

**SWAVESEY INTERNAL DRAINAGE BOARD**

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**PLEASE NOTE CHANGE OF DATE**

5 February 2020

Mr Chairman, Ladies and Gentlemen

Meeting of the Board  
18<sup>th</sup> February 2020

I enclose the Agenda for the Meeting of the Board to be held at the Memorial Hall, High Street, Swavesey at 2.30 pm on Tuesday the **18<sup>th</sup> FEBRUARY 2020**.

**PLEASE NOTE THAT THIS AGENDA INCLUDES CONFIDENTIAL PAPERS. APART FROM THE COPY RETAINED WITH THE CONFIDENTIAL MINUTES THEY WILL BE DESTROYED FOLLOWING THE MEETING AND MEMBERS ARE REMINDED THAT THEY MUST NOT BE DISCUSSED WITH ANYONE OTHER THAN A BOARD MEMBER.**

**AFTER THE MEETING PLEASE DESTROY YOUR COPY OF THE PAPERS OR RETURN THEM TO THE OFFICE TO BE DESTROYED.**

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 Swavesey 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 12<sup>th</sup> February and 28<sup>th</sup> June 2019.

(Copy pages 14-28)

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 2020 and will submit the proposed register of electors which is applicable to the 2020 election.

6. Main River Issues

Iain Smith, former Clerk to the Board, to report.

7. A14 Improvement Scheme

Further to minute B.958, the Clerk to report.

8. Proposed Northstowe Development and other developments draining to Uttons Drove STW Northstowe

a) Further to minute B.959(a), the Clerk to report.

b) Effluent Discharge to Swavesey Drain

Further to minute B.959(b), the Clerk to report.

9. Works to the bank of the River Great Ouse

Further to minute B.961, the Chairman to report.

10. Outstanding Drainage Rates

Further to minute B.962, the Clerk to report.

11. Electric fence connection to pumping station energiser

Further to minute B.963, the Clerk to report.

12. Visit to St Germans Pumping Station

Further to minute B.964, the Chairman will report on the visit to St Germans Pumping Station which had taken place on Thursday 9<sup>th</sup> May 2019.

13. Defra Consultation on the rating system

Further to minute B.968, the Clerk to report .

14. Proposed Bank Raising Works

Further to minute B.980, the Chairman to report.

15. Works Upstream of Webbs Hole Sluice

Further to minute B.993, the Chairman to report.

16. Clerk's Report

The Clerk advises:-

i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a third Chair's Meeting was held on the 11<sup>th</sup> March 2019 and that discussions at this centred around :-

- 1) The provision of increased support to IDBs on Health and Safety management and control.
- 2) The Future investment planning for the Lower River Great Ouse catchment.
- 3) Future planning for IDBs and DDCs administered by the Middle Level Commissioners.
- 4) Member training.

One option for future Board arrangements discussed at the second and third meetings was the subject of a briefing paper.

(Copy pages 29-31)

That a fourth Chair's Meeting was held on the 26<sup>th</sup> November 2019.

The meeting commenced with a presentation with slides covering the lottery funded 'Fens Biosphere' bid. This UNESCO designation would have no statutory backing but instead aims to draw attention to the unique nature of the area. Good practice sharing would be facilitated and a framework of support for positive action developed. The idea is to frame the application around the Cambridgeshire peat lands and the IDB districts which provide a network of interconnecting watercourses. As this designation would not lead to a set of actions which would be enforced but could have a positive impact on the area the Board are asked (at this stage) to consider giving its approval in principle to the bid. A summary document detailing the vision is appended.

(Copy pages 32-35)

**The Board's approval in principle is sought.**

Health and Safety discussions followed and it was agreed that the new arrangement with Cope Safety Management was working well.

The future vision for the MLC and IDBs was discussed and is covered as a separate agenda item.

On member training, after discussion, it was agreed that members would benefit from training on 'communications and engagement' as it was felt that Boards generally had challenges in getting messages across to the public.

The only other item covered in any detail was in relation to Board agendas and minutes. It was resolved that the Chairs supported the move to reducing the amount of paper leaving the MLC offices and it was also agreed, for reasons of efficiency, that Chairs be provided with an action points list as soon as practical after the meetings but in advance of issuing draft minutes.

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>
South Staffordshire Water plc	Replace failing A/C Water Main with new MBPE pipe crossing Board's culverted watercourse TL368104 692484	10 <sup>th</sup> May 2019



iii) Association of Drainage Authorities

a) Annual Conference

That the 82<sup>nd</sup> Annual Conference of the Association had been held at the ICE building in Westminster on Wednesday 13<sup>th</sup> November 2019.

The conference was very well attended and the speakers this year were:-

**Stuart Roberts - Vice President National Farmers' Union** – an arable and livestock farmer who has also worked for Defra and Flood Standards Agency – who shared his views on the need for more radical and bold thinking on flood risk management and the supply of water for agriculture.

**Bryan Curtis – Chair Coastal Group Network – Chartered Engineer and a member of CIWEM and ICE.**

Bryan is Chairman of the Coastal Group Network. This is a network of Councils, Ports, Government bodies who provide a collective voice for the coast and management of the shoreline.

**Robin Price – Interim Managing Director – Water Resources East (WRE)**

Water Resources East is a partnership from a wide range of industries including water energy, retail, the environment, land management and agriculture who are working in collaboration to manage the number of significant risks to the future supply of water in the East of England. The NFU and ADA (via the David Thomas) have membership on the Board of WRE.

The conference was introduced by Robert Caudwell who asked all present to mark their appreciation of the work being done in the north east of England to respond to and manage the impacts of the floods. He stated his opinion that warnings at previous ADA conferences over the lack of river maintenance had fallen on deaf ears and that the flooding taking place at the time was clear evidence of the need to better balance capital investment with maintenance spending. He then went on to outline ADA's intention to lobby all parties throughout the general election. This included sharing the 7-point plan detailed below;

**1. Long term investment horizons in the face of climate change challenges**

Flood risk management delivers enduring benefits and authorities involved need to be able to plan ahead financially over multiple years and need to receive a sensible balance of capital and revenue funding, spread across the river catchments, in order to find efficiencies through climate change adaptation and resilience, and attract business investment.

**2. Promote co-operation and partnership working to manage the water environment and reduce flood risk**

Close cooperation between flood risk management authorities, water companies, communities, business and land managers needs the continued strong support of government to deliver adaptive and resilient flood risk maintenance and similar activities more efficiently and affordably.

### **3. Total catchment management**

Total catchment management is now the widely accepted approach to managing our water and now is the time to increase and empower local professionals and communities to manage and operate these catchments together.

### **4. Sustainable drainage systems (SuDS)**

The next government needs to fully implement Schedule 3 of the Flood & Water Management Act 2010, to ensure future development can keep pace with the challenges of the changing climate, by ensuring that SuDS are maintained over the lifetime of a development.

### **5. Support local governance in flood and water level management decision making**

In some parts of England there is an appetite for greater local maintenance delivery on watercourses and flood defence assets than that currently afforded from national investment. This can be achieved via the careful transfer of some main river maintenance to local bodies or the expansion of areas maintained by those local bodies, such as Internal Drainage Boards, where there is local support and transitional funding.

### **6. Local Government Finances**

It is vital that Special and Local Levy funding mechanisms for drainage, water level and flood risk management continue to be part of this funding landscape to maintain the democratic link with local communities affected.

### **7. Brexit: Ensuring a resilient regulatory framework for the water environment**

The next government needs to provide clear policy messages about how they wish to make the delivery of environmental improvements to the water environment easier and more effective as we transition from European legislation such as the Water Framework Directive.

Unfortunately, because the conference was held during the pre-election period sometimes known as Purdah, which restricts certain communications during this time, there were no representatives available from the Environment Agency or Defra which significantly restricted the debate on flood risk management, funding and maintenance issues. However, there was considerable support from the floor of the conference for the view that lack of maintenance had significantly contributed to the recent problems with the River Don and the flooding of Fishlake village.

Officers of the Association were re-elected, including Lord De Ramsey as President and Robert Caudwell as Chairman.

Subscriptions to ADA would be increased by 2% for the following year.

#### b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 11<sup>th</sup> November 2020.

#### 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 3<sup>rd</sup> March 2020. The format will be as per the 2019 Conference with a workshop in the morning and the Conference in the afternoon.

d) Good Governance Guide for Internal Drainage Board Members

That ADAs workshops were well attended and are helping to deal with the questions being raised by Defra following the Audit Commission Report which criticized aspects of IDB governance. As no member of this Board attended any of the local workshops in the area the Board will not be able to record on the IDB1 Defra return that training has been provided on Governance. In addition to governance Defra appear to expect over time that training will be given for the following; Finance, Environment, Health, safety and welfare and Communications and engagement. The Board may wish to consider an order of priority for future training and a timetable for delivery.

e) Workstreams

That ADA annually review their workstreams and an update on these is included.

(Copy pages 36-38)

f) Further Research on Eels

Further to minute B.920, ADA have advised that the valuable research work being carried out by Hull University on eels and eel behaviour in pumped catchments will be continuing for at least another two years. ADA consider that the financial support to the project to date provided by IDBs has been positive and noted by the regulator (EA), leading to positive engagement on finding practical solutions at pumping station sites. They therefore consider that it would be useful if IDBs could consider whether they would be willing to continue their annual contributions to this research over that period.

**The Board's instruction is requested.**

g) Floodex 2020

That Floodex 2020 will be held at The Peterborough Arena on the 26<sup>th</sup> and 27<sup>th</sup> February 2020.

h) Emergency Financial Assistance for Internal Drainage Boards

That whilst in East Anglia we have not had the unprecedented levels of rainfall which have occurred further north and in the west of the county in recent years this by no means equates to there being no risk of it occurring here. ADA have written to DEFRA (Copy pages 39-40) seeking to formalise a mechanism for IDBs providing support to the EA in a major event to recover costs. An update will be given should there be any substantive movement from DEFRA on this matter as a result of this request.

iv) The New Rivers Authorities & Land Drainage Bill

That this Bill has completed its Committee stage in the House of Commons and passed through its Third Reading. It has now started its progression through the House of Lords.

The Bill, which has been prepared by Defra, aims to put the Somerset Rivers Authority onto a statutory footing as a precepting body, but it would also enable the reform of IDB ratings annual value lists. It does this by recognising the need to ensure that the methodology through which IDBs calculate and collect drainage rates and special levy sits on a sound legal basis that

can be periodically updated to contemporary values better reflecting current land and property valuation.

With the above in mind ADA has been working with Defra and a number of IDBs to test a new methodology using contemporary valuation and Council Tax lists that could be applied via this legislative change.

v) Environment Agency consultation on changes to the Anglia (Central) RFCC

That a consultation took place on the constitution of three RFCCs following a formal proposal for two new unitary authorities to be formed in Northamptonshire (West Northamptonshire and North Northamptonshire) and was submitted and approved by the Government. These authorities will come into existence on the 1 April 2020.

In Buckinghamshire the decision to create a single unitary authority replacing the existing five councils has been made by the Government, subject to Parliamentary approval. Again this will come into existence on the 1 April 2020.

Each new authority will be a unitary authority, delivering all local government services in their respective areas, including their functions as a Lead Local Flood Authority (LLFAs).

The membership of Thames RFCC, Anglian (Central) RFCC, and Anglian (Northern) RFCC included representation from one or both county councils. To reflect the changes, membership of all three RFCCs have been varied.

At the same time to better reflect a catchment-based approach the name of Anglian (Central) RFCC has been changed to Anglian (Great Ouse) RFCC. ADA stated that it supported the naming revision.

vi) Tactical Plans for the Fens Agreement

That the Environment Agency have set up a multi-partner group (FRM for the Fens) to steer work on developing strategic plans for managing flood risk in the lower Great Ouse catchment. This work is considered necessary to address the impacts of population growth and climate change, which are particularly relevant in this area (Copy pages 41-42). The EA is requesting approval to the approach being taken in principal and follows the letter sent in January 2019. The perceived value of this work is that it pre-apportions the benefits (land and property which would flood if not defended) so that applying for grant should be more straight forward and the amount of grant possible clearer. This should give increased certainty and clarity and resolves the issue of double counting benefits where for example a property is protected from flooding by both EA and IDB assets. Work on developing the strategy could take up to 15 years though and the proposal also therefore includes a mechanism for allowing grant-in-aided works to progress during this time on a hold-the-line basis.

**The Board's approval in principle is sought.**

vii) Water Resources East (WRE)

That the Middle Level Commissioners' Chief Executive has been appointed as ADA's area representative on the Board of WRE. He will act as spokesman for IDBs who have an

interest in the future management and provision of water in the East of England. This is particularly important as government consider plans to make the area more resilient and as the impacts of climate change start to bite in an area of rapid housing growth.

To facilitate a place on the Board requires a modest financial contribution from all IDBs within the area covered by WRE. The MLC contribution is their Chief Executive's time spent representing the Boards. For this Board the requested annual contribution is £50.70.

**The Board are asked to approve this payment.**

viii) Vision for the Future of Boards administered by the MLC

That Members will be aware that the Chair's meetings hosted by the MLC has had an item on the agenda for the last few meetings on future planning of administration and delivery of operations for the Board's collectively. As part of this process it has been agreed that members thoughts should be sought on what they envisage the collective future can and should look like to ensure the most resilient, delivery focused approach that can be achieved. Members should when developing their vision of water management in the fens in 2030 consider the challenges of maintaining representation, improving financial resilience, reducing duplication of work, the potential for cost savings, advantages and disadvantages of the various options available, the impacts of technology and sharing of resources and knowledge.

The information gathered from individual meetings will be collated and presented to the autumn 2020 Chairs meeting for their consideration.

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

To consider the Report of the Consulting Engineers.

(Copy pages 43-59)

18. Capital Improvement Programme

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

(Copy page 60)

19. District Superintendent's Report

To consider the Report of the District Superintendent.

20. 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 61-74)

21. District Superintendent

a) Record of hours worked

The Clerk will report that the District Superintendent had worked 95 hours between February 2019 and January 2020.

b) Fee

To give consideration to the District Superintendent's fee for 2020/2021.

c) Telephone expenses

To give consideration to the appropriate reimbursement of telephone expenses incurred on the Board's behalf.

(Payment agreed for 2019/2020 - £80)

d) Casual Labour

To give consideration to the use of casual labour that may be required during the year.

22. 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.

Update on the EA grant-in-aid position

The Clerk will report that the EA undertook a 'refresh' of its grant allocation schedule and optimised it to increase the likelihood of meeting the government outcome measure targets. As part of this some schemes were deferred in favour of those which could be delivered within the next two years with certainty and the programme has, as a consequence, become financially oversubscribed. This effectively means that there will be little or no chance of receiving grant for any new schemes between now and 2021 (at the earliest). This date marks the end of the six-year funding commitment and whilst it is understood that the EA are pressing hard to have another six-year settlement and, if agreed to by treasury, for this to be larger than the previous one to help address the increasing investment required to tackle climate change driven impacts. At this point in time we do not know what will happen and changes could be made in any event to the funding model, what outcome targets are or the process of securing grant. What is clear is that the further ahead that IDBs collectively plan their investment needs the more likely whatever grant is available will be accessible by them.

Some members will recall that in 2009 asset surveys were carried out on all IDB pumping stations. As ten years has now passed it might be timely to revisit and update these to reflect any changes that might have occurred and for this updated information to be used to plan for future investment needs. Similarly, as it is five years since these assets were valued for insurance reasons, it is also considered worthwhile revising the rebuilding estimates to reflect construction cost inflation.

**The Boards instruction on this matter is requested.**

23. Environment Agency Precept

The Clerk will report that the RFCC have set the increase for precept payment for 2020/2021 at 5%.

The precept paid to the Environment Agency for 2018/2019 was £1,669.

24. Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

The Clerk will report that following his submission of claims for contributions the gross sum of £376.14 (£4,329.03 less £3,952.89 received on account) inclusive of supervision) has been received from the Environment Agency for the financial year 2018/2019 based on the Board's actual expenditure on maintenance work for that financial year and the sum of £3,916.23 in respect of 80% of the Board's estimated expenditure for the financial year 2019/2020.

25. Association of Drainage Authorities Subscriptions

The Clerk will report that it is proposed by ADA to increase subscriptions by approximately 2% for 2020, viz:- from £553 to £565.

26. Planning Fee Burden for IDBs

The Chairman to report.

27. Contravention of Byelaws – Starburst Limited

The Clerk to report.

28. Contributions from Developers

With reference to minute B.303, the Clerk will report that contributions towards the cost of dealing with the increased flow or volume of surface water run-off and treated effluent volume has/have been received.

(See Confidential Papers)

29. Health and Safety

a) Further to minute B.979(b), quotes were sought and a letter sent to the Chairman on the 25<sup>th</sup> April 2019 advising that it had been agreed at the Chairs meeting to enter into a 3 year contract with Cope Safety Management with the annual payment being split between the Boards. Assuming all Boards joined the arrangement, the cost to the Board would be £200 per

annum. However it was understood that particularly in the first year or so extra support may be needed and this could be provided at a day rate of £500 or at an hourly rate of £85 for part days.

The Clerk advises that the Chairman had confirmed that the Board wished to be included in the arrangement with Cope Safety Management.

b) Further to minute B.979(a), Miss Parish will report and will refer to the report received from Cope Safety Management following their visit to the District on the 29<sup>th</sup> October 2019.

(Copy pages 75-78)

d) The Clerk will refer to the ADA Internal Drainage Boards' Health, Safety & Welfare Survey 2018.

(Copy pages 79-84)

30. Completion of the Annual Accounts and Annual Return of the Board – 2018/2019

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 2019 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 2019.

(Copy pages 85-90)

c) To consider the Audit Report of the Internal Auditor for the year ended on the 31<sup>st</sup> March 2019.

(Copy pages 91-97)

31. Annual Accounts of the Board - 2019/2020

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.

32. Defra IDB1 Returns

The Clerk will refer to the completed IDB1 form for 2018/2019 and to the letter from the Minister and Annual report summary and analysis received from Defra dated August 2019.

(Copy pages 98-121)

33. Review of Internal Controls

To consider the system of Internal Controls.



34. Risk Management Assessment

- a) To give consideration to the Board's Risk Register.

(Copy pages 122-133)

- b) To review the insured value of the Board's buildings.

(Copy page 134)

35. 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.

36. 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.

37. Payments

The Clerk to report on payments made:-

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

- b) 2019/2020 (1<sup>st</sup> April 2019 – 31<sup>st</sup> January 2020)

(Schedule page 135)

38. Expenditure estimates and special levy and drainage rate requirements 2020/2021

To consider estimates of revenue expenditure and levy and rate requirements in respect of the financial year 2020/2021.

(Copy pages 136-137)

39. Date of next Meeting

40. Any other business

## SWAVESEY INTERNAL DRAINAGE BOARD

At a Meeting of the Swavesey Internal Drainage Board  
held at the Memorial Hall, High Street, Swavesey on Tuesday the 12<sup>th</sup> February 2019

### PRESENT

K Wilderspin Esq (Chairman)	W Handley Esq
J E Dodson Esq (Vice Chairman)	Ms A Malyon
Mrs S Dodson	Miss H Parish
N K Stroude Esq	

Miss Lorna McShane (representing the Clerk to the Board) and Richard Lloyd (representing the Consulting Engineers) were in attendance. Mr Iain Smith attended as a member of the public.

The Chairman welcomed Iain Smith, former Clerk to the Board, who was attending the meeting as a member of the public and gave him permission to comment on any agenda item he felt appropriate.

### B.953 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.

The Chairman declared an interest in the Superintendent's Fee and payments.

The Vice Chairman declared an interest in minute nos. B.959 and B.963.

Mr Stroude declared an interest in minute no. B.959.

### B.954 Confirmation of Minutes

### RESOLVED

That the Minutes of the Meetings of the Board held on the 14<sup>th</sup> February and 29<sup>th</sup> June 2018 are recorded correctly and that they be confirmed and signed.

### B.955 Installation of telemetry

Further to minute B.921(v), the Chairman introduced Richard Lloyd, the Middle Level Commissioners' Mechanical and Electrical Engineer. The reason why he had invited him was to advise the Board on telemetry and level control. The Chairman reminded Members that the brackets that held the probes in the water had deteriorated and he had invited Richard Lloyd to the meeting to discuss the options to the Board.

Mr Lloyd advised that the Board had three options:-

1. To replace the brackets at a cost of £1,500.
2. Replace the probes with ultrasonic probes at a cost of £2,000 which would have a life expectancy of 20-25 years.

3. Introduce a telemetry system and advised that the Pulsar system could be installed at a cost of £4,000 which would include installation costs. This would enable the Board to see the level of the drain on the internet and could reduce the number of trips that were needed to the pumping station to check on levels.

#### RESOLVED

That a telemetry system at a cost of approximately £4,000 be installed.

#### B.956 Completion of the Annual Accounts and Annual Return of the Board – 2017/2018

- 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 2018.
- b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31<sup>st</sup> March 2018.

#### RESOLVED

- (i) That in accordance with the Accounts and Audit Regulations the minutes record that approval of the accounts was given on 29<sup>th</sup> June 2018.
- (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 2018.

#### B.957 Land Drainage Act 1991 Board Membership – South Cambridgeshire District Council

Miss McShane reported that South Cambridgeshire District Council had appointed Councillors Ms Alex Malyon and Bill Handley to be Members of the Board under the provisions of the Land Drainage Act 1991.

Miss McShane also reported that Councillors Brian Burling and Nick Wright were not re-appointed.

The Chairman welcomed both Members to the meeting and both Councillor Malyon and Handley expressed an interest in carrying out a visit around the Board's area to see how the drainage system worked.

#### RESOLVED

- i) That the Board's appreciation of the services rendered by Councillor Burling be recorded in the minutes and conveyed to him together with their best wishes for the future.
- ii) That the Chairman take the two new Councillors for a tour of the District on Monday 4<sup>th</sup> March 2019 at 10.00am.

#### B.958 A14 Improvement Scheme

Further to minute B.916, the Chairman reported that the improvement scheme was not supposed to impact on Swavesey but at a public inquiry into the proposed work, the Board's concerns were not

met. The Chairman requested the Consulting Engineer raise this with Cambridgeshire County Council at the next liaison meeting and enquire whether any water does actually flow from the A14 into the Board's area.

#### RESOLVED

That, at the next CFRMP meeting, the Middle Level Commissioners' Planning Engineer liaise with Cambridgeshire County Council to confirm that no surface water would enter the Board's drains.

#### B.959 Proposed Northstowe Development and other developments draining to Uttons Drove STW Northstowe and Effluent Discharge to Swavesey Drain

a) Further to minute 913(a), Miss McShane reported that she had contacted Paul Quigley to obtain an update on this development but had been advised that Paul Quigley had now left the local authority. She would make contact with his replacement and give any feedback to the Chairman.

With regards to Phase 3B, the Chairman and the Consulting Engineer had had a dialogue with the Developers and Phase 3B waters would go into the Swavesey Drain. A meeting had been arranged between the Environment Agency and Hilary Ellis of Cambridgeshire County Council and the Chairman when it was agreed that the Developers would pay for flood attenuation for Phase 3B and he advised that the Board would make an objection if water was to go to a balancing pond that did not take account of the catchment and the operation of Webbs Hole Sluice. It had been verbally agreed with HCA that they would pay for Graham Moore's fees for his advice and involvement.

