

**CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD**

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**PLEASE NOTE CHANGE OF VENUE**

19 February 2019

Mr Chairman and Gentlemen

**Meeting of the Board**  
**4<sup>th</sup> March 2019**

I enclose the Agenda for the Meeting of the Board to be held at the **Crown Lodge Hotel, Downham Road, Outwell** at 7.00 pm on Monday the 4<sup>th</sup> March 2019.

Please telephone or e-mail to confirm your attendance as soon as possible.

Yours truly

D C THOMAS

Clerk to the Board

**To the Chairman and the Members of the Churchfield and Plawfield Internal Drainage Board**

## A G E N D A

1. Apologies for absence

2. Declarations of Interest

Members to declare any interests relating to the agenda.

3. Confirmation of Minutes

To confirm the Minutes of the Meetings of the Board held on the 5<sup>th</sup> March and 29<sup>th</sup> June 2018.

(Copy pages 10-24)

4. Matters arising from the Minutes

5. Election of Board Members

The Clerk will report that the term of office of the Members of the Board will expire on the 31<sup>st</sup> October 2019 and will submit the proposed register of electors which is applicable to the 2019 election.

6. Presentation to Mr Scott

Further to minute B.1002, the Clerk will report that an engraved whiskey decanter had been presented to Mr Scott in recognition of his services to the District as Chairman.

7. Fountain Frozen Foods

Further to minute B.1005, the Clerk to report.

8. Contraventions of Byelaws

a) Planted Conifers - Orchard Barns, Small Lode, Upwell

Further to minute B.1017(a), the Clerk to report.

b) Infilling of Ditch - “Arc Rouge”, Lowside, Outwell

Further to minute B.1017(c), the Clerk to report.

9. Updating IDB Byelaws

Further to minute B.1016(e), the Clerk will report that as this matter affects all Boards, and to ensure efficiency and to minimise costs, work on revising the Byelaws has been held until all Boards administered by the Middle Level Commissioners have determined their wishes. Now that this objective has been achieved work is commencing and a bulk submission of revised Byelaws will be submitted for consideration by Defra accordingly.

10. Policy Statement

To review the Board's updated Policy Statement on Water Level and Flood Risk Management.

(Copy pages 25-34)

11. Requirements for a Biosecurity Policy

Further to minute B.1022, to consider the Board’s Biosecurity Policy.

(Copy pages 35-39)

12. Clerk's Report

The Clerk advises:-

i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a meeting of the Chairmen of all of the Middle Level Commissioners’ administered Boards was held on the 8<sup>th</sup> March 2018 to discuss the challenges facing Boards. Innes Thomson, Chief Executive of ADA, spoke on the arrangements adopted by other Boards around the country.

Matters raised included:-

- 1) Advantages, disadvantages and barriers to amalgamation
- 2) Future meetings and the opportunity for Boards to request items to be added to the agenda
- 3) Reviewing Board membership numbers

That a second Chair's meeting was held on the 17<sup>th</sup> October 2018 and that discussions centred around meeting Health and Safety legislative requirements and the possible options for increased efficiency in delivery of IDB/DDC services. Outline detailed proposals on the latter are to be brought before the next Chair's meeting for consideration.

ii) Applications for byelaw consent

That the following applications for consent to undertake works in and around watercourses have been approved and granted since the last general meeting of the Board:-

<u>Name of Applicant</u>	<u>Description of Works</u>	<u>Date consent granted</u>
Mr J Hubbard	Piping and filling of 6 metres of private watercourse - Church Drove, Outwell	14 <sup>th</sup> March 2018
Mrs A Woodhouse	Piping and filling of 12 metres of Board's watercourse between Points 2 and 5 along Back Drove, Upwell	24 <sup>th</sup> April 2018
Mr R Clutterham	Piping and filling of approximately 9 metres of Board's district watercourse between Points 7 and 8 Stonehouse Lane, Upwell	9 <sup>th</sup> July 2018

iii) Association of Drainage Authorities

a) Annual Conference

That the 81<sup>st</sup> Annual Conference of the Association had been held at the ICE building in Westminster on Wednesday 14<sup>th</sup> November 2018 and had been well attended with the main speakers being Sue Hayman MP, Shadow Secretary for Environment Food and Rural Affairs, Robert Hössen crisis management expert from the Netherlands, John Curtin, Executive Director of Flood and Coastal Risk Management at the Environment Agency and David Cooper Deputy, Director for Flood and Coastal Erosion Management at Defra.

Sue Hayman – Shadow Secretary of State for Environment, Food & Rural Affairs spoke about her first-hand experience of flooding in Cumbria, the impact of flooding on mental health, building on flood plains and river management without environmental change and funding.

Robert Hössen, an expert for a government organisation in Holland gave a presentation on how incident management is organised and dealt with in the Netherlands.

John Curtin from the EA gave a presentation on the effects of Climate change and referred to the government's discussions regarding the likelihood, impact and severity of climate change.

David Cooper from Defra referred to the 25 year environment plan and to various Government publications made in 2018, which can be reviewed online.

That the Officers had been re-elected, subscriptions would be increasing by 2% for the following year and the Conference marked the launch of the Good Governance Guide for Internal Drainage Board Members.

That the Conference also marked the first presentation of the Chairman's award which were presented to Ian Russell from the Environment Agency for his work on Public Sector Co-

operation Agreements and to Cliff Carson, former Environmental Officer of the Middle Level Commissioners and the Boards, for his work which was instrumental in changing views concerning conservation.

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 13<sup>th</sup> November 2019.

c) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association will be held on Tuesday the 12<sup>th</sup> March 2019 and the fact that the administration of this branch has now passed to the Middle Level Commissioners.

d) Good Governance Guide for Internal Drainage Board Members

That, at the Annual Conference last November, ADA launched the publication of the Good Governance Guide for IDB Board Members. It provides Members with a comprehensive guide to their role as water managers servicing the local communities. The document has been produced with the financial support of Defra and will provide Members with knowledge to help expand their grasp of the role, and how best to execute their responsibilities on the Board.

That in March and April 2019, ADA will be running a series of free workshops in relation to Good Governance at which ADA hope to see as many Board Members as possible. The nearest workshops for this area are:-

- Marriott's Warehouse, King's Lynn (19<sup>th</sup> March)
- Deafblind UK Conference Centre, Peterborough (28<sup>th</sup> March)

There is also a workshop in London at the CIWEM Venue Farringdon (3<sup>rd</sup> April) for those who cannot attend a local workshop.

That a copy of the Guide for each member has been included with this agenda and can be downloaded from the ADA website.

iv) External Bodies Conservation Initiatives

That there are two projects which may have an impact on the Board:-

i) The New Life on the Old West project being led by Cambs ACRE which aims to improve public understanding of the unique nature of biodiversity in the Fens and to deliver improvements on community green spaces and the ditch network. At the time of report the project has received a £100k grant to develop the project to the point at which a further £3/4 million grant bid will be made to support delivery.

ii) The Cambridgeshire Fens Biosphere, Heritage Lottery have provided £10,000 of funding to research what would be necessary to bring Biosphere Reserve status to the Fens. This project is being led by the Wildlife Trust with support from Cambs ACRE. If successful, this would lead to a new UNESCO designation. This would be a non-statutory designation which records the unique nature of the area.

v) Catchment Strategy

That the EA, LLFA, IDBs and other partners are co-operating in a piece of work which is looking at the pressures on the catchment from a development and climate change perspective. The aim will be to develop proposals which will guide and inform discussion makers.

vi) Water Resources East Group Meeting

That the Middle Level Commissioners are setting up a Committee to discuss how they can work more closely with Anglian Water and other partners to ensure that the management of water and the quantity taken from the River Nene can be maximized in stressed years.

13. Consulting Engineers' Report, including planning and consenting matters

To consider the Report of the Consulting Engineers.

(Copy pages 40-54)

14. Capital Improvement Programme

To review and approve the Board's future capital improvement programme.

(Copy page 55)

15. District Officer's Report

To consider the Report of the District Officer.

(Copy page 56)

16. Conservation Officer's Newsletter and BAP Report

The Clerk to refer to the Conservation Officer's newsletter previously circulated to members, and to consider the most recent BAP Report.

(Copy pages 57-69)

17. District Officer's Expenses

To give consideration to the appropriate reimbursement of the out of pocket expenses of the District Officer for 2019/2020. [The sum of £2,268.55 had been submitted for 2018/2019].

18. State-aided Schemes

To consider whether to undertake further State-aided Schemes and whether any future proposals should be included in the forward capital forecasts provided to the Environment Agency.

19. Environment Agency – Precept

The Clerk will report that the precept for the financial year 2019/2020 has been fixed at £2,769.14 representing a rate (including special levies) of 0.587p.

The precept for 2018/2019 was £2,637.

20. Association of Drainage Authorities

a) Subscriptions

The Clerk will report that it is proposed by ADA to increase subscriptions by approximately 2% for 2019, viz:- from £542 to £553.

b) Future ADA Communications

The Clerk will refer to a letter received from ADA dated 18<sup>th</sup> October 2018 (copy page 70) and to the form included with this agenda. Alternatively the form can be completed and returned electronically via the link at [www.ada.org.uk/communications](http://www.ada.org.uk/communications).

**Please note that ADA requires a completed form from each Member in order to continue to receive communications from ADA in 2019.**

21. Health and Safety

a) Further to minute B.1020, the Chairman/District Officer to report.

b) The Clerk will report that at the autumn Middle Level and Associated Drainage Board's Chairs meeting, a request was made to seek to either take on an additional employee or employ a contractor to specifically support the Drainage Board's to help them meet their legal Health and Safety requirements and also deliver the specified requirements of the Board's insurers who are calling for evidence that appropriate measures are in place to manage Health and Safety. Quotes are being sought but at this time costs are not available and of course the cost per Board is likely to be reflected by take up of any offer made.

The Board is therefore asked to consider if it is interested in this service offer and if the decision to finally commit can be delegated to a member or members of the Board.

22. Completion of the Annual Accounts and Annual Return of the Board – 2017/2018

a) The Clerk will report that in accordance with the Accounts and Audit Regulations all members received a copy of the Annual Accounts for the year ended the 31<sup>st</sup> March 2018 before the 30<sup>th</sup> June of that year and approved the Accounts for the purposes of the Regulations.

b) To consider the comments of the Auditors on the Annual Return for the year ended on the 31<sup>st</sup> March 2018.

(Copy pages 71-76)

c) To consider the Audit Report of the Internal Auditor for the year ended on the 31<sup>st</sup> March 2018.

(Copy pages 77-81)

23. Annual Accounts of the Board - 2018/2019

The Clerk will report that in accordance with the Accounts and Audit Regulations Internal Drainage Boards' accounts are required to be approved by resolution on or before the 30<sup>th</sup> June of that year.

24. Defra IDB1 Returns

Further to minute B.1021, the Clerk will refer to a letter received from Defra dated 24<sup>th</sup> April 2018 and to the completed IDB1 form for 2017/2018.

(Copy pages 82-91)

25. Governance and Accountability for Smaller Authorities in England

The Clerk to refer to the recently issued Practitioners' guide to proper practices to be applied in the preparation of statutory Annual Accounts and Governance Statements which will apply to Annual Returns commencing on or after 1<sup>st</sup> April 2018 which is available on our website at [www.middlelevel.gov.uk/ChurchfieldandPlawfieldInternalDrainageBoard/GovernanceandAccountability](http://www.middlelevel.gov.uk/ChurchfieldandPlawfieldInternalDrainageBoard/GovernanceandAccountability).

26. Review of Internal Controls

To consider the system of Internal Controls.

27. Risk Management Assessment

To give consideration to the Board's Risk Management Policy.

28. Transparency Code for Smaller Authorities

The Clerk will report that, as resolved at its' last meeting, the Board will continue with a limited assurance review and not take advantage of the audit exemption available for smaller public bodies with income and expenditure less than £25,000.

29. Exercise of Public Rights

The Clerk to refer to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

30. Payments

The Clerk to report on payments made:-

- a) 2017/2018 (1<sup>st</sup> February – 31<sup>st</sup> March 2018)
- b) 2018/2019 (1<sup>st</sup> April 2018 – 31<sup>st</sup> January 2019)

(Schedule page 92)

31. Expenditure estimates and special levy and drainage rate requirements 2019/2020

To consider estimates of revenue expenditure and levy and rate requirements in respect of the financial year 2019/2020.

(Copy pages 93-94)

32. Date of next Meeting

33. Any other business

## **CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD**

At a Meeting of the Churchfield and Plawfield Internal Drainage Board  
held at Saint Andrew's Methodist Chapel Hall, Outwell on Monday the 5<sup>th</sup> March 2018

### **PRESENT**

S A Calton Esq (Chairman)	P B Cutting Esq
D J W Boyce Esq (Vice Chairman)	P W Dorling Esq
P Allen Esq	K Harrison Esq
G D Boyce Esq	D J Lunn Esq
D Cowling Esq	D J Pope Esq

Miss Lorna McShane (representing the Clerk to the Board) and Mr Graham Moore (Planning Engineer) were in attendance.

### **Apologies for absence**

Apologies for absence were received from Councillor C J Crofts Esq and R Secker Esq.

### **B.999 Declarations of Interest**

Miss McShane reminded Members of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any individual on the Board.

Mr D Boyce declared an interest as District Officer in agenda item 13.

### **B.1000 Confirmation of Minutes**

### **RESOLVED**

That the Minutes of the Meeting of the Board held on the 6<sup>th</sup> March and 30<sup>th</sup> June 2017 are recorded correctly and that they be confirmed and signed.

### **B.1001 Completion of the Annual Accounts and Annual Return of the Board – 2016/2017**

- a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31<sup>st</sup> March 2017.
- b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31<sup>st</sup> March 2017.

### **RESOLVED**

- (i) That in accordance with the Accounts and Audit Regulations the minutes record that approval of the accounts was given on 30<sup>th</sup> June 2017.
- (ii) That the Chairman was authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2017.

### B.1002 Presentation to Mr Scott

Further to minute B.958, the Chairman reported that he had arranged for a decanter to be engraved and presented to Mr Barry Scott to mark his years as Chairman of the Board. The Chairman said that he would arrange an informal event at The Crown Lodge Hotel to make the presentation to Barry and Members would be notified about this date.

### B.1003 Board Membership

Further to minute B.962, Miss McShane reported that Mr Paul Allen had accepted the invitation to join the Board.

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The Chairman welcomed Mr Allen who was attending his first meeting of the Board.

### B.1004 Water Transfer Licences

Further to minute B.965, Miss McShane referred to a letter received from ADA dated the 27<sup>th</sup> October 2017 and to the Clerk's response to Defra and also to the fact that licencing of water transfers came into force on the 1<sup>st</sup> January 2018. She advised that, as a licence is only required for transfers from EA main river and no inter-IDB transfers require licencing, this new arrangement will not directly impact the Board.

### B.1005 Fountain Frozen Foods

Further to minute B.966, Miss McShane reported on a Schedule of Works which had been previously sent to Mr Lawrence at Fountain Frozen Foods and following on from the arrangement made for them to carry out drain maintenance in the vicinity of their factory premises.

### RESOLVED

That the Assistant Clerk re-send the schedule for the maintenance works and contact Mr Lawrence to confirm that the works would be carried out by Fountain Frozen Foods.

### B.1006 Consulting Engineers' Report

The Board considered the Report of the Consulting Engineers.

The update on the eel regulations was noted.

### Planning Procedures Update

The Board expressed concern about the lack of informatives being included on planning decision notices by Local Planning Authorities advising the applicants of their separate legal obligation to comply with the requirements of the Board's Byelaws and the Land Drainage Act.

Residential development of redundant commercial land to provide 4 new dwellings on land south of 31 School Road, Upwell – Mr D Masters (MLC Ref Nos. 445 & 536)

The Board noted the position with regard to the provision of a soakaway on this development for surface water disposal.

Developments at Fountain Foods Ltd, New Road, Upwell (MLC Ref Nos. 405, 421, 436, 472 & 543)

The Board noted the continuing contravention of the Board's Byelaws and that the situation had been exacerbated by further development on the site, including the onion store and a storage building.

Residential development consisting of 26 properties, site access and internal road on land to the south of 21-42 St Peters Road, Upwell – Various developers (MLC Ref Nos. 479, 516, 529, 538, 541, 542, 545, 548 & 552)

The Board noted that there had been little progress in resolving the surface water disposal issues associated with this site. The Consulting Engineer reported that the Land Agent and the solicitors acting for the Developer had queried the note that had been placed on the Local Land Charges Register. The Board noted that breach of Byelaw 3 was still continuing as surface water is directly discharging into the Board's drain.

