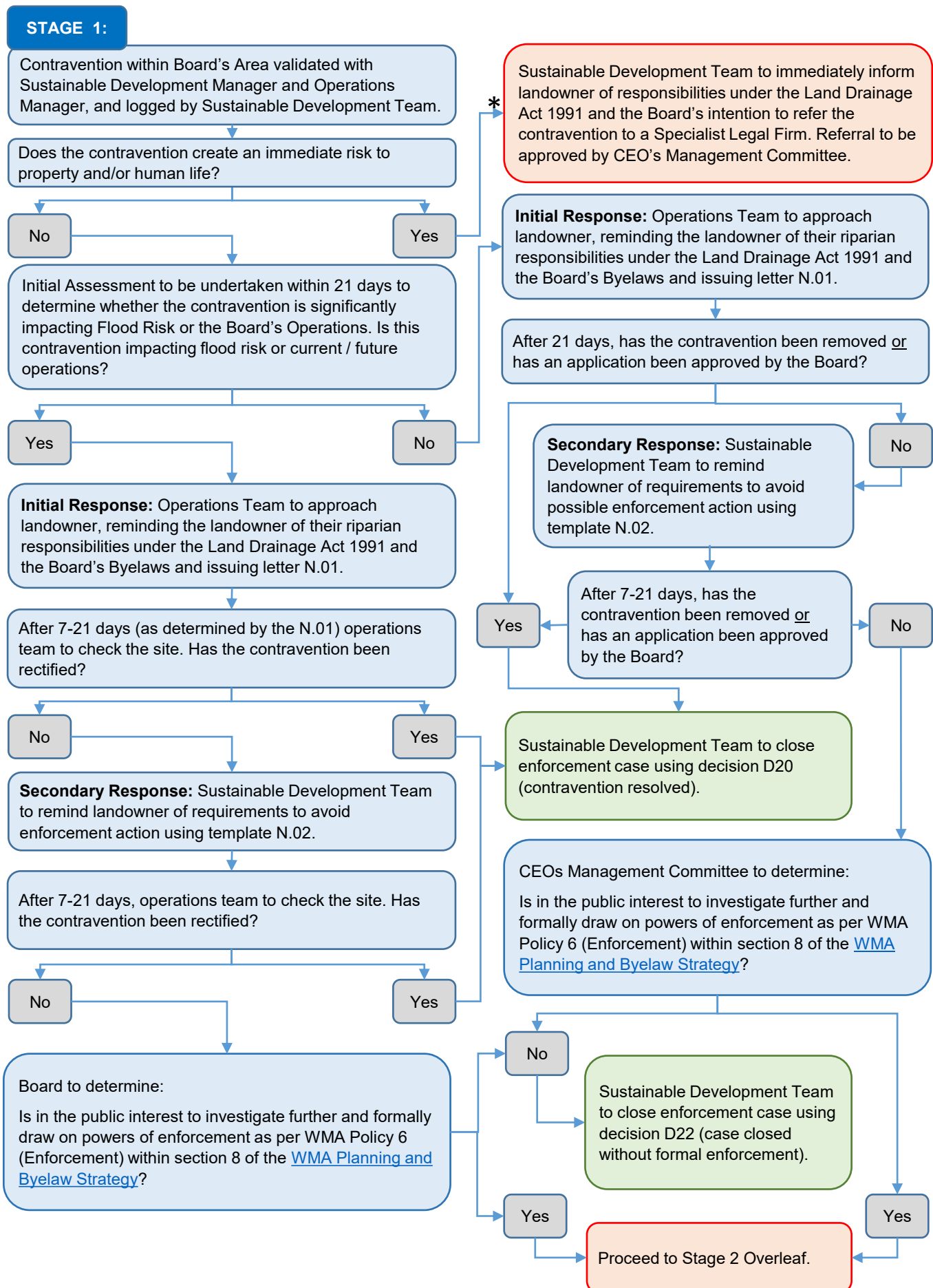
### **Stage 2:**

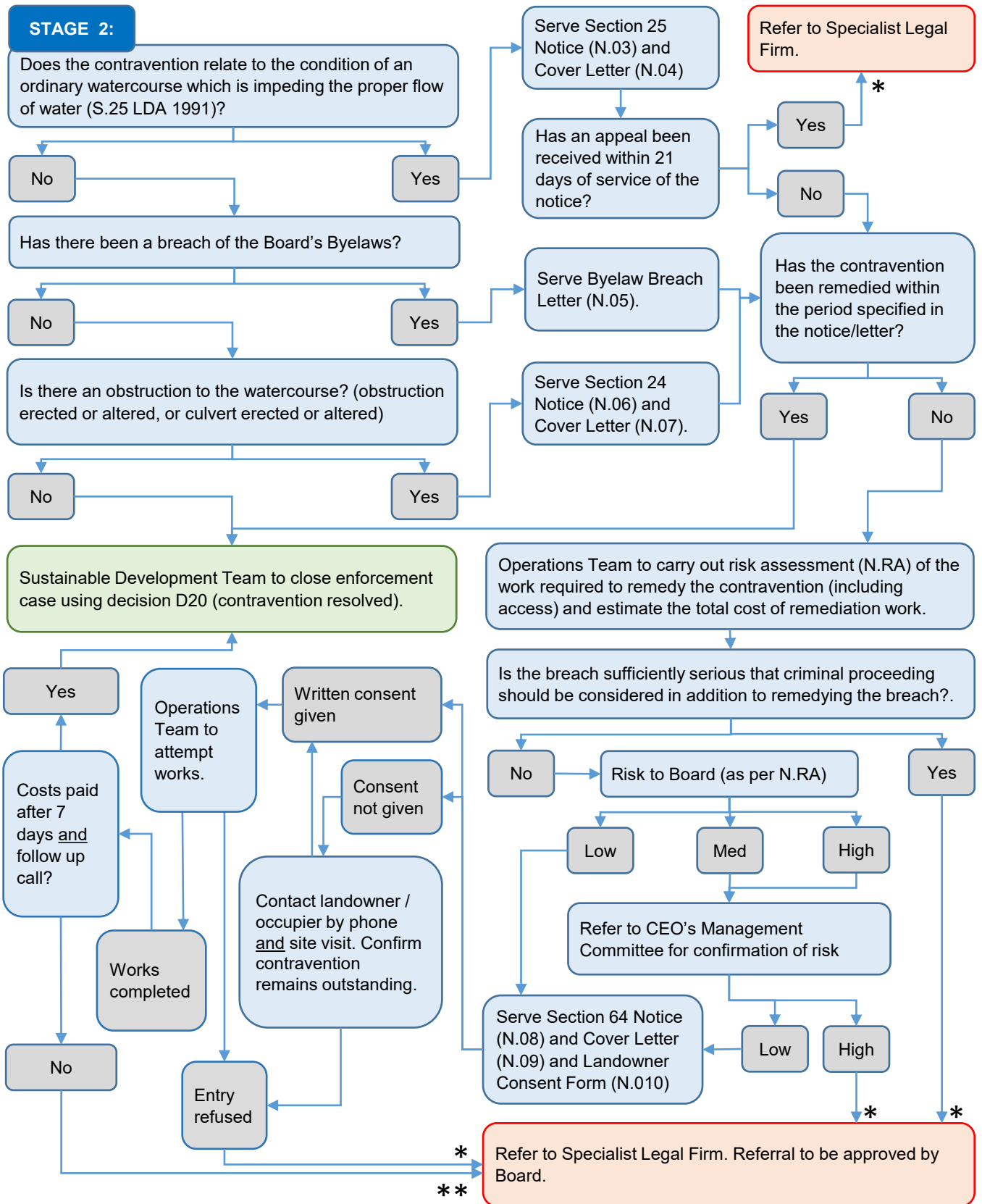
Stage 2 is intended to enable officers to draw on formal powers of enforcement, to ensure that a contravention of the Land Drainage Act 1991 (including Byelaws) is removed where this contravention is negatively impacting Flood Risk or the Board's Operations. The aims of stage 2 are as follows:

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

## **6. Accompanying Flowchart**

*(overleaf)*





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

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

## WMA Policy Review Summary – CMC Meeting, December 2020

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

## WMA Policy Review Summary – CMC Meeting, December 2020

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

**Distributed to: South Holland IDB Members**

<b>Members</b>	<b>PAPER COPY PACK REQUESTED</b>
Simon Bartlett	
Allan Beal	
Francis Biggadike	YES
Anthony Casson	YES
Peter Coupland	YES
Chris Dring	
Rodney Grocock	YES
Nick Grundy	
Andrew Hay	YES
Sam Markillie (Vice-Chairman)	
Julian Perowne	
Paul Redgate	YES
Graham Rudkin	
Michael Seymour	YES
Elizabeth Sneath	YES
Ian Stancer	
Sam Taylor	
Richard Thompson	
Jack Tyrrell	
David Wilkinson	
Duncan Worth (Chairman)	

<b>Officers</b>	
Cathryn Brady	
Phil Camamile	
Sallyanne Jeffrey	
Caroline Laburn	
Dominic Morris	
Karl Vines	YES

South Holland IDB  
Meeting 9 February 2021