It was anticipated that Phase 3B would be submitted to South Cambridgeshire District Council for planning approval in the autumn.

b) Effluent Discharge to Swavesey Drain

Further to minute B.913(b), Miss McShane reported that the Environment Agency had advised that this matter was being led by South Cambridgeshire District Council with the Developer and this enquiry would be addressed to Mr Quigley's replacement at South Cambridgeshire District Council.

#### RESOLVED

That the Assistant Clerk/Solicitor contact South Cambridgeshire District Council and make contact with Paul Quigley's replacement to obtain an update on this development.

(NB) - The Vice Chairman and Mr Stroude declared interests as landowners potentially affected by the scheme.

#### B.960 High Level Stewardship Scheme – Mare Fen

Further to minute B.914, the Chairman reported that there was nothing further to discuss on this matter. The proposal had been for a nature reserve to improve environmental factors but no grant was available from Defra so this scheme will not happen.

RESOLVED

That this matter can now be removed from future agenda items.

B.961 Works to the bank of the River Great Ouse

Further to minute B.915, the Chairman reported that Swavesey has at least 100 houses at risk of flooding and needs to reinstate the bank of the Ouse to design level. The Chairman reported that the Environment Agency had already carried out modelling with a cost of at least £50,000. The RSPB as landowners would provide scrapings from their land for the bank. Discussions were ongoing with Ryan Ely of the Environment Agency about the Board carrying out the works under a Public Sector Co-operation Agreement and there were ongoing discussions regarding this.

RESOLVED

That the update be noted.

B.962 Outstanding drainage rates

Further to minute B.917, Miss McShane reported that it had not proved possible for the bailiffs to levy any distress of goods to satisfy the amount of £1,770.25 which remained outstanding.

RESOLVED

That the arrears are not written off and the matter be reviewed at the next meeting of the Board.

B.963 Electric fence connection to pumping station energiser

Further to minute B.918, Miss McShane reported that she had had discussions with the Chairman and Mr Dodson, Vice Chairman, about the agreement that was needed for the electric fence connection to the pumping station and that a draft agreement would be sent to the Chairman for approval.

RESOLVED

That the Assistant Clerk/Solicitor send the draft agreement for approval to the Chairman and Vice Chairman.

(NB) – The Vice Chairman declared an interest when this item was discussed.

B.964 Visit to St Germans

Further to minute B.919, the Chairman reported that it had not proved possible to arrange a site visit to St Germans Pumping Station during the past year but it is hoped that this could be arranged in the forthcoming year.

RESOLVED

That the Clerk to the Board provide some dates to members of the Board for a visit to be arranged as soon as possible. Refreshments or a lunch to be arranged before the visit.

### B.965 Updating IDB Byelaws

Further to minute B.630, Miss McShane reported 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, probably this Spring.

### B.966 Policy Statement

The Board reviewed and approved their Policy Statement which had been updated following the publication of the National Audit Office (NAO) report on IDBs in March 2017.

### RESOLVED

That the revised Policy Statement be adopted.

### B.967 Requirements for a Biosecurity Policy

Further to minute B.935, the Board considered their Biosecurity Policy.

### RESOLVED

That the Biosecurity Policy be adopted.

### B.968 Defra consultation on the rating system

Iain Smith had attended the meeting at the request of the Chairman to update the Board on matters from his new position as the IDB representative on the Regional Flood and Coastal Committee.

Mr Smith referred to the consultation on the management of water which had a closing date of the 12<sup>th</sup> March 2019 and he reminded Members that the present system of rating goes back to the rating system at the end of the 1980's and this was preventing new IDBs being created in areas where they were needed, such as Somerset Levels and Cumbria. This consultation may ultimately result in changes to the special levy and drainage rates and a new system of rating for business rates and Council tax.

### B.969 Clerk's Report

Miss McShane advised:-

#### i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a meeting of the Chairmen of all of the Middle Level Commissioners' administered Boards met 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 be added to the agenda.
- 3) Reviewing Board membership numbers.
- 4) Frequency of Board meetings.

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.

That the next administered Boards Chairs Meeting will be held on Monday the 11<sup>th</sup> March 2019 and invitations will be sent out shortly.

ii) Association of Drainage Authorities

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 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 gave a presentation on how incident management is organised and dealt with in the Netherlands.

John Curtin 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 referred to the 25 year environment plan and to various Government publications made in 2018, which can be viewed 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.

a) 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.

## 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 will be held on Tuesday the 12<sup>th</sup> March 2019.

c) 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.

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 a copy of the Guide had been issued to each Member and will be available at the ADA stand at the Floodex event. It can also be downloaded from the ADA website.

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, Kings Lynn (19<sup>th</sup> March)
- Deafblind UK Conference Centre, Peterborough (28<sup>th</sup> March)

That 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.

iii) External Bodies Conservation Initiatives

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

a) 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.

b) 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.



iv) 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.

v) 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.

vi) Anglia Farmers

Further to minute B.945, Miss McShane confirmed that the running of the remainder of the Anglia Farmers electricity contract had been monitored and she was pleased to report that the service provided had improved.

She added that in view of the significant increase in prices observed a utility specialist was approached and like for like prices at the time of tender, for a sample of meters, were requested in order that a comparison could be made with the prices obtained by Anglia Farmers. Although some savings may have been made, overall the prices obtained from Anglia Farmers were found to be generally competitive.

Miss McShane advised that a verbal report was presented to the Middle Level Commissioners at their recent Board meeting and, based on the results of the pricing comparison exercise and in view of the service provided by Anglia Farmers having improved, the Middle Level Commissioners resolved to remain with Anglia Farmers for a further contract period post 30<sup>th</sup> September 2019.

The Clerk had recommended that the Board also remain with Anglia Farmers. However, should the Board choose to give notice to Anglia Farmers in late January/early February 2019 to end the current contract, they would then be responsible for negotiating their own separate electricity contract thereafter.

RESOLVED

That the Board remain with Anglia Farmers for a further contract period post 30<sup>th</sup> September 2019.

B.970 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineers and noted the weed and control maintenance carried out by the District Superintendent, including the application of herbicide treatments to control the emergent aquatic weeds in the District drain.

With regard to the development at Boxworth End, Swavesey (MLC Ref Nos 293 & 313), the Chairman advised that this development had been subject to a public inquiry and the application had now been refused on appeal and that no further action needed to be taken on this matter at the present time.

RESOLVED

- i) That the Report and the actions referred to therein be approved.
- ii) Weed Control and Drain Maintenance

That the maintenance works contained in the Report be undertaken.

B.971 Capital Improvement Programme

Members considered the Board's future capital improvement programme.

RESOLVED

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

B.972 District Superintendent's Report

The District Superintendent reported that the drains were generally in good condition except for rabbit damage and invasive weeds. As there had been no further land slips, no further expenditure needed to be allocated at the present time.

Members thanked the District Superintendent for his hard work on behalf of the Board.

RESOLVED

That the Report and the actions referred to therein be approved.

B.973 Conservation Officer's Newsletter and BAP Report

Miss McShane referred to the Conservation Officer's Newsletter, dated December 2018, previously circulated to Members.

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

B.974 District Superintendent

- a) Record of hours worked

Miss McShane reported that Mr K Wilderspin had worked 67 hours as District Superintendent between February 2018 and January 2019.

- b) Fee

The Board gave consideration to the District Superintendent's fee for 2019/2020.

## RESOLVED

i) That the Board agree that the sum allowed for the services of the District Superintendent for 2018/2019 (£1,683.00) be increased in accordance with the Middle Level Commissioners' pay award for 2019/2020.

ii) That the Board's thanks to the District Superintendent for his work over the last 12 months be recorded in the minutes.

c) Telephone Expenses

The Board gave consideration to the appropriate reimbursement of telephone expenses incurred on the Board's behalf.

## RESOLVED

That the Board agree that the sum of up to £80 be allowed for telephone expenses incurred on behalf of the Board by Mr Wilderspin.

d) Casual Labour

The Board gave consideration to the use of casual labour that may be required during the year.

## RESOLVED

That the Chairman and Vice Chairman be authorised to engage such casual labour as they consider appropriate up to a limit of £200.

(NB) – Mr Wilderspin declared an interest in all items save d) and left the room when these items were discussed.

### B.975 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.976 Environment Agency – Precepts

Miss McShane reported that the RFCC have set the increase for precept payment for 2019/2020 at 5% (the precept for 2018/2019 being £1,669).

### B.977 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

(a) Miss McShane reported that the sum of £3,785.28 (inclusive of supervision) had been received from the Environment Agency (£3,952.89 representing 80% of the Board's estimated

expenditure for the financial year 2018/2019 less £167.61 overpaid in respect of the financial year 2017/2018).

- b) Further to minute B.928(b), Miss McShane referred to the discussions with the Environment Agency over the monies likely to be available to fund highland water claims.

#### RESOLVED

That the position be noted and the situation kept under review.

#### B.978 Association of Drainage Authorities Subscriptions

That it was proposed by ADA to increase subscriptions by approximately 2% in 2019, viz:- from £542 to £553.

#### RESOLVED

- i) That the increased ADA subscription be paid for 2019
- ii) That the Clerk contact ADA with their names and addresses of Board Members to ensure that future publications of the Gazette were delivered to them.

#### B.979 Health and Safety

- a) Further to minute B.933, Miss Parish reported that she had almost completed the risk assessment on behalf of the Board and the health and safety questionnaire supplied by the Middle Level Commissioners and would discuss any actions required with the Chairman.
- b) Miss McShane reported 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 was asked to consider if it was interested in this service offer and if the decision to finally commit can be delegated to a member or members of the Board.

#### RESOLVED

That a decision be made once the Board had been made aware of the likely costs of the service.

#### B.980 Proposed Bank Raising works

The Chairman reported that £50,000 had now been spent on modelling and the Environment Agency were to progress the scheme.

### B.981 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.982 Annual Accounts of the Board – 2018/2019

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.983 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 2018.

### B.984 Defra IDB1 Returns

Further to minute B.934, Miss McShane referred to a letter received from Defra dated 24<sup>th</sup> April 2018 and to the completed IDB1 form for 2017/2018.

### B.985 Review of Internal Controls

The Board considered and expressed satisfaction with the current system of Internal Controls.

### B.986 Risk Management Assessment

- a) The Board considered and expressed satisfaction with their current Risk Management Policy.
- b) The Board considered and approved the insured value of their buildings.

### RESOLVED

That no changes be made to the insured value at this time and the matter to be reviewed again at the next annual meeting.

### B.987 Transparency Code for Smaller Authorities

Miss McShane reported 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.

## RESOLVED

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

### B.988 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.989 Payments

The Board considered and approved payments amounting to £2,576.48 which had been made during the financial year 2017/2018 (1<sup>st</sup> February – 31<sup>st</sup> March 2018) and £22,441.75 made during the financial year 2018/2019 (1<sup>st</sup> April 2018 – 31<sup>st</sup> January 2019).

(NB) – The Chairman declared an interest in the payments made to K & P J Wilderspin.

### B.990 Expenditure estimates and special levy and drainage rate requirements 2019/2020

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2019/2020 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 :-

	<u>Drainage rates</u>	<u>Special levy</u>
AREA 1	62.42%	37.58%
AREA 2	70.25%	29.75%
AREA 3	100%	-

## RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £19,389 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 £13,091 and £6,298 respectively.
- iv) That drainage rates in the £ be laid and assessed on Agricultural hereditaments in the District as follows:-

AREA 1	-	70.0p
AREA 2	-	30.0p
AREA 3	-	10.0p

- v) That a Special levy of £6,298 be made and issued to South Cambridgeshire District Council 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.991 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.992 Date of next Meeting

RESOLVED

That the next Meeting of the Board be held on Tuesday the 11<sup>th</sup> February 2020.

B.993 Works required upstream of Webbs Hole Sluice

The Chairman referred to an email received from Brian Burling requesting that the Board carry out work to remove weed and silt from the area of Swavesey Drain upstream of Webbs Hole sluice. The Chairman reported that funds were available for this work from South Cambridgeshire District Council/Anglian Water/Environment Agency who by previous agreement had agreed to fund these works.

RESOLVED

That the Chairman be authorised to contact the Environment Agency to ask that the work to remove the weed and silt from the drain at this point be carried out urgently.

## **SWAVESEY INTERNAL DRAINAGE BOARD**

At a Meeting of the Members of the Swavesey Internal Drainage Board  
held at Swavesey on Friday the 28<sup>th</sup> June 2019

### B.994 Annual Governance Statement – 2018/2019

Members considered and approved the Annual Governance Statement for the year ended on the 31<sup>st</sup> March 2019.

#### 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 2019.

### B.995 Annual Accounts of the Board – 2018/2019

Members considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31<sup>st</sup> March 2019 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 2019.

### B.996 Updating IDB Byelaws

Further to minute B.965, the Board considered their updated Byelaws.

#### RESOLVED

That the updated Byelaws be adopted.

### B.997 Date of next Meeting

The Chairman reminded Members that the next Meeting of the Board would be held on Tuesday the 11<sup>th</sup> February 2020 at the Memorial Hall, High Street, Swavesey at 2.30pm.



At the November 2018 MLC and Associated Boards meeting it was requested that a briefing paper be prepared which would outline a model where amalgamations could take place without the risk of losing local knowledge, input and control at a system management level.

The Board's chairmen felt that there was a considerable amount of duplication and mirroring in regard to policy, byelaws, administration and audit. It was generally agreed that this duplication was not a good use of staff and member's time, but at the same time there was significant concern that with amalgamations there was a risk that costs of delivery could potentially increase whilst the level of service diminished. This could arise from the potential loss of the significant value gained by Boards which stems from the zero or low-cost input linked with, monitoring, delivering and managing maintenance and capital works. A model that removes the duplication whilst retaining these valuable elements would therefore be seen as ideal.

The option under consideration within this paper is one in which all Boards are amalgamated into a single Board but local control at an operational level is retained.

How the new Board could be structured;

A new Middle Level Internal Drainage Board could be created. This Board would employ all staff, including district officers. The Board would deal with all policy, finance, administration and legal matters. In addition, Operations Committees would be set up, one for each current Board area. These committees would plan and review maintenance and capital investment for each sub-catchment. They would, with the assistance of the Works Department, prepare annual estimates for maintenance and define refurbishment and replacement of assets. These costs would be used to calculate the annual area rate, each area having its own individual differential rate, reflecting the costs for delivery in that area with admin overheads added.

Any new model will have challenges to be overcome to deliver it and the list below is an early attempt to define some of the most obvious ones. The text in italics gives possible solutions to address the particular challenge;

1. How many members would there be on the new Board? *It would seem logical to have a member for each Board area, so around 30 members may seem appropriate. Some members would have to be council appointed members of course and the Board could be larger or smaller if wished for.*
2. How would the Operational Committees be formed, by volunteer, election or appointment? *It may not be possible to have an elected committee due to the practical challenges of setting up and maintaining such an arrangement. The committee could easily be made up of appointed members drawn from those who have expressed an interest and who have the best skills on offer. A protocol could be set up to define what criteria might be used and how often the committee makeup should be reviewed. For example, members could be given a three-year tenure and at the end of this replacements invited to apply, should the existing member wish to continue and remains the most suitable candidate he/she could then be appointed for a further three years. If there was a fear that rotation of representation was of value and might fail to occur there could be a long stop of say a maximum of three terms.*
3. How would an arm's length relationship between the Board and the Committees be set up and maintained? *This would be most effective if clear roles for the committees are defined*

*and as appropriate powers delegated. This might include delegating the defining of the annual maintenance plan, planning replacement and refurbishment and defining any area related special needs, ie plant. There may also be encouragement to feedback to the board on any areas where service provision was considered to be below expectation. The Board would be required to respond to such concerns.*

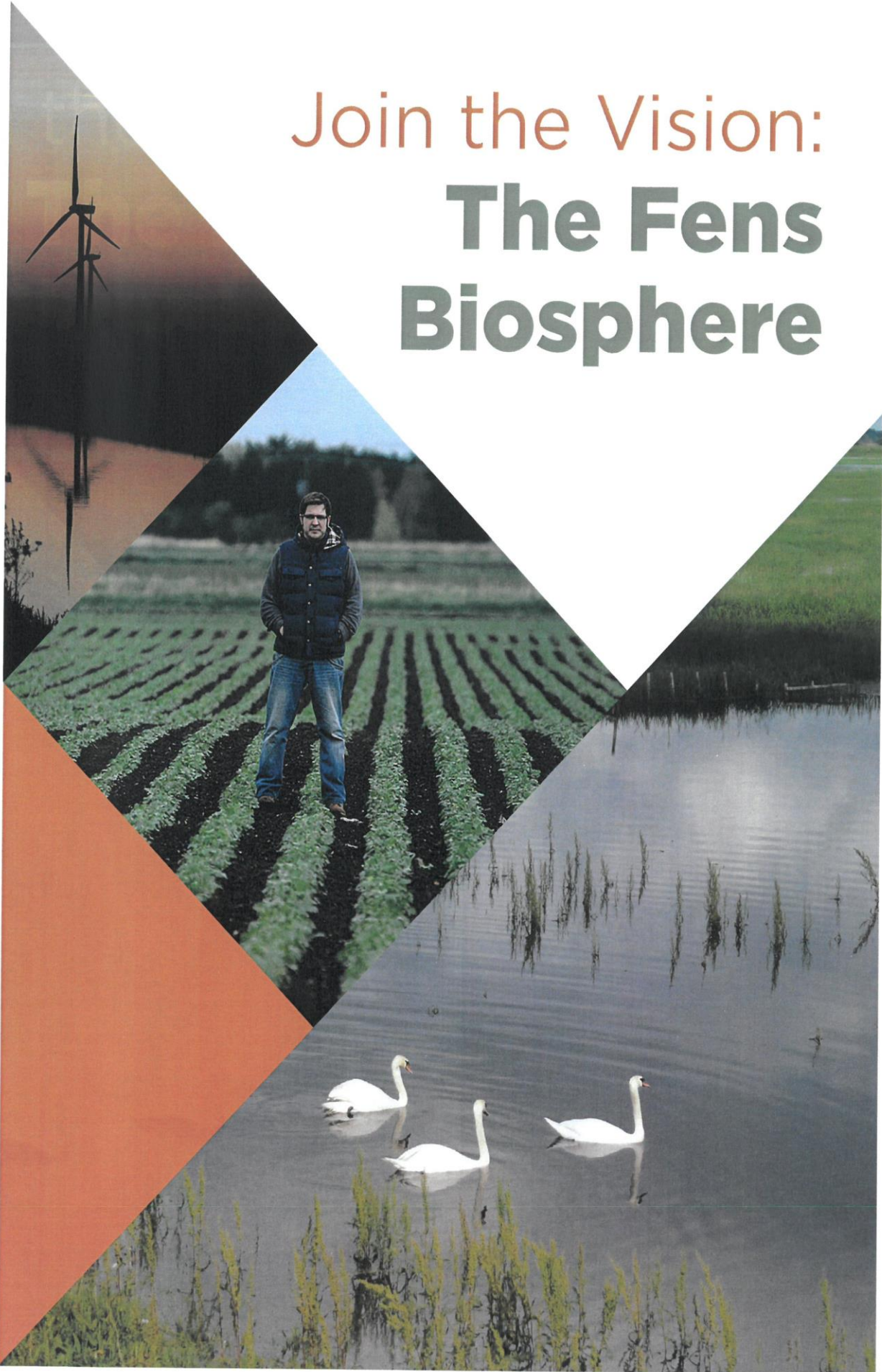
4. *What would happen if the Board and a Committee failed to agree? A dispute procedure could be produced to assist in occasions where the committee and Board do not agree. This could include a number of stages which would include facility for independent assistance via mediation if necessary.*
5. *What would happen if a Committee entered into an internal dispute? If a committee could not reach agreement then a vote could ensue, with the chair having the casting vote.*
6. *What if two Committees wished to amalgamate? a bespoke protocol could be the answer for the amalgamation of committees. This would set out the steps that would need to be taken and how all issues relating to the matters of the two (or more) sub-districts would be met.*
7. *What would happen to the MLC, who have a navigation interest as well as well as ones relating to land drainage and water resources, if it could not realistically become an IDB? If it was found that the MLC could not be part of the newly created Board then it would be logical that a consortium be set up of the new Board and MLC. A lead Board would need to be defined and that Board would employ all staff and own the plant and assets, contracting to the other entity.*
8. *How would the finances be controlled and the differential rates finally settled? Some Boards already operate differential rating. It might be assumed that the differential rating would be designed in the first instance such that each ratepayer pays what they do currently and that the rate in the pound is adjusted area by area to meet this criterion. As time passes these rates could be adjusted as they are now to reflect the maintenance, admin and investment needs of each area.*
9. *How would admin costs be shared across the new district. The starting point could be as it is now, but equally a review could be undertaken to see if the existing area (Board District) charges would still be appropriate.*
10. *How would plant be dealt with? All plant could be owned by the new Board and then charged out based upon usage, the aim would then be to create a self-sustaining plant account, allowing for repair, routine maintenance and replacement of plant.*
11. *How would buildings owned by boards be dealt with? In a similar way to plant the building assets could be owned by the new Board and any investment in them be charged to an area. There could as well be an agreement in place to cater for a scenario where ratepayers in an area wished to leave the Board and recreate their previous Board. In this instance the building might automatically be transferred back to the new entity.*
12. *How long would the process take? If there was a consensus the next step might be to set up a sub-committee to further develop the proposal, this may require external assistance, including legal advice on questions that may arise through the process. It could take a year to reach conclusion and a further two years to implement.*

13. How would admin and engineering costs be shared? *It would be for the new Board to determine if it would be best to define a single annual figure or area by area recharging. It would certainly reduce administrative burden if a single annual fee was chosen. The negative aspect of this would be that in any one year, one area may require more engineering input that is the norm, eg when a pumping station requires refurbishment or replacement.*
14. If some Boards did not wish to join the new arrangements, what options would be available to them? *The most obvious options would be to become entirely independent or to retain the Board's existing structure and buy in services, much as they already do, from the newly formed Board or other third party.*
15. What would the timing of meetings be? Both for the new board and the committees? *The new Board may wish to meet three or four times a year. The area committees, perhaps once or at the most twice per year. Logic would suggest that committee's meet before the rate setting Board meeting to allow them to feed the needs of the area into the Board to allow them to determine an appropriate rate.*

It may be seen from the above that whilst challenges would exist they can be overcome. Members may of course have other questions they would wish addressed and may want other matters and options considered before taking any further steps. This paper is designed simply to inform on one of a number of possible options and to stimulate discussion on how members see the Boards evolving in the coming decades.

David Thomas  
Chief Executive  
MLC

# Join the Vision: **The Fens** **Biosphere**





**A sustainable living fens landscape, supporting more and better spaces for nature and a better place for people to live, work and enjoy**



## **Becoming a Biosphere**

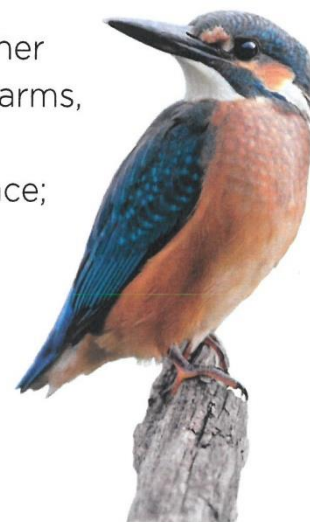
A Biosphere is a globally recognised accolade awarded by UNESCO to a region which has a strong cultural and landscape identity and can demonstrate excellence in sustainable development.