Construction of a new highway access and associated culvert at 167 New Road, Upwell – Pro Edge Plant Hire (MLC Ref. No. 537)

The Consulting Engineer reported that a planning application for the formation of a 15m long culvert within the Board's Drain to the south east of Point 15 to create a new access to Pro Edge Plant Hire site had been submitted to the Borough Council.

Despite the assurances of planners at Kings Lynn and West Norfolk District Council it was considered that the culvert under the new road was not of sufficient capacity to take the water.

RESOLVED

- i) That the Report and the actions referred to therein be approved.
- ii) Residential development of redundant commercial land to provide 4 new dwellings on land south of 31 School Road, Upwell – Mr D Masters (MLC Ref Nos. 445 & 536)

That the situation on this site be monitored as there may be a need to revisit this development and seek a discharge consent if the soakaway proved to be an inadequate way of disposing with surface water.

- iii) Developments at Fountain Foods Ltd, New Road, Upwell (MLC Ref Nos. 405, 421, 436, 472 & 543)

That the Board monitor the situation for the time being.

- iv) Residential development consisting of 26 properties, site access and internal road on land to the south of 21-42 St Peters Road, Upwell – Various developers (MLC Ref Nos. 479, 516, 529, 538, 541, 542, 545, 548 & 552)
- a) That the note on the Local Land Charges Register should remain until outstanding matters with regard to surface water had been dealt with to the Board's satisfaction.
- b) That the Consulting Engineer invite a post application from the developers and then arrange a meeting to discuss and resolve the matter.
- v) Construction of a new highway access and associated culvert at 167 New Road, Upwell – Pro Edge Plant Hire (MLC Ref. No. 537)

That the Consulting Engineer check the status of this planning application and, if approved, seek a post application for surface water from the developers.

#### B.1007 Capital Improvement Programme

Members considered the Board's future capital improvement programme and discussed adding the refurbishment of the culvert at Small Lode, Point 26, into the programme and this be given further consideration in next year's capital programme. It was noted that the control structure at Sullivan's Dam needed some attention but this could be covered from the normal maintenance budget.

#### RESOLVED

That the Capital Programme be approved in principle and kept under review.

#### B.1008 District Officer's Report

The Board considered the Report of the District Officer.

The District Officer reported that maintenance work had been completed by the Kings Lynn Consortium of Internal Drainage Boards. The works planned to be completed from Points 27–28 had been rescheduled and was to be carried out in the autumn period.

#### RESOLVED

- i) That the Report and the actions referred to therein be approved and that the Officer be thanked for his services over the preceding year.
- ii) That the necessary drainworks notices be sent and the District Officer be authorised to obtain quotations and organise the maintenance works for 2018/2019.
- iii) That the Middle Level Commissioners' Treasurer be asked to consider whether the District Officer should receive an honorarium or an annual payment salary.

#### B.1009 Environmental Officer's Newsletter and BAP Report

Miss McShane referred to the Environmental Officer's Newsletter, previously circulated to Members.

Members considered and approved the most recent BAP report, together with the information sheets about floating pennywort.

### B.1010 District Officer Expenses

The Board gave consideration to the appropriate reimbursement of the out of pocket expenses for 2018/2019 incurred by the District Officer on the Board's behalf.

#### RESOLVED

- i) That the Board agree that reasonable out of pocket expenses incurred by the District Officer for 2018/2019 be allowed, if substantiated by an invoice and that the Chairman be authorised to agree the final amount.
- ii) That the payment submitted for 2017/2018 in the sum of £1,845.92 be approved.

(NB) – Mr D J W Boyce declared a financial interest when this item was discussed.

### B.1011 State-aided Schemes

Consideration was given to the desirability of undertaking further State-aided Schemes in the District and whether any future proposals should be included in the capital forecasts provided to the Environment Agency.

#### RESOLVED

That no proposals be formulated at the present time.

### B.1012 Application for byelaw consent

Miss McShane reported that the following application for consent to undertake works in and around watercourses had been approved and granted since the last general meeting of the Board, viz:-

<u>Name of Applicant</u>	<u>Description of Works</u>	<u>Date consent granted</u>
Mr and Mrs P Woollard	Landscaping works – slabs, shingle grass and fence over piped district drain	27 <sup>th</sup> October 2017

#### RESOLVED

That the action taken in granting consents be approved.

### B.1013 Environment Agency – Precepts

Miss McShane reported that the Environment Agency had issued the precept for 2018/2019 in the sum of £2,637 (the precept for 2017/2018 being £2,598).

B.1014 Determinations of annual values for rating purposes

The Board considered the recommendations for the determinations of annual values for rating purposes, viz:-

**Churchfield & Plawfield IDB**

Determination of Annual Values for Rating purposes

Apr-18

2018-2019

		Transfer value to Special Levy - <b>£3177.00</b> per hectare	<b>Area</b> (Hectares)	<b>Agricultural</b> <b>Land</b>	<b>Kings Lynn</b> <b>DC</b>	<b>TOTAL</b>
				-		-
		Opening Values (£)	527.218	<b>86,976</b>	<b>383,507</b>	<b>470,483</b>
		Opening %		18.49%	81.51%	100.00%
	<u>Location</u>	<u>Reason for change.</u>				
						0
						0
Dance/Loft/Woodhouse	Croft Road	GIS re-valuation	-0.285	-45		-45
						0
Lunn D J	Croft Road	Change of use to domestic properties	-0.359	-40	1,141	1,101
						0
						0
						0
		Total determinations	526.574	-85	1,141	1,056
		Closing Values (£)		<b>86,891</b>	<b>384,648</b>	<b>471,539</b>
		Closing %		18.43%	81.57%	100.00%

## RESOLVED

- i) That the determinations recommended be adopted by the Board.
- ii) That the Clerk be empowered to serve notices and to take such other action as may be necessary to comply with statutory requirements.
- iii) That the Chairman and the Clerk be empowered to authorise appropriate action on behalf of the Board in connection with any appeals against the determinations.

### B.1015 Rate arrears

Consideration was given to writing off rate arrears amounting to £8.28.

## RESOLVED

That the arrears be written off.

### B.1016 Association of Drainage Authorities

Miss McShane reported:-

#### a) Annual Conference

That the Annual Conference of the Association of Drainage Authorities would be held in London on Wednesday the 14<sup>th</sup> November 2018.

## RESOLVED

That the Clerk be authorised to obtain a ticket for the Annual Conference of the Association for any Member who wishes to attend.

#### b) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association would be held in Prickwillow, Ely on Tuesday the 6<sup>th</sup> March 2018 and the fact that the administration of this branch has now been passed to the Middle Level Commissioners.

#### c) Subscriptions

Miss McShane referred to minute B.981(c) and reported that it is proposed by ADA to increase subscriptions by approximately 1% for 2018. Miss McShane reported that the Board last paid a subscription of £510 in 2015 and that the Clerk has been advised that the subscription for 2018 will be £542.

## RESOLVED

That the Board re-join ADA and the increased ADA subscription be paid for 2018.

d) Liability of Board Members

Miss McShane referred to, and the Board noted, a Guidance Note received from ADA dated the 28<sup>th</sup> September 2017 which summarised the issue of when Members of an Internal Drainage Board may be held personally liable for actions which they take in that capacity.

Miss McShane advised that the Board had management liability insurance in place, which was in respect of claims made as a result of a wrongful act against members of the Board arising from the management and operations of the Board and that the cover attached was £5,000,000.

e) Updating IDB Byelaws

Miss McShane referred to a letter received from ADA dated the 20<sup>th</sup> October 2017.

Miss McShane reported that most of the IDBs in the area have a set of Byelaws which were made under Section 34 of the Land Drainage Act 1976 for the secure and efficient working of the drainage system in their area.

Defra have now suggested that the Byelaws which have been adopted by IDBs should be updated to include within their purpose powers in relation to environment matters. To do this it will be necessary to update the current Byelaws in line with the standard model byelaw published in October 2012.

RESOLVED

That the Clerk be requested to draft new Byelaws to include compliance with the environment regulations for consideration by the Board at their next meeting.

f) Floodex 2019

That Floodex 2019 will be held at The Peterborough Arena on the 27<sup>th</sup> and 28<sup>th</sup> February 2019.

B.1017 Contravention of Byelaws

a) Planted Conifers – Orchard Barns, Small Lode, Upwell

The Board noted that a letter had been sent asking for the planted conifers to be removed.

RESOLVED

That a further letter be sent to Mr Fitzpatrick.

b) Conifers in dyke – 176 New Road/Townsend Road/Tointons Drove, Upwell

The District Officer reported that although these conifers were affecting visibility this was not a matter for the Board to resolve.

c) Infilling of Ditch – "Arc Rouge", Lowside, Outwell

The Consulting Engineer had reported that the pipe that had been installed was too narrow and was not of the correct specification. He had also advised that he was minded to grant the application when all the materials had been removed from the drain and refilled with suitable material.

RESOLVED

That the Consulting Engineer monitor the situation with regard to the drain and consider a consent application.

B.1018 Governance of Water Level Management in England

Miss McShane referred to the publication of the National Audit Office's (NAO) Report on Internal Drainage Boards, available on their website, [www.nao.org.uk/report/internal-drainage-boards](http://www.nao.org.uk/report/internal-drainage-boards); to the Report Summary and to the response from ADA.

B.1019 Capital Programme Strengthening and Delivery

Miss McShane referred to, and the Board noted, the slides presented by the Environment Agency at the Great Ouse IDB and EA Strategic Group meeting on the 19<sup>th</sup> April 2017.

B.1020 Member training and the appointment of a Health and Safety Officer

Miss McShane reported that ADA has been encouraging member training for a number of years and Defra will, from 2018, require Boards to report upon any training that has been provided to members. This was to be reported by way of an entry on the IDB1 forms and the listed topics on this form are; Governance, Finance, Environment, Health, safety and welfare, Communications and engagement, amongst others. The Board may wish to pick an area where they consider specific tailored training is pertinent for it in a given year or alternatively might ask that the Middle Level Commissioners arrange some joint training with other Boards which they are happy to do.

On Health and Safety, after reviewing arrangements for a number of Boards, it has become clear that it would be helpful if Boards could appoint a member to be in charge of Health and Safety matters. This person would take overall responsibility for Health and Safety supported by Croner through the Middle Level Commissioners. This will help provide clarity going forward as ultimately it is the Boards' role to ensure that sites, equipment and working practices are as safe as can be reasonably expected. Whilst IDBs have an enviable record on safety and much that is needed is likely to already be in place, the HSE would probe the organisational structure should a reportable accident occur and would take a dim view if clarity on the lines of responsibility were unclear.

RESOLVED

- i) That the Chairman and District Officer be responsible for health and safety issues of the Board.
- ii) That the District Officer complete the health and safety questionnaire from ADA.
- iii) That the District Officer participate in any training organised through the Middle Level Commissioners.

### B.1021 Defra IDB1 Returns

Miss McShane reported on the proposed changes to the Annual Defra IDB1 Returns.

She advised that the IDB1 form is completed each year in accordance with the Land Drainage Act 1991 and is submitted to Defra, the Environment Agency and to each Council which pays an IDB Special Levy. The form provides information on such items as income, expenditure, a policy delivery statement, the bio-diversity action plan, asset management and governance matters.

Miss McShane reported that for the year ended 31<sup>st</sup> March 2017 the IDB1 return was amended and additional information requested, such as details of board membership, attendance at meetings, whether elections are held and confirmation that the complaints procedure is accessible from the home page on an IDB's website. This information will enable Defra to gather more data in relation to IDBs.

For 2018 the IDB1 form will be further expanded. The additions were developed in co-operation with the Environment Agency, ADA and invited IDB representatives including David Thomas on behalf of the Middle Level Commissioners. The inclusion of items within the form which would either be difficult to report on or provide information which collectively would be of little value have been resisted and the new IDB1 form should, as a result, allow Defra to gain a much clearer insight into what IDBs deliver annually. It is hoped that this in turn will assist with raising further the profile of IDBs.

### B.1022 Requirements for a Biosecurity Policy

Miss McShane reported that, from 2018, Board's will be required to advise (through the IDB1 returns) whether they have in place a Biosecurity Policy. This is considered necessary following increased concern over the spread of alien invasive weeds from one waterbody to another, possibly through the use of contracted or shared plant which can carry elements of such plants if not properly cleaned after being moved from contaminated locations. ADA have stated that they support the principle of having a policy in place and, conscious that for most boards the policy requirements will be identical, they are producing a model document. The Board were asked to confirm that they were content to adopt a policy as long as it is suitable and will not include overly onerous steps which might restrict their activities.

### RESOLVED

That the draft policy be reviewed by the Board at their next meeting.

### B.1023 Charging for Environmental Permits

Miss McShane reported on the consultation on charging for Environmental Permits which closed on the 26<sup>th</sup> January 2018. It is suggested within the consultation that charging should be designed to recover costs and as such there may be significant increases in the charges for obtaining Environment Agency permits for some IDB activities which require such consents. ADA have responded on behalf of the industry and their response is available on their website, [www.ada.org.uk/2018/01/ada-responds-environment-agency-charge-proposals-2018](http://www.ada.org.uk/2018/01/ada-responds-environment-agency-charge-proposals-2018).

### B.1024 The General Data Protection Regulation (GDPR)

Miss McShane referred to the Guidance Note on the implementation of the GDPR and that all organisations must become fully compliant by the 25<sup>th</sup> May 2018.

## RESOLVED

That Miss Lorna McShane, Solicitor and Assistant Clerk be appointed the Board's Data Protection Officer.

### B.1025 Annual Accounts of the Board – 2017/2018

Miss McShane reported that in accordance with the Accounts and Audit Regulations, Internal Drainage Boards' accounts were required to be approved by resolution on or before 30<sup>th</sup> June.

### B.1026 Governance and Accountability for Smaller Authorities in England

Miss McShane referred to the recently issued Practitioners' guide to proper practices to be applied in the preparation of statutory Annual Accounts and Governance Statements which will apply to Annual Returns commencing on or after 1<sup>st</sup> April 2017.

### B.1027 Review of Internal Controls

- a) The Board considered and expressed satisfaction with the current system of Internal Controls.
- b) The Board considered and approved the appointment of Whiting & Partners as Internal Auditor for the three period 2018/2019 to 2020/2021.
- c) The Board approved the Audit Strategy and Audit Plan.

### B.1028 Risk Management Assessment

The Board considered and expressed satisfaction with their current Risk Management Policy.

### B.1029 Appointment of External Auditor

Further to minute B.946(b), Miss McShane referred to the decision by the Board to join the Sector Led Auditor Appointment Body for the appointment of the External Auditor and that the Smaller Authorities' Auditor Appointments (SAAA Ltd) had formed for this purpose. She reported that they had now confirmed the appointment of PKF Littlejohn to carry out the external audit of the Board for a five year period commencing with the financial year 2017/2018.

### B.1030 Transparency Code for Smaller Authorities

Miss McShane reported that from 2017/2018 smaller public bodies (Boards with income or expenditure less than £25,000) would not be required to undertake a formal audit but would need to have greater publication requirements in place. She advised that it would also be necessary to question the effect of "one off" payments such as development contributions taking the Board above the £25,000 limit, in a particular year.

## RESOLVED

To continue with a limited assurance review as has been carried out in previous years.

### B.1031 Exercise of Public Rights

Miss McShane referred to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

### B.1032 Payments

The Board considered and approved payments amounting to £6,197.51 which had been made during the financial year 2016/2017 (1<sup>st</sup> February to 31<sup>st</sup> March 2017) and £18,293.78 made during the financial year 2017/2018 (1<sup>st</sup> April 2017 to 31<sup>st</sup> January 2018).

The Board noted that £2,500, 15% of the budget, had been spent on the consideration of planning applications and that this was difficult to budget for as the Board had no control over the timing of planning applications.

(NB) – The District Officer declared an interest in the payments made to him.

### B.1033 Expenditure estimates and special levy and drainage rate requirements 2018/2019

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2018/2019 and were informed by Miss McShane that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 18.43% and 81.57%.

## RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £21,219 be raised by drainage rates and special levy.
- iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £3,910 and £17,309 respectively.
- iv) That a rate of 4.50p in the £ be laid and assessed on Agricultural hereditaments in the District.
- v) That a Special levy of £17,309 be made and issued to the Borough Council of Kings Lynn and West Norfolk for the purpose of meeting such expenditure.
- vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levy referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levy by such statutory powers as may be available.

B.1034 Display of rate notice

RESOLVED

That notice of the rate be affixed within the District in accordance with Section 48(3)(a) of the Land Drainage Act 1991.