There are 7 Biospheres in the UK but none in the East of England. The Fens Biosphere will confer international recognition and status to a unique and valuable area.

The Vision is to:

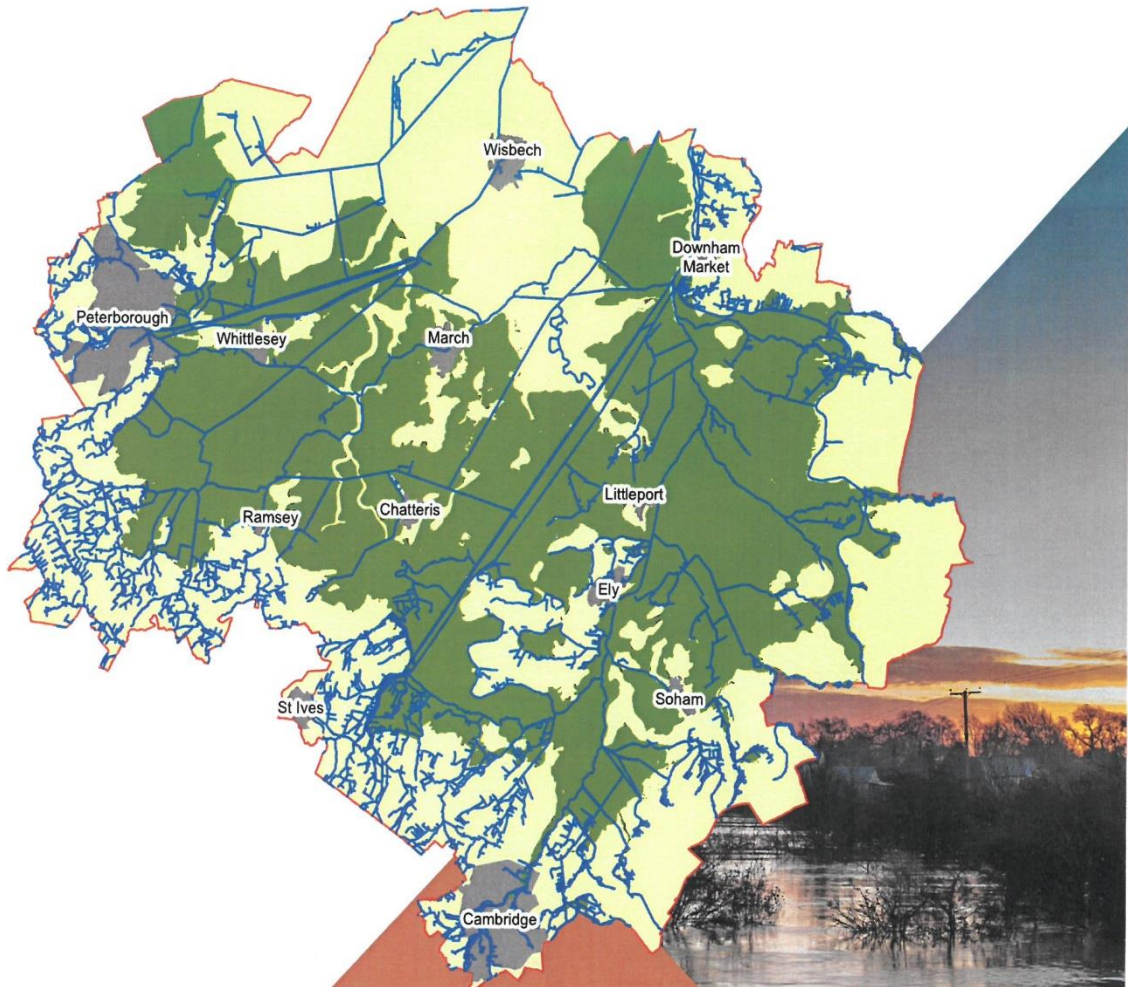
- **Achieve Biosphere status for the Fens by 2022**
- **Join the exclusive global network of 701 Biosphere in 124 countries**

For everyone in the Fens Biosphere area, whether living or working there, running businesses or farms, or investing in infrastructure and development, Biosphere status will be a benefit not a hindrance; Biospheres are confirmed by UNESCO but are not statutory designations. Biospheres cannot prohibit any activity.



## The Fens Biosphere area

The proposed boundary of the Fens Biosphere is based on those special landscape features that make the Fens unique and which define the area: peat soils (in green) the water drainage network (in blue) and the height of the low-lying land.



**Join us in  
delivering the  
Fens Biosphere  
Vision!**



## After Biosphere status has been achieved we will:

- 1. Promote new ideas** about farming and water management which can help deal with the effects of climate change
- 2. Provide new opportunities** for these new ideas to be trialled in the fens, making more links between research and farming and boosting our local economy
- 3. Support conservation organisations** with the development of more and better areas for nature across the fens landscape which will benefit wildlife and people
- 4. Provide opportunities for communities** to create and manage local spaces for nature which will improve environments, access to nature and well-being
- 5. Promote a strong fenland identity** based around a landscape internationally recognised for its wildlife, food production and heritage which can be used to promote the area and its products.

## Want to know more?



A multi sector partnership, co-ordinated by Cambridgeshire ACRE and drawn from all sectors of life is working together to achieve UNESCO Biosphere status for the Fens.

To get in touch with the Fens Biosphere team at Cambridgeshire ACRE, find out more information and receive invitations to Biosphere events please contact:

- **Mark Nokkert** at [mark.nokkert@camsacre.org.uk](mailto:mark.nokkert@camsacre.org.uk) 01353 865030 or
- **Rachael Brown** at [rachael.brown@camsacre.org.uk](mailto:rachael.brown@camsacre.org.uk) 01353 865037.
- Visit: [www.fenlandbiosphere.wordpress.com](http://www.fenlandbiosphere.wordpress.com)
- Social media: Twitter, Facebook, Instagram: [@fensbiosphere](https://www.instagram.com/fensbiosphere)

The Fens Biosphere Partnership is supported by funding from the People's Postcode Lottery Dream Fund as part of the Water Works project awarded to the Wildlife Trust BCN.

[www.postcodelottery.org.uk](http://www.postcodelottery.org.uk) [www.postcodecommunitytrust.org.uk](http://www.postcodecommunitytrust.org.uk)



Cambridgeshire ACRE is registered in England as a charity (no.1074032) and a company limited by guarantee (no.3690881). Photos with thanks to: Fraser Chappell, Richard Humphrey & Andrew Sharpe.



Each year ADA focuses on five or six key topics that have been identified as important to the flood and water level management work of our members.

These projects are delivered with the support of ADA's two committees who meet throughout the year to discuss subjects affecting our members. In 2019 the delivery of these projects will be coordinated by ADA's Senior Technical Officer, David Sisson ([david.sisson@ada.org.uk](mailto:david.sisson@ada.org.uk)).

The following work stream topics have been chosen for delivery throughout 2019.

### **Educational Resources**

**Primary objective:** To raise awareness in schools of the work to manage water levels within lowland England. The project aims to incorporate relevant flood and land drainage topics into the Key Stage 2 (KS2) curriculum; ultimately to attract interest in future careers in the industry.

This project was introduced in 2018 as part of a collaboration with the ADA Lincolnshire Branch's Events Committee. ADA has commissioned LEAF Education to help develop the school resources and activities, to be published on LEAF Education's Countryside Classroom website ([www.countrysideclassroom.org.uk](http://www.countrysideclassroom.org.uk)).

LEAF Education is part of Linking Environment And Farming (LEAF), which is a charity registered in England and Wales that is working to enable more sustainable farming. LEAF Education has many years' experience of supporting businesses to tell their story in a way that is appropriate for a school audience.

To assist this work a small sub-group has been formed including ADA staff and Lincolnshire Branch Event Committee members who together will assist, advise and oversee the development of the resources and activities.

### **Delivering biodiversity**

**Primary objective:** To rewrite and update the existing Biodiversity Action Plan (BAP) guidance that is used by IDBs for their own BAPs.

IDBs are required as risk management authorities to carry out their functions within a policy framework that sets goals for biodiversity and environmental performance. IDB BAPs focus in detail on those habitats and species that are relevant to each IDB's area of operation and identify specific actions that the IDB intends to implement.

In 2018 the Government published its 25 Year Environment Plan, entitled "A Green Future to Improve the Environment". The focus of the new Government Plan is to deliver improved environment through targeted policies, some of which including "Thriving Plants



and Wildlife” and “Enhancing Biosecurity” have much relevance for IDB operational delivery. The concept of biodiversity “Net Gain” is also introduced via the new plan.

All of an IDB’s network of drainage channels has the potential to be valuable for biodiversity. It is therefore proposed that the updated BAP guidance will be focussed on incorporating contributions that IDBs could make towards these new objectives.

A second strand, and a significant requirement, of the work will be to identify a method for recording IDB successes or targets achieved in delivering biodiversity gains. This follows the demise of the BARS recording system previously used to collect biodiversity data. This requirement will potentially involve the design and delivery of a new recording, data storage and analysis system for IDBs and other risk management authorities.

### **Byelaw and supervisory role enforcement**

**Primary objective:** To produce reliable and consistent guidance for IDBs when considering how to carry out a legally correct byelaw or consenting enforcement procedure.

The project team will collate existing industry advice and assess their value to the national guidance, prior to drafting new guidance, or amending any of the existing available resources. ADA will seek legal support in order to scrutinise and sign-off the guidance prior to its launch.

ADA is seeking existing advice examples from the industry including: Pre-planning Advice Notes, Consenting Process Statements, Guidance Notes, and Enforcement Procedures, such as the Lincolnshire LDA Enforcement and Consent (Concordat).

### **Data and evidence**

**Primary objective:** To establish a methodology to collect, collate and interpret data from IDBs that can be used to better explain their value and purpose to decision makers and the wider public.

A workgroup formed in 2018 started to formulate a set of metrics that IDBs will be encouraged to complete and update periodically. This work will be continued in 2019 and a questionnaire to gather the data distributed to IDBs.

### **Emergency Response and Recovery**

**Primary objective:** To investigate utilising Public Sector Cooperation Agreements to facilitate IDBs assisting the Environment Agency and Lead Local Flood Authorities during, and in recovery from, emergency circumstances.

There are already local arrangements in place where IDBs provide support to other risk management authorities during and following flood events. It is hoped that this guidance when published will help other regions to set up similar mutual support arrangements at the local level.

### **Developer contributions**

**Primary objective:** Develop guidance on appropriate legal use of contributions from developers towards the management and maintenance of water level management control structures and systems and charging by risk management authorities for advice.

When an IDB considers how a development might impact on the efficient flow of water through their systems, and mitigate any increased flows, the Developer should be required to contribute financially to necessary works. This principle was established some time ago, but needs a consistent approach by authorities.

The project aims to:

- Provide IDBs with a consistent approach for development control policies.
- Provide a standard template for establishing if a surface water development contribution is appropriate for a development.
- Provide a standard set of surface water development contribution rates, which can be modified to allow for local drainage district conditions, such as extra pumping or urban maintenance costs.
- Assist in the calculation of long-term maintenance and asset replacement costs if the IDB wishes to enter into a legal agreement with the developer for the adoption of flood risk assets.
- Provide a mechanism to allow for IDBs to carry out works that resulted in water environment biodiversity gains required of developers, a process known as “offsetting”, and enable developers to contribute to net-gain.
- Comply with the new environmental requirements being introduced.

In addition to the planned guidance, it is proposed that a series of best practice exemplars will be developed to cover Pre-planning advice, calculation of commuted sums and charging developers for Biodiversity Off-setting services where appropriate.

A legal opinion will be sought prior to launch.



## Representing Drainage Water Level & Flood Risk Management Authorities

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by e-mail: [hazel.durrant@defra.gov.uk](mailto:hazel.durrant@defra.gov.uk)

Friday 29 November 2019

Dear Hazel,

### **Emergency Financial Assistance for Internal Drainage Boards**

I am writing to you following my conversation with you yesterday.

**We consider that the acuteness of the current situation being felt by Internal Drainage Boards (IDBs), particularly in Yorkshire, Lincolnshire, and Nottinghamshire, warrants the creation of proportionate emergency financial assistance for IDBs that could be made available following both recent and future incidents.**

It is becoming apparent that a number of our IDB members are facing considerable financial challenges as a result of the various flood events that have taken place this year, largely since the start of June 2019. Overtopping, seepages, and bank failures from embanked and engineered lowland Main Rivers have imputed substantially larger volumes of water into adjacent internal drainage districts than their systems have been designed for. Consequently, IDB pumping stations have pumped for more hours and far greater volumes of water than they are designed to accommodate. IDB staff have worked a significant number of hours in order to assist with the emergency response and recovery, and have undertaken emergency repairs. IDBs have worked in partnership to provide mutual aid and support to other Risk Management Authorities.

As a result of their emergency response, IDBs are facing significantly increased pumping costs (electricity and fuel), and labour costs. The costs being faced are well beyond those that would normally be expected by an IDB when evacuating water following a largescale rainfall event, and are the direct result of receiving additional volumes from embanked Main Rivers. In the case of at least one IDB the electricity costs for additional pumping are almost an entire year's electricity budget in just one month and electricity invoices for November are yet to be received.

The costs are therefore beyond those that have been budgeted for by the IDBs. For some IDBs that have been most acutely affected, these costs are substantially depleting their financial reserves, much of which are earmarked for specific capital projects or plant machinery replacement. In one case there is a real risk of the IDB running out of money before year end if recent rainfall patterns were to continue throughout the winter and additional volumes continue to be received from Main River bank breaches, seepages and overtopping.

We are aware that other Risk Management Authorities that have been affected by the recent flood incidents will be seeking emergency financial assistance, namely the triggering of the Bellwin Scheme for local authorities. However, in some of the rural areas recently affected, local authorities have confirmed that they have not directly incurred excessive costs to the thresholds to trigger Bellwin. Nonetheless, IDBs in those areas have accrued substantial costs and have no mechanism through which to recover them.

[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



## Representing Drainage Water Level & Flood Risk Management Authorities

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Additional to their costs incurred tackling the immediate impacts of the floods, as IDBs move into the incident recovery phase they are faced with a need to repair and replacement critical infrastructure that they operate. Such assets include pumps, electrical controls, culverts, syphons, embankments and watercourses damaged owing to the scale, depth, and duration of inundation.

The purpose of this letter is therefore to formally request that Defra make available a suitable process through which affected IDBs can seek financial assistance following this emergency event. We also request that it is designed to be easily replicated in future flood events, much in the same way as the Bellwin Scheme or the Farming Recovery Fund are triggered by Government following significant flood events. We recognise that this would need to be on the basis of the appropriate evidence of additional costs being submitted by IDBs and we are willing to work with Defra and Environment Agency colleagues to draft proportionate criteria.

Given the high likelihood of further possible flood events in the coming months with the ground being as saturated as it is, our IDBs remain fully committed to supporting all the Category 1 responders at times of flood incident and recovery. They will continue to manage their own systems and assets for the benefit of the local communities they represent. I therefore very much hope that Defra will be able to consider special provision to financially assist those IDBs facing excessive, direct costs arising from circumstances above and beyond those incurred when dealing with the impact of high rainfall events on their own catchments and assets.

Yours sincerely,

J. Innes Thomson BSc CEng FICE  
Chief Executive

Cc: R Caudwell (ADA), D Cooper (Defra), J Curtin (EA), M Garrett (EA), C Wright (EA), R Hill (EA)

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

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## Tactical Plans for the Fens

### **Seeking Agreement in Principle and support from each Risk Management Authority for the approach taken.**

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).

With climate change projections and many of our assets in the Great Ouse Fens 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.

The current approach to flood risk management in the Great Ouse Fens area is one which generally has considered flood risk projects on a case by case basis, when assets require repair or are coming to the end of their life. Evidence and learning from the initial years of the FCERM six year programme, shows that each individual Risk Management Authority (RMA) has tended to consider its programme of work in isolation, not taking in to account the plans and programmes, and importantly the benefits being claimed, of other Risk Management Authorities.

In January 2019 all IDB Chairs and LLFA Chief Executives, in the Fens area were sent a letter, explaining the Fens project and how it fitted with the Strategic Approach as set out in the Partnership Funding Policy.

The approach we have followed is the same benefits apportionment approach as that used for the Isle of Axholme and a recommended method by the National Flood Risk Assessment and Investment team. We have been working with the relevant RMAs over the last year, to produce a plan for each of the South Level, Middle Level, and Tidal areas. For each sub catchment the relevant RMAs have identified the assets, which provide a flood risk benefit. These have then have been ranked depending on the benefit they provide in terms of flood risk and then using this ranking to apportion benefits, Present Value Benefit (PVb) and Outcome Measures, for the area. The rankings and related benefits have been agreed for all the sub catchment areas and we have also ensured this work has linked in with the latest 6 year programme refresh. This approach also ensures there will not be duplication of benefit claiming in the future.

**The headlines from this work show there is a £217.6M investment need for the Fens over the next 15 years, of which £125M would be funded by FCERM GiA and £92.6M partnership funding.** This is based on a raw Partnership funding score of 54%, for the Fens area under current Partnership Funding rules.

We are seeking agreement in principle to the approach by RMAs, so that future investment and the use of FCERM GiA on assets in the Fens can be more easily facilitated and collectively understood.

The agreement to the plans is on the basis that any work in the Fens area will be to maintain the current Standard of Service (SoS)\* for the area, until the Flood Risk Management for the Fens project has set out the preferred direction and options for managing flood risk in the Fens. If RMAs are not able to agree the plans, then the maximum grant rate allowable would be reduced to 45% for any projects in their area, which are requesting FCERM GiA.

The apportionment allocated to assets will be subject to all standard funding and business case rules, when future works on those assets are undertaken using FCERM GiA.

The outputs from the work show those assets which are affordable and cost-beneficial and sets out how many benefits each asset is able to draw upon as each asset business case will need to be assessed at the time of the works.



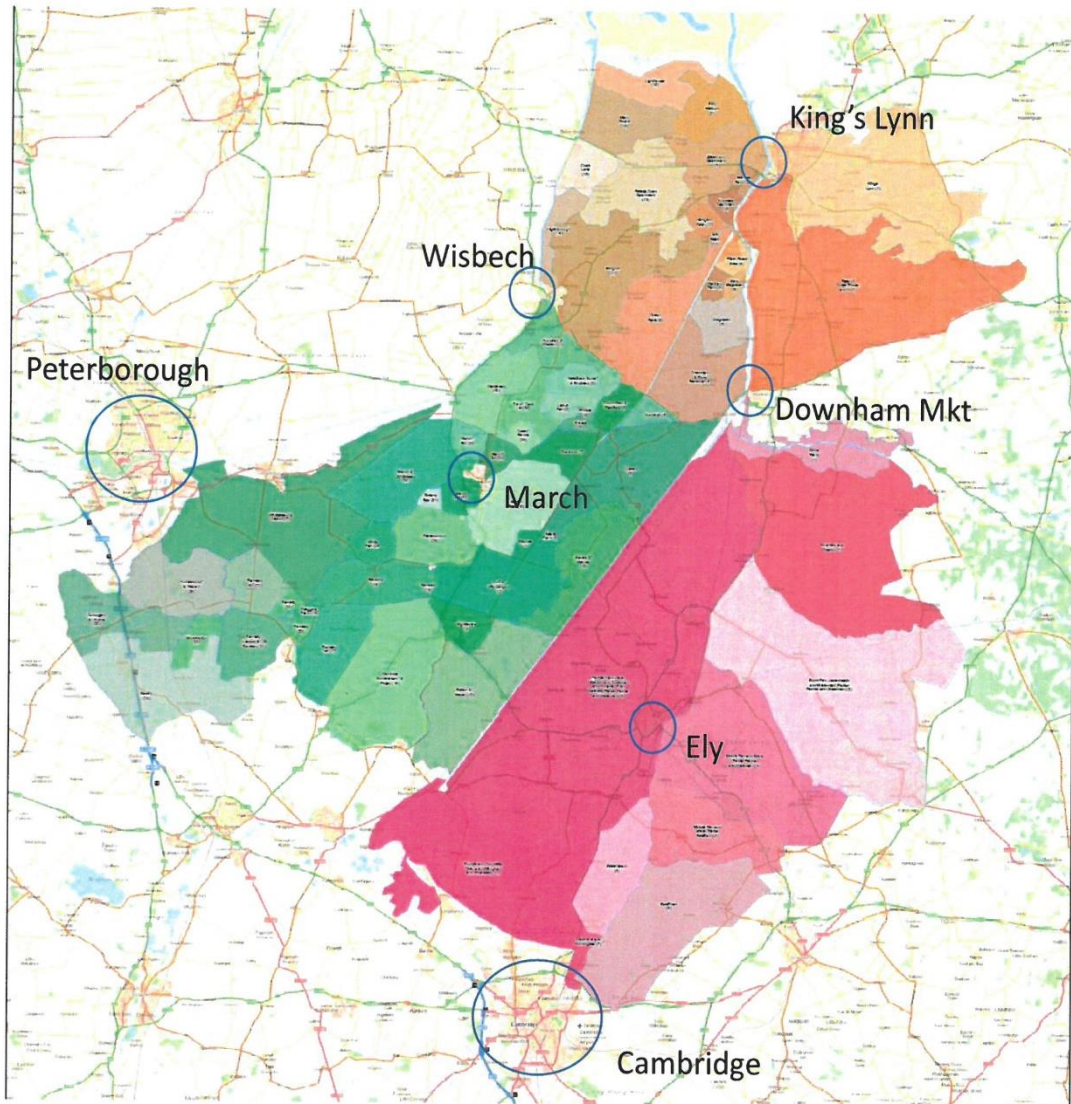
It is essential therefore that each RMA confirms support for the Tactical Plans and the principles of the benefit apportionment for the Great Ouse Fens. Please could you send an email or letter confirming your support to this approach, to Paul Burrows Area Flood and Coastal Risk Manager, Environment Agency, Brampton Office, Bromholme Lane, Huntingdon PE28 4NE. paul.burrows@environment-agency.gov.uk

**\*Definition of Standard of Service (SoS)**

The measurable and objective description of an asset such as the crest level of a wall or pumping capacity and a minimum condition grade.

**Definition of Standard of Protection (SoP)**

The design standard, measured by Annual Exceedance Probability (AEP) that an existing asset or proposed scheme provides, based on the current assessment of risk. The SoP changes over time due to climate change impacts and asset deterioration.



## Swavesey I.D.B.

### Consulting Engineers Report – January 2020

#### Environment Agency/Swavesey IDB/Middle Level Commissioners' PSCA Works 2019



An initial meeting with representatives from the EA was held in June last year to discuss the possibilities of undertaking routine maintenance works under a Public Sector Co-operation Agreement, (PSCA) on watercourses under the control of the EA in the Swavesey area. A schedule of works was provided and this included flailmowing and machine cleansing/weed clearance. An element of bush flailing to clear inaccessible banks and hand clearance where bankside access was not available for

machinery in the village areas was also included within the works.