B.1035 Date of next Meeting

RESOLVED

That the next Meeting of the Board be held on Monday the 4<sup>th</sup> March 2019 and the Chairman give consideration to an alternative venue for the meeting.

## **CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD**

At a Meeting of the Members of the Churchfield and Plawfield Internal Drainage Board  
held at Outwell on Friday the 29<sup>th</sup> June 2018

### **B.1036 Annual Governance Statement – 2017/2018**

Members considered and approved the Annual Governance Statement for the year ended on the 31<sup>st</sup> March 2018.

#### **RESOLVED**

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2018.

### **B.1037 Annual Accounts of the Board – 2017/2018**

Members considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31<sup>st</sup> March 2018 as required in the Audit Regulations.

#### **RESOLVED**

That the Chairman be authorised to sign the Return, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2018.

### **B.1038 Date of next Meeting**

The Chairman reminded Members that the next Meeting of the Board would be held on Monday the 4<sup>th</sup> March 2019 at Saint Andrew's Methodist Chapel Hall, Outwell at 7.00pm.

# **CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD**

## **POLICY STATEMENT ON WATER LEVEL AND FLOOD RISK MANAGEMENT**

**MARCH 2019**

# CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

## POLICY STATEMENT ON WATER LEVEL AND FLOOD RISK MANAGEMENT

### 1. Introduction

#### Purpose

- 1.1 This policy statement has been prepared by the Churchfield and Plawfield Internal Drainage Board (the Board) to provide a public statement of the Board's approach to its management of water levels and flood risk within the Churchfield and Plawfield Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010.
- 1.2 The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructures within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board is committed to the pursuit of economy, efficiency and effectiveness.
- 1.3 It should be noted that although this document refers to 'flood and coastal erosion risk management' (FCERM) the District is not affected by coastal erosion or tidal flooding.

#### Background

- 1.4 The Department of the Environment, Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and

coastal erosion "Risk Management Authorities (RMA), which includes the Churchfield and Plawfield Internal Drainage Board.

- 1.5 This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the *National flood and coastal erosion risk management strategy for England 2011* (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summaries what plans the Board has in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at Middle Level Offices, March Cambridgeshire, PE15 0AH. Digital copies can be downloaded from the Board's website.

## **2. Governance and local accountability**

- 2.1 The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage rate payers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.
- 2.2 Board members must take decisions objectively in their best interests and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.
- 2.3 Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

## **3. Delivery the National Strategy's policy aim and objectives**

### **Aim**

- 3.1 The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector

organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

## **Objectives**

3.2 The Strategy sets out five objectives in pursuance of the overall aim as follows:

- understand the risks of flooding and coastal erosion, working together to put in place long term sustainable plans to manage these risks and making sure that other plans take account of them;
- avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
- build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
- increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient; and
- improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

3.3 The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

## **4. Flood risk and water level management in the Board's District**

4.1 The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable<sup>1</sup>.

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<sup>1</sup> It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.

4.2 The Board makes decisions regarding flood risk within the District taking into account the following:

- assets in place considering design standard and life;
- Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
- other information such as the history of flooding and land use impacts.

4.3 The following outlines the key details of the District:

- Total area of the drainage district: 657 ha
- Catchment area draining to and including the District: 657 ha
- Area of Agricultural Land: 553 ha
- Area of other (non-agricultural) land: 104 ha

[List above can include summary of other land: e.g. residential and commercial property, amenity land, major road and rail infrastructure, other highways, area of designated environmental sites etc]

4.4 Assets for which the Board have operational responsibility:

- Water Level Control Structures: 8 No
- Watercourses (maintained): 18 km
- Raised embankments: 0 km
- Reservoirs 0 ha
- Sustainable drainage systems (SuDS) 0 No
- Pumping Stations: 0 No

4.5 Assets within or adjacent to the District that are maintained by the Environment Agency:

- Main Rivers: 0 km
- Raised embankments/flood walls 0 km
- Pumping Stations: 0 No

5. **Building, maintaining and improving flood and coastal erosion risk management systems**

- 5.1 Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.
- 5.2 The Board monitors and review the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.
- 5.3 Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.
- 5.4 Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.
- 5.5 The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board are not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what they consider to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.

5.6 Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.

5.7 The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.

5.8 The Board will also seek to ensure, where possible, that assets managed by other risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

## **6. Regulation of activities – Avoiding inappropriate development and land management**

6.1 The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.

6.2 The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.

6.3 The potential impact on flood risk from future development both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.

6.4 Where appropriate the Board will seek contributions from developers to cover the cost of both immediate and longer term works necessary to mitigate against any resultant increase

in flood risk. Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.

6.5 The Board will where appropriate designate structures or features affecting flood risk using section 30 of the Flood and Water Management Act 2010.

## **7 Communication and transparency**

7.1 The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.

7.2 The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.

7.3 The Board will provide an overview of the objectives and costs of its water level management operations by publishing on its website:-

- A record of the watercourses it periodically maintains;
- A statement of the types of general maintenance activities it routinely undertakes and why;
- Its Annual Report to Defra (IDB1 Form); and
- Approved Board minutes and papers.

7.4 The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk, and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.

7.5 The Board invites any comments regarding the condition of its system, which could assist with the management of water levels.

## **8. Working together**

- 8.1 The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion flood risk management functions. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.
- 8.2 The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.
- 8.3 The Board has provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which the Board is responsible. The information is available from the Environment Agency.
- 8.4 The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

## **9. Environmental Measures**

- 9.1 The Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003, the Eels (England and Wales) Regulations 2009, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, and as a competent authority under the Conservation of Habitats and Species Regulations 2010. The Board will fulfil these in a positive way.
- 9.2 Much of the Board's watercourse maintenance work constitutes vegetation control and de-silting and is often a vital and routine requirement. Whilst inevitably some short or long term impacts may arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the District. Such work will be carried out in a way that manages the potential risks to the environment. The Board has access to environmental expertise from their Conservation Officer and have a Biodiversity Action

Plan, developed according to ADA and Natural England guidelines, which indicates the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.

9.3 When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, the Board will aim to:-

- Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;
- Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and
- Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

9.4 The District encompasses no recorded sites of national and international biological or geological interest.

9.5 The Board has no Water Level Management Plan.

9.6 The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

## **10. Approval and Review of this Policy Statement**

10.1 This protocol was adopted by the Churchfield and Plawfield Internal Drainage Board.

10.2 The Churchfield and Plawfield IDB will review and update this Policy Statement as and when changes to policies are made and notwithstanding within a period not extending beyond five years.

**CHURCHFIELD AND PLAWFIELD INTERNAL  
DRAINAGE BOARD**

**BIOSECURITY POLICY/PROCEDURES**

**MARCH 2019**

# **CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD**

## **BIOSECURITY POLICY**

### **PURPOSE**

This document sets out the Biosecurity Policy of Churchfield and Plawfield Internal Drainage Board (the "Board"). It covers activities undertaken by the IDB on a daily basis to reduce the spread and damage from invasive non-native species.

It is intended that the Board's staff and contractors will follow procedures commensurate with this Policy.

### **POLICY STATEMENT**

Invasive non-native species are widespread nationally and if left uncontrolled present a threat to our aquatic and riparian systems. It is imperative that our field operations to manage flood risk and water levels do not exacerbate the risks to the environment and economy that are posed by these species. Failure to minimise the spread of invasive non-native species, when visiting a site where an invasive non-native species is known to be present, can risk prosecution under the Wildlife & Countryside Act 1981.

Vigilance is required if we are to stop the spread of invasive non-native species, and it is imperative that we integrate basic biosecurity in our operations to prevent this spread. Much to do with biosecurity involves awareness, common sense and agreed procedures.

### **RESPONSIBILITIES**

The Board is responsible for reviewing and approving the content and implementation of this Policy.

The Board will ensure any new contracts let will include reference to the Policy where a risk is considered to exist arising from the works involved.

All Board Members, staff and contractors are required to comply with the Policy's requirements and share responsibility for performance in implementing the Policy in regard to the health, safety and welfare of the environment.

### **IMPLEMENTATION**

This Policy is implemented through supporting guidance documentation covering biosecurity procedures.

Where biosecurity risks have been identified operational Staff will be provided with training and information on identification of invasive non-native species likely to be found within the Drainage District.

All operational machinery, tools and personal protection equipment (PPE) identified as at risk of cross-contamination will be subject to 'check, clean, dry' decontamination procedures before moving between operations on watercourses and sites.

All Operational Staff will report sightings of invasive non-native species to Jonathon Fenn the Middle Level Commissioners Operations Engineer, or the GB Non-Native Species Secretariat directly.

## **BIOSECURITY PROCEDURES**

### **PURPOSE**

These procedures aim to help Board members, staff, and operators working for the IDB to identify key biosecurity risks pertinent to the internal drainage district and the Board's activities, and identify measures to address these risks.

Accidentally spread invasive non-native species may be harmful to the environment and potentially damaging the reputation of the Board, compromising its ability to operate, or work with partners. Operators visiting a site where an invasive non-native species is known to be present, should take measures to ensure they do not spread it. Failure to do so can risk prosecution under the Wildlife & Countryside Act 1981.

### **OBJECTIVES**

- Increase awareness around invasive non-native species via training.
- Identify, and keep a record of, known areas where invasive non-native species are an issue.
- Ensure effective cleaning of equipment, machinery, and clothes.
- Ensure operators take care to avoid transporting water and material between water bodies where a risk has been identified.
- Ensure ongoing monitoring of invasive non-native species when undertaking operations.
- Remain vigilant when undertaking operations to identify any further areas where invasive non-native species exist.

### **RESPONSIBILITIES**

#### **Awareness**

Jonathon Fenn, Operations Engineer for the Middle Level Commissioners will have an oversight role for biosecurity for the Boards administered by them, and the Middle Level Commissioners will disseminate information and report on these matters.

The Board's staff will be encouraged by the Board to seek information on invasive non-native species and biosecurity practices. The Environment Agency and Non-native Species Secretariat have relevant useful information.

If a risk is identified then the operator concerned or contractor should be made aware of the priority invasive non-native species, with specific attention to aquatic and riparian species of concern and

those known to be present in the surrounding area. Training for staff and operatives shall be provided as appropriate, and information will be disseminated through toolbox talks, workshops, leaflets, emails etc. Contractors should be asked to confirm that they have similar arrangements in place.

Signage, species, alerts/information sheets, or guidance should be in place, making operators aware of the risks, and providing advice on how to prevent spread.

## **Monitoring**

Operators should be vigilant in the field for invasive non-native species and have an appropriate mechanism for recording and reporting sightings of suspected species, location, and relevant details.

New sightings should be reported to Jonathon Fenn, Operations Engineer for the Middle Level Commissioners and other authorities and/or land managers as appropriate. The PlantTracker app ([www.planttracker.org.uk/](http://www.planttracker.org.uk/)), available free for Apple and Android devices, shows you how to identify invasive non-native plant species and enables you to easily submit geo-located photos whenever you find one.

## **Planning works**

Biosecurity should be taken into consideration alongside other factors, such as health and safety, when planning operations and standard working procedures.

The risk of spreading invasive non-native species can be reduced by reducing the contact time in which equipment is exposed to the water. This is particularly important for items such as trailers, which have cavities that may retain water and be hard to inspect.

Propagules are small bits of plant that become detached and give rise to a new plant. Working practices that either reduce, or contain and remove, propagules should be encouraged where practicable, especially in regards to mechanical vegetation control.

## **Cleaning**

Remember: Check, Clean, Dry – [www.nonnativespecies.org/checkcleandry/](http://www.nonnativespecies.org/checkcleandry/)

Decontamination is an essential process to be carried out prior to leaving a site where invasive species are present. This ensures that any foreign matter remains on the land/watercourse of origin, rather than taking it to another location.

Where it is not possible to conduct the decontamination prior to leaving the land/watercourse where the work was conducted (e.g. steam cleaning larger equipment), the operation should be carried out immediately afterwards at the depot or another secure site before the next operation.

Where a cross contamination risk has been identified any field team moving from a contaminated site should carry a 'disinfection box'. This should contain an appropriate commercial disinfectant, a spray bottle, cloths or sponges, a scrubbing brush and protective gloves.

On completion of a field operation, for situations where cross contamination is identified as a risk, the following principles apply:

1. Visually inspect all tools, equipment and machinery that has come into contact with the water for evidence of attached plant or animal material, or adherent mud or debris.

2. Remove any attached or adherent material before leaving the site of operation.
3. Washing/hosing with water will be sufficient to remove debris from most tools, equipment and machinery. Use hot water where possible.
4. Ensure that all water is drained from any water retaining compartments, outboard motors, tanks and other equipment before transportation elsewhere.
5. A high pressure washer or steam cleaner may be essential for more difficult stains or soil, paying particular attention to the tyres, tracks and undercarriage of vehicles and buckets, hulls, outboard motors and submerged parts of machinery. High-pressure steam cleaning, with water >40°C, is recommended for larger equipment, excavators, boats, trailers, and outboard motors that are being moved from one watercourse to another.
6. Clothing and PPE should be visually inspected and any attached vegetation or debris removed. Soiled clothing and PPE should be removed for laundering and boots scrubbed clean; hands and other body parts may also need cleaning.
7. Finally, decontamination by spraying on a commercial disinfectant at the recommended strength to the cleaned boots, tools, equipment or machinery will ensure that any remaining disease agents or pests are destroyed.

Every effort should be made to ensure that the decontamination process is a public exercise and where appropriate tactfully brought to the attention of the land owner or manager at the appropriate time. It is not just a question of doing the right thing but also being seen to be doing it. In this way, public confidence will be maintained in flood and water level management operations.

## **APPROVAL**

This Policy/Procedures were approved by the Churchfield and Plawfield Internal Drainage Board and will be reviewed, at a minimum, every five years.

## Churchfield & Plawfield I.D.B.

### Consulting Engineers Report - February 2019

#### Planning Applications

In addition to matters concerning previous applications, the following 31 new development related matters have been received and, where appropriate, dealt with since the last meeting:

<i>MLC Ref.</i>	<i>Council Ref.</i>	<i>Applicant</i>	<i>Type of Development</i>	<i>Location</i>
553	18/00171/RM	Mr & Mrs S Lunn	Residence	Blunts Orchard Drive, Upwell
554	18/00167/F	Mr & Mrs P Woollard	Residence	Church Drove, Outwell
555	18/00265/RM	The Hollies (Upwell) Ltd	Residence	Orchard Gardens, Upwell
556	18/00190/F	Anfoss Ltd	Residence (Extension)	Townley Close, Upwell
557	18/00176/F	Mr G Wilkinson	Residence (Barn conversion)	Low Side, Upwell
558	18/00326/RM	Mrs L Connolly	Residence	Blunt's Orchard Drive, Upwell
559	18/00365/RM	Mr A Clarke	Residence	Blunt's Orchard Drive, Upwell
560	18/00393/F	Starr Developments	Residence	New Road, Upwell
561	18/00036/F	Mr G Diffey	Residential (4 plots including Barn conversions)	School Road, Upwell
562	18/00520/RM	Mr & Mrs Rawnsley	Residence	Blunt's Orchard Drive, Upwell
563	18/00505/F	Mr & Mrs Clingo	Residence	Pinfold Lane, Upwell
564	18/00590/RM	Mr & Mrs A Yeoman	Residence	Orchard Gardens, Upwell
565	18/00540/RM	West Norfolk Homes Ltd	Residence	Blunt's Orchard Drive, Upwell
566	18/00651/F	Ms A Alexander	Residence (Extension)	Well Creek Road, Outwell
567	18/00953/F	Miss E Rigby	Residence (Extension)	Green Road, Upwell
568	18/00954/F	Miss J Watts	Agricultural (Machinery Store)	New Road, Upwell
569	18/00801/F	Mr R Knevit	Residence (Barn conversion)	Church Drove, Outwell
570	18/01012/F	Mrs H Matthews	Residence (Extension)	Low Side, Upwell
571	18/01217/RM	Mr P Stead	Residence	Orchard Gardens, Upwell
572	18/01229/RM	Mr & Mrs Wiles	Residence	Orchard Gardens, Upwell
573	18/01346/RM	Mr D Clarke	Residence	Blunt's Orchard Drive, Upwell
574	Enquiry	Client of Ben Hornigold	Residence (Extension)	Well Creek Road, Outwell
575	18/01391/F	Mrs Alexander	Residence (Extension)	Well Creek Road, Outwell
576	18/01547/RM	Mrs L Connolly	Residence	Blunt's Orchard Drive, Upwell
577	18/01548/F	Mr J Vickers	Kennels (Dog breeding)	Well Creek Road/Baldwins Drove, Outwell
578	18/01487/RM	M & A Developments	Residence	Orchard Gardens, Upwell
579	18/01980/O	Starr Developments	Residential (5 plots)	Townley Close, Upwell
580	18/01467/F	Mrs Satt-Cunningham	Residence (Extension)	Baptist Road, Upwell
581	18/00137/PREAPP	Mr R Parnell	Residential (4 plots)	Dovecote Road, Upwell
582	18/02153/RM	Mr S Waite	Residence	Orchard Gardens, Upwell
583	18/02136/F	Mr & Mrs J Mills	Residence (Extension)	Well Creek Road, Outwell

**Planning applications ending 'RM', 'REM' or 'RMM' relate to reserved matters  
Planning applications ending 'PREAPP' relate to Pre-Application enquiries**

From the information provided it is understood that all the developments propose to discharge surface water to soakaways, infiltration devices and/or Sustainable Drainage Systems (SuDS). The applicants have been notified of the Board's requirements.

The following applicants have chosen to use the infiltration device self-certification process, and, in doing so, agreed that if the device was to fail in the future, they would be liable for discharge consent:

- Mr & Mrs A Yeoman (see below)
- Miss E Rigby - Residence (extension) at Green Road, Upwell (MLC Ref No 567)

No further correspondence has been received from the applicants or the applicants' agents concerning the following developments and no further action has been taken in respect of the Board's interests.

- *Residential development of redundant commercial land to provide 4 new dwellings on land south of 31 School Road, Upwell – Mr D Masters (MLC Ref Nos 445 & 536)*
- *Proposed residential development on land to the south of Plawfield, Back Drove, Upwell – Fountain Developments (Anglia) Ltd (MLC Ref No 505)*
- *Developments at Fountain Foods Ltd, New Road, Upwell – Fountain Foods Ltd/Anglia Growers (MLC Ref Nos 405, 421, 436, 472 & 543)*
- *Residential development and new access at land east of New Road, south of Townley Close and north of Listers Road, Townley Close, Upwell – Messrs S & J Bradley (MLC Ref Nos 498 & 513)*

**In view of the absence of recent correspondence and any subsequent instruction from the Board it will be presumed, unless otherwise recorded, that the Board is content with any development that has occurred and that no further action is required at this time.**

*Bungalow, side extension and new garage at 28 Well Creek Road, Upwell – W Buzzard (MLC Ref No 188) & Ms A Alexander (MLC Ref Nos 566, 574 & 575)*

Planning applications were submitted to the Borough Council for the erection of a side annex extension to the existing dwelling and the erection of a new garage for which permission was subsequently granted.

The applicant employed Engineering Support Practice (ESP Ltd) to deal with the water related issues associated with the proposed development. Following some initial correspondence, a post application consultation request was submitted to

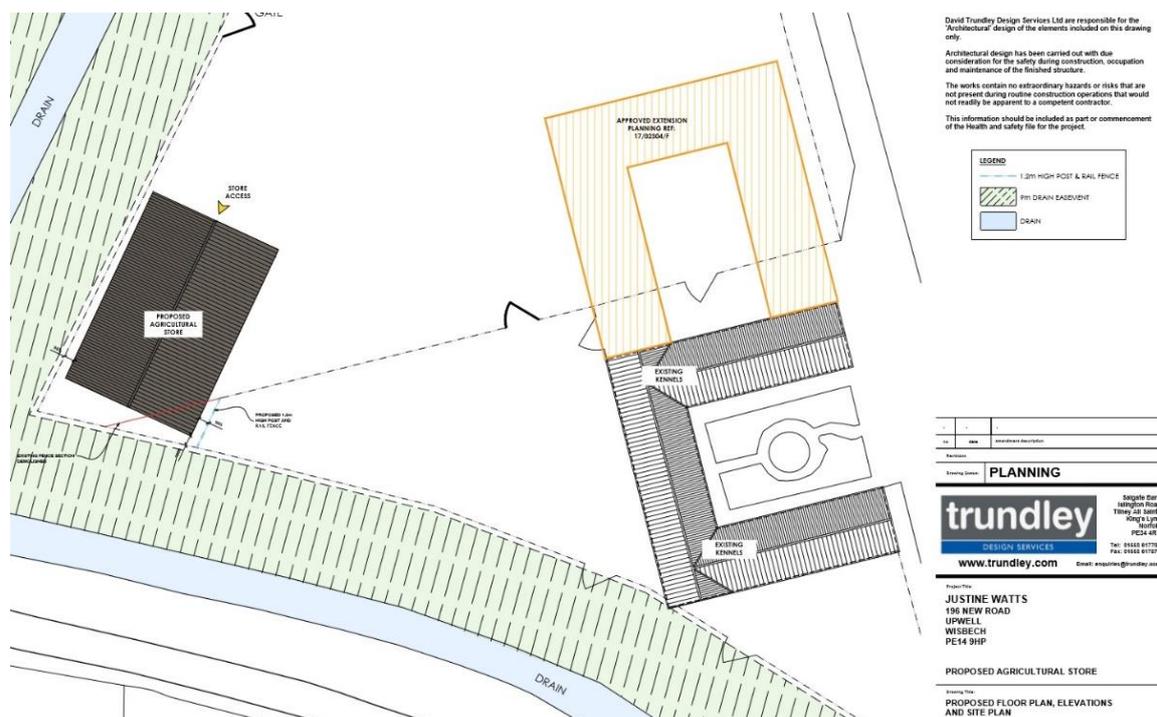
enable detailed discussions concerning the site. It was established at an early stage that it would not be possible for the applicant to follow the “drainage hierarchy” as required by national policy.

In the absence of a “best practice” solution a compromised solution had to be reached. Following consideration of several options it was considered that, in view of the small size of the site, the installation of a rain water harvesting unit and an infiltration device both designed to store the 1% Annual Exceedance Probability (AEP) event (1 in 100 year event) with a 40% climate change allowance would be acceptable. Whilst not ideal it is hoped that any high rainfall events will be balanced within the harvesting unit with a regulated discharge ensuring that the infiltration device does not become surcharged.

*Developments at Janis, 176 New Road, Upwell – Mrs J Watts (MLC Ref No 309, 338, 375, 461, 551 & 568)*

A planning application for the erection of an agricultural building was submitted to the Borough Council in May. The application was subsequently granted permission subject to the imposition of conditions, none of which were relevant to the Board, at the end of July.

Some brief discussion was held with the applicant’s agent, Trundley Design Services, clarifying a potential discharge contribution fee associated with the proposal. However, a discharge consent application has yet to be received.



Extract from Trundley Design Services Drawing No 18-P31-PL003

In respect of the larger site it has been noted, whilst travelling past the site, that development within the Board's 9.0m wide maintenance access strip may have occurred. It is left to the Board's discretion how it wishes to deal with this matter.

*Four semi-detached dwellings at 72 Small Lode, Upwell – Colville Construction Ltd (MLC Ref No 446)*

Assistance was given to the owners of these properties following the failure of the developer to meet his requirements when the properties were originally built.

*Residential development consisting of twenty six properties, site access and internal road - Maxey Grounds & Co (MLC Ref No 479); Reserved Matters Applications: plot 1 – Mr L Willis (MLC Ref No 541); plot 2 – Mr Clarke (MLC Ref Nos 559 & 573); plot 3 - Mr & Mrs Wiles (MLC Ref No 542); plot 4 – Mr & Mrs Lunn (MLC Ref No 553); plot 5 – Mr & Mrs Rawnsley (MLC Ref No 562); Affordable housing for plots 6, 7, 10, 11 and 13 – The Hollies (Upwell) Ltd (MLC Ref No 516); plot 8 – Mr P Stead (MLC Ref No 571); plot 9 – Mr G Thomas & Miss Fitzpatrick (MLC Ref Nos 529, 538 & 548); plot 12 – Mr S Waite (MLC Ref No 582); plot 13 – The Hollies (Upwell) Ltd (MLC Ref No 555); plot 15 – M & A Developments (MLC Ref No 578); plot 16 – Mr & Mrs Yeoman (MLC Ref No 564); plot 17 – Mr & Mrs Wiles (MLC Ref No 572); plot 23 – Mrs L Connolly (MLC Ref Nos 558 & 576); plot 24 – West Norfolk Homes Ltd (MLC Ref No 565); plot 25 – Dr N Walters (MLC Ref No 584) on land to the south of 21 to 42 St Peters Road Upwell*

Planning applications have been submitted to the Borough Council who have subsequently granted permission and several plots are complete or at an advanced stage. There had however been no real progress until recently in respect of resolving the surface water disposal issues associated with this site.

The Board will recall that an entry on the Local Land Charges Register (LLCR) had previously been requested, however, discussions with a "one off" developer of one of the plots advised that during the purchasing process no advice was given on the problems associated with the site or the entry on the LLCR by either the land agent, the architect or the solicitors involved. In an effort to combat this, entries on the LLCR have been extended to cover all those sites where individual planning applications have been sought.

In response to an enquiry concerning the LLCR entry on a fully developed site the developer was advised that the design of the infiltration devices does not meet either national or the Board's requirements.

The issues identified were:

1. The design document provided advises that the infiltration device has been designed for 10% AEP (1 in 10 year) event. Current national advice requires a 1% AEP (1 in 100 year) event for a six hour event but the Board requires the developer to design for the worst case 1% AEP event.
2. Contrary to the contents of the NPPF no allowance has been made for the impacts of climate change. The Board requires an allowance of at least 40% to be included.
3. No details of the trial pit size, ground conditions and depth of the water table have been supplied as part of the infiltration testing. All of these are required for the appropriate design of an infiltration device.

This reinforces concerns that surface water disposal using infiltration is not being designed correctly and is unlikely to operate efficiently in the long term particularly during high rainfall events.

The developer was further advised that:

The Board recognise that it is in the interests of all parties to resolve this matter and to assist have provided guidance on what is required, see the section entitled 'Standard Advice to Applicants for Planning Permission' and associated documentation available on our website at <http://www.middlelevel.gov.uk/consents>. In addition and as we discussed, we can offer more detailed site specific advice and assistance, subject to our costs being reimbursed, through our Post-application Consultation process, again as detailed on our website.

A response from the developer has yet to be received.

The Board is asked what further action it may wish to be taken in respect to this matter.

*Re-development of existing bus garages at D Hircock, School Road, Upwell – Messrs W Hircock, L Pears & C Parsons (MLC Ref No 512)*

Further to the last meeting it is understood that the re-development of this site has commenced. An “advisory letter” concerning the failure to meet the Board’s requirements is currently being prepared.

*Residential development on land north west of Townley Close, New Road, Upwell – Mr & Mrs M Starr (MLC Ref No 523) & Starr Developments (MLC Ref No 540)*

Members will recall from previous meeting reports, including the Supplementary Report dated February 2016, that this site was identified within the Borough Council's Site Allocations & Development Management Policies (SADMP) public consultation document as "G.104.1 Land north/west of Townley Close, Upwell".

During May 2018 the site was the subject of a second infiltration device check which it failed. The Clerk to the Board was advised that it is likely that infiltration devices are not viable on the site and the Borough Council was advised, at the time of planning, that the site may be undevelopable. We have received no further information/details.

A planning application for five properties was submitted to and subsequently granted planning permission by the Borough Council subject to the imposition of conditions.

In view of the problems experienced elsewhere within the Board's catchment and the precedent previously set, the Board may consider that an entry on the LLCR should be requested.

*Construction of a new highway access and associated culvert at 167 New Road, Upwell – Pro Edge Plant Hire (MLC Ref No 537)*

Further to the last Board Report the applicant has now employed ESP Limited as its consultant to prepare and submit a revised application for byelaw consent.

The Board's concerns regarding this section of its system have been expressed. During discussions, ESP Ltd suggested that an "oversized" pipe (1.5m diameter) would be adequate. However, ESP has been advised that such an application would need to be supported by suitable and appropriate hydraulic modelling to ensure that the proposal will not have a detrimental effect on the Board's system.

It is understood that the byelaw consent application is imminent but has not yet been received.

*Residential development on land to the east of Main Road, Three Holes – Fountain Construction (Anglia) Ltd (MLC Ref No 539 & 540)*

Further to the last Board meeting it is noted that the development of these plots is at an advanced stage.

Self-certification forms have been received. A response to the applicant's agent advising that the number of dwellings exceeds the maximum scale of development for the self-certification procedure and suggesting the use of the Infiltration Device Checking Service procedure would be an alternative option is currently being prepared.

### **Water filled channel adjacent to Upwell Health Centre, Townley Close, Upwell**

During May a resident raised concern about the depth of water within the private open watercourse that serves the Upwell Health Centre. It is understood that there was no resultant flooding of buildings and that the water level fell after a few days.



Photograph of the private open watercourse at Upwell Health Centre

### **King's Lynn & West Norfolk Local Plan**

No further correspondence has been received from the Borough Council concerning the Local Plan.

### **Joint Norfolk Authorities Strategic Flood Risk Assessment (SFRA)**

**Note.** *SFRAs are high level strategic documents and, as such, do not go into detail on an individual site-specific basis and are developed using the best available information at the time of preparation.*

It is understood that the Borough Council adopted its latest Level 1 SFRA during November. It can be viewed at the following link:

[https://www.west-norfolk.gov.uk/downloads/download/82/flood\\_risk\\_assessment](https://www.west-norfolk.gov.uk/downloads/download/82/flood_risk_assessment)

### **Flood Risk Management Trainees**

As part of closer partnership working, training has been given to junior members of Cambridgeshire County Council and Peterborough City Council staff and an undergraduate studying for a FRM degree under the EA foundation scheme. The main purpose of the training was to give the candidates a better and broader understanding of water level and flood risk management and also how the Commissioners and IDBs operate.

Feedback from both the candidates and internally has been positive and it is hoped that this opportunity can be offered again when the opportunity arises.

### **Flood Risk Management (FRM) for the Fens Technical Group**

The EA has recently commenced the FRM for the Fens Project to determine the best way of managing future flood risk. As a result a technical group has been formed, including representation from the Middle Level Commissioners.

The project was discussed at the EAs Large Projects Review Group (LPRG) meeting in November. The LPRG stated that all partners who seek future Flood Risk Management Grant-in-Aid (GiA) funding but do not share its data for the Baseline Report are likely to be denied, or capped to 45%, as they will not be able to demonstrate a strategic approach.

The project is currently at the data collection stage and details of the Board's system and any hydraulic models are being collated to inform the successful consultant, who will be appointed in February, to progress Phase 1 of the project.

A letter from the EA has been issued to the Chairman and a copy follows for your information. This included a copy of the "elevator pitch", used by the EA to provide some background to the project. Please note that the extent of the geographical area shown has recently been amended.

Letter to Chairman  
Internal Drainage Boards  
Middle Level Offices  
85 Whittlesey Road  
March  
Cambs  
PE15 0AH

**Our ref:** ENV0000678C  
**Your ref**  
**Date:** 15 January 2019

Dear Chairman

### **Flood Risk Management for the Fens**

Between Local Internal Drainage Boards and the Environment Agency, we are modern day custodians of arguably the richest legacies of flood risk and drainage management in the country. I am sure you and your Board are really proud, like I am, to have a responsibility for critical infrastructure within a landscape that is hugely important for the economy, communities, food, farming and the natural environment.

The future of the Great Ouse Fens is something I am passionate about and with IDB clerks and engineers we are starting a partnership and collaborative approach to their future flood management. This letter summarises where we are and some of the important steps ahead. We really need your ideas, enthusiasm, advocacy, support and knowledge about this fantastic part of the country.

In recent years flood and drainage management in the Fens has been undertaken in somewhat of a piecemeal approach and reactive manner. With climate change projections and many of our assets coming to the end of their design life, we now collectively need to take a more strategic and long term approach. This will enable us all to maximise financial leverage and present a stronger more considered investment case to funding bodies.

Flood risk management for the Fens is a project set up to consider what the future flood risk management choices for the Great Ouse Fens could look like. This will help us develop a strategic approach together that will underpin and frame all flood and coastal risk management investment in the Fens moving forward. This is a key requirement of Defra's partnership funding policy (see attached note).

The attached document provides further details about the project, including the details of those flood risk management organisations involved in the Technical Group. David will hopefully have already briefed you on this work and will be your primary engagement link as the project moves forward.

Supported by the Anglian (Central) Regional Flood & Coastal Committee and with the help of the Technical Group, we have recently secured a funding package and obtained financial approval for Phase 1 of the project. The main products of this phase includes:

- A baseline report to gain a shared understanding of all land drainage and flood risk management assets, the economics, government grant eligibility level and partnership funding challenge for all sources of flooding. *This will be presented in a similar way to the Great Ouse Tidal River Baseline Report (we can provide a copy if you don't already have one) Anticipated delivery date Feb 2020.*
- Visualisation tools to showcase the findings of the baseline report in a way that informs and excites a wide variety of audiences. *Anticipated delivery date late 2020 after the baseline report to share key messages from the report.*

For Phase 1 we have not sought financial contributions from individual IDBs within the Great Ouse Fens, however the success of the work and effective use of the funding we have secured is hugely dependent upon the timely provision of asset and financial data from all Risk Management Authorities. Since July 2018, we have been working as part of the Technical Group on the specification and provision of this data.