Following the initial meeting, a subsequent site inspection of EA watercourses in the Swavesey area was undertaken by the Board's Chairman/Superintendent and Middle Level Commissioners' (MLC) Operations Engineer.

It was agreed that a collaborative approach to the proposed works between the Board and MLC was feasible for the 2019 season on a trial basis. The agreement allowed the MLC to arrange and undertake the works utilising their own and contracted plant and machinery, with close liaison with adjacent landowners/occupiers and on-site supervision and advice being provided by the Board's Chairman/Superintendent. These works were undertaken using the pre-existing MLC PSCA.

In general, the works progressed well. Timing of the machine cleansing/weed clearance works was unavoidably delayed due to concerns with low DO (Dissolved Oxygen) levels in watercourses earmarked for subsequent cleansing. As autumn temperatures dropped and with subsequent rainfall, DO levels recovered sufficiently to allow machine cleansing/weed removal work to

commence. This element was completed in mid-December. Feedback received from the EA thus far has been positive. At the time of reporting, an 'end of season' debrief meeting has been arranged with the EA for the Board's Chairman/Superintendent, Clerk and MLC Operations Engineer attending.

**All works undertaken with the PSCA at Swavesey were on a fully rechargeable basis to the EA.**

### **Weed Control and Drain Maintenance**

The maintenance works carried out last year generally accorded with the recommendations approved by the Board at its last Annual Meeting.

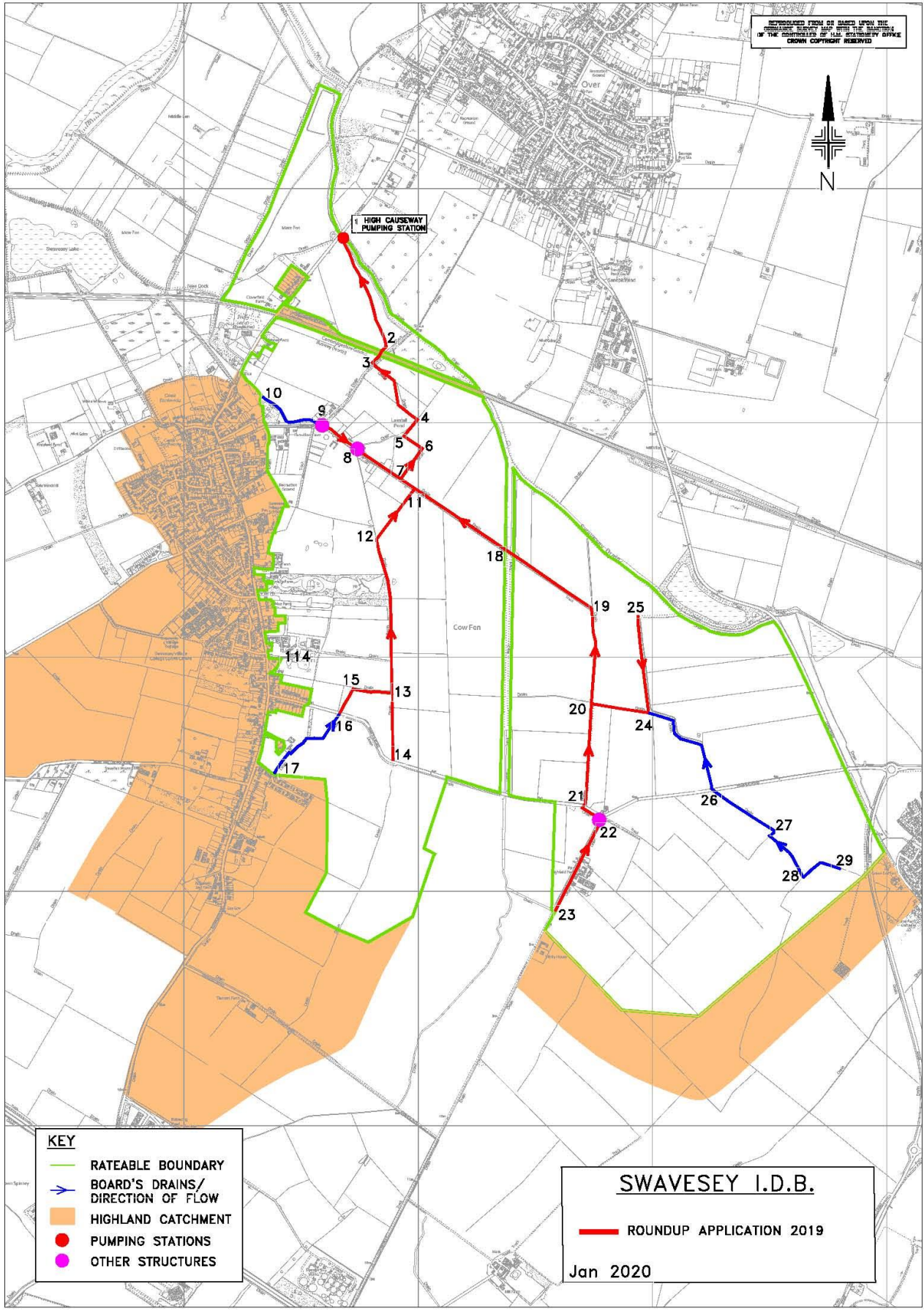
Roundup herbicide treatments were applied (during the early summer, with a follow up application during the autumn months) where required within the Board's district drains to control stands of emergent aquatic weed and vegetation growing within the dry and semi-dry drain beds. Please refer to the site plan on the following page for treatment locations. A sum has been included within the estimated costs to undertake herbicide applications throughout the district again this year.

The Board's flail mowing requirements were undertaken by Lattenbury Services Ltd. At the Chairman/Superintendent's request, Lattenbury will be approached to undertake the flail mowing of Board's drains again this year. A sum has been included within the estimated costs to cover this work.

Following an exceptionally warm dry summer last season, many of the Board's drain beds dried out. This reduced pumping requirements and water conveyance for the early part of the season. As emergent weed within the channel beds had already been treated with a Roundup application, the watercourses were deemed to have retained their general good condition and no apparent machine cleansing was required at this time. As autumn progressed it finally started to rain and this continued to increase throughout the winter. Maintenance works carried out in previous years ensured the system continued to operate efficiently and as intended. To this end, and with the Chairman's/Superintendent's approval, a late spring/early summer joint inspection of the Board's drains will be undertaken again this year. The inspection should highlight herbicide application requirements, and give an opportunity to forward plan any other works required to maintain the Board's drains to a satisfactory standard.



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- KEY**
- RATEABLE BOUNDARY
  - BOARD'S DRAINS / DIRECTION OF FLOW
  - HIGHLAND CATCHMENT
  - PUMPING STATIONS
  - OTHER STRUCTURES

**SWAVESEY I.D.B.**

ROUNDUP APPLICATION 2019

Jan 2020

Provisional sums based on previous year's machine cleansing expenditure and culvert cleansing/piling works, have been allocated within this report.

The estimated cost of this year's anticipated drain maintenance and weed control programme is as follows.

			£
1)	Roundup applications to control emergent aquatic vegetation in District drains	Item	Sum 1500.00
2)	Provisional Item Allow sum for machine cleansing work to Board's drains as required	Item	Sum 2500.00
3)	Provisional Item Allow sum for emergency works including bank piling or culvert headwall repair works	Item	Sum 1000.00
4)	Allow sum for flail mowing of District drains and hedge cutting	Item	Sum 3400.00
5)	Fees for preparation and submission of report to the Board, arrangement and supervision of herbicide applications and maintenance works.	Item	Sum 650.00
<b>TOTAL</b>			<b>£9,050.00</b>

Orders for the application of herbicides by the Middle Level Commissioners are accepted on condition that they will not be held responsible for the efficacy of any treatment.

### **Pumping Station**

The last report highlighted the poor condition of the level probes and at the February Meeting the Board instructed MLC to upgrade the level controls to a web based ultrasonic unit that could be accessed over the internet. The new unit was installed in May 2019 and despite a number of teething troubles has worked well and has enabled the District Superintendent to visit the station considerably less often whilst still being sure all is as it should be. The station underwent its 5 year electrical condition report in March with no remedial actions required.

### **Pumping Hours**

Hours Run	17/1/19 - 14/1/20	9/1/18 - 16/1/19	12/1/17 - 9/1/18	11/1/16 - 12/1/17	21/1/15 - 11/1/16	6/1/14 - 21/1/15	28/1/13 - 6/1/14
Pump 1	273 (6867)	173 (6594)	92	101	2	227	3
Pump 2	18 (7486)	191 (7468)	80	71	173	801	295

## **Planning Applications**

In addition to matters concerning previous applications, the following 18 new development related matters have been received and, where appropriate, dealt with since the last meeting:

<b>MLC Ref.</b>	<b>Council Ref.</b>	<b>Applicant</b>	<b>Type of Development</b>	<b>Location</b>
349	S/4562/18/DC	Bloor Homes Eastern	Residential (Up to 99 plots)	Fen Drayton Road, Swavesey*
350	S/0163/19/DC	Bloor Homes Eastern	Residential (Up to 99 plots)	Fen Drayton Road, Swavesey*
351	S/0161/19/DC	Bloor Homes Eastern	Residential (Up to 99 plots)	Fen Drayton Road, Swavesey*
352	S/0297/19/FL	Mr S Pryor	Residence (Extension)	Thistle Green, Swavesey
353	S/0342/19/FL	Mr & Mrs Bond	Residence (Extension and garage)	Moat Way, Swavesey
354	S/0607/19/FL	Mrs S Raven	Residence (Extension)	Black Horse Lane, Swavesey
355	S/0540/19/FL	Environment Agency	Replacement of Church End V-doors	Station Road, Swavesey
356	S/3022/17/FL	Stoneglen Limited	Residential (24 plots)	Cygnus Business Park, Swavesey*
357	S/1888/19/DC	Bloor Homes Eastern	Residential (Up to 99 plots)	Fen Drayton Road, Swavesey*
358	S/1896/19/RM	Bushmead Homes Ltd	Residential (Up to 70 plots)	Middle Watch, Swavesey*
359	S/1890/19/DC	Bushmead Homes Ltd	Residential (Up to 70 plots)	Middle Watch, Swavesey*
360	S/2090/19/DC	Bloor Homes Eastern	Residential (Up to 99 plots)	Fen Drayton Road, Swavesey*
361	S/2089/19/DC	Bloor Homes Eastern	Residential (Up to 99 plots)	Fen Drayton Road, Swavesey*
362	Enquiry	Client of the Mace Group	Restoration of Borrow Pits 5 & 6	A14 Cambridge to Huntingdon Road Improvements
363	S/1992/19/IP	Ms J Jordan	Residential (2 plots)	Gibraltar Lane, Swavesey
364	S/3115/19/DC	Mr J Moore	Residential (2 plots)	Wallmans Lane, Swavesey
365	S/3540/19/FL	Ms F M Campos	Residence (Extensions)	Moat Way, Swavesey
366	S/4022/19/DC	Bloor Homes Eastern	Residential (Up to 99 plots)	Fen Drayton Road, Swavesey*

***Planning applications ending 'COND', 'DISC' or 'DC' relate to the discharge of relevant planning conditions  
Planning applications ending 'RM', 'REM' or 'RMM' relate to reserved matters  
Planning applications ending 'PIP' and 'IP' relate to Permission in Principle***

Developments that propose direct discharge to the Board's system are indicated with an asterisk. The remainder propose, where applicable and where known, surface water disposal to soakaways/infiltration systems or sustainable drainage systems.

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 S Pryor - Extensions at Thistle Green, Swavesey (MLC Ref No 352)
- Mrs S Raven – Extensions at Black Horse Lane, Swavesey (MLC Ref No 354)

The following application is outside the Board's area but discharges may increase flows in the Turn Bridge, Church End Drain, Swavesey Drain system:

- Bloor Homes (Eastern) (MLC Ref Nos 349, 350, 351, 357, 360, 361 & 366)

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

- *Residential development comprising 18 market and 12 affordable units plus open space, children's play area and landscaping at 18 Boxworth End, Swavesey – Mr & Mrs R Mallidine (MLC Ref No 271) and Matthew Homes (MLC Ref No 346)*
- *Demolition of farm outbuildings and the erection of up to 90 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from Boxworth End with all other matters reserved except for means of access on land off Boxworth End, Swavesey - Client of L K Group /Gladman Developments Ltd & Burgess (MLC Ref No 293) & Gladman Developments Ltd & Burgess (MLC Ref No 313)*
- *Erection of 56 dwellings including new access at field north of Home Close and west of Moat Way, on land north of Fen Drayton Road, Swavesey - Laragh Homes Ltd (MLC Ref No 314)*

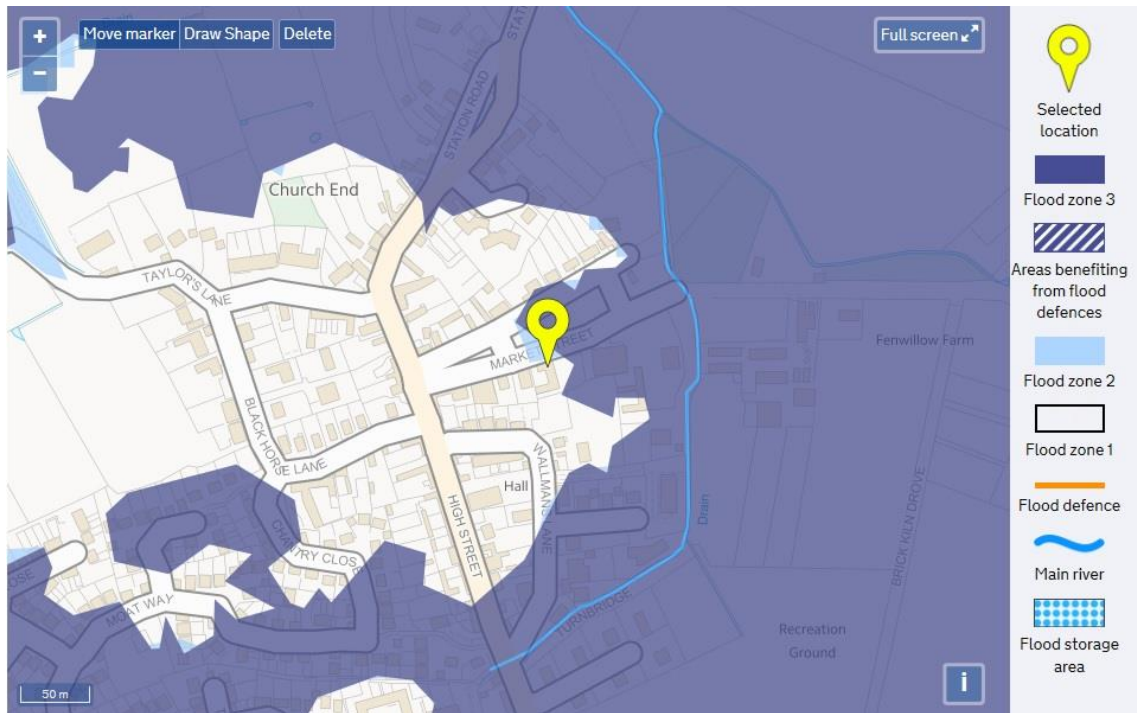
**In view of the absence of recent correspondence and any subsequent instruction from the Board it will be presumed, unless otherwise recorded, that the Board is content with any development that has occurred and that no further action is required at this time.**

*Proposed development to the rear of Cygnus Business Park (Mill Farm), Middlewatch, Swavesey - Nationwide Ltd (MLC Ref No 123) and Starburst Ltd (MLC Ref Nos 182 & 243) and Starburst Property Ltd (MLC Ref No 305)*

Following a delay in responding, correspondence has been sent to the applicants' consultant, KingdomTP Consulting, requesting further details on water disposal and points of discharge when the site was in agricultural use. A response is currently awaited.

**In order to guide further discussion, it would be beneficial to receive the Board's opinion and instruction on what action it would like to take to bring the matter to a conclusion.**

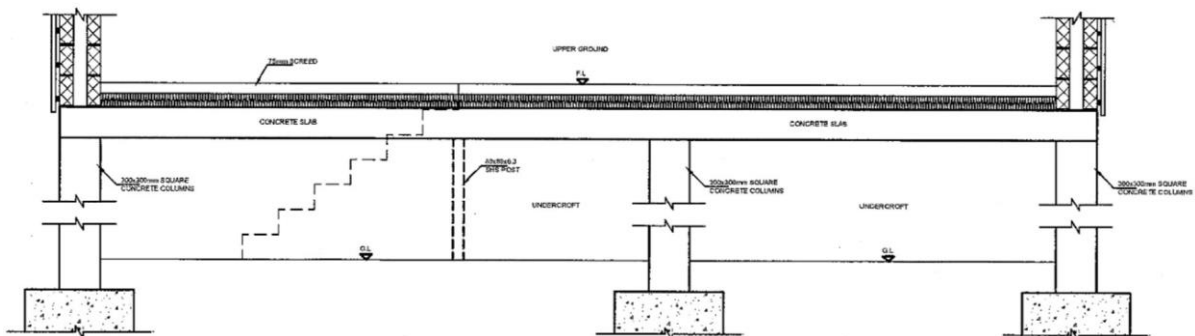
*Repair and alterations to the listed building including demolition and replacement of rear extensions together with the construction of two new dwellings and associated access at 37 Market Street, Swavesey – Cardinalis Development Ltd (MLC Ref Nos 199 & 311)*  
Members will recall that this site, which is adjacent to Church End Drain, involves repair and alterations to 37 Market Street and the erection of two new dwellings.



**Extract from the Environment Agency's Flood Map for Planning showing the Market Street area**

As can be seen from the extract from the Environment Agency's Flood Map for Planning the site is within Flood Zone 3 and members will be aware that Government and local policy is to steer new highly and more vulnerable development to areas with the lowest probability of flooding with development only being permissible in areas at a higher risk of flooding in exceptional circumstances where it can be demonstrated that there are no reasonably available sites in areas of lower risk, and that the development provides wider sustainability benefits that outweigh the risk of flooding. Such development should incorporate mitigation/management measures to minimise risk to life and property should flooding occur.

In order to minimise the loss of storage within the floodplain it was proposed that the new dwellings would feature a raised ground floor placed on stilts with a void below, as seen on the extract from Gawn Associates Drawing No 217/0453/01 Rev P1 overleaf.



**Extract from Gawn Associates Drawing No 217/0453/01 Rev P1 illustrating the proposed void under the new dwellings**

Despite objections raised by the Environment Agency, the District Council refers in its Delegation Report to Paragraph 140 of the March 2012 version of the National Planning Policy Framework (NPPF), which was current at that time, which states that:

“140. Local planning authorities should assess whether the benefits of a proposal for enabling development, which would otherwise conflict with planning policies but which would secure the future conservation of a heritage asset, outweigh the disbenefits of departing from those policies.”

The report adds:

“In this instance, the impacts of the character of the area, setting of the listed building and reduction in flood capacity are not considered to outweigh the significant benefit which would be to protect the future conservation of 37 Market Street.

In this instance the adverse impacts would not significantly and demonstrably outweigh the benefits when assessed against the framework as a whole in accordance with para. 14 of the NPPF.”

Paragraph 14 is a key component of the NPPF which encourages a “presumption in favour of sustainable development”.

Planning permission was granted by the District Council subject to the imposition of planning conditions, including those related to flood risk and surface water disposal, in January 2018.

A “draft” application for surface water disposal into the Board’s system was submitted by the applicant’s engineering consultants, MTC Engineering (Cambridge) Ltd [MTC], in June for those occasions when Church End Drain discharges into the Board’s system and the Station Road floodgates are closed.

The proposals for surface water discharge from the site have been reviewed along with detailed calculations provided by the developer’s consultant. It is proposed that an attenuated discharge restricts flows to 2 l/s for all events up to and including the 1% Annual Exceedance Probability (AEP), a 1 in 100yr event, together with a 40% allowance for climate change. Attenuation is provided by a stormwater crate attenuation system providing a storage volume of 12.92m<sup>3</sup>. During such an event Church End Drain is likely to be at capacity which will cause flooding on the site. The calculations indicate that during such an event the surface water disposal system will be overloaded and become ineffective with approximately 21m<sup>3</sup> of water volume ponding on site. However, the submission documents advise that this will be contained by the topography of the site thus alleviating adverse impacts on surrounding areas.



*Residential development with associated access, infrastructure and open spaces at land south of Fen Drayton Road, Swavesey – Bloor Homes (Eastern) (MLC Ref Nos 284, 349, 350, 351, 357, 360, 361 & 366), Pegasus Group (MLC Ref No 285) and Bloor Homes (Eastern) & Mr A Johnson (MLC Ref Nos 291, 315 & 344)*

Seven new Discharge of Condition applications were submitted to the District Council within the reporting period (MLC Ref Nos 349, 350, 351, 357, 360, 361 & 366). Of these the ones predominantly of interest to the Board are S/4562/18/DC (MLC Ref No 349) including Discharge of Condition 9 [foul water drainage] and Condition 10 [surface water drainage] which was submitted and then subsequently withdrawn in December 2018; S/0161/19/DC (MLC Ref No 351) Condition 10 [surface water drainage] and S/0163/19/DC (MLC Ref No 350) Condition 9 [foul water drainage] which were submitted in January and subsequently withdrawn in February 2019.

A further application was submitted to the District Council in May. This included the discharge of conditions 4 and 5, S/1888/19/DC (MLC Ref No 357), which refer to the surface water drainage maintenance plan and the Sluice.

Further applications for Discharge of Condition 9 [foul water strategy] and Condition 10 [surface water drainage] were submitted in June 2019 under references S/2090/19/DC (MLC Ref No 360) and S/2089/19/DC (MLC Ref No 361) respectively and were discharged in October 2019.

It is interesting to note that in the County Council's response, in its role as the Lead Local Flood Authority (LLFA), dated 6 August in response to S/1888/19/DC (MLC Ref No 357) it requested:

"....confirmation from the Environment Agency and Internal Drainage Board that the works are acceptable as the system interacts with their system"

but in its response dated 9 September in response to S/2089/19/DC (MLC Ref No 361) the County Council advised that:

"We have reviewed the additional documents including calculations, drainage areas plan and details of the proposed telemetry system.

Based on these we can remove our objection and recommend discharge of Condition 10 of planning permission S/1027/16/OL."

However, neither the Environment Agency Nor the Board, the bodies who receive and have to transfer the run-off concerned responded.

Similarly, the Decision Notice advises that:

“The details submitted have been assessed in consultation with the Council’s Sustainable Drainage Engineer, Anglian Water and the Lead Local Flood Authority.”

The final application S/4022/19/DC (MLC Ref No 366) for the Discharge of Condition 4 [surface water management] was submitted in November 2019 and according to the Council’s webpage is currently “out for consultation”. In its response the LLFA advises that:

“We have reviewed the submitted documents and agree with the Sustainable Drainage Engineer that details of the actual management/maintenance company should be provided to discharge the condition.”