We are aiming to appoint consultants for Phase 1 by early February 2019 and we are keen to have this data before then. Therefore it is vital that we have your support in helping your clerks and engineers to provide this information in a timely manner and by the 21 January 2019.

This will enable the project to move forward efficiently avoiding abortive costs, and help us to continue to support your IDB in seeking FCRM Grant in Aid (GiA) for individual investments. If we have gaps or deficiencies in the data then we will not be developing a strategic approach and are unlikely to be successful in maximising FCRM GiA funding for future projects.

Alongside Phase 1 we also collectively need to start to plan for Phase 2 of this work. Phase 2 is likely to start in approximately 5 years' time and most likely be a strategic options appraisal, to identify the choices for medium and long term flood risk management in the Fens.

Amongst the many benefits of this work, it will help us all better inform, influence and justify the source, nature and levels of funding required to

evolve and manage flood and drainage infrastructure over the medium and long term. The scope and governance arrangements for Phase 2 will all need to be developed and agreed collaboratively and there is no presumption that the Environment Agency will lead.

Initial estimates from similar projects are that Phase 2 may cost in the region of £10 million to £15 million, and significant levels of partnership funding will be needed to be sourced to unlock and complement FCRM GiA. Therefore an investment strategy will be developed in parallel to Phase 1. Your Board may want to consider sooner rather than later how they choose to plan for this.

In the short term, whilst the strategic work is progressing, we all still need to continue to invest in the flood and drainage infrastructure within the Fens, without prejudicing any medium and long term choices. To frame this and support investment decision making in being as effective and efficient as possible, through the Technical Group we are also developing tactical plans for the Fens. These are looking at how we apportion benefits across respective infrastructure and apply these to upcoming investments. Once these are ready it may be useful to present to your Board.

It is a really interesting and exciting time with all this work. I hope you and your Board are supportive of the approach. If you have any questions or would like further information then please contact David, myself or our Project Executive, Claire Bell ([Claire.Bell@Environment-Agency.gov.uk](mailto:Claire.Bell@Environment-Agency.gov.uk)).

Yours sincerely



Flood & Coastal Risk Manager for East Anglia Area (Great Ouse catchment inc North West Norfolk coast)

Mobile: 07824 431597  
[paul.burrows@environment-agency.gov.uk](mailto:paul.burrows@environment-agency.gov.uk)

## The Strategic Approach for Flood and Coastal Erosion Risk Management Projects

### Supplementary Local Guidance Version 1

In both Defra Policy Statements (Appraisal of Flood and Coastal Erosion Risk Management June 2009 and Partnership Funding May 2011) demonstrating and evidencing a strategic approach to flood or coastal erosion risk is a requirement for every project, to ensure value for money for Flood and Coastal Erosion Risk Management Grant in Aid (FCERM GiA).

Catchment Flood Management Plans (CFMPs) and Shoreline Management Plans (SMPs) form the large scale holistic view of risk management requirements at the catchment or coastal process scale, beneath which more detailed strategies, and the local scale risk management activities should be developed.

Primarily, all schemes seeking FCERM GiA allocation should be in line with or compliment any overarching strategic plan such, for example, the Great Ouse CFMP.

*“SMPs or CFMPs will have collected information on the economic, environmental and social assets at risk, the defences or coast protection works that are in place and identified preferred policies. The SMP or CFMP will also have engaged with stakeholders and you may be able to draw some information from the results. Early links need to be made with SMPs or CFMPs and strategies (where applicable) as they may have already identified key issues and broad solutions (in CFMPs these are called generic responses). It is essential to link the problem back to the policy as defined in the SMP or CFMP (and for schemes, to the description of the strategy, where available) to ensure continuity is not lost. Any conflicts between the description of the problem for your project and the recommendation of the SMP or CFMP (or strategy) will need to be highlighted and reconciled before you can progress further.” - Flood and Coastal Erosion Risk Management Appraisal Guidance, 2010.*

The meaning of a ‘strategic approach’ is described throughout the FCERM Appraisal Guidance, March 2010, mainly in Chapter 3. It needs to include consideration of wider factors such as the economic, environmental, recreational and social factors that may affect or be affected by the proposed investment opportunity. These wider factors will then subsequently influence the selection of investment options to manage or mitigate the flood or coastal erosion risks. At the early stages of appraisal a wide range and broad portfolio of options should be identified, such as a change in pumping regimes, storage options and combining flood cells and assets for example. These options should be appropriate to the scale and type of project being undertaken.

Any strategic evaluation should be done as early as possible when planning a FCERM project. Findings should be evidenced within the business case, however, as this is produced much later than the initial project submission is submitted to the Environment Agency (through PAFS) it may be required that evidence of a strategic approach be made available to the Environment Agency on request in advance of the programme refresh. Failure to submit such evidence on request, will result in the maximum grant rate for the scheme being reduced to 45%.

*“Where there is not a clear strategic approach setting out how benefits are apportioned to individual investments within a system of assets, the maximum grant rate allowable will be reduced to 45%. This means that all risk management authorities, including internal drainage boards, could receive up to 100% grant levels. The reduced grant rate, relevant for all risk management authorities, helps preserve value for money in cases where investments may only score well because benefits are being double-counted.” - Partnership Funding Policy 2011*

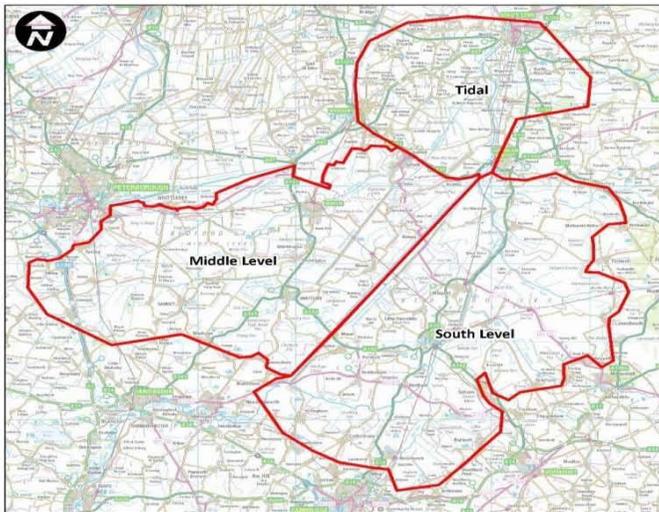
It is understood that there is a significant variation in the types of schemes which may be eligible for FCERM GiA funding. Therefore, it is reasonable to expect that the attention given to investigating a strategic approach should be proportional to the size of the scheme. Therefore, for smaller schemes (affecting a lower number of outcome measures and/or seeking a smaller sum of funding) a discussion of how a scheme aligns with a strategic approach may suffice. This could be evidenced, for example in notes accompanying a PAFS submission or captured within meeting minutes held in the early planning stages. Similarly, a larger scheme will require a more substantial demonstration. Any such scheme should be able to include, or reference any strategic analysis prior to PAFS submission or annual programme refresh.

This guidance reinforces the Defra Policy Statements ([Appraisal of Flood and Coastal Erosion Risk Management June 2009](#) and [Partnership Funding May 2011](#)), if these National policies change in the future, this guidance will be amended accordingly.

## Flood risk management for the Fens – planning together for a sustainable flood risk future

‘Flood risk management for the Fens’ is a project that has been set up to plan the best way of managing future flood risk in the Great Ouse Fen Area. We are currently in the **first phase** of this project which is developing a shared understanding of the situation and challenges for managing flood risk (from all sources) in the Fens.

A Technical Group (TG) has been formed of organisations (see below) who have **flood risk assets**, or represent those with assets, in the geographical area that has been defined as the Great Ouse Fens.



We are **working together** to set out all the data about flood risk in the area outlined – defining who is managing flood risk, asset maintenance costs and potential available Flood Risk Management Grant in Aid (Government funding). This will identify any difference in **investment needs versus available funding**.

The most important outcome for the first phase of work is for the TG to have a **shared understanding** of the issues and challenges for managing flood risk in the Fens, and to have a **shared ownership** for taking action to overcome these issues.

Pressures on the Fens will come from many sources including, for example, climate change causing sea level rise affecting the Tidal River and the systems discharging into it, and catchment pressures from housing and infrastructure growth.

Following this initial data gathering phase, which we hope to complete in the next 18-24 months, we will produce a **joint project plan** for the next phase of work. The outcome of Phase 2 will be to produce a jointly owned strategic plan reviewing all options that could manage flood risk in the Fens, taking in to account climate change and sea level rise and recommending actions that will be the best/ most appropriate way of managing flood risk in the Fens over the next 50-100 years.

The TG will work closely with the Environment Agency’s Lincolnshire and Northamptonshire Partnerships and Strategic Overview Team who are progressing a similar project for the Lincolnshire Fens, but at different timescales.

The TG understands that there are **many different areas of interest** within the Fens, and a lot of groups and individuals will be interested in the work of the project.

At this stage in the project, there is a very **strong focus on the flood risk management challenges** – specifically focusing on current flood risk management assets. We will keep interested stakeholders updated with the progress of this stage of the project and **our work will be overseen by the Anglian Central Regional Flood and Coastal Committee**.

The TG is aware of the importance of linking Phase 1 outputs to other projects shaping the future of the Fens landscape.



## **General Advice**

Assistance has been given, on the Board's behalf, in respect of the following:

- (a) Robert Clutterham – An application for byelaw consent to pipe and fill nine metres of district watercourse between Points 7 and 8 along Stonehouse Lane, Upwell to provide vehicular access was recommended for approval.
  
- (b) Illegal infilling of a ditch at 'Arc Rouge', Lowside, Outwell. The Chairman and Chief Engineer met the owner of 'Arc Rouge', Lowside, Outwell, (Councillor Chris Crofts), and agreed the work that is required to be undertaken to comply with the Board's requirements. An application for consent will be submitted to formalise the situation.

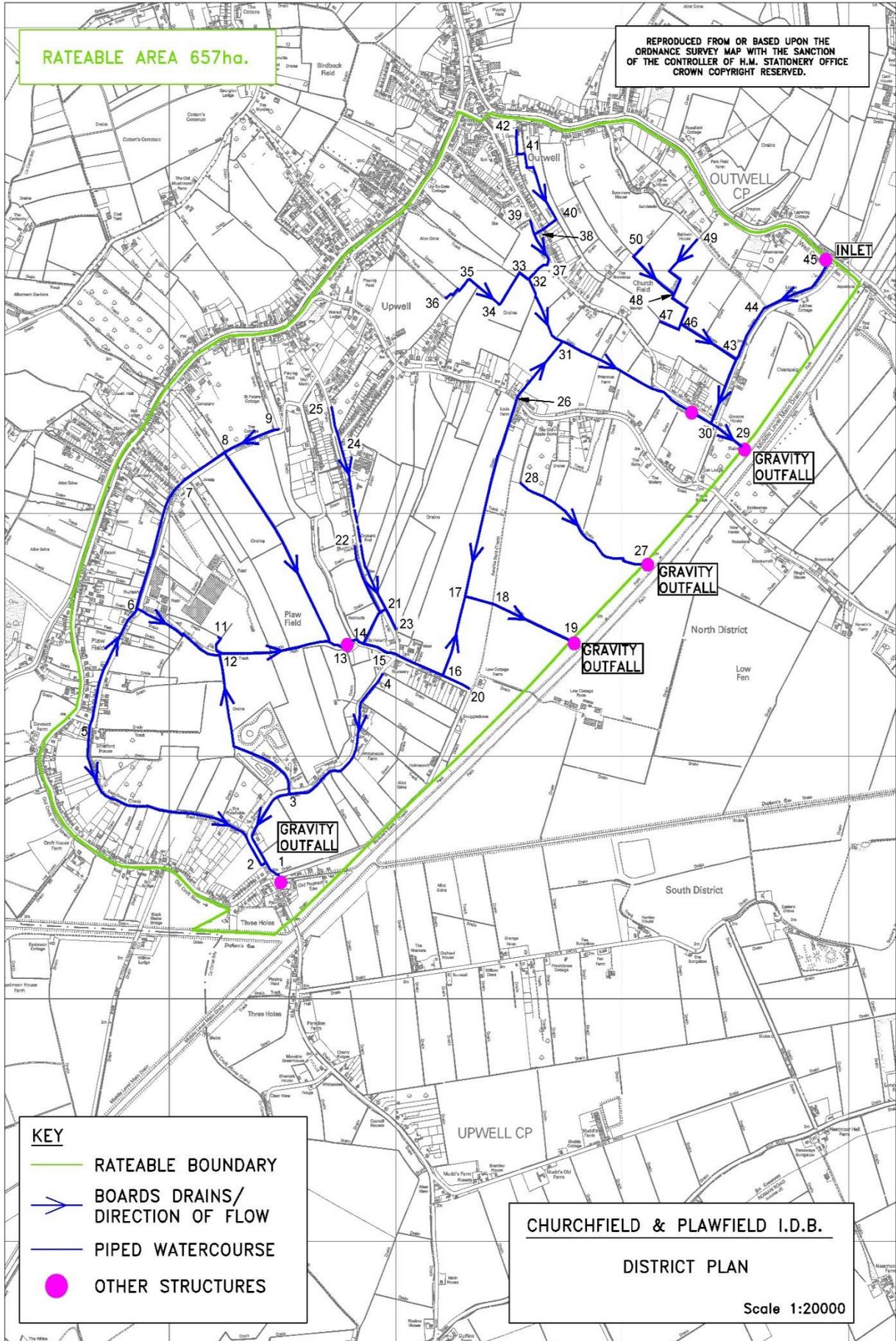
Consulting Engineer

15 February 2019

Churchfield & Plawfield I.D.B (306)\Reports\February 2019

RATEABLE AREA 657ha.

REPRODUCED FROM OR BASED UPON THE  
ORDNANCE SURVEY MAP WITH THE SANCTION  
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**KEY**

-  RATEABLE BOUNDARY
-  BOARDS DRAINS/  
DIRECTION OF FLOW
-  PIPED WATERCOURSE
-  OTHER STRUCTURES

CHURCHFIELD & PLAWFIELD I.D.B.  
DISTRICT PLAN

Scale 1:20000

**Churchfield & Plawfield Internal Drainage Board**

**Capital Improvement Programme (2019/2020)**

		PREVIOUS YEARS	2019/2020	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Structures	Gravity outfall refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0
	Control structure refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0
	Inlet structure refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Refurbishment of culvert at Small Lode (Point 26)	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Sulivans dam refurbishment	0	1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Drainage Channels														
		0	1	0	0	0	0	0	0	0	0	0	20	21

Further to Minute B.1007, Members to give consideration to the possible refurbishment of the culvert at Small Lode, Point 26

## District officer's report 2018-19

Maintenance work was again carried out by The King's Lynn Consortium of Internal Drainage Boards.

The work scheduled from Point 27 to Point 28 has been completed.

Anglian water has repaired the leaking sewer pipe between Points 35 and 36.

The control structure at Point 14 is still leaking around the dam board retainers. Repair work is required.

The access strip between Points 29 and 30 adjacent Mr. Wagner's embankment is now too dangerous for the machines to travel along safely. Levelling by some means is essential.

Nursery stock has been planted on the access strip between Points 48 and 49.

Levels are still being monitored at Point 26.  
Although there is no cause for concern, the situation is not ideal.

Fly-tipping is an ongoing problem.

Maintenance for the forthcoming season: Flailing and weed cutting as usual.

Board members to advise on other potential issues at the meeting.

Comment: I prefer to keep my report brief, factual and written in the third person. However, I would like to put on record that, in my humble opinion, the number of new dwellings and associated impermeable surfaces planned for the district in the near future will render the system inadequate in a high rainfall event.

# Churchfield & Plawfield Internal Drainage Board

## Biodiversity Action Plan Report 2018-19

### Note on 2018-19 report

This report continues those compiled by Cliff Carson from 2010 – 2018 to help record, promote and preserve the biodiversity interest of Churchfield & Plawfield IDB.

As Cliff noted in his update of January 2016 (included here as Appendix 1.) Internal Drainage Boards of the Middle Level have demonstrated great commitment to biodiversity through their work and general interest, successfully achieving many of the objectives put forward in their Biodiversity Action Plans (BAPs). There is an opportunity now to update Internal Drainage Boards BAPs with future direction aiming to consolidate the good foundations established during the period to date, broaden our species work and reflect new trends or methodology.