Members will be aware that the timing of any discharge entering the downstream systems together with the design and the long-term ownership, funding and future maintenance requirements of the surface water disposal including the proposed balancing pond and adequate access to it are the main concerns.

With the exception of some discussion with the Board’s Chairman to ascertain its position no further consultation has occurred with either the applicant or its engineering consultant; the Environment Agency; Anglian Water Services or the District Council.

In respect of the Discharge of Conditions application Anglian Water confirms its position, as detailed above; the LLFA has no objection to “...the design of the system itself but refers to the dual function of the attenuation pond and the proposed telemetry system and the Council’s Sustainable Drainage Engineer refers to the provision of full details concerning the operation, management and maintenance of the telemetry system and the organisation that is responsible for it.

**In order to guide further discussion, it would be beneficial to receive the Board’s opinion and instruction on what action it would like to take to bring the matter to a conclusion.**

*Residential development on land to the rear of 130 Middlewatch, Swavesey - Swavesey Ventures Ltd (MLC Ref Nos 294 & 310) and Bushmead Homes (MLC Ref Nos 358 & 359)*

Following discussions with Bushmead Homes engineering consultant, SDP Consulting Engineers, it was agreed that any further discussion would be undertaken as part of a detailed post-application consultation process.



A meeting attended by a representative from SDP Consulting Engineers together with the Commissioners' Planning Engineer and the Board's Chairman was held on 10 July. No subsequent correspondence or technical detail has been received to the issues raised at this meeting.

Two further planning applications were submitted to the District Council in May 2019. A Reserved Matters application S/1896/19/RM (MLC Ref No 358), referring to the layout, scale, appearance and landscaping of the development following the approval of the outline planning permission S/1605/16/OL (MLC Ref No 294) and S/1890/19/DC for the Discharge on Conditions including Condition 11 [foul water drainage] and Condition 13 [surface water drainage] both are currently "out for consultation".

In respect of the Reserved Matters application the Sustainable Drainage Engineer has advised that the proposed development is acceptable subject to the imposition of planning conditions but refers to the provision of a low flow channel within the attenuation basin and planting; the Environment Agency advises that it has "..... no objection to the proposal provided that all outstanding pre-commencement conditions are discharge prior to development"; and Anglian Water advises that it "... is in agreement that a portion of the surface water flows can be discharged to the existing public foul water network at a maximum rate of 1 l/s."

**In order to guide further discussion, it would be beneficial to receive the Board's opinion and instruction on what action it would like to take to bring the matter to a conclusion.**

### ***Development Contributions***

Contributions received in respect of discharge consent will be reported under the Agenda Item – '*Contributions from Developers.*'

### **Northstowe**

#### ***Phases 1 & 2***

An enquiry was received from the District Council in respect of a planning application from Taylor Wimpey concerning a site off Pathfinder Way which is outside the Board's area of interest.

#### ***Phase 3b***

In July the Board was approached by the developer's engineering consultant, Arcadis Consulting (UK) Ltd, concerning the proposed approach to assessing the Swavesey Drain system to determine a suitable allowable discharge regime from Phase 3B. The contents have been considered and discussed with the Board's Chairman and Arcadis was advised that, on the whole, the proposed methodology was acceptable, however, it was noted that there have been at least twenty significant

events in just over 18 years of data (slightly over 1 significant event a year!) and that the model will include both extreme and lower return period events but only refers to events up to the 5% AEP (1 in 20 year) event which are not considered to be extreme and are well below the normal standard expected. Arcadis was also advised that the Board may require that the model is verified by an independent consultant.

In addition, the Board's Chairman has discussed the issue with a representative from the Homes and Communities Agency (HCA) and has advised him that the success of the operation of the Swavesey Drain will be dependant, amongst other matters, on an exceptionally good maintenance regime and that the original Mare Fen Scheme proposal is completed.

Arcadis Consulting (UK) Ltd agreed to undertake any discussions as part of a pre-application consultation procedure, therefore, any discussions to ensure that the Board's requirements will be met will be charged to them and not the Board.

### **Greater Cambridge Local Plan and associated Evidence Base**

The Local Plan (sometimes referred to as 'The Local Development Plan') is a set of policies and land allocations that will guide the future of South Cambridgeshire for the period 2018 up to 2031.

Members will be aware that the South Cambridgeshire Local Plan, against which planning applications are now assessed was adopted in September 2018. However, the preparation of a joint Local Plan covering the areas of Cambridge City Council and South Cambridgeshire District Council, known as the Greater Cambridge area, starts in January 2020.

### ***Greater Cambridge Integrated Water Management Study (IWS)***

As part of its evidence base for the Greater Cambridge Local Plan the Greater Cambridge Shared Planning Service is preparing an Integrated Water Management Study (IWS) which will include both a water cycle study (WCS) and strategic flood risk assessment (SFRA). In November the Commissioners were requested to provide a representative to sit on the steering group to assist in the production of the IWS. Both Swavesey IDB and Over and Willingham IDB, the Boards within the SCDC area that are administered by the Commissioners, have agreed to the Middle Level Commissioners' Planning Engineer representing them.

Comments were made just before Christmas on the draft Invitation to Tender (ITT) brief that was being prepared for issue to prospective consultants.

When the consultants have been appointed an Inception Meeting will be held followed by an Information Request for details on the respective Boards' systems.

## **Cambridge Water Company (CWC) Water Resources Management Plan (WRMP)**

**Note** A WRMP is a document required by Government of every water company which describes how it proposes to maintain the balance of supply and demand over the next 25 years allowing for the influences upon its operation. These include an increasing population, economic growth, the changing climate and the need to protect the environment.

Further to the last Board meeting CWC has finalised and published its Water Resources Management Plan 2019 (WRMP19). It can be found at the following link to the updated section of the Cambridge Water website:

<https://www.cambridge-water.co.uk/about-us/our-strategies-and-plans/our-water-resources-plan>

## **Cambridgeshire Flood Risk Management Partnership (CFRMP)**

The Middle Level Commissioners' Planning Engineer has represented both the Middle Level Commissioners and their associated Boards since the last Board meeting. The main matters that may be of interest to the Board are as follows:

### ***Future Meetings***

Following the successful "joint" approach future meetings will involve both the Cambridgeshire Flood Risk Management Partnership (CFRMP) and Peterborough Flood & Water Management Partnership (PFLoW). The MLC are stakeholders in both partnerships.

### ***Draft National Flood and Coastal Erosion Risk Management (FCERM) Strategy for England***

A public consultation on the draft FCERM Strategy for England document was held between May and June.

Members of the partnership generally considered that amongst other matters the consultation could have been more ambitious; sought greater RMA involvement; and that surface water flooding should have been included.

Following the consideration of the responses it is intended to publish the final national FCERM strategy for England in 2020.

### ***Local FRM Strategy***

Both the Cambridgeshire and Peterborough Strategies are due to be reviewed soon and may be a joint Cambridgeshire and Peterborough response.

### ***The Environment Agency's Joint Assurance Group***

This group provides support to the RMAs on the delivery of Grant-in-Aid (GiA) funded projects and meets on a monthly basis to discuss business cases.

Partnership members generally agreed that it would be beneficial to understand what the EA, in its role as the approval body, would like to see in business cases and requested suitable good examples that could be used as guidance.

The EA advised that:

- (i) The lack of sharing of suitable business case examples may be for GDPR/commercially sensitive/economic reasons and advised that whilst the EA cannot 'circulate' these, other RMAs can.
- (ii) Due to the specialist nature of projects within The Fens it may not be possible to find enough suitable projects.

### ***Property Flood Resilience Pathfinder Project***

A £700k grant bid was made by a consortium of LLFAs. Confirmation of a successful bid is awaited.

Further details on the project can be found in Flood Resilience Community Pathfinder Evaluation Final Evaluation Report October 2015.

Further details can be found at the following link:

<https://www.gov.uk/government/news/29-million-extra-funding-to-boost-action-on-making-homes-more-resilient-to-floods>

### ***Riparian Responsibilities***

In order to raise awareness of and instigate discussion on an issue that causes difficulties for RMAs, including the Boards, primarily due to increased workload and costs, the County Council's Flood Risk and Biodiversity Team prepared an "Issues and Options Briefing Note" seeking changes to current practices that are inefficient and create inconsistency across the county in the use of public resources to address the issues associated with riparian assets. The document is currently being considered by the Regional Flood and Coastal Committee.

### ***Cambs County Council Capitally Funded Highway Drainage Schemes***

Schemes have been assessed and prioritised based upon level of flooding reported, ie high priority is property flooding or risk to life, low priority is highway only flooding and will be developed to provide estimated costs and prioritised to be delivered to available budget. There is an annual highway drainage budget of £1m, which needs to cover all staff, investigation, design and construction costs and, therefore, not all the schemes will be delivered in the current financial year.

The majority of investigation and design is delivered through Skanska or its supply chain, and managed by the County's Highways Projects team. Priority and funding are confirmed by its Asset Management team.

There are currently 23 schemes ongoing within the County, eleven of which are within the South Cambridgeshire district with only the works at Gibraltar Lane being within Swavesey.

### ***District Council Strategic Flood Risk Assessment (SFRA) & Water Cycle Study (WCS) documents***

Most of the SFRA and WCS documents are considered old and have not been updated as initially intended. All will require reviewing as supporting evidence when the respective District Council's Local Plans are updated.

A 'joint' County-wide document was suggested but was not considered possible due to the differing states of the various Local Plans across the County.

No reference was made to the funding arrangements for the provision of the updated documents.

### ***Good Governance for Internal Drainage Board Members***

In March and April 2019 ADA ran a series of five Good Governance Workshops for IDB Members. The recordings from these events will be available as a series of training modules via the ADA website later in 2019.

A copy of the slides used at the presentation can be found at the following link:

[https://www.ada.org.uk/wp-content/uploads/2019/04/Good\\_Governance\\_Workshop\\_Slides\\_2019.pdf](https://www.ada.org.uk/wp-content/uploads/2019/04/Good_Governance_Workshop_Slides_2019.pdf)

### ***Public Sector Co-operation Agreements (PSCA)***

Following a problem encountered within North Level District IDB which required close liaison with Peterborough City Council, in its role as the Highway Authority, the possibility of arranging PSCAs with IDBs and Councils was raised but has not yet been concluded.

### ***Updates on Highways England (HE) Scheme***

The former areas 6 and 8 now form the East Region and the new term contractor is Ringway. The previous short-term Asset Support Contracts (ASC) have been replaced by a 15-year Road Investment Strategy (RIS) contract in order to ensure a consistent long-term approach.

### ***Anglian Water Services Limited (AWSL) Price Review 2019 (PR19)***

OFWAT like what is being proposed but not the associated costs. AWSL contends that it is trying to be "proactive and not reactive". **Note: In order to reduce charges on its customers AWSL**

currently appears reluctant to incur any unnecessary additional costs beyond what it is obliged to accept.

Requests have been made for suitable applications to be submitted to its project funding programme. It is hoped that a meeting with AWSL's Flood Partnership Manager will be arranged soon.

### **A14 Cambridge to Huntingdon improvement scheme**

#### ***Re-classification of the A14***

In 2018 the Road's Minister asked Highways England to make an application to re-classify the improved road as a motorway. An application for a non-material change to the A14 Cambridge to Huntingdon Improvement Scheme Development Consent Order was subsequently submitted to the Planning Inspectorate in July 2019.

It was considered that this re-classification would have little adverse impact on the Board's operations. However, it is understood that this application has recently been withdrawn.

#### ***Surface Water disposal***

Further to the Board's minute B.958 A14 Improvement Scheme the issue of surface water from the new A14 discharging into the Board's system either directly or indirectly has been raised with both the Environment Agency and the County Council, in its role as the Lead Local Flood Authority (LLFA).

The Environment Agency advised that:

"... we were not the final statutory determiner for the SW drainage at that time but I can see you have also sent the query to Cambs LLFA as well and I am sure they will get back to you."

Despite several attempts a response from the LLFA has not yet been received.

#### ***Restoration of Borrow Pits 5 & 6***

During July an enquiry was received from Highways England concerning the restoration of borrow pits created as part of the improvement scheme. The Board's Chairman, advised that as far as he is aware the proposals will not detrimentally affect the Board either directly or indirectly.

### **Flood Risk Management (FRM) for the Fens Technical Group [previously reported as the Future Fenland Project]**

The Middle Level Commissioners' Planning Engineer has represented both the Middle Level Commissioners and their associated Boards on the Technical Group since the last Board meeting.

An article detailing the project was included on page 16 of the Summer edition of the ADA Gazette. This can be found at <https://flickread.com/edition/html/index.php?pdf=5d1efbbc0a48b#16>

**The project is further discussed under a separate Agenda item.**

Consulting Engineer

30 January 2020

Swavesey(360)\Reports\January 20

Swavesey Internal Drainage Board														
Capital Improvement Programme (2020/2021)		PREVIOUS YEARS	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	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
Long Causeway P/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	750.0	750.0
	Pumping station pumping and control equipment replacement	0	0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	30.0
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	0.0	0.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	15.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0	2.5
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0	2.5
Drainage Channels														
	Refurbishment of inlets/outfalls	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		0	0	0	20	0	5	15	0	0	0	0	760	800



# Swavesey Internal Drainage Board

## Biodiversity Action Plan Report 2019-20

### Note on 2019-20 report

As part of the process to review and update existing Biodiversity Action Plans it is proposed that a Middle Level Biodiversity Advisory Group be formed (separately to the existing Conservation Committee) to make use of the interests and expertise of local IDBs, farmers and residents. Meeting once or twice a year the group will share ideas that may benefit fenland wildlife *specifically* through goals set out in Biodiversity Action Plans.

The Conservation Officer is pleased to invite any individuals interested in taking part in these informal discussions to contact him via the details at the end of this report.

### Report Summary

#### **Crassula**

Pleased to report that no signs of New Zealand Pigmyweed (*Crassula helmsii*) were found during 2 visits to the district in May 2019 and January 2020. It had previously been present in the Board's drains (nodes 4 to 8) in 2017. Board members and public are urged to report any sightings of the plant (confirmed or not) to the Conservation Officer.

#### **Lairstall Pond**

See photos. Pond appears in good health.

#### **Bats**

The bat box on the pumping station appears in good condition.

#### **Barn Owls**

During a visit in January 2020 the Conservation Officer was unable to locate the Barn Owl box and was advised by the Chairmen that the box had been noted missing and possibly stolen.

The district consists of prime Barn Owl habitat and is likely capable of supporting several pairs; indeed one was observed hunting off Lairstall Drove mid-morning on 20/1/19. Some private nest boxes are apparently provisioned in the vicinity. Please see 'recommendations' below if the board wishes to replace the lost box.

#### **Water Vole survey**

In May 2019 the Conservation Officer visited the district with several local volunteers to survey for signs of Water Voles. Evidence of Water Voles was found between nodes 1-2 and the adjacent Swavesey Drain. There were no confirmed signs along Cow Fen Drove where the water level at the time of visit was very low.

#### **Other**

The non-native invasive American Mink continues to be found in the Middle Level and adjacent catchments and the Conservation Officer is keen to hear of any sightings in the Swavesey area. It has been suggested that Internal Drainage Boards may be interested in supporting renewed efforts to eradicate mink from their drains and helping ensure the survival of our native Water Vole. A recommendation has been included below and a copy of a letter with more information included on the use of remote-monitoring technology (see Appendix 1).

#### **Recommendations**

Replacement Barn Owl boxes are available for £50.00. The Conservation Officer is happy to suggest possible locations and install.

Per Appendix 1, Mink Traps are available for purchase via the Conservation Officer at a cost of £210.68.

## Training

The next Middle Level Biodiversity Meeting will take place on Wednesday 2<sup>nd</sup> December at the Oliver Cromwell Hotel in March. A list of talks will be distributed nearer the time.

The Conservation Officer is happy to assist with any enquiries arising from this report:

Peter Beckenham  
Peter.beckenham@middlelevel.gov.uk  
07765 597775

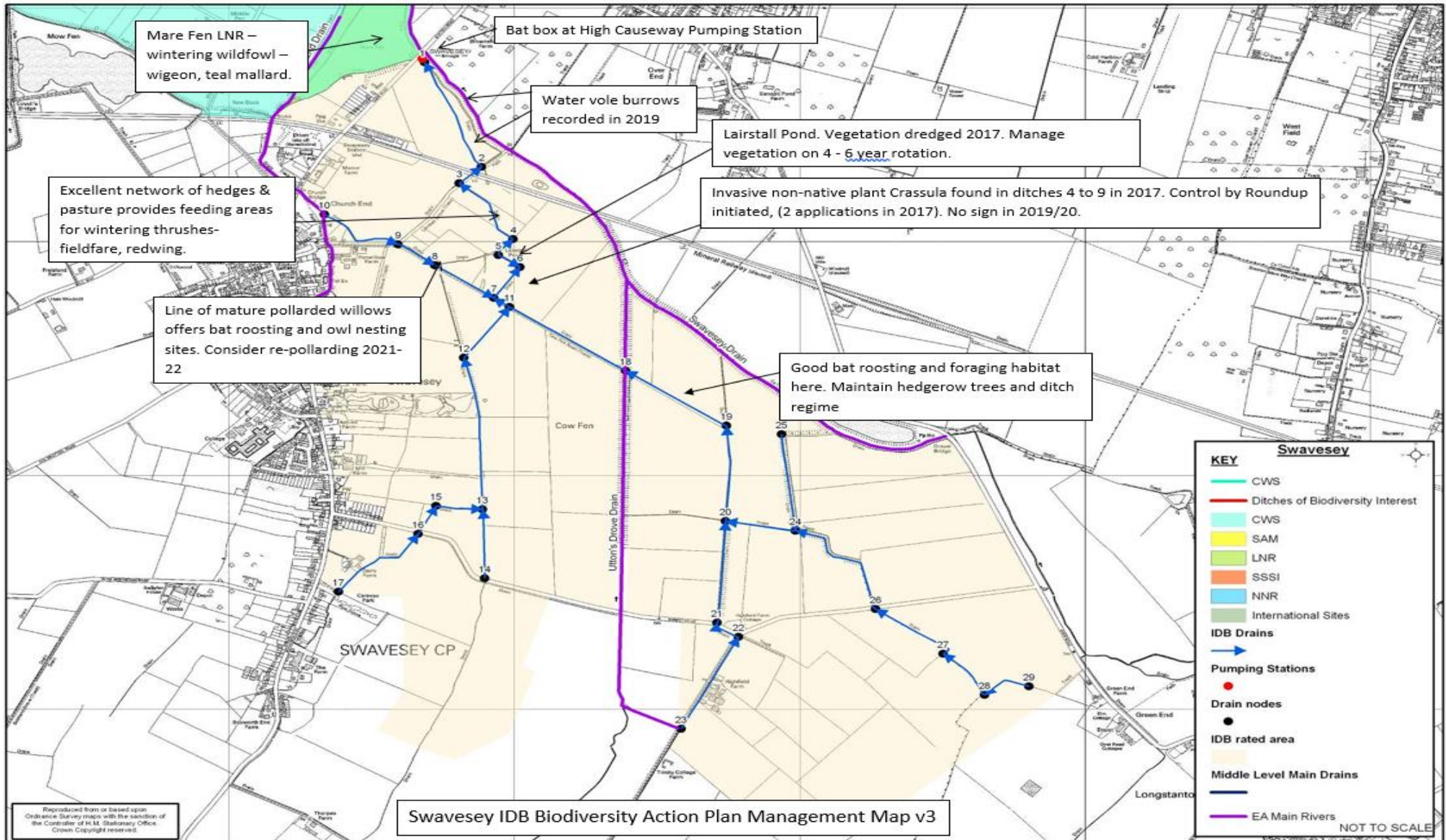
## **Photos**



Clockwise from top left: probable Water Vole burrows near node 26; characteristic ditch in the district with good hedgerow connectivity and clear, shallow water; Lairstall Pond.



# Swavesey IDB Map 2019-20



## 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>Not aware of 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>One enquiry received regarding tree planting on a plot within the district (not adjacent an IDB drain). CO following up.</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>Crassula present and treated in 2017. No sign in 2019.</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>

## Grazing Marsh Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Identify, assess and map areas of existing floodplain grazing marsh	1.1	Pass details of any known areas to Conservation Officer	Wildlife Trust, RSPB, WWT, Natural England, Environment Agency	2012	Review of potential grazing marsh area carried out	<i>Existing Grazing marsh (Mare Fen) is already on WT records.</i>

2	Support landowners in creating or restoring grazing marsh / wet grassland	2.1	Manage District adopted drains where possible to assist private landowners and organisations undertaking habitat creation	Conservation Officer, Natural England, RSPB, WWT, Wildlife Trust	Ongoing	(a) Number of requests received (b) Number of landowners assisted	<i>No requests were received during the period.</i>
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## 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>Lairstall pond restored in 2017. Appears in good condition, Jan 2020.</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 (discuss special circumstances with the Conservation Officer) and follow the ADA water vole mitigation guide	Conservation Officer	Ongoing	Measures incorporated in management plans	<i>Water vole Best Practice methods were used where appropriate.</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 was publicised in the Environmental Officer's Natural Level newsletter in December 2011.</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.</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>Survey for water voles carried out by volunteers in 2010.</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 evidence of mink presence but details of new 'remoti' mink rafts sent to board.</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>No sign but likely present</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.</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.</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>A bat box was installed at the Board's Pumping Station in February 2013.</i>
		1.2	Pollard suitable trees to provide bat roosts		Ongoing	Number of trees pollarded	<i>Several suitable willows are already pollarded beside Board drains and are indicated on the Management Plan map.</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>Potential sites for hibernaculum are limited. No sites identified near Board drains but a potential site within the District will continue to be sought.</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>The bat box was monitored for signs of use</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>No sign but likely present</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.</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 Conservation Officer	Conservation Officer, CPBRC, NBIS	Ongoing	Data sent via CO annually	<i>No breeding sites have been identified.</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. A barn owl box was installed at Lairstall Drove in 2013. Missing in 2019.</i>
		1.2	Pollard suitable trees to provide natural nest sites	Conservation Officer	Ongoing	Number of trees pollarded	<i>Several mature pollarded willows are already present beside Board drains and are indicated on the Management Plan map.</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) NA. See above.</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>

## Procedural Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Provide training on IDB BAP and conservation management of drainage channels for all relevant staff by 2013	1.1	Establish programme of 1-day courses for IDB staff and members	Conservation Officer, Wildlife Trust, Natural England, other specialists	2013	(a) Number of courses held (b) Number of Board members / staff attending courses	<i>(a) Annual BAP meeting took place on 4/12/19 (b) NA</i>
		1.2	Establish suitable training for contractors' staff	Conservation Officer, Contractors	2013	Contractors attended training course	<i>The contractor's machine operator has attended a training workshop.</i>

2	Take biodiversity into account when planning and undertaking capital works	2.1	Consult with the Conservation Officer and choose the best possible mitigation solutions for biodiversity, e.g. fish-friendly pumps	Conservation Officer	Ongoing	(a) Number of capital schemes undertaken (b) Number of schemes commented on	<i>No capital schemes were undertaken by the Board during the period.</i>
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## **MIDDLE LEVEL** **COMMISSIONERS**

Telephone: (01354) 602965  
(07765) 597775  
Email: [peter.beckenham@middlelevel.gov.uk](mailto:peter.beckenham@middlelevel.gov.uk)  
Website: [www.middlelevel.gov.uk](http://www.middlelevel.gov.uk)



**MIDDLE LEVEL OFFICES**  
**85 WHITTLESEY ROAD,**  
**MARCH**  
**CAMBRIDGESHIRE**  
**PE15 0AH**

**Peter Beckenham**  
Conservation Officer

3<sup>rd</sup> December 2019

FAO Chairmen and Vice-Chairmen

### Mink Control in the Middle Level

Dear Sirs, Madam

I am writing with an update on mink control in the Middle Level and proposing a future strategy for managing the species that I hope Internal Drainage Boards will support.