Understanding and discussing what these new opportunities may be will be looked at in 2019, with the potential to have some new suggestions in place for 2020. As such, this report for 2018-19 will continue to provide updates and guidance based on the existing BAP. Included too are some potential species initiatives for Internal Drainage Boards to consider (see 'Opportunities').

The Conservation Officer is happy to meet with the Board at any time and a representative from the Board to attend the next IDB BAP meeting on *4th December 2019* would be very welcome.

### Report Summary

Churchfield & Plawfield IDB has consistently well-managed ditches with reedy banks left to support wildlife throughout the year. Their size and form make them ideal habitat for water voles.

An updated Biodiversity Action Plan Map of the District is attached here. It indicates areas of environmental interest and management recommendations where appropriate. The Conservation Officer must be given advance notice of any ditch re-profiling work, culvert installation plans or ditch infilling proposals for the District to enable water vole mitigation actions to be put in place. This is essential to ensure the Board does not contravene water vole habitat protection legislation.

### **Invasive species**

No invasive aquatic species were noted; however, February is not the best time to see them, a follow up visit will be scheduled for early summer. Board members are asked to keep an eye out for any aquatic plants that appear unfamiliar and 'blanketing' a water course. An ID sheet for the invasive aquatic plant 'Azolla' is included in the appendix.

### **Bats**

Several bat boxes are located in the district but were not checked due to windy conditions. A follow up visit will be arranged.

### **Barn Owls**

Again, due to wind the Barn Owl box was not checked, a follow up visit will be arranged.

### **Otters**

No signs on this occasion but several reports from nearby water bodies.

### **Kingfisher**

One kingfisher seen near Pingle Bridge in the vicinity of a drilled nest hole in a concrete culvert header.

## Water Vole

The ditches appear to have good potential for Water Vole. February is not the best time to check activity, a follow up visit will be scheduled for early summer. The ditch on Broad Drove, running east of Baptist Road appeared polluted along a considerable length, this is concern as it previously had a Water Vole population. Conservation Officer to contact District Officer.

## Farmland birds

Land in Churchfield & Plawfield IDB held a variety of farmland birds including several of local importance under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006:

Species	Count	Notable
Green Woodpecker	1 calling	
Reed Bunting	2	Y
Meadow Pipit	2	

## Other

Numerous mammal crossings found in ditches but no other field signs seen.

Please see Appendix 2 for a nationwide species alert on the highly invasive Asian Hornet which poses a threat to native honey bees and other pollinators. It has not yet been found in Cambridgeshire.

Records, photos or information relating to wildlife interest in the District will be welcomed by the Conservation Officer, e.g.

- Invasive non-native water plants (especially floating pennywort)
- Mink
- Turtle Dove
- Breeding birds such kingfishers in the April to September period

## Opportunities

The following are some potential future options.

- Pollinator Strategy

The declining number of pollinating insects (such as bees, butterflies, hoverflies and moths) across Britain has been widely studied and reported in the media. A particularly shocking report in February 2019 suggesting as many as 40% of species are in decline. With such a critical role to play in food-producing systems this represents a significant issue. There may be opportunities to look at how Internal Drainage Boards can support insect populations both on drainage networks through sowing of flowering mixes and management, or on adjacent land by allowing verges of arable plants to develop and flourish through spring and summer.

- Turtle Doves

The UK's fastest declining migrant breeding bird is on the verge of extinction across the country. Studies show that East Anglia remains a core area for them and the Cambridgeshire fens in particular. They show a preference for sites near water which puts them well within reach of the important work of IDBs.

Turtle Doves can be supported in different ways: through nesting habitat creation/management (they need tall, dense hedgerows or scrub), arable pond creation, low density planting of seed-rich plants and supplementary feeding in spring.

The Middle Level will be trialling and monitoring two supplementary feed plots in 2019.

- Swifts

Like Turtle Doves, swifts are declining at an alarming rate, we have lost nearly half our population in the last 20 years. Being dependent on man-made structures however means simple, cost-effective steps can be taken to help. For example, installing 'swift bricks' on old pumping stations or nest boxes on farm buildings.

The Middle Level will be looking at options for its Head Office and other buildings in spring 2019. There may be opportunities for savings through bulk orders and cost-sharing.

If you would like to discuss any of these ideas, adopt them in your IDB or make suggestions of your own please contact the Conservation Officer.

Peter Beckenham, February 2019 / mobile 07765 597775

Photos



Clockwise from top Left: good bankside bird nesting habitat along board drain 43-30; possible Bank Vole burrow along Back Drove; well managed ditch at 16-17; polluted drain on Broad Drove



## Drainage Ditch Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches for biodiversity as well as for drainage	1.1	Establish and maintain a management plan for routine IDB operations incorporating key biodiversity features	Conservation Officer	2015	Plan finalised and followed each year	<i>A map-based is attached. It will be amended as further information is gathered.</i>
		1.2	Look for opportunities to provide natural erosion protection such as marginal plant ledges when re-profiling ditches	Conservation Officer	Ongoing	If re-profiling is carried out, opportunities identified	<i>No re-profiling carried out during the period.</i>
		1.3	Provide natural erosion protection as in 1.2 if opportunities available	Conservation Officer	Ongoing	Length of ditch with ledge / natural vegetation revetment	<i>As above.</i>
2	Identify ditches of conservation interest and manage appropriately	2.2	Ensure appropriate management of ditches for priority species	Conservation Officer, Plantlife, Wildlife Trust	Ongoing	Specified in management plan	<i>Ditches of interest identified on Management Plan map.</i>
3	Support the Conservation Officer in working with landowners to benefit wildlife in the district	3.1	Refer private landowners to the Conservation Officer for advice on creating field margin buffer zones and wildlife-friendly ditch management	Conservation Officer, Natural England, Wildlife Trust, FWAG	Ongoing	Number of contacts received and passed to Environmental Officer	<i>No enquiries were received during the period</i>
4	Control invasive species	4.1	Report any sightings of non-native invasive species immediately to the Conservation Officer and control as appropriate (see Appendix F for species list)	Conservation Officer, Environment Agency, Plantlife, Wildlife Trust	Ongoing	Reports to Conservation Officer	<i>No invasive plant species recorded, a summer visit will be arranged as an additional precaution. Floating Pennywort is present in tidal River Ouse. Contact CO with queries.</i>

## Reedbed Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Identify, assess and map any areas of reedbed over 0.5ha in size	1.1	Pass details of any known areas to Conservation Officer	Wildlife Trust, Natural England, Environment Agency	2013	Review of reedbed areas carried out	<i>No areas of reedbed over 0.5ha identified.</i>
2	Support appropriate reedbed creation	2.2	Manage the District adopted drains, where possible, to assist private landowners who wish to create areas of reedbed on their own land	Wildlife Trust, Environment Agency	Ongoing	(a) Number of requests received (b) Number of landowners assisted	<i>No requests received.</i>
3	Take conservation value of reedbed into account when planning and carrying out ditch and river maintenance	3.2	Where reeds are present, commence mowing or cleansing work outside the bird breeding season (7 <sup>th</sup> April – 15 <sup>th</sup> July). Where reeds are growing in water be aware of the potential for late-nesting reed warblers being present until late August and avoid mowing in that location. In exceptional circumstances where this is not possible, seek advice from the Conservation Officer.	Conservation Officer, Wildlife Trust, RSPB	Ongoing	Reeds not cut during bird nesting season	<i>Management work was not carried out during the bird nesting period.</i>

## Open Water Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Promote the creation of ponds, lakes and reservoirs in appropriate areas	1.1	Consider pond creation as mitigation when a ditch has to be filled in or culverted	Local authorities, Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of mitigation opportunities (b) Number of ponds created	<i>(a) None (b) None</i>
		1.2	Support creation of flood storage areas and reservoirs	Environment Agency, Natural England, Wildlife Trust, RSPB	Ongoing	Number of projects involved with	<i>No flood storage areas or reservoir projects arose during the period</i>

		1.3	Assist private landowners with advice, information or contacts as necessary	Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of information requests (b) Number responded to	<i>No information requests were received</i>
2	Look for opportunities to create open water habitat when managing ditches	2.1	Create a pool at an appropriate ditch junction when re-profiling (see the Drainage Channel Biodiversity Manual, technique CL3)	Conservation Officer	2010	One pool successfully created	<i>No new opportunities for this method arose.</i>

## Water Vole Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches according to the law and to best practice for water vole	1.1	Assume water voles are present when carrying out works and follow the ADA water vole mitigation guide	Conservation Officer	Ongoing	Measures incorporated in management plans	<i>Water vole Best Practice methods were used</i>
		1.2	Publicise good practice for rat control near drainage ditches	Conservation Officer, Wildlife Trust	Ongoing	Good practice publicised	<i>Best Practice for rat control has been previously publicised in the Environmental Officer's Natural Level newsletter.</i>
2	Enhance drainage ditch habitat to benefit water vole	2.1	Look for opportunities to add a marginal shelf when re-profiling banks	Conservation Officer	Ongoing	(a) Opportunities identified (b) Measures taken	<i>No opportunities identified, no measures taken during the period.</i>
		2.2	Consider using coir roll to stabilise banks and provide marginal vegetation	Conservation Officer	Ongoing	(a) Sites considered (b) Measures taken	<i>No appropriate sites or opportunities arose during the period.</i>
3	Monitor water vole populations	3.1	Set up a survey programme to monitor water vole populations	Conservation Officer, Wildlife Trust	2010	Surveys carried out	<i>Conservation Officer to arrange water vole survey in spring 2019.</i>
		3.2	Provide data on water vole to the relevant Biological Records Centres	Conservation Officer, CPERC, NBIS	Ongoing	Data sent via Environmental Officer annually	<i>Data sent to CPERC.</i>
4	Control mink as necessary	4.2	Carry out mink control as part of the Middle Level programme and report all sightings to the Conservation Officer	Conservation Officer	Ongoing	(a) Number of trapping days (b) Number of mink caught	<i>No mink reported. CO looking at strategy review in 2019.</i>

## Otter Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve otter habitat	1.1	Identify and maintain existing key bushes and trees near watercourses likely to be important for otters	Conservation Officer	2012 and ongoing	Sites identified and listed in management plans	<i>Suitable habitat and popular sprainting sites represented on map</i>
2	Monitor otter populations	2.3	Ensure any dead otters are reported to the Conservation Officer and transferred to the Environment Agency for post mortem	Environment Agency	Ongoing	Otters reported to Conservation Officer, if found	<i>No dead otters were reported but anecdotal reports from public along Well Creek and Main Drain.</i>
3	Reduce otter deaths related to eel and crayfish trapping and road traffic	3.1	Report incidents of suspected illegal netting, trapping or fishing to the Environment Agency Fisheries Officers and the Conservation Officer	Environment Agency, Angling Clubs & syndicates	Ongoing	Incidents reported, if discovered	<i>No reports or indications of illegal trapping noted. Members are encouraged to report any suspicious activity or illegal fishing to the EA or Conservation Officer.</i>

## Bats Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve habitat for bats	1.1	Put up at least one bat box at an appropriate site, e.g. a pumping station	Bat Conservation Trust	2015	Number of bat boxes sited	<i>Two bat boxes previously installed at 2 sites - Stratford House Farm 26/04/12, Pingle Bridge 25/11/13.</i>
		1.2	Pollard suitable trees to provide bat roosts		Ongoing	Number of trees pollarded	<i>No trees identified.</i>
		1.3	Identify potential sites for a bat hibernaculum, e.g. in disused buildings or tunnels	Conservation Officer, Bat Conservation Trust	As opportunities arise	(a) Potential sites looked for (b) Site created	<i>(a) A site for bat roosting bricks was identified at the brick culvert at point 44. (b) 4 bat bricks were installed under the culvert in 2015.</i>

2	Collect information on bat populations	2.1	Monitor bat boxes	Bat Conservation Trust	2015 onwards	(a) Number of boxes monitored (b) Number of boxes used by bats	<i>(a) two (b) follow up survey later in 2019 to confirm status</i>
		2.2	Pass bat box information to CPBRC and NBIS	Conservation Officer, CPBRC, NBIS	2015 onwards	Data via Conservation Officer annually	<i>Annually if box found to be occupied by bats.</i>

## Kingfisher Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of kingfisher habitat	1.1	Provide at least one potential nest hole in sheet pilings	Conservation Officer	Ongoing	Number of nest sites provided	<i>One site provided.</i>
		1.2	Leave kingfisher fishing perches where possible (e.g. occasional branch)	Conservation Officer	Ongoing	Number of perch sites left	<i>There are many natural perch sites for kingfishers available along the Old Pop and Main Drain.</i>
2	Collect records of kingfisher breeding between March and July	2.1	Note sightings of potential breeding kingfisher and pass information to CPBRC and NBIS via the Environmental Officer	Conservation Officer, CPBRC, NBIS	Ongoing	Data sent via Environmental Officer annually	<i>Kingfisher seen to fly from vicinity of Pingle Bridge nest hole site 18/2/19. Follow up visit in summer.</i>

## Barn Owl Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of barn owl habitat	1.1	Put up at least one barn owl nest box in a suitable location	Wildlife Conservation Partnership	2015	Number of nest boxes provided	<i>One (box placed near Pingle Bridge has fallen down or been taken down)</i>

		1.2	Pollard suitable trees to provide natural nest sites	Conservation Officer	Ongoing	Number of trees pollarded	<i>None</i>
2	Collect records of barn owl presence	2.1	Monitor nest boxes for use. Have occupied boxes checked for success by licensed barn owl ringers.	Wildlife Conservation Partnership	2015	(a) Number of nest boxes checked by licensed ringers (b) Number of nest boxes used	<i>(a) One (b) follow up visit to confirm</i>
		2.2	Pass barn owl box information to CPBRC and NBIS	Conservation Officer, Wildlife Conservation Partnership, CPBRC, NBIS	2015	Data sent via Conservation Officer annually	<i>Annual, when box is occupied.</i>

## **APPENDIX 1.**

### **Biodiversity Action Plan Updates (*Cliff Carson, January 2016*)**

The Biodiversity Action Plans (BAPs) for all the Boards in the Middle Level BAP Partnership were created in April 2010 and included five-year targets such as bat box, barn owl box and kingfisher nesting hole provision to be achieved by March 2015. Churchfield & Plawfield IDB has achieved their targets and it is now time to consider updating the BAP for a further five years.

Internal Drainage Boards and the role they play in flood protection and wildlife conservation are more in the public eye than they were five years ago. By providing practical actions for species such as bats, barn owls, black poplars, otters, water voles and kingfishers and publicising this work, IDBs are viewed very positively by the general public and government.

The direction for future BAP action will aim to consolidate the good foundations established during the first five years. There will be a need to record the activity at 80+ bat boxes, 90+ barn owl boxes, 80 otter holts, many water vole sites and 80+ kingfisher sites in the 36 Districts of the Middle Level IDB BAP Partnership. There will be a need to engage with local communities to recruit volunteers to help with this and other conservation work.

The areas we will be looking to develop during the next five years include education, training, surveying & recording, and publicising the work of IDBs. Other areas in need of support include pollinators, amphibians and reptiles and aquatic invertebrates. The creation of micro habitats at ditch margins and ponds benefits most of those groups. While actions towards those were included in the previous BAPs, the ambitious targets for specific species received most of the time and effort during the period.

Talks are in progress with the Association of Drainage Authorities, Natural England and fund-raising bodies with a view to making a funding bid that would support these aims and the next round of Biodiversity Action Plan targets. Having a BAP is not a statutory duty (although having regard for the environment and to prevent damage is) so IDBs can benefit from grants for this purpose.

If a funding bid is successful it will affect the scope and size of our BAP targets for the next five years so until we know what funds may be available we are carrying on with the targets in the existing plans.

My thanks once again to the Board members who have supported the practical biodiversity work in the past and for your continued support in the future.

Cliff Carson Environmental Officer

## **APPENDIX 2.**

### **Species Alerts: New Zealand Pygmyweed (aka 'Crassula') and Asian Hornet**

#### **Crassula:**



Picture left (GBNNSS): Crassula close-up, right: ditch at nodes 6-7 filled with crassula 2017 (Cliff Carson)

#### Environmental Impact:

Except in deep water, New Zealand pygmyweed tends to form dense mats, from 0.5m above water to depths of 3m under water, which apparently shade out other plants. These can also apparently cause oxygen depletion of the underlying water leading to *a decline in invertebrates, frogs, newts and fishes.*

#### Economic Impact:

New Zealand pygmyweed may have adverse economic impacts where it forms dense mats in shallow water, *obstructing movement of water and increasing flood risk*

---

#### **Asian Hornet:**

Please see attached sheet regarding this species of significant concern in the UK. Report any sightings to the Conservation Officer with urgency.