### **Background**

Internal Drainage Boards of the Middle Level have a proven record in delivering for conservation as part of Biodiversity Action Plans (BAPs). These plans focus on watercourse habitat conservation and the range of species that are dependent on them in the fens. Our work with Barn Owls, Kingfishers and Otters, among others, has been recognised nationally for its achievements.

### **Water Voles**

The Water Vole is described as Britain's fastest declining mammal, having disappeared from 70% of known sites in the seven years between national surveys in the late 1980s and early 1990s (GWCT, 2019). More recently, a further 30% decline was reported nationally between 2006 - 2015 (McGuire & Whitfield, 2017). In the Middle Level our work (supported by the Wildlife Trust) has shown that Water Voles are still present in number thanks to a combination of factors including continuity of drain management practices. However, given the precarious situation nationally, every effort should be taken to conserve and enhance Water Voles in the Middle Level.

### **Mink in the Middle Level**

The American Mink is an invasive non-native species (INNS) widely regarded as having contributed significantly to the decline of Water Voles across the country. This predation is acknowledged in the State of Nature 2019 report "INNS may outcompete or predate native species, as has happened with American Mink and Water Vole (Hayhow, et al. p35). The species is a formidable predator also targeting water birds such as Moorhen as well game birds, fish and other small mammals.

Sightings, reports and camera traps show that, although some control is ongoing, Mink are still well-established in the Middle Level in 2019. There is now growing acknowledgement of the scale and persistence of the mink problem and a need for a strategic, national approach to control alongside existing commitments made in BAPs.

## Using Remote Monitoring to control Mink

Previously mink trapping involved daily checks on a trap in order to ensure there was no undue suffering to the animal. This is problematic in that the time and responsibility taken on by the volunteer is often not sustainable for long periods.

Advances in technology have now resulted in the ‘Remoti’ device being made available. This device clips to the back of a cage and is capable of remotely monitoring a mink trap and notifying a volunteer/coordinator via text message or email if the trap is triggered. Once set up this ends the need to check traps daily, reducing the onus on a trap checker and thus greatly increasing the area that can be covered.

### Middle Level ‘Remoti’ trial, autumn 2019

In September 2019 the Middle Level Commissioners purchased 4 Remoti devices with new rafts and cages to test their suitability to local conditions such as mobile reception, public/environmental interactions and ease of use.

After 6 weeks the results were good with no malfunctions or incidences of interference. 1 Mink was caught in this time with the process of initial notification through to humane despatch being trouble-free. The devices work by using mobile network signals and this was found to be an issue in one location, however, another site was soon found nearby.

Mink control is taking place in adjacent catchments with the Ely Group of IDBs already operating 20+ ‘remoti’ rafts, Welland & Deepings and Lindsey Marsh IDBs are looking at options.

### Costs of Mink Control/Monitoring

The cost of supplying and operating a single mink raft with a Remoti is as follows (inc. VAT):

Item	Cost (£) (inc VAT)	Details
Mink Raft	£75.28	New design benefits by being made locally from recycled plastic and having a covered outer edge to reduce chance of polystyrene degrading and entering the water course
Perdix Mink Trap (cage)	£32.40	Metal cage is coated to reduce rusting. Older cages may work provided they are rust-free.
Remoti Unit + Subscription Fee	£98.00	The unit requires a subscription fee to cover all data charges and website functionality for 24 months (included with purchase). Beyond that the ongoing cost of a subscription renewal in 2021 is estimated to be £24.00 per annum per unit* (excluding V.A.T)
Assorted assembly items (eg cord, drill bit, tape, cable ties)	£5.00	
<b>TOTAL</b>	<b>£210.68</b>	<b>Initial cost. Then £24.00 per year after 2 years (as above*)</b>
Despatch per GWCT guidelines is suggested as an air pistol. <a href="https://www.gwct.org.uk/advisory/guides/mink-raft-guidelines/dispatching-a-mink/">https://www.gwct.org.uk/advisory/guides/mink-raft-guidelines/dispatching-a-mink/</a>		

It is possible that a reduced rate can be negotiated on the above if a bulk order is placed.

### Summary and next steps

- IDBs are well-placed to provide a large-scale network of Mink control monitoring
- Such a scheme in the Middle Level will benefit our native Water Voles through the removal of invasive non-native American Mink and continue to demonstrate our interest in and commitment to Biodiversity Action Plan objectives
- As well as trapping Mink, the rafts will have long-term value as a means of recording water vole presence through latrines which are often left on rafts
- With IDB support there is potential to expand Mink control from spring 2020 across the Middle Level

**Mink are known to be particularly active from April and I am keen not to lose out in this important window. As such, in advance of board meetings next year, I would like to ask IDB Chairmen if they are interested in offering financial support for the purchase of new mink rafts and ‘Remoti’ devices for their districts per the costs outlined above.**

IDBs vary in size/length of drainage network so I will leave it to individual boards to assess what/if an amount can be contributed. As a guideline, an initial donation of £500 per IDB would allow for 2 fully kitted rafts with some of that sum going towards future maintenance/volunteer training etc. The Conservation Officer will liaise with the relevant parties over suitable locations for the rafts.

The Conservation Officer is on hand to answer any questions on the matter, send further information or attend Board Meetings. All IDBs will be kept informed of progress.

If you are willing to support this initiative please reply by email or letter by 31<sup>st</sup> January 2020.

Many thanks, Peter Beckenham

[peter.beckenham@middlelevel.gov.uk](mailto:peter.beckenham@middlelevel.gov.uk)



*Figure 1 & 2: New mink raft in operation. Note otter guards in place. Remoti unit attached to rear (2).*



## Swavesey IDB

Site Safety Inspection Record

Complete

Name of organisation: <b>Swavesey IDB</b>
Date of site visit <input type="checkbox"/> 29th Oct, 2019 <input type="checkbox"/> 2:00 PM GMT
Name of Advisor <b>Martin Clark</b>
Time of arrival at site: <input type="checkbox"/> 29th Oct, 2019 <input type="checkbox"/> 2:00 PM GMT
Audit Name <b>Swavesey IDB</b>

## Audit

<p>An opening meeting was held with Keith Wilderspin (Chairman) and Hannah Parish (District Officer)</p>
<p>1</p> <p>Introduction - Swavesey IDB covers an area of 462 hectares and has one pumping station.</p> <p>High Causeway pumping station is brick built with a concrete slab flat roof. The station houses one electric pump and an automatic weed screen cleaner. The electrical installation had been inspected (expires March 2024).</p> <p>The IDB has no direct employees. Members are responsible for the operation of the pumping station equipment as required. Any electrical or mechanical maintenance work on the equipment, property or drains is usually undertaken by the Middle Level Commissioners or their approved contractors. If other contractors are used, it should be ensured they are competent to undertake the work and have appropriate liability insurance and risk assessments/methods statements in place.</p> <p>All IDBs have been made aware that whilst the Middle Level Commissioners provide a conduit for health and safety information and can provide general advice, it is the Board or Commissioners responsibility to ensure that members, contractors and anyone else who could be affected by their undertakings are not placed at risk of injury or ill health, this can be achieved by complying with relevant legislation and best practice guidance.</p> <p>It was pleasing to see a Do's and Don'ts guidance for safe operation displayed at the pumping station. It is recommended this guidance is followed.</p>
<p>2</p> <p>Lone Working - As members will usually visit the pumping station alone, it is recommended that a suitable system is established to ensure their safety. This could be by ensuring suitable communication is made before and after visiting the pumping station. It was pleasing to note that members were aware of the What3Words application. This can be used to direct the emergency services, and others, to a location with an accuracy of 3m squared.</p> <p>It is recommended that any clearing of weed from the siphon on Cow Fen Road be undertaken with two persons present.</p>
<p>3</p> <p>Lifting Equipment - Lifting equipment is in place at the pumping station, i.e. the weed screen cleaner. It could not be determined during the visit whether the equipment had received a thorough examination by a competent person within the last 12 months, as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The Board are to satisfy themselves that the examination is up to date and that records are being kept for at least two years.</p>
<p>4</p> <p>Warning Signage and Signals - The electrical hazard warning signage on the door to the pumping station was small and worn. It is recommended that this be replaced.</p> <p>There was no signage warning of the automatic operation of the weed screen cleaning equipment. It is strongly recommended that signage be provided on the perimeter fencing to warn persons unfamiliar with the site of the possibility of sudden operation of automatic equipment.</p> <p>Although not seen in operation, it was reported that there is no audible or visible signal to warn members of the impending movement of the weed screen cleaning equipment. This should be considered.</p>



5



Access - Members visiting the pumping station are able to pull off Over Road and park in a gateway. There is space in the gateway for two cars, however reversing onto Over Road is dangerous due to poor visibility. It is recommended that members reverse into the gateway, or access be provided beyond the gateway to allow turning.

## Photographic Risk Assessment

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Signature of person informed

Signature of person informed 1

Signature of person informed	
	Hannah Parish 29th Oct, 2019 3:07 PM GMT
Advisor's signature	
	Martin Clark 29th Oct, 2019 3:08 PM GMT
Departure time	
<input type="checkbox"/> 29th Oct, 2019 <input type="checkbox"/> 3:30 PM GMT	
Number of outstanding Photographic Risk Assessments	0 From 0 to 99



## **ADA Advice Note:**

### Internal Drainage Boards' Health, Safety & Welfare Survey 2018

Prepared by Innes Thomson

#### **Executive Summary**

The content of this note is derived from the results of the first survey of health, safety and welfare (HS&W) across internal drainage boards (IDBs) in England and represents findings from just under 75% of all IDBs in England. Those who responded are thanked for taking the time to provide their answers.

Although the questionnaire did not require any hard evidence in the form of supporting documentation, responses were of a breadth to suggest a reasonably accurate reflection of the current situation regarding HS&W in the IDB sector.

Overall, the advice note highlights several areas where there are opportunities for improvements, some of which could be viewed as quick wins where others will require a little more investment.

Three areas highlighted for improvement have a common linkage around attitudes and behaviours where IDBs could demonstrate that they are leading their staff and employees in best practice. This includes:

1. Ensuring that HS&W is an integral part of discussions at all Board Meetings.
2. Actively showing that Board Members care about the competency and welfare of their staff and employees.
3. Implementing a no-blame, anonymous, easy-to-access incident reporting system with active reviews and actions fed back to staff/operatives.

Several excellent examples of HS&W best practice were highlighted from the questionnaire responses and all IDBs are encouraged to strive for such best practice. All IDBs should ensure that they have the capacity to undertake their functions safely and IDBs are encouraged to share and compare their Health & Safety approaches, systems and processes with other IDBs and wider ADA members to help achieve best practice outcomes.

ADA has suggested a series of recommendations for IDBs to consider and review which could support and guide them in the implementation of HS&W best practice in a consistent manner.

The conclusions also set out a series of recommended actions to help IDBs further improve their HS&W. Key to this will be the development of a series of HS&W seminars by ADA, supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.

Finally it is essential that ADA engages with the IDBs that were unable to meet the response deadline and seek to assist them in understanding their HS&W requirements and to aim to achieve a consistent approach to the advice provided across all IDBs. ADA will be contacting all IDBs that were unable to complete the initial HS&W survey.



## **Introduction**

During 2018 ADA conducted a detailed survey of HS&W within IDBs.

The purpose of the survey was to identify a baseline through gathering a level of qualitative about HS&W of IDBs' board members, staff and operatives in order to:

1. act as a useful HS&W benchmark for IDBs as a community,
2. support ADA in their desire to help provide consistent industry guidance and recommendations,
3. assist IDBs seeking to identify potential areas of improvement in the way they manage HS&W within their operations to achieve best practice wherever possible.

The survey was held via an online questionnaire that IDBs could complete on the SurveyMonkey website. IDBs were first notified of the survey on 17 July 2018 and the questionnaire remained available for responses until 31 December 2018.

The questionnaire was based on a set of HS&W questions prepared by Ian Benn, PG Dip H&S and Env Law, Dip, NEBOSH, Grad IOSH, MCQI CQP (Honorary Health & Safety Advisor, ADA), in conjunction with Ian Moodie (Technical Manager, ADA) and Innes Thomson (Chief Executive, ADA), and in consultation with ADA's Committees and Board of Directors.

ADA's Board of Directors made the assurance that all responses would be handled on a confidential basis in order to ensure ADA received accurate and open data about HS&W. Therefore, no individual data is identifiable from this report, and the general ethos of its production has been to encourage improvement across all IDBs in the way that HS&W is managed.

This is the first survey of its kind to get to this stage of evaluation across IDBs as a whole. ADA intends to evaluate progress with a repeat survey to be completed by 31 December 2021.

ADA commends those who have responded in providing an assessment of HS&W within their respective IDBs. Nearly 75% of all IDBs participated in the survey and we are encouraged to hear that all IDBs that completed the survey found it a useful audit of their HS&W capacity that will enable them to focus their own improvement efforts.



## **Conclusions & Recommendations**

The key to successful approaches in delivering and maintaining effective HS&W are wide and varied. They are also indelibly linked to peoples' behaviours and attitudes to the subject. Behaviours and attitudes are influenced by what people know through experience and how they have learnt about the subject.

This advice note seeks to guide ADA members about where improvements in personal and corporate HS&W can take place. On the back of these results, ADA will consider how we can further assist our members with HS&W systems and processes. However, the ultimate responsibility for good HS&W falls uniquely upon IDB Board Members themselves.

Whilst annual accident statistics were gathered as part of the survey, the purpose of this note is not intended to examine the detail of those incidents. It is noted, however, that these figures showed a steadily increasing number of near-miss events between 2013 and 2017. It is almost certain that such an increase can be attributed to better recording of near misses by IDBs throughout the period. This is not a negative statistic and should be viewed as extremely encouraging. Any statistics that have been collected by IDBs may support future risk assessment and risk reduction projects where applicable.

ADA has concluded that the data from this survey can be summarised in the following way, with recommendations for review and necessary actions/reflections by Boards.

As a first and top priority, all Boards should check key HSE guidance on what the statutory minimum expectation would be of Boards as employers and employees. This can be found at:

[www.hse.gov.uk/workers/employers.htm](http://www.hse.gov.uk/workers/employers.htm)



### **Top Three Recommendations**

- a) **Governance and leadership** | The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behaviours around H,S&W are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an HS&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.
  
- b) **Ensuring competence** | We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.
  
- c) **Recording accidents and near misses** | Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses.



### **Additional Recommendations for IDBs to Consider**

The following additional recommendations (in no particular order) are made by ADA to support IDBs with the review and potential improvement of their HS&W activities.

Ref	Issue	Recommendation
d)	Quality of advice	Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions.
e)	Welfare facilities	Ensure that all staff and operatives have access to appropriate toilet & mess facilities when working away from base office /depot.
f)	Routine training	Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents.
g)	Health surveillance	Implement regular health screening for all staff and operatives.
h)	Capacity	Ensure that the IDB has the suitably qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighbouring IDBs to achieve best practice outcomes.
i)	Risk assessment	Ensure that risk assessments are undertaken for the IDB's activities.
j)	Toolbox Talks & Training	Plan and deliver programmes that provide information, instruction, training and supervision for hazardous activities highlighted in risk assessments.
k)	Machinery inspection	Ensure that the IDB has a documented programme of routine machinery inspection.





### **Recommended Actions for ADA in support of IDBs**

ADA is committed to supporting its members in striving to achieve best practice across all of their functions, but especially HS&W. To that end, and on the basis of the results of the survey and this note, ADA will be seeking to complete the following actions with the assistance of external experts.

No.	Action	Timescale
1.	ADA to check and review HS&W with all IDBs that were unable to respond to the survey within the allotted timeframe.	Before 31 March 2020
2.	ADA to consider how to capture and then annually compile and publish summary information about IDBs' health and safety incidents and near misses.	Annually
3.	ADA to complete second HS&W survey of IDBs, and seek a 100% response rate.	Before 31 December 2021
4.	Investigate if a series of standard HS&W Policy templates for use by IDBs may be appropriate.	Before 31 December 2020
5.	Consider the preparation of toolbox talk materials for IDBs, utilising the ADA website and ADA News Stream to communicate these to members.	To commence before 31 December 2020
6.	Prepare briefings on HS&W matters for dissemination to IDB Clerks & Chief.	To commence before 31 December 2020
7.	Hold a series of HS&W seminars supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.	Before 31 December 2020

**ENDS**

Final Version issued – 29 November 2019



## Swavesey Internal Drainage Board

### Notice of conclusion of the audit

#### Annual Governance & Accountability Return for the year ended 31st March 2019

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 Swavesey Internal Drainage Board for the year ended 31st March 2019 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 Swavesey Internal Drainage Board on application to:

The Clerk  
Swavesey 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:

6th September 2019

# Annual Internal Audit Report 2018/19

## SWAVESEY 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 2019.

The internal audit for 2018/19 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M. (For local councils only) 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

18/06/19      20/06/19      23/06/19

Name of person who carried out the internal audit

Whiting & Partners

Signature of person who carried out the internal audit

M. Haydon -  
Whiting & Partners

Date

10/07/19

\*If the response is 'no' you must include a note to 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).

**Swavesey Internal Drainage Board**

**Year Ended 31<sup>st</sup> March 2019**

**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 31/03/2019		
B	Year ended 31/03/2019	Year ended 31/03/2017	Year ending 31/03/2020
C	Year ended 31/03/2019	Year ended 31/03/2018	Year ending 31/03/2021
D	Year ended 31/03/2019		
E	Year ended 31/03/2019	Year ended 31/03/2017	Year ending 31/03/2020
F	Year ended 31/03/2019	N/A – no petty cash	N/A – no petty cash
G	Year ended 31/03/2019	N/A – no employees	N/A – no employees
H	Year ended 31/03/2019		
I	Year ended 31/03/2019		
J	Year ended 31/03/2019	Year ended 31/03/2018	Year ending 31/03/2021
K	Year ended 31/03/2019	Limited assurance review carried out for year ended 31/03/2018	

Our internal review work for the year ended 31<sup>st</sup> March 2019 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<sup>st</sup> March 2019.

**Name of person who carried out the internal audit – WHITING & PARTNERS**

**Signature of person who carried out the internal audit – M. Haydon – Whiting & Partners**

*M. Haydon - Whiting & Partners*

**Date** 10-7-2019

**PARTNERS**

Philip M Peters FCA  
Mark N Haydon CA  
James D Coker FCA  
Paul N Talbot FCA

**ASSOCIATES**

Andrew P Winsor FCA  
Christopher D Ridgway FCCA  
Lee G C Piper FCA  
Christopher P Kelly FCA  
Barbara Nicholas CTA

**ASSOCIATES**

Andrew R Bant FCA  
Trina J Nunn FCA  
Keith J Day FCCA  
Arando E Newman FCA  
Kim Clapton FCA

**ASSOCIATES**

Richard A Alcock ATT  
Joanne P Moore ACCA  
Stephen D Myles 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.

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### SWAVESEY 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 2019, that:

	Agreed		Yes means that the 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/06/2019

and recorded as minute reference:

B.994

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

Chairman

Clerk

*[Signature]*  
*[Signature]*

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



## Section 2 – Accounting Statements 2018/19 for

### SWAVESEY INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	92,113	90,743	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	19,389	19,389	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,074	3,861	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	24,833	23,964	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	90,743	90,029	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	93,297	93,639	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	513,000	513,000	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, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

12 June 2019

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

28/06/2019

as recorded in minute reference:

B.995

Signed by Chairman of the meeting where the Accounting Statements were approved

M J L

## Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Swavesey Internal Drainage Board – DB0108**

### 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 2019; 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 2018/19

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 a series of 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, E and J. 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 2018/19

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 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

02/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



MNH/BB/SAB/MM053

15 October 2019

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

Dear Messrs. Thomas and Hill

**Internal Drainage Boards - Internal Audit 2018-2019**

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2019, we are pleased to provide you with the following recommendations to be considered for comment and implementation. We have included some general points and some points which are related to specific boards.

**General points**

**1. Surplus Balances**

We made reference in last year's management letter to the fact that a number of IDB's hold significant cash reserves. Unfortunately we note that this has not been acted upon in all cases and monies have not been reinvested. Again, we would recommend any significant surplus balances are reinvested in order to achieve a greater return on public funds and to spread inherent risk between even UK financial institutions.

**Client Comment:**

Investment opportunities are kept under review, but during the period, interest rates remained low, which led to further restrictions in relation to investments. During this period, the minimum balance to invest with approved bodies remained higher than Boards would be able to achieve. During the current financial year minimum balances to invest have started to reduce and therefore opportunities to invest further will be looked into on an individual Board basis.

**2. 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

**PARTNERS**

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

Andrew P Winearls FCA  
Christopher D Ridgdon FCCA  
Ian G C Piper FCA  
Christopher P Kelly FCA  
Barbara Nicholas CTA

Andrew R Band FCA  
Trina J Nunn FCA  
Keith J Day FCCA  
Amanda E Newman FCA  
Kim Clayden FCA

**ASSOCIATES**

Richard A Alecock ATT  
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

King's Lynn

March

Mildenhall

Peterborough

Ramsey

St Ives

St Neots

Wisbech



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.

Client Comment:

As referred to, this is a minor software glitch associated with system shut-downs at the time transactions are being processed, with part of the transaction ending up on the unreconciled report. Although we are now able to have these postings rectified remotely by our software provider through our maintenance agreement, this is obviously done after the event. As mentioned, these do not constitute an error with the transaction postings which would lead to any adjustments to the accounting ledgers being required.

**3. Rate Software**

As in prior years 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 previously 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 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 improve control risk by way of promoting segregation of duties.

Client 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 now 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. Currently, when opportunities arise, in-house training is being given to provide continuity of cover. There continues to be a delay in getting the software fully integrated with the accounting software and the finance officer will shortly be attending a meeting with the software provider to discuss these difficulties further.

**4. ADA Subscription**

We are pleased to note that ADA subscriptions are being accounted for under the accruals basis in the current year. We accept that this has led to some variance between the current prior years charges during this transitional year, these variances are not material.

**5. Bank Reconciliation Verification**

We are pleased to note that in the main bank reconciliation verifications are being carried out. There are still isolated cases where this has not occurred and would therefore consider this to be an improvement on the prior year position. Again we would suggest that concerted effort is made to ensure all monthly bank reconciliations are verified in the current year.



## 6. Insurance

We note as in prior years that 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 might 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, eg every fifth year.

It is also noted that extra engineering insurance has not been taken out by a number of boards, due to the difficulties faced when trying to make claims due to the fact that it is impractical for a time a value for money perspective to maintain pumps in accordance with the manufacturer's guidelines. We appreciate that the nature of the insurance covers "sudden & unforeseen" damage to the pumps and does not cover general wear and tear. On enquiry the boards in question have decided that if such damage was to occur, sufficient funds are in place to repair any such damage. On review of the fund balances available at the year ended 31<sup>st</sup> March 2019 in the main we would agree that this is the case, however we would suggest that a separate ring fenced fund is created for any "sudden & unforeseen" damage that may arise in the future to such plant and machinery. We would also suggest that each Board annually reviews its discussed position on this matter formally by way of minute record and its action plans for such contingent events.

### Client Comment:

For pumping stations, it was recommended that Boards review the asset appraisals carried out in 2015 and the majority approved to instruct the engineer to re-visit these and provide an update for the 2020 Board meetings, at which point the Board will be able to review this valuation against the current insured value and take appropriate action. For residential buildings, the Board now annually review a schedule showing the insured value and therefore have the opportunity to increase/decrease the insured values if considered appropriate.

Following the withdrawal of engineering insurance a number of Boards started a "ring fenced" fund for pumping plant repairs/replacements. A Number of Boards had already been raising money for this purpose and Boards will continue to review the matter in relation to their individual circumstances.

## 7. Employee Benefits

### **Residential Property**

As a result of HMRC's compliance visit to the Middle Level Commissioners some points arose in relation to the provision of vehicles and properties to its employees. Whilst we appreciate that the IDB's are separate entities and did not fall under the scope of the visit due to the synergies in relation to Middle Level and the IDB's administrative working practices the conclusions reached by HMRC might apply to other individual drainage boards.

We note that a number of IDB's have residential property that is occupied by employees; these individuals do not pay rent. It is noted from the most recent P11d submitted that no benefit has been calculated on the basis that their occupancy is necessary to the proper performance of their duties; in addition to the fact that it is customary within the industry

to provide such accommodation. This aside HMRC determined that this still constitutes a chargeable benefit as their work responsibilities did not deem it necessary for the employee to be significantly on site. Changes in technology, social needs and working practices meant that customary may not apply for general engineering staff now.

In addition it is noted that in some cases utility charges are also considered to be fully exempt on the basis that these are used wholly for business use. Again it is questionable whether this can be the case if occupied by employees as tied or rental basis.

As such going forward we advise that such arrangements are reviewed on a case-by-case basis to ensure that any such benefit is commensurate with the service provided by the tenant and extent of services provided to the tenant.

#### **Vehicle Usage**

Where IDB's own vehicles, in the majority of cases these are specifically assigned to the relevant boards' employees and it has been declared that these vehicles are not used for private use. We gather from the notes that accompany the P11d that this declaration is provided by the chairman who is not generally the same as the employee.

We would advise that annual confirmations from the chairman are only acceptable if the employee provides physical confirmation (eg signature) on a separate schedule to their contract of employment when:

- they are first employed by the board
- renewed when any personal circumstances change (e.g. if vehicle used is changed)
- renewed if their role within the board changes and

regardless of the above, if nothing has changed the employee should provide written confirmation every three years.

#### **8. Residential Property – Occupied by Pumping Attendants**

It has been noted on some boards that subcontracted pumping attendants/assistants are living rent free or at a reduced rental rate. We gather from the notes that accompany the P11d that this again is required in order to allow for the individual to fully and effectively discharge their duties. This requires the provision of accommodation to be included within their contract of employment and linked to the need to be on site /close to the pumping station for the better performance of their duties. On review of the typical annual fee charged by such individuals against what an equivalent rental charge would be we consider this "benefit" to be overly generous. As such in order to provide value for money to ratepayers of the affected IDB's we would suggest rent is charged on, albeit at a potentially reduced rate, to the individuals in residence or the value of accommodation factored into the current salary position.

#### **9. Land – rented to individuals/bodies associated with IDB's**

In the cases where IDB's have surplus land in and around the pumping stations it is noted that this is rented out in some cases to individuals or bodies that are associated with the IDB's, in the main by virtue of their position as commissioners. Whilst we appreciate that some consideration is received, in the majority of cases we question whether this is at market rate and therefore whether this represents value for money to the affected boards.



It is noted that some of the individuals charged have held tenancies for a number of years and therefore it may be difficult to increase rents until these come up for renewal. The affected boards should review these tenancies on a semi-regular basis and take appropriate action where needed to ensure that value for money principles are being applied. In addition, we suggest that there should be a specific declaration of the interest for members that have land rental arrangements and approval of the arrangement on an annual basis at a board meeting.

Client Comments:

Employee Benefits

For those Boards concerned, we have written to the Chairman to outline the position and made the suggestion of a meeting to fully review those matters relevant to the Board and any actions that may be needed to update current procedures.

Land Rentals

Boards with land holdings which are rented do review rental values on a regular basis, with those Boards with larger holdings engaging third party independent land agents. Board members do already complete a register of members' interest and we will look to ensure that these continue to be updated as tenancy agreements change.

**10. Provisions**

In the past a number of boards have necessarily made provisions to take account of potential costs that are unquantifiable, but due, at the balance sheet date. We note in the current year that when the related actual costs have been paid over by the boards any resulting difference between provisional and actual costs has not always been written back in the accounts. As such going forward we would suggest that all boards with such provisions carry out a review on an annual basis to ensure that write backs are being carried out, where necessary.

Client Comment:

As part of the end of year accounts procedures, provisions are looked at and a decision on an individual basis made as to retain or write back.

**11. Exercise of Public Rights**

Going forward we note that all boards are now required to advertise a period of 30 days in which individuals can exercise their rights to inspect the accounts and relevant backing records. We believe that all boards are well prepared for this and have always been, for a number of years, advertising this right to the general public when the accounts are published on the Middle Level website.

Client Comment:

Boards are required advertise the appointment of the auditor, audit period, publication of unaudited annual accounts and publication of audited accounts. As mentioned, the regulations provide specific instructions concerning the publication of notices and each Board annually publishes the required notices in accordance with the regulations.

**12. Health and Safety Reviews**

It was noted that some internal drainage boards had commissioned health and safety reviews during the audited year. It was noted that there were some instances where a

number of improvements had been communicated to these boards on completion. We would suggest that in light of the consistency of systems, processes and procedures across the majority of boards it would be prudent to ensure a review is carried out by each board in order to identify any further issues and action required to ensure boards reduce their exposure to any potential associated claims from staff and other users/visitors of their district facilities.

Client Comment:

Health and safety arrangements have been a topic discussed at the Middle Level Chairman's meetings and for the 2019 round of Board meetings, members were asked to consider the recommendations coming from the Chairman's meeting. All but one Board approved to appoint Cope Safety Management as health and safety consultants for a period of three years; this will provide administration support services to the Board as well as the provision of inspections and annual reporting. The Board that didn't appoint Cope have appointed the NFU instead.

**13. Risk Management Policy and procedures**

We note that most boards undertook a substantial risk management assessment process in 2014 leading to formal acceptance in April 2015 which is subject to brief formally Minutes review each year.

As we are now in mid-2019 these need to be checked on the agreed periodic 5 yearly cycle to ensure they remain fully 'fit for purpose' taking account of both internal and external changes to the economic circumstances, staff/management changes, climate changes considerations and other environmental developments - past, current and anticipated.

The purpose is to identify potential risks, put in place to preventive measures, and monitor/measure and have actions plans pre-developed to cater for such eventualities in order to minimise issues occurring in the first place and minimising their effect if they do happen enabling quick and effect action to take place.

This work, while possibly initiated on an across Middle Level administrative IDB framework/template, will require detailed input from officers and members of each individual Board to achieve target completion and formal acceptance dates of Spring 2020.

**Specific Points**

**1. Waldersey and Hundred of Wisbech IDBs**

As has been the case for a number of years the two aforementioned boards have a joint pumping arrangement. Waldersey IDB constructed a new pumping station, to which Hundred of Wisbech IDB evacuate their water. Whilst we are happy with the current arrangement we would strongly suggest that a legal arrangement be made.

Client Comment:

The "terms of the agreement" are going to be reviewed during this current financial period to ensure that it still remains relevant in relation to changes to land use and as part of the process opportunity can be taken to look into the formal arrangements further.

**2. Haddenham IDB**

It came to light during the course of the audit that the wages for the employee of Haddenham IDB had not been amended to reflect the standard wage increase agreed in the minutes. This issue has been rectified retrospectively and appears to have been an isolated incident. We have made the required disclosures on the annual return and our supplementary schedule to reflect this.

Client Comment:

This matter has been disclosed as part of the audit submissions and procedures put in place to reduce the risk of this happening again.

**3. Manca & Welney IDB**

During the year the fixed assets have increased in value by £300,000. This is in relation to the Old Glen House pumping station which was previously not valued or insured; this has also been separately insured for the same value in the year for the first time in recent years.

We note that the chairman has advised of this valuation, but no detailed backing documentation has been provided to support the figure uplifted. As such we would suggest that where valuation changes are made in relation to pumping stations and property in the future that sufficient backing documentation is provided to endorse the movement.

In addition, due to the pumping station not being currently operational it is questionable whether Old Glen House should be included within operational assets, instead it may be more appropriate to include within a separate heritage asset classification. However we note that there is potential for the engines to be restored which could again bring the pumping station back into operation.

Client Comment:

The Commissioners have approved to investigate the possibility of works to the site and possible avenues of funding. We will therefore review the position further at the end of the current financial year.

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

Yours sincerely,



**Whiting & Partners**



## Annual Report for the year ended 31 March 2019

**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 30 September 2019 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 £.

SWAVESEY

Internal Drainage Board

### Section A – Financial information

#### Preliminary information on special levies issued by the Board for 2019- 20

*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 2019-20 (forecast)	
Name of local authority	2019-20 forecast £
1. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL	6,298
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<b>Total</b>	<b>6,298</b>



## Section A – Financial Information (continued)

### Income and Expenditure Account for the year ending 31 March 2019

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 2019 £
<b>INCOME</b>		
1. Drainage Rates		13,091
2. Special Levies		6,298
3. Higher Land Water Contributions from the Environment Agency		3,499
4. Contributions received from developers/other beneficiaries		0
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		332
10. Rents and Acknowledgements		0
11. Other Income		30
<b>Total income</b>		<b>23,250</b>
<b>EXPENDITURE</b>		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		1,669
14. Watercourse maintenance		9,460
15. Pumping Stations, Sluices and Water level control structures		6,541
16. Administration		5,382
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		678
22. Other Expenditure		234
<b>Total expenditure</b>		<b>23,964</b>



<b>EXCEPTIONAL ITEMS</b>		
23. Profits/(losses) arising from the disposal of fixed assets		<b>0</b>
<b>Net Operating Surplus/(Deficit) for the year</b>		<b>(714)</b>
24. Developers Funds income not applied in year		32,436
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**

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**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?	9
Seats available to appointed members under the Land Drainage Act 1991.	2
Number of elected members on the board at year end.	7
Number of appointed members on the board at year end.	2
Mean average number of elected members in attendance at each board meeting over the last financial year.	5
Mean average number of appointed members in attendance at each board meeting over the last financial year.	2

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?

0%

## 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.

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**Section C – Declaration**

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SWAVESEY	Internal Drainage Board
----------	-------------------------

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

Signature	<input type="text" value="S. Ablett"/>
Date	<input type="text" value="18/9/19"/>
Name in BLOCK LETTERS	<input type="text" value="MISS SAMANTHA ABLETT"/>
Designation	<input type="text" value="ASSISTANT TREASURER"/>
Email address	<input type="text" value="ADMIN@MIDDLELEVEL.GOV.UK"/>



Department  
for Environment  
Food & Rural Affairs

2 Marsham Street,  
London, SW1P 4DF

T: 03459 335577  
helpline@defra.gsi.gov.uk  
www.gov.uk/defra

To: The Chairs of all Internal Drainage Boards  
in England

August 2019

Dear All,

Thank you for completing last year's IDB1 reports. From analysis Defra officials have undertaken of these returns, I am pleased to see that you and your Boards have been able to demonstrate continued improvement in many areas, including on governance and accountability. I would like to thank you and reiterate my continued support for the work that you do. I also welcome ADA's work on the Good Governance Guidance. A copy of our summary report is attached for your information.

You will have received IDB1 forms for 2018-19 to be completed and returned to us by 30 September 2019. I encourage you to continue with this upward trend and ensure that you adopt all relevant model governance documents as soon as possible, as well as continuing to address all other aspects of your work. I look forward to seeing this progress continue and I am keen that your boards aim for zero audit qualifications this year.

As you may know, the report from our recent research into IDB membership will be published shortly. I am particularly keen that local authorities are properly represented on your boards and my officials will continue to work closely with ADA and others to ensure that actions to address the findings are taken.

By working together in these areas, I am confident that IDBs can remain on a firm footing to contribute widely to the needs of society in the long-term.

Yours sincerely,

Dr Thérèse Coffey MP



Internal Drainage Boards (IDBs): Annual  
report summary and analysis - 2018

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## Introduction

1. In response to the findings of the NAO report into Internal Drainage Boards (IDBs) that was published back in March 2017, Defra has been working closely with Association of Drainage Authorities (ADA) to address the issues raised with regard to IDBs' governance and accountability.
2. A number of steps have been taken to strengthen IDBs governance, including adding more questions to the IDB1 form. We worked closely with ADA and the IDBs, EA, NE, RSPB, CLA and NFU in updating the form.

### IDB1 forms published annual returns

3. An IDB makes an annual return to the Defra via a standard IDB1 form. This reports on the IDB's finances and confirms that IDBs have performed appropriately over the previous year. There are three parts to the return:
  - Financial information from their internal audit report setting out income (for example, drainage rates, special levy and other contributions) and expenditure,
  - A forecast of next year's levy incomes; and
  - A series of declarations that the IDB has complied with relevant guidance and best practice for the sector during the preceding year.
4. The information collected from IDB1 forms will be used to identify:
  - Broad trends and themes within the sector;
  - Areas where the sector as a whole may require additional support and guidance to come into compliance with expected requirements; and
  - Individual IDBs who may require support.
5. Initial analysis received from all the 113 IDBs as shown in Annex A on some of the key themes is set out in the following sections.

## Policy delivery statement

6. Nearly all boards report that they have in place an up to date policy statement.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have an up to date statement	90%	64%

## Biodiversity action plans (BAPs)

7. Nearly all boards report (96%) that they have in place a biodiversity action plan, and in most cases this is available to the general public.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have a biodiversity action plan	96%	66%
Boards that have made their plan publicly available	77%	66%
Boards that have reported progress on BAP implementation	49%	39%
Boards that have a biosecurity process	38%	N/A

#### SSSI water management (WLM) plans

8. A small number of IDBs (27%) reported that they are responsible for SSSI WLM plans.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that are responsible for any SSI WLM plans	27%	N/A

#### Access to environmental expertise

9. The majority of boards (84%) report that they have access to environmental expertise via contracted persons or consultants.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards who have appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)	19%	18%
Boards who have Co-opted members	4%	N/A
Boards who have directly employed staff	18%	11%
Boards who have contracted persons or consultants	84%	66%
Boards who have environmental Partners/NGOs	26%	20%
Boards who have other	9%	8%

#### Asset management

10. All boards (100%) report that they have continued to undertake visual inspections and update asset.

Question	Percentage in 2018	Percentage in previous year (2017)
		Different ways of recording
Boards who have ADIS systems/database	35%	
Boards who have Paper records	36%	
Boards who have Other electronic systems	42%	
Boards who have continued to undertake visual inspections and update asset	100%	

#### Health and Safety (H&S)

11. Practically all boards (98%) report that they have a current Health and Safety policy and a good number (86%) of boards have a responsible officer for H&S.

Question	Percentage in 2018	Percentage in previous year (2017)
----------	--------------------	------------------------------------

<b>Boards who have a current Health and Safety policy</b>	98%	Not reported
<b>Boards who have a responsible officer for H&amp;S</b>	86%	Not reported
<b>Boards who have had any reportable incidents in past year</b>	1%	Not reported

## Guidance and Best Practices

12. Nearly all boards have adopted good guidance and best practices recommendations such as: (93%) report that they have adopted a formal scheme of delegation, (92%) boards have reported to have website information current for this year, (98%) have adopted computerised accounting and rating systems, as specified in the IDB Review, (100%) have ensured that environmental impacts are taken into account and Standing Orders and Byelaws are adopted. (99%) boards that have adopted Code of Conduct for board Members, (80%) boards have adopted Anti-fraud and corruption policy.

<b>Question</b>	<b>Percentage in 2018</b>	<b>Percentage in previous year (2017)</b>
<b>Boards that have adopted a formal Scheme of Delegation</b>	93%	64%
<b>Boards that have provided training for members in the last year on Governance</b>	22%	63%
<b>Boards that have provided training for members in the last year on Finance</b>	13%	N/A
<b>Boards that have provided training for members in the last year on Environment</b>	21%	N/A
<b>Boards that have provided training for members in the last year on health, safety and welfare</b>	16%	N/A
<b>Boards that have provided training for members in the last year on communications and engagement</b>	10%	N/A
<b>Boards that have provided other means of training for members in the last year</b>	4%	29%
<b>Boards that have website information current for this year (Board membership, audited accounts, programmes of works, WLMPS, etc.)</b>	92%	67%
<b>Boards that have adopted computerised accounting and rating systems, as specified in the IDB Review</b>	98%	68%
<b>Boards that have published all minutes of meetings</b>	86%	N/A
<b>Boards that have publish approach to maintenance</b>	86%	N/A
<b>Boards that have ensured that environmental impacts are taken into account</b>	100%	N/A
<b>Boards that have adopted Standing Orders</b>	100%	70%
<b>Boards that have adopted Standing Orders that have been approved by Ministers</b>	96%	66%
<b>Boards that have adopted Byelaws</b>	95%	64%
<b>Boards that have adopted the latest set of Byelaws published in 2012</b>	41%	N/A
<b>Boards that have had their byelaws approved by Ministers</b>	88%	66%



<b>Boards that have adopted Code of Conduct for Board Members</b>	99%	70%
<b>Boards that have adopted Financial Regulations</b>	99%	70%
<b>Boards that have adopted Register of member's Interests</b>	100%	70%
<b>Boards that have adopted Anti-fraud and corruption policy</b>	80%	N/A

### Board membership and attendance

13. Nearly all boards (93%) report that they have held elections in the last three years.

<b>Question</b>	<b>Percentage in 2018</b>	<b>Percentage in previous year (2017)</b>
<b>Boards that have held elections in last three years</b>	93%	Not reported
<b>Boards that held elections that comply with requirements</b>	94%	Not reported
<b>Boards that have complaints procedure accessible from their websites</b>	91%	Not reported

### Public Engagement

14. Nearly all boards (97%) report that they have websites in place. IDBs report that the most popular way of engaging with the public is via meetings (82%) and newsletters (77%).

<b>Question</b>	<b>Percentage in 2018</b>	<b>Percentage in previous year (2017)</b>
<b>Boards that have conducted press Releases</b>	8%	Not reported
<b>Boards that have had newsletters</b>	77%	Not reported
<b>Boards that have websites in place</b>	97%	Not reported
<b>Boards that have conducted meetings</b>	82%	Not reported
<b>Boards that have conducted shows/events</b>	40%	Not reported
<b>Boards that have had consultations</b>	38%	Not reported
<b>Boards that display notices</b>	66%	Not reported

### Findings

The following findings are based on comparisons of 2017 and 2018 reports. It is important to note that a number of steps have been taken to strengthen IDBs governance, including adding more questions to the IDB1 form from this year. Therefore, some of the questions were not in the 2016 - 2017 IDB1 form and therefore it is not possible to carry a comparison check on progress.

15. Based on the responses, there are some positive results. It is showing that majority of IDBs are making good use of their websites as a platform to share important information as a way of being transparent. It is also showing that majority of IDBs have adopted good guidance and best practices such as having in place code of conducts, financial regulations and approved statutory instruments such as standing orders and byelaws. IDBs are also ensuring that that environmental impacts are taken into consideration.

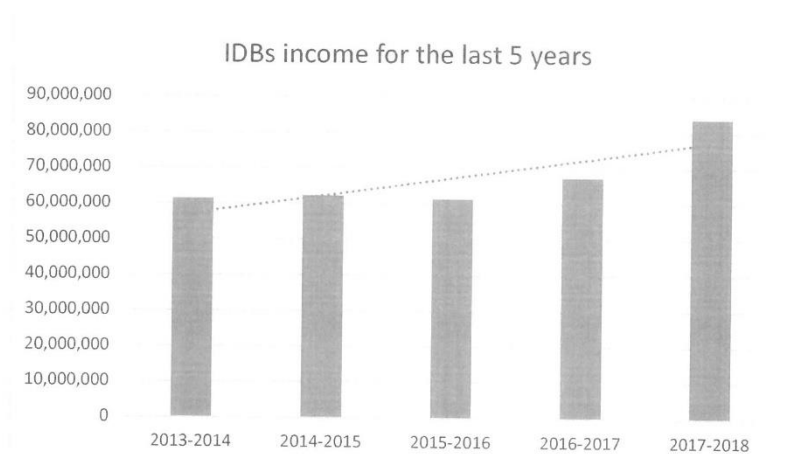
16. Based on the responses, there are some positive results. It is showing that majority of IDBs are making good use of their websites as a platform to share important information as a way of being transparent. It is also showing that majority of IDBs have adopted good guidance and best practices such as having in place code of conducts, financial regulations and approved statutory instruments such as standing orders and byelaws. IDBs are also ensuring that that environmental impacts are taken into consideration.
17. However, there are still some areas which require further improvement, for instance more work needs to be done around providing training on health, safety and welfare for their board members. Training for finance, communication and engagement etc is also on a low side and requires further attention. IDBs also need to ensure that biodiversity action plans are more publicly available. Furthermore, even though majority of the boards have byelaws in place, there is a need for some of the boards to adopt the latest sets of Defra byelaws, but this may depend upon local needs.

### Funding

18. IDBs reported a total income of £83,8m for financial year 2017-2018.

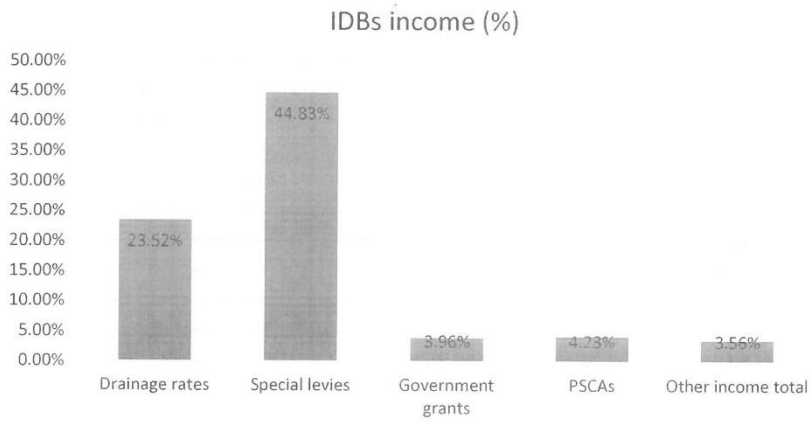
### Trend in funding

19. The sector's reported total income has increased for the last five years and by around 20% in real terms over the last year as the chart below shows.