The Asian hornet is a species of hornet which is not native to the UK. It is smaller than our native hornet and poses no greater risk to human health than other hornets or bees which serve vital ecological functions.

To date, there have been 13 confirmed sightings of the Asian hornet in England.

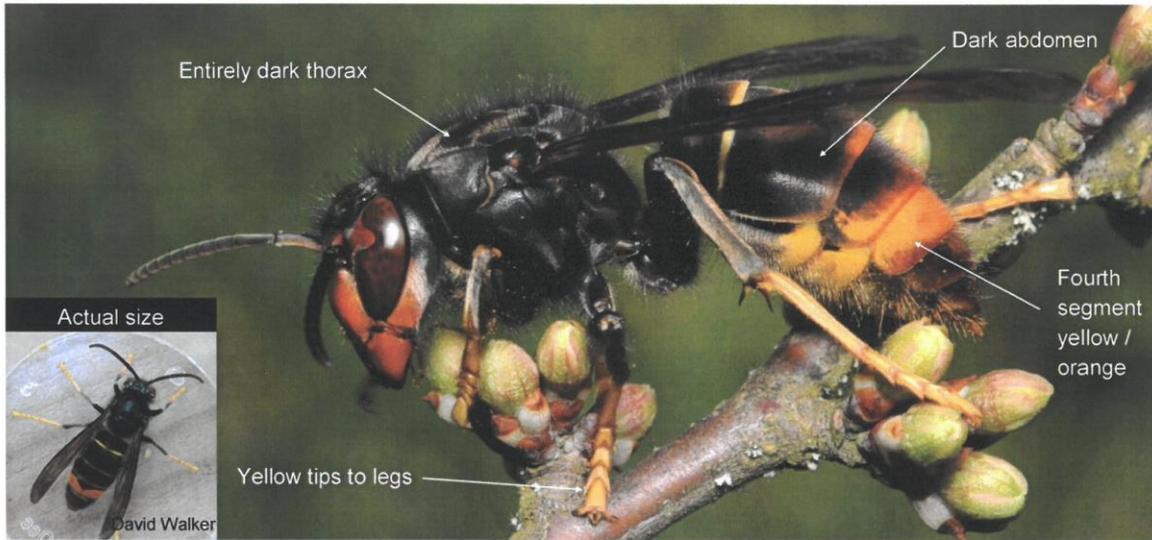
## ASIAN HORNET

*Vespa velutina*

### What is it?

An invasive non-native hornet originally from Asia. Asian hornet is a highly aggressive predator of native insects and poses a significant threat to honey bees and other pollinators. In 2004 it was accidentally introduced to France where it has spread rapidly and into neighbouring countries. Since 2016 a number of sightings have been recorded in the UK.

**Suspected sightings should be reported immediately using the details provided at the bottom of this poster.**



### Where might I see it?

May be seen on flowering plants, around beehives, around rotting / fermenting fruit and protein, and at street markets attracted by sweet fruit and fish stalls.

Active from February to November across England and Wales.

### What does it look like?

- Slightly smaller than native hornet
- Dark abdomen, 4th segment yellow / orange
- Bright yellow tips to legs (native hornet dark)
- Entirely brown or black thorax (native hornet more orange)

Asian hornet nest



'Hawks' outside honey bee colonies



Asian hornet abdomen



Native hornet abdomen



### **DANGER!**

This hornet stings.  
Do not disturb an active nest.  
Seek advice using the details below.

**Report any sightings of this species:**

with the free iPhone and Android recording app: **Asian Hornet Watch**

online at: **[www.nonnativespecies.org/alerts/asianhornet](http://www.nonnativespecies.org/alerts/asianhornet)**

by email: **[alertnonnative@ceh.ac.uk](mailto:alertnonnative@ceh.ac.uk)**



# Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,  
Stoneleigh Park, Warwickshire, CV8 2LG  
Telephone: +44 (0) 2476 992889  
Email: [admin@ada.org.uk](mailto:admin@ada.org.uk)  
Website: [www.ada.org.uk](http://www.ada.org.uk)  
Twitter: @ada\_updates

By email to all IDB Clerks/Chief Executives

Thursday 18 October 2018

Dear Clerks

## ADA Communications

Communicating with our members is an essential part of ADA's work. We strive to keep you, your Board Members, and other members of staff well informed about the work of ADA, IDBs, and other risk management authorities, as well as news and issues that directly affect your work. We have been working hard in recent years to enhance our two primary communications channels, the quarterly ADA Gazette magazine, and monthly ADA News Stream email, and we hope you continue to find both useful reading.

The implementation of the new General Data Protection Regulation (GDPR) and Data Protection Act 2018 have given us cause to take stock and consider how best to receive the consent of those individuals from member organisations who wish to receive communications such as these from ADA.

## Stay Connected

With this in mind we've launched a new ADA Members Communications Form, which we would like all individuals associated with our members to complete, including the staff and board members of IDBs.

The form can be filled out and returned electronically via the link at [www.ada.org.uk/communications](http://www.ada.org.uk/communications) or in writing using the printable version (see attached). Please note that ADA needs to receive a completed form from each individual in order for them to continue to receive communications from ADA in 2019.

## Your assistance

We would like to request that this form is circulated to all of your Board Members along with papers for your next IDB meetings. If you could then collect and return completed forms, it would be of a great assistance to us at the ADA office. Please also circulate the form and this letter to all relevant staff.

We would also like to request that the form is included in induction materials for new staff and board members. By doing this we will continue to capture the express consent of those individuals who will directly benefit from communications from ADA.

## Privacy

We have also updated ADA's Privacy Policy ([www.ada.org.uk/privacy](http://www.ada.org.uk/privacy)) to clearly and simply explain how we collect and use personal information as a membership body and how we will keep this data secure.

Of course, in the future any individual can withdraw their consent at any time, by simply contacting ADA and informing us which communications they no longer wish to receive, if any, and we will update our records accordingly.

Thank you for your and your IDB/s assistance.

Yours sincerely

Ian Moodie MSci, Technical Manager, ADA

ADA – representing drainage, water level and flood risk management authorities

Member of EUWMA- the European Union of Water Management Associations

ADA is a Company Limited by Guarantee. Registered in England No 8948603

## Churchfield & Plawfield Internal Drainage Board

### Notice of conclusion of the audit

#### Annual Governance & Accountability Return for the year ended 31st March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014  
Accounts and Audit Regulations 2015 (SI 2015 /234)

- 1 The Audit of accounts for the Churchfield & Plawfield Internal Drainage Board for the year ended 31st March 2018 has been concluded and the accounts published.
  - 2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Churchfield & Plawfield Internal Drainage Board on application to:  
  
The Clerk  
Churchfield & Plawfield Internal Drainage Board  
85 Whittlesey Road  
March  
Cambridgeshire  
PE15 0AH  
  
between the hours of 9.00am and 4.00pm on Mondays to Fridays (excluding public holidays), when any local elector may make copies of the Annual Return.
  - 3 Copies will be provided to any local elector on payment of £2.40 for each copy of the Annual Return
- Announcement made by: D C Thomas - Clerk to the Board
- Date of Announcement: 12th September 2018

# Annual Internal Audit Report 2017/18

## CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>K. (For local councils only)</b>	<b>Yes</b>	<b>No</b>	<b>Not applicable</b>
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/06/18

Name of person who carried out the internal audit

WHITING & PARTNERS INTERNAL AUDITOR

Signature of person who carried out the internal audit

M. Hayden -  
Whiting & Partners

Date

30/06/2018

**\*\* SEE ATTACHED SHEET FOR ITEMS NOT DIRECTLY COVERED THIS YEAR**

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**Churchfield and Plawfield Internal Drainage Board** **Year Ended 31<sup>st</sup> March 2018**  
**Supplementary Schedule – Regarding “Not Covered” in Year per Annual Return**

Internal Control Objective Section	Date of most recent summary audit work carried out on this area	Date of most recent detailed audit work carried out on this area	Date when next planned detailed audit work will commence
A	Year ended 31/03/2018		
B	Year ended 31/03/2018	Year ended 31/03/2016	Year ending 31/03/2019
C	Year ended 31/03/2018	Year ended 31/03/2017	Year ending 31/03/2020
D	Year ended 31/03/2018	Year ended 31/03/2017	Year ending 31/03/2020
E	Year ended 31/03/2018		
F	Year ended 31/03/2018	N/A – no petty cash	N/A – no petty cash
G	Year ended 31/03/2018	Year ended 31/03/2016	Year ending 31/03/2019
H	Year ended 31/03/2018	N/A – no assets	N/A – no assets
I	Year ended 31/03/2018		
J	Year ended 31/03/2018		

Our internal review work for the year ended 31<sup>st</sup> March 2018 is based on a combination of annual whole system review, annual analytical review and other works; this is in addition to the more detailed sampling methodology outlined above, carried out on a planned cyclical basis as modified if appropriate in light of the current year assessment.

**Conclusion**

From our work carried out, the internal control objectives listed above are satisfactory for the year ended 31/03/2018.

**Name of person who carried out the internal audit**

M Haydon – Whiting & Partners

**Signature of person who carried out the internal audit**

**Date**

*Whiting & Partners*

7-9-2018



**PARTNERS**

Philip M Peters FCA  
Mark N Haydon CA  
James D Cater FCA  
Paul N Tatum FCA  
J James Harrison FCA

Andrew P Wineris FCA  
Christopher D Ridgeman FCGA  
Richard C Meadows FCA  
Ian G C Piper FCA  
Christopher P Kelly FCA

Barbara Nicholas CTA  
Andrew R Band FCA  
Tilma J Nairn FCA  
Kelli J Day FCCA  
Amanda E Rowman FCA

**ASSOCIATES**

Richard A Alcock AIT  
Kim Gayden FCA  
Jonathan P Moore ACCA  
Stephen D Malkin CAT  
Paul M Jefferson ACA

**PRACTICE MANAGER**

Janet Frostick

Registered to carry on audit work in the UK and Ireland; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales.

Bury St Edmunds    Ely    Godmanchester    King's Lynn    March    Mildenhall    Peterborough    Ramsey    St Ives    St Neots    Wisbech

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

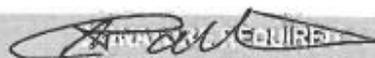
MINUTE: 1036 RENDE

dated

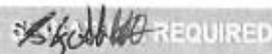
29/06/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

 REQUIRED

Clerk

 REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2017/18 for

### CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	37,358	36,428	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	20,911	21,164	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	770	833	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,611	22,348	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	36,428	36,077	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	40,131	36,535	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE

Date

15<sup>th</sup> June 2018

I confirm that these Accounting Statements were approved by this authority on this date:

29/06/2018

and recorded as minute reference:

MINUTE: 1037 RANGE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE: C. J. J. J.

### Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Churchfield and Plawfield Internal Drainage Board DB0017**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

- The annual internal audit report focuses on ten internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on the following internal control objectives: B, C and D. The annual internal audit report will inform the authority's response to assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

#### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

08/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

MNH/BB/SAB/MM053

27 July 2018

Messrs. D Thomas and R Hill  
Middle Level Offices  
85 Whittlesey Road  
March  
Cambs.  
PE15 0AH

Dear Messrs. D Thomas, R. Hill and S Ablett,

**Internal Drainage Boards - Internal Audit 2017-2018**

Having completed the internal audit for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2018, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

**General Points**

**1. Surplus Balances**

In the prior year we were pleased to note that you had taken on our earlier recommendation to place surplus balances in interest yielding accounts. However, these were short term deposits and it does not appear that in this audit year these have been reinvested. This has resulted in a noticeable drop off in interest income for the number of IDB's this year.

Due to a number of the IDB's holding significant cash reserves we would recommend these surplus balances are reinvested in order to achieve a greater return on public funds.

**Comment:**

Investment opportunities are kept under review, but during the period, interest rates again reduced, which led to further restrictions in relation to investments. During this period, the minimum balance to invest with approved bodies increased to £1m, which was beyond the ability to access for individual boards.

Cont....



**PARTNERS**

Philip M Peters FCA  
Mark N Haydon CA  
James D Cater FCA  
Paul N Tatham FCA  
J James Harrison FCA

Andrew P Winards FCA  
Christopher D Ridgeon FCCA  
Richard C Meadows FCA  
Ian G O Piper FCA  
Christopher P Kelly FCA

Barbara Nicholas CTA  
Andrew R Band FCA  
Tina J Nunn FCA  
Keith J Day FCCA  
Aminda E Newman FCA

**ASSOCIATES**

Richard A Astcock AET  
Kim Clayton FCA  
Jonathan P Moore ACCA  
Stephen D Millett CAT  
Paul M Jefferson FCA  
Chris J Yarrow FCCA

**PRACTICE MANAGER**

June Proctor

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Bury St. Edmunds

Ely

Godmanchester

King's Lynn

March

Mildenhall

Peterborough

Ramsey

St Ives

St Neots

Wisbech

**2. Risk Management**

- (a) We are pleased to note that each board is undertaking a formal risk management strategy and reviewing this on a regular basis. In its current form the risk management document presented annually to the board does not show evidence of when the individual risks were last reviewed. We would recommend that this is documented going forward to prove regular reviews are occurring.
- (b) As you are aware there is increasingly more risk and regulations surrounding digital systems and the retention of sensitive data. We note that currently within your risk management strategy there is no specific areas that cover IT security and data management (which has increasingly come into the spotlight as a result of the introduction of GDPR regulations in May 2018). We would strongly recommend that this area is addressed swiftly, so as to ensure that there are adequate procedures in place to avoid and/or deal with data breaches that could lead to significant regulatory penalties under the new General Data Protection Regulations.

***Comment:***

Each individual Board has a risk register which is reviewed at 5 year intervals. Between this process the Boards review the annual risk management process at meetings to all areas are covered.

Within the current risk register there are two identified risks:

- Computer Programming services & Telemetry Installations,
- Critical incident loss of data

Both of which are managed by the Middle Level Commissioners. As part of the process for the introduction of GDPR, the administered Boards appointed the Middle Level Commissioners solicitor as Data Protection Officer who carried out a review of current procedures which will be updated along with the risk registers if considered necessary.

**3. Opera Bank Reconciliations**

As in prior years we have noticed that there are still issues with the Opera bank reconciliation function, as such in some cases the Opera unreconciled reports do not tie back to the main cashbook reconciliation. We are aware that this is a software issue and not down to human error. In all cases with the assistance of the manual reconciliation provided, no differences were identified in the year end bank and cash figures.

***Comment:***

As referred to, this is a minor software glitch associated with system shut-downs at the time transactions being processed, with part of the transaction getting on the unreconciled report. We should now be able to have these postings rectified remotely by our software provided through our maintenance agreements, but this is obviously done after the event. As mentioned, these do not constitute an error with the transaction postings which require any adjustments to the accounting ledgers.

**4. Aged Creditors and Debtors**

We are pleased to note that in most boards old debtors and creditors have been addressed and cleared, however there remains items in some IDB's that exceed the legal time limit for the life of debt (6 years). As such we would urge you to review these older balances owing/owed and write back as appropriate. Where items are significantly aged but not written back we would suggest justification of this is shown on the debtors and creditors schedule as part of the accounts preparation process.

***Comment:***

Detailed schedules are kept and reviewed annually, with appropriate actions taken.

**5. Published Minutes**

As in the prior year we have identified some isolated errors between the published minutes on the Commissioners website and the underlying accounts, in all cases the error was with the published minutes. As such we would suggest that the figures to be published are reviewed rigorously prior to publication in order to avoid this happening going forward.

***Comment:***

The point relates to the transposition of figures from one format to another and had been previously identified and further procedures put in place to minimise the risk.

**6. Rate Software**

As in prior year we are satisfied that the rate software is operating as expected. However, on enquiry we understand that the programme is still not being used to its full capabilities as a result of it not being fully linked to the Opera software. This was highlighted in the prior year and therefore we question whether the system is delivering full value for money to the boards and ratepayers as it appears the system is effectively being used in the same way as the preceding system.

As mentioned in the prior year's management letter it was identified that only one member of staff has a working knowledge of the new rates system and is the only member of staff who can access the programme. This could lead to great operational impact if the employee became indisposed or decided to leave the organisation. As such we would urge that further users are trained to avoid over reliance on one member of staff and promote segregation of duties.