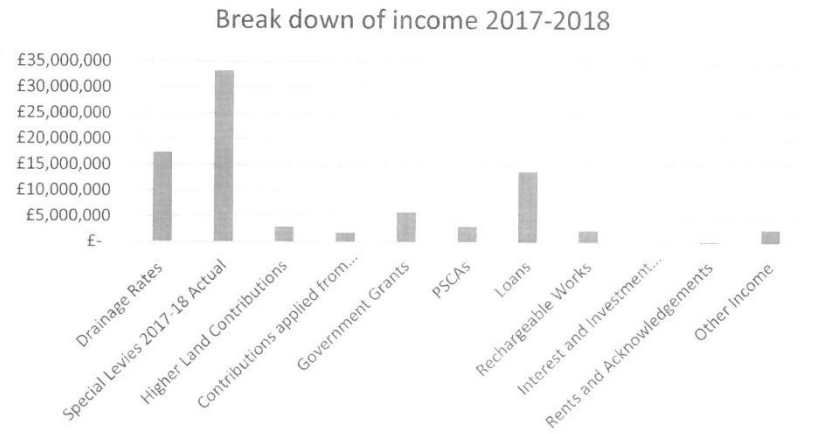


20. 80% of the sector's income comes from special levies (paid by local authorities) and drainage rates (paid by landowners within the internal drainage district). The remainder comes from a variety of sources including government grants and rental income as demonstrated below.

**Income 2017 - 2018**

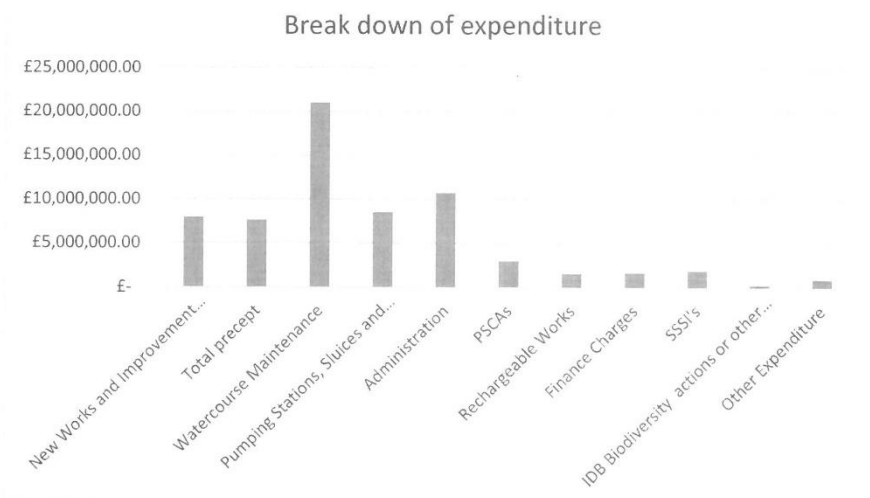
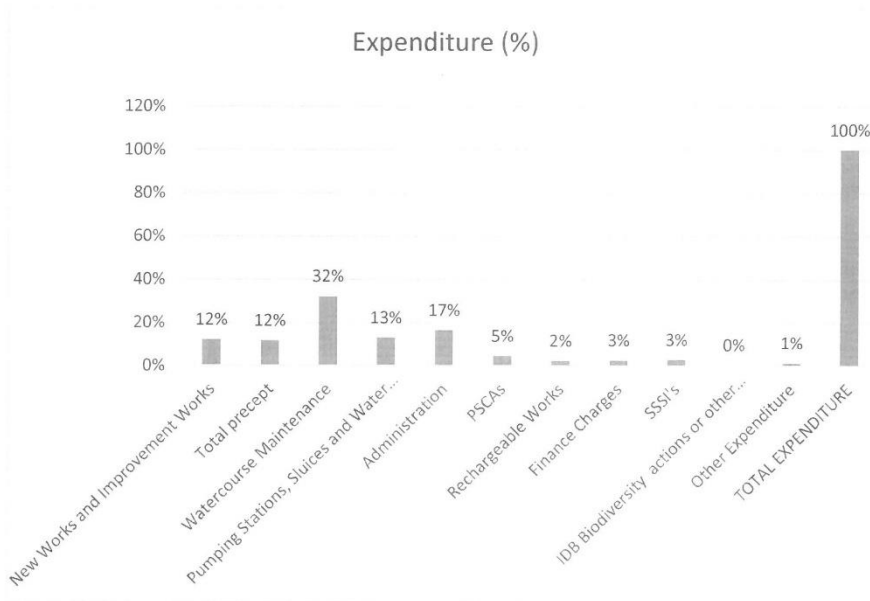


**Breakdown of income**



21. In 2017 – 2018 reporting year alone, around 45% of the sector’s income came from special levies.

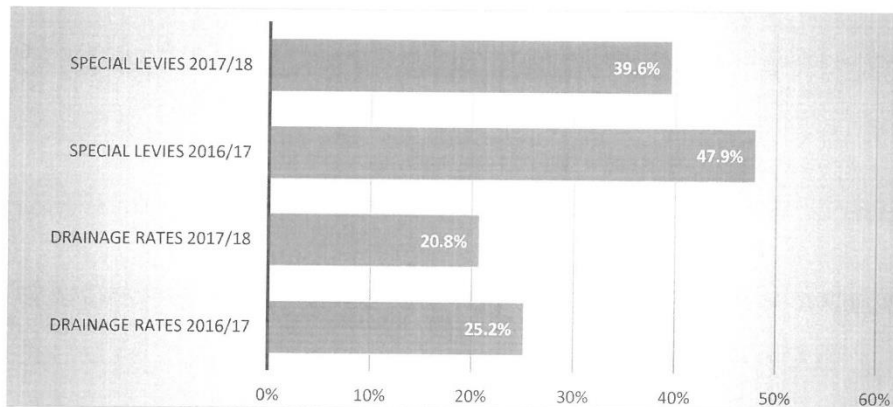
**Expenditure**



22. 32% of the sector's is around watercourse maintenance. The remainder is around a variety of activities such as administration costs and new work and improvements.

## Comparison of the major funding

23. Drainage rates have slightly decreased as a percentage of total income from the previous year 25% in 2016-17 to 20% in 2017-18 and special levies have decreased from 47% in 2016-17 to 39% in 2017-18. However, monetary value has increase from the previous year from £16,930,773 in 2016-17 to £17414981 in 2017-18 and special levies has increased from £32215377 in 2016-17 to £33184557 in 2017-18.



## Conclusion

24. Based on the responses from the IDB1 forms, IDBs are showing willingness and good cooperation in addressing concerns that have been raised. However, some areas still need to be addressed.
25. However, there are still some IDBs who are not yet fulfilling some of these requirements. Such as implementation of BAPs and ensuring all of the guidance and best practices are implemented fully.

## Recommendations

26. Defra should continue to work closely with ADA, IDBs and other key players such as EA, NE, RSPB and other public bodies to ensure that IDB guidance that has been published recently is exercised fully by all of the board members. More work is needed such as encouraging IDBs to implement more training for their boards and making their biodiversity plans publicly available. Furthermore, even though the majority of the boards have byelaws in place, there is a need for some of the boards to adopt the latest set of Defra byelaws, but we also need to ensure the byelaws are updated and fit for purpose.

## Annex A

### List of IDBs who submitted IDB1 forms

- 1 Ainsty (2008) IDB
- 2 Airedale DC
- 3 Alconbury and Ellington
- 4 Ancholme Internal Drainage Board
- 5 Axe Brue
- 6 Axeholme & North Notts
- 7 Bedfordshire and River Ivel
- 8 Benwick
- 9 Beverley and North Holderness IDB
- 10 Black Drain DB
- 11 Black Sluice IDB
- 12 Bluntisham
- 13 Braunton Marsh DB
- 14 Broads
- 15 Buckingham and River Ouzel
- 16 Burnt Fen
- 17 Cawdle Fen
- 18 Churchfield and Plawfield
- 19 Connington & Holme
- 20 Cowick & Snaith
- 21 Curf and Wimblington Combined IDB
- 22 Danvm Drainage Commissioners
- 23 Dempster IDB
- 24 Doncaster East
- 25 Downham & Stow Bardolph
- 26 Earby & Salterforth
- 27 East Harling
- 28 East of the Ouse, Polver and Nar IDB
- 29 East Suffolk IDB
- 30 Euixmoor
- 31 Feldale
- 32 Foss IDB (2008)
- 33 Goole and Airmyn IDB
- 34 Goole Fielde
- 35 Haddenham Level
- 36 Holmewood and District DB
- 37 Hundred Foot Washes IDB
- 38 Hundred of Wisbech
- 39 Kings Lynn
- 40 Kyle and Upper Ouse IDB
- 41 Lakenheath
- 42 Lindsey Marsh DB
- 43 Littleport and Downham
- 44 Lower Medway IDB
- 45 Lower Severn IDB(2005)
- 46 Manea & Welney
- 47 March 3rd

48	March 5th
49	March 6th
50	March East
51	March West and White Fen
52	Melverley IDB
53	Middle Fen and Mere
54	Middle Level Commissioners
55	Mildenhall
56	Needham & Laddus
57	Nightlayers
58	Nordelph
59	Norfolk Rivers
60	North East Lindsey
61	North Kent Marshes
62	North Level District IDB
63	North Somerset Levels IDB*
64	Northwold
65	Old West
66	Ouse and Derwent IDB
68	Ouse and Humber
69	Over and Willingham
70	Padnal and Waterden
71	Parrett
72	Pevensey and Cuckmere
73	Ramsey
74	Ramsey 1st (Hollow)
75	Ramsey 4th (Middlemoor)
76	Ramsey Upwood & Gt. Raveley
77	Ransonmoor
78	Rawcliffe DB
79	Rea IDB
80	Reedness and Swinefleet DB
81	River Lugg IDB
82	River Stour (Kent) IDB
83	Romney Marshes Area IDB
84	Sawtry
85	Scunthorpe and Gainsborough WLM Board
86	Selby Area IDB
87	South Holderness
88	South Holland
89	Southery & District
90	Sow and Penk DB
91	Stoke Ferry
92	Strine IDB
93	Stringside
94	Sutton & Mepal
95	Swaffham
96	Swale and Ure
97	Swavesey
98	Thorntree IDB
99	Trent Valley



- 100 Upper Medway IDB
- 101 Upper Witham
- 102 Upwell
- 103 Vale of Pickering
- 104 Waldersey
- 105 Warboys, Somersham and Pidley
- 106 Waterbeach Level
- 107 Waveney, Lower Yare and Lothingland
- 108 Wellend and Deepings
- 109 Whittlesey and District
- 110 Witham 1st
- 111 Witham 3rd
- 112 Witham 4th
- 113 Woodwalton

**SWAVESEY INTERNAL DRAINAGE BOARD**

**Risk Management Strategy**

**Risk Management Policy**

**Risk Register**

**April 2020**

## **Contents**

1. Purpose, Aims & Objectives
2. Accountabilities, Roles & Reporting Lines
3. Skills & Expertise
4. Embedding Risk Management
5. Risk and the Decision Making Processes
6. Risk Evaluation
7. Risk Control
8. Supporting Innovation & Improvement

## **Appendices**

- A – Risk Management Strategy Statement
- B – Risk Management Policy Document

# **SWAVESEY INTERNAL DRAINAGE BOARD** **(the Board)**

## **Risk Management Strategy**

### **1. Purpose, Aims and Objectives**

1.1 The purpose of the Board's Corporate Risk Management Strategy is to effectively manage potential opportunities and threats to the Board achieving their objectives. See attached Corporate Risk Management Policy Statement, Appendix A.

1.2 The Board's Corporate Risk Management Strategy has the following aims and objectives:

- Integration of Risk Management into the culture of the Board
- Raising awareness of the need for Risk Management by all those connected with the delivery of services (including partners)
- Enabling the Board to anticipate and respond to changing social, environmental and legislative conditions
- Minimisation of injury, damage, loss and inconvenience to employees, Members, members of the public, service users, assets etc arising from or connected with the delivery of the Board's functions
- Introduction of a robust framework and procedures for identification, analysis, assessment and management of risk, and the reporting and recording of events, based on best practice
- Minimisation of the cost of risk

1.3 To achieve these aims and objectives, the following strategy is proposed:

- Establish clear accountabilities, roles and reporting lines for all employees
- Acquire and develop the necessary skills and expertise
- Provide for risk assessment in all decision making processes
- Develop a resource allocation framework to allocate resources for risk management
- Develop procedures and guidelines
- Develop arrangements to measure performance of Risk Management activities against the aims and objectives
- To make all partners and service providers aware of the Board's expectations on risk, both generally and where necessary in particular areas of operation

1.4 The Board have noted and taken account of the Audit Commission definition of Risk:

- 'Risk is the threat that an event or action will adversely affect the organisation's ability to achieve its objectives and to successfully execute its strategies'.

### **2. Accountabilities, Roles and Reporting Lines**

2.1 A framework has been implemented that has addressed the following issues:

- The different types of risk – Strategic and Operational
- Where it should be managed
- Corporate, Departmental and Risk Management Unit roles and accountabilities
- The need to drive the policy throughout the Board
- Prompt reporting of accidents, losses, changes etc

2.2 In many cases, risk management follows existing service management arrangements.

2.3 Strategic risk is best managed by the Board.

2.4 The Clerk will be responsible for the overall risk management strategy, and will report directly to the Board.

2.5 The Chairman will be responsible for the overall Health and Safety policy and will report to the Board.

2.6 It is envisaged that the development of a risk management strategy will encourage ownership of risk and will allow for easier monitoring and reporting on remedial actions/controls.

### **3. Skills and Expertise**

3.1 Having established roles and responsibilities for risk management, the Board must ensure that they have the skills and expertise necessary. They will achieve this by providing appropriate training for employees and contractors and where appropriate providing awareness courses that address the individual needs of both the manual workforce and office staff.

3.2 Training will include focusing on best practice in risk management and on specific risks in areas such as the following:

- Partnership working
- Project management
- Operation of vehicles and equipment
- Manual labour tasks eg Health and Safety issues

### **4. Embedding Risk Management**

Risk management is an important part of the service planning process. This will enable both strategic and operational risk, as well as the accumulation of risks from a number of areas to be properly considered. Over time the Board aim to be able to demonstrate that there is a fully embedded process.

This strategy and the information contained within the appendices provide a framework to be used by all employees and Members in the implementation of risk management as an integral part of good management.

## **5. Risks and the Decision Making Process**

- 5.1 Risk needs to be addressed at the point at which decisions are being taken. Where Members and Officers are asked to make decisions they should be advised of the risks associated with recommendations being made. The training described in the preceding section will enable this to happen.
- 5.2 The Board will need to demonstrate that they took reasonable steps to consider the risks involved in a decision.
- 5.3 A template has been developed for use with all significant decision reports.
- 5.4 There needs to be a balance struck between efficiency of the decision making process and the need to address risk. Risk assessment is seen to be particularly valuable in options appraisal.
- 5.5 This process does not guarantee that decisions will always be right but it will demonstrate that the risks have been considered and the evidence will support this.

## **6. Risk Evaluation**

- 6.1 Managers have been made aware that there are a number of tools that can be used to help identify potential risks:
  - Workshops
  - Scenario planning
  - Analysing past claims and other losses
  - Analysing past corporate incidents/failures
  - Health & safety inspections
  - Induction training
  - Performance Review & Development interviews
  - Feedback
- 6.2 Having identified areas of potential risk, they must be analysed by:
  - An assessment of impact
  - An assessment of likelihood

This is to be done by recording the results using the risk matrix below:

**RISK ASSESSMENT MATRIX**

↑ Likelihood of occurrence ↓	<b>HIGH</b>	<b>Low Impact High Likelihood 4</b>	<b>Medium Impact High Likelihood 5</b>	<b>High Impact High Likelihood 6</b>
	<b>MEDIUM</b>	<b>Low Impact Medium Likelihood 3</b>	<b>Medium Impact Medium Likelihood 4</b>	<b>High Impact Medium Likelihood 5</b>
	<b>LOW</b>	<b>Low Impact Low Likelihood 2</b>	<b>Medium Impact Low Likelihood 3</b>	<b>High Impact Low Likelihood 4</b>
		<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
		← <b>Impact on the Business</b> →		

The high, medium and low categories for impact and likelihood are defined as follows: However, certain activities will, of necessity, cross categories.

**IMPACT**

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

**LIKELIHOOD**

- *High* – very likely to happen. (matrix score 3)
- *Medium* – likely to happen infrequently and difficult to predict. (matrix score 2)
- *Low* – most unlikely to happen. (matrix score 1)



## 7. Risk Control

7.1 Using the risk matrix produces a risk rating score that will enable risks to be prioritised using one or more of the “three T’s”

- **Treat – score 2-3 – accept the risk but take cost effective in-house actions to reduce the risk**
- **Transfer – score 4-5 – let someone else take the risk (eg by insurance or passing responsibility for the risk to a contractor)**
- **Terminate – score 6 – agree that the risk is too high and do not proceed with the project or activity**

NB – Insurance cover may be taken out for a risk falling within levels 2-3 when appropriate to do so.

7.2 Risk assessment and risk matrices provide a powerful and easy to use tool for the identification, assessment and control of business risk. They enable managers to consider the whole range of categories of risk affecting a business activity. The technique can assist in the prioritisation of risks and decisions on allocation of resources. Decisions can then be made concerning the adequacy of existing control measures and the need for further action. It can be directed at the business activity as a whole or on individual departments/sections/functions or indeed projects.

## 8. Supporting Innovation and Improvement

8.1 Risk Management will be incorporated into the business planning process with a risk assessment of all business aims being undertaken as part of the annual Estimates process.

8.2 The internal auditor will have a role in reviewing the effectiveness of control measures that have been put in place to ensure that risk management measures are working.

## **RISK MANAGEMENT STRATEGY STATEMENT**

Risk is a feature of all businesses. Some risks will always exist and can never be eliminated: they therefore need to be appropriately managed.

The Board recognise that they have a responsibility to manage hazards and risks and support a structured and focused approach to managing them by approval at appropriate intervals of a Risk Management Strategy.

In this way the Board will improve their ability to achieve their strategic objectives and enhance the value of services they provide to the community.

### **The Boards' Risk Management objectives are to:**

- Embed risk management into their culture and operations
- Adopt a systematic approach to risk management as an integral part of service planning and performance management
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Ensure all employees have clear responsibility for both the risk and the tools to effectively reduce/control it

### **These objectives will be achieved by:**

- Establishing clear roles, responsibilities and reporting lines within the organisation for risk management
- Incorporating risk management in decision making and operational management processes
- Reinforcing the importance of effective risk management through training
- Incorporating risk management considerations into Service/Business Planning, Project Management, Partnerships & Procurement Processes
- Monitoring risk management arrangements on a regular basis

### **The benefits of Risk Management include:**

- A safer environment for all
- Improved public relations and reputation
- Improved efficiency
- Protecting employees and others from harm
- A reduction in probability/size of uninsured or uninsurable losses
- Competitive Insurance Premiums (as insurers recognise the Board as being a "low risk")
- Maximising the efficient use of available resources

## **RISK MANAGEMENT POLICY DOCUMENT**

In all types of undertaking, there is the potential for events and consequences that may, either be opportunities to benefit or a cause of difficulty or harm. The Boards' operations are no different and risk management is increasingly recognised as being central to their strategic management. It is a process whereby the risks are methodically addressed. The focus of good risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences.

Risk management is not just about financial management; it is about achieving objectives to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and, eventually, the rate and special levy bills.

The Board need to keep under review and, if need be, strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to rate and special levy payers.

Risk is already examined as part of the day to day activities but there is now a need to look at, adapt, improve where necessary and document existing processes.

The importance of looking afresh at risk comes in the wake of a more demanding society, bold initiatives and a greater propensity to challenge and litigate when things go wrong. It also arises because of the Defra IDB Review. The Board currently face pressures that potentially give rise to a range of new and complex risks and which suggest that risk management is more important now than at any other time.

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Members therefore should, at appropriate intervals:

- take steps to identify and update key risks;
- evaluate the potential consequences if an event identified as a risk takes place; and
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

This Risk Management Policy document is designed to be a living document which will be continually updated when new risks are identified or when existing risks change.

The assessment of potential impact will be classified as high, medium or low. At the same time it will assess how likely a risk is to occur and this will enable the Boards to decide which risks they should pay most attention to when considering what measures to take to manage the risks.

After identifying and evaluating risks the responsible officer will need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their consequences.

## Risk Register

<b>Risk Identified</b>	<b>Risk Level</b>	<b>Treat</b>	<b>Transfer</b>	<b>Terminate</b>	<b>Details of how risk will be managed</b>	<b>Review Date</b>	<b>Officer</b>
Loss of cash through theft or dishonesty (fidelity guarantee)	2		Y		Insure and Fraud Prevention Policy	April annually	Clerk
Computer Programming services & Telemetry Installations	2	Y			Through the Middle Level Commissioners	April annually	
Banking arrangements, including borrowing or lending	3	Y			Within the authority given by the Board	April annually	Clerk
Keeping proper financial records in accordance with statutory requirements	3	Y			Internal Auditor employed & External Audit required.	Continuous	Clerk
Complying with restrictions on borrowing	2	Y			Monitored by Clerk and Internal Auditor	Continuous	Clerk
Proper, timely and accurate, reporting of the Board's business in the minutes	2	Y			Managed by Clerk	Meetings	Clerk
Regular review of policies	2	Y			Clerk to produce schedule	Every 5 years unless more frequent review required	Clerk
Protection of buildings (loss or damage)	3-4	Y	Y		Regular recorded asset inspections, buildings and assets insured	April annually	Engineer
Protection of plant and equipment (loss or damage)	3-4	Y	Y		Regular inspections, insurance	Ongoing	Engineer
Ensuring all business activities are within legal powers applicable to the Board	2-4	Y	Y		Clerk's advice taken in conjunction with specialist advice where appropriate	Ongoing	Clerk
Ensuring that all requirements are met under employment law and HM Revenue & Customs regulations	2-4	Y	Y		Clerk to manage seeking advice where necessary. AP Partnership Employment Law advice taken	Ongoing	Clerk

<b>Risk Identified</b>	<b>Risk Level</b>	<b>Treat</b>	<b>Transfer</b>	<b>Terminate</b>	<b>Details of how risk will be managed</b>	<b>Review Date</b>	<b>Officer</b>
Ensuring the adequacy of the annual rates and levies within sound budgeting arrangements	3	Y			Annual Estimates recommended to the Board by Clerk. Board approve at rate setting meetings; following regular monitoring at Board Meetings	At meetings	Clerk
Meeting the laid down timetables when responding to consultation invitations	2	Y			Clerk	Annually	Clerk
Responding to those wishing to exercise their rights of inspection	2	Y			Notices posted in accordance with Legislation	Annually	Clerk
Register of Members' Interests and Gifts and Hospitality in place	2-3	Y			Maintained by Clerk	Annually	Clerk
The Risk of damage to third party property or individuals as a consequence of the Board providing services (public liability)	3-4	Y	Y		Risk Assessments and insurance	Annually	Clerk
Critical incident loss of data	3-4	Y	Y		Back up computer facility	Ongoing	Clerk
Corporate Manslaughter