***Comment:***

The installation/commissioning of the new software took longer than initially anticipated and through this process the software was restricted to one workstation, the software is currently on two workstations, both of which are used. There is an operational manual for the operation of the software and staff are required to keep an updated procedures manual for their areas of work. During the installation of the new software, the other finance officer was on maternity leave so it was not possible for her to be trained in its operation at the same time. There continue to be delays in getting the software fully integrated with the accounting software and training will continue to give additional cover.

**7. ADA Subscription**

We notice that ADA subscription appear not to be accounted for on an accruals basis, as the subscription run in line with the calendar year and not an accounting year. As such we would suggest going forward that all boards adopt the accruals concept for these subscriptions. It is noted on review that there is not material difference between cost and accruals bases on recalculation due to the minimal year-on-year variance in subscription cost; therefore this is merely to ensure consistency of approach.

***Comment:***

The approach to dealing with these subscriptions had been consistent but was highlighted following a number of boards withdrawing their annual subscriptions and then re-commencing leaving a 'gap'. A schedule has been drawn up to ensure a consistent approach moving forward.

**8. Bank Reconciliation Verification**

During the course of auditing IDB's, it appears that the verification on the bank reconciliation for the first two months of the year has not been done, in addition on some boards the year end bank reconciliation had not been verified. We understand that this is a busy time for the accounts department, due to the preparation of the Accounts and Annual Returns for the year for a number of IDB's. However, this could lead to potential material errors or manipulations if checks are not carried out. As such we would strongly suggest that concerted effort is made to resolve this issue in the coming year.

***Comment:***

Concerning the first quarter of the financial year the bank statements are reconciled monthly by input into the accounting software, it not being possible to proceed without the reconciliation being complete, but, due to work-loads finalising year end accounts during this period it is not possible to carry out the manual reconciliation check, which is then done at the end of the first quarter. This matter has been discussed further and additional processes will be put in place for the first quarter of the next financial year. With regards to the verification of year end bank reconciliations, this is an "administration" error in that the reconciliations have been completed, together with all supporting documents for the preparation of the year end accounts, but the statement had not been signed. Again, we have looked at this for future procedures.

**9. Building Insurance**

We note from the property insurance schedule provided that the buildings (excluding pumping stations) were last revalued for insurance purposes in 2012. We would suggest that due to residential and commercial property values increasing in recent times that the buildings owned by the IDB's would be worth more in today's market and could therefore potentially be slightly underinsured. As such we would suggest that, as with the pumping stations in 2015, the IDB's with such property revalue for insurance purposes and carry out regular revaluations going forward.

***Comment:***

Residential property insured valuation were reviewed by Board chairman during February 2018 (Middle Level Commissioners had valuations carried out by Maxey Grounds) and revisions were, where approved, put in place for insured values as from 1 April 2018.

**10. District Officer Fee**

We understand that in some circumstances additional work from the District Office is required over and above the fee level agreed in the minutes at the beginning of each financial year, leading to additional fees. We would recommend that should this situation arise, any amounts over and above that agreed within the minutes need to be minuted and specifically authorised by Chairman.

***Comment:***

The main issue relates to the situation if additional works have been carried out, which are included on the same invoice from the officer. This has been looked at and additional procedures will be put in place concerning this.

**11. IT Security**

We are pleased to note that you have taken on board our prior recommendations and that all staff have been provided with their own passwords and login details, this has ensured accountability of work carried out within the accounting and rates systems.

**12. Amalgamated IDBs**

We are also pleased to note that all NS&I accounts for the amalgamated IDB's has been updated and there are no accounts for previously separate IDB's still active.

**Specific Point(s)**

**Sutton & Mepal IDB**

We note that the depreciation charges in relation to additions from the previous year, calculated in the prior year on a pro-rata basis from the date of acquisition, have not been changed in the current year to reflect a full years charge. This does not affect the figures for the annual return as assets are shown at deemed cost. We have communicated this during the course of the audit and note that the error will be adjusted on the next year accounts.

Finally we take this opportunity to thank your staff involved in our audit for their assistance and cooperation.

Yours sincerely,

*Whiting & Partners*

**Whiting & Partners**



Department  
for Environment  
Food & Rural Affairs

Floor 3, Seacole  
2 Marsham Street  
London SW1P 4DF  
T: 03459 33 55 77  
helpline@defra.gsi.gov.uk  
www.defra.gov.uk

To the Clerks, Internal Drainage Boards

**Date:** 24 April 2018

Dear Sir/Madam

**IDB Annual Report for year ending 31 March 2018.**

Please find enclosed a copy of the above statutory form to be completed and returned by 31 August 2018 for the Board(s) that you manage.

We are sending the form to you by email and we should be grateful if you would complete the form electronically. Please see further below for instructions on completing the form.

**Changes since 2017**

As you may know Defra has worked with ADA, IDBs and other stakeholders (EA, NE, CLA, NFU, RSPB) to update the IDB1 form, particularly in light of the NAO report into IDBs published in March 2017. We have amended/included the following:-

- Page 2: - under income, we have included lines for PSCAs (6) and Loans (7);
- Page 3: - under expenditure, we have included lines for PSCAs (17), developers funds income not applied in year (24), grant income not applied in year (25).
- Page 4: - we have included full guidance notes for all the expenditure entries;
- Page 5:- there are new questions under biodiversity and we have added in questions on SSSIs;
- Page 6: - new questions have been added under Asset Management and there are new questions on Health and Safety;
- Page 7: new questions under Guidance and Best Practice;
- Page 8: new questions on number of complaints, public engagements and percentage of drainage rates outstanding at year end.
- Page 9: new guidance notes in Section B



## Completion Instructions

In order to ensure consistency of the responses and ensure we capture the correct information, when you complete the yes and no answers, please could you follow these instructions:-

**Depending on whether your response is yes or no - click on the relevant yes/no box, by right clicking on that box and then when the box pops up – click on properties – you will see within the box under default values that it is “not unchecked”, please click on “checked” and then OK – this will then leave a X in the box to indicate your reply.**

We should be grateful if you would submit the form by email to our shared email box at [floodreports@defra.gsi.gov.uk](mailto:floodreports@defra.gsi.gov.uk). Copies should also be sent to the Environment Agency via [rachael.hill@environment-agency.gov.uk](mailto:rachael.hill@environment-agency.gov.uk).

In accordance with the Local Audit and Accountability Act 2014 and the transparency code for smaller authorities, we are looking to IDBs to publish their completed IDB1 forms on their websites.

If you have any queries about completing the form, please do not hesitate to contact Suja Ratnasingham, Business Support Unit at [Sujahini.ratnasingham@defra.gsi.gov.uk](mailto:Sujahini.ratnasingham@defra.gsi.gov.uk)

Yours faithfully,



Carol Tidmarsh, Flood Risk Management



# Annual Report for the year ended 31 March 2018

**The Law** – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

**No later than 31 August 2018 a copy must be provided to:**

- Department for Environment, Food and Rural Affairs, Flood Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via [floodreports@defra.gsi.gov.uk](mailto:floodreports@defra.gsi.gov.uk)
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via [rachael.hill@environment-agency.gov.uk](mailto:rachael.hill@environment-agency.gov.uk)
- The Chief Executives of:
  - all local authorities that pay special levies to the Board;
  - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

**CHURCHFIELD & PLAWFIELD**

Internal Drainage Board

## Section A – Financial information

### Preliminary information on special levies issued by the Board for 2018- 19

*Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.*

Special levies information for financial year 2018-19 (forecast)	
Name of local authority	2018-19 forecast £
1. BOROUGH COUNCIL OF KINGS LYNN AND WEST NORFOLK	17,309
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<b>Total</b>	<b>17,309</b>

## Section A – Financial information (continued)

### Income and Expenditure Account for the year ending 31 March 2018

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2018 £
<b>INCOME</b>		
1. Drainage Rates		3,906
2. Special Levies		17,258
3. Higher Land Water Contributions from the Environment Agency		0
4. Contributions received from developers/other beneficiaries		600
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		0
9. Interest and Investment Income		33
10. Rents and Acknowledgements		0
11. Other Income		200
<b>Total income</b>		<b>21,997</b>
<b>EXPENDITURE</b>		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		2,598
14. Watercourse maintenance		12,396
15. Pumping Stations, Sluices and Water level control structures		0
16. Administration		6,692
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		468
22. Other Expenditure		194
<b>Total expenditure</b>		<b>22,348</b>

<b>EXCEPTIONAL ITEMS</b>		
23. Profits/(losses) arising from the disposal of fixed assets		0
<b>Net Operating Surplus/(Deficit) for the year</b>		<b>-351</b>
24. Developers Funds income not applied in year		14,840
25. Grant income not applied in year		0

**Notes:**

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
17. State all costs associated with the PSCA
18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.

21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB’s Biodiversity Action Plan or other conservation actions on non-designated sites.
22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).
23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.
24. Total balance of developer fund year end.
25. Unspent grant at year end.

## Section B –IDB Reporting

---

### Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government’s policy aims and objectives. It is recommended that these statements be published on Boards’ websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink) provided to Defra, and EA?..... Yes  No

### Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan.....Yes  No

If “yes” is the Biodiversity Action Plan available on your website?.....Yes  No

What year was your Biodiversity Action Plan last updated?).....

Have you reported progress on BAP implementation on your web site?.....Yes  No

When was biodiversity last discussed at a Board meeting (date)?.....

Do you have a biosecurity process?.....Yes  No

### SSSI water level management plans

Please indicate whether your Board is responsible for any SSSI water level management plans?.....  
 .....Yes  No

If so, which ones:

Area of SSSI with IDB water level management plans.....

Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?

Area of SSSI where IDB water level management actions are required to achieve recovering or favourable condition?

**Access to environmental expertise**

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)

Co-opted members

Directly employed staff

Contracted persons or consultants

Environmental Partners/NGOs

Other (please describe)

**Asset Management**

What system/database does your Board use to manage the assets it is responsible for?

ADIS

Paper Records

Other Electronic System

Has your Board continued to undertake visual inspections and update asset databases on an annual basis?

Yes  No

What is the cumulative total of identified watercourse (in km) that the Board periodically maintains?

How many pumping stations does the Board operate?

What is the cumulative design capacity of the Board's pumping station(s) (enter zero if no stations are operated)?

**Health and Safety**

Does the Board have a current Health and Safety policy in place?

Yes  No

Does the Board have a responsible officer for Health and Safety?

Yes  No

Have there been any reportable incidents in the past year?

Yes  No

If so, please summarise in the box below:

**Guidance and Best Practice**

Has your IDB adopted a formal Scheme of Delegation?

Yes  No

Has your IDB provided training for board members in the last year in the any of the following areas?

Governance

Finance

Environment

Health, safety and welfare

Communications and engagement

Other (please describe)

Is your Board’s website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc) .....

Yes  No

Has your IDB adopted computerised accounting and rating systems?.....

Yes  No

Has your board published all minutes of meetings on the website?.....

Yes  No

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement?

Yes  No

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied?

Yes  No

Has your Board adopted the following governance documents?

Standing Orders .....

Yes  No

Have the Standing Orders been approved by Ministers .....

Yes  No

Byelaws .....

Yes  No

If you have Byelaws, have you adopted the latest model byelaws published in 2012.....

Yes  No

Have the Byelaws been approved by Ministers.....

Yes  No

Code of Conduct for Board Members ..... Yes  No   
 Financial Regulations..... Yes  No   
 Register of Member’s Interests..... Yes  No   
 Anti-fraud and corruption policy..... Yes  No

**Board membership and attendance**

How many Board members (in total – elected and appointed) do you have on your IDB?	12
Seats available to appointed members under the Land Drainage Act 1991.	9
Number of elected members on the board at year end.	8
Number of appointed members on the board at year end.	4
Mean average number of elected members in attendance at each board meeting over the last financial year.	7
Mean average number of appointed members in attendance at each board meeting over the last financial year.	3

Have you held elections within the last three years?.....Yes  No  N/A   
 Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?..... Yes  No  N/A

**Complaints procedure**

Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?.....Yes  No

Number of complaints received in the financial year?	0
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

**Public Engagement**

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

Press releases   
 Newsletters   
 Web site   
 Meetings   
 Shows/events (including open days/inspections)   
 Consultations   
 Notices

Percentage (in value) of drainage rates outstanding at year end?

1.183%

## Section B: NOTES

### Guidance and Best Practice

Has your Board published **all** minutes of meetings on the web site? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

### Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

## Section C – Declaration

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**CHURCHFIELD & PLAWFIELD**

Internal Drainage Board

I confirm that the information provided in sections A-C or with this form is correct.

Signature

Date

Name in BLOCK LETTERS

MISS SAMANTHA ABLETT

Designation

ASSISTANT TREASURER

Email address

ADMIN@MIDDLELEVEL.GOV.UK

## CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

### Payments 2017/2018 (1st February 2018 - 31st March 2018)

Middle Level Commissioners - Bank revetment works (Points 2 & 30)	
Information Commissioner - Data Protection Registration renewal	35.00
D J Boyce - District Officer's expenses 2017/2018	1,845.92
Middle Level Commissioners - Fees (Planning and development applications)	525.13
Association of Drainage Authorities - Subscription 2018	650.40
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	3,844.15
Middle Level Commissioners - Fees (Meeting with Chairman and landowner at Three Holes, preparation of board report, planning and development applications)	1,114.98
	<hr/>
	<u>8,015.58</u>

### Payments 2018/2019 (1st April 2018 - 31st January 2019)

Environment Agency - Precept	1,318.50
Crown Lodge Hotel - Expenses in connection with retirement function	234.00
Middle Level Commissioners - Renewal of insurances	241.67
Middle Level Commissioners - Supply of decanter for retired Chairman	87.00
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	1,677.53
Middle Level Commissioners - Binding of minutes (Account from Brignell Bookbinders)	92.40
St Andrew's Methodist Church - Expenses in connection with Board meeting	19.50
Middle Level Commissioners - Contribution towards retirement gift for Environmental Officer	25.00
Fen Group - Drainworks	915.00
PKF Littlejohn LLP - Audit fee (2017-2018 accounts)	240.00
King's Lynn Internal Drainage Board - Flail mowing	5,944.32
Middle Level Commissioners - Administration charge, postages and telephone charges	2,699.46
Environment Agency - Precept	1,318.50
Middle Level Commissioners - Fees (Planning and development applications)	748.34
MTC Engineering (Cambridge) Ltd - Refund of discharge consent application	318.24
	<hr/>
	<u>15,879.46</u>

(NB - Amounts shown include Value Added Tax)

**CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD  
BUDGET 2019/2020**

	<u>Estimated</u> 2018/2019 £	<u>Probable actual</u> 2018/2019 £	<u>Budget proposal</u> 2019/2020 £	<u>Remarks</u>
1 Insurances	225	242	260	A - Includes for: Flail mowing 4,954 Slubbing <u>763</u> 5,717
2 District work and repairs and renewals (including Environmental measures)	12,000	11,250 <sup>A</sup>	13,500 <sup>B</sup>	
3 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising etc	7,100	7,300	7,150	B - Includes provision for: Flail mowing 6,250 Slubbing 1,250 Jetting culverts 1,000 Sulivans dam refurbishment <u>1,000</u> 9,500
4 Environment Agency Precept	2,650	2,637	2,769	
	21,975	21,429	23,679	C - Includes contribution <u>100</u>
LESS Deposit Accounts interest	756	1,065 <sup>C</sup>	1,753 <sup>D</sup>	D - Assumes for minimal interest Includes use of balances - Sulivans dam refurbishment <u>1,000</u>
	21,219	20,364	21,926	

<u>Estimated General Fund</u>				
Opening Balance		21,236	21,239	22,094
Rate set	4.50p	21,219	21,219	
Rate Required				21,926 4.65 p
Net Expenditure		21,219	20,364	21,926
Use of balances				-1,000
Closing Balance		<u>21,236</u>	<u>22,094</u>	<u>21,094</u>

Churchfield & Plawfield Internal Drainage Board

Rate and levy requirements

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Board must be borne for 2019/2020 is:-

- a) Proportion to be borne by the Agricultural Sector – 18.43%.
- b) Proportion to be borne by Special levy issued to the Borough Council of Kings Lynn and West Norfolk – 81.57%.

The product of a rate of 1p in the £ on Agricultural land and buildings is £869.

In 2019/2020 a rate of 1p together with corresponding Special levy would raise £4,715.

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Estimated revenue cash balance in hand on 31<sup>st</sup> March 2019 – £22,000.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2019/2020 is £21,926, is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 4.65p and
- b) a Special levy on the Borough Council of Kings Lynn and West Norfolk of £17,886.

In 2018/2019 a rate of 4.50p in the £ was raised together with a Special levy of £17,309 on the Borough Council of Kings Lynn and West Norfolk.

D C THOMAS

Clerk to the Board

February 2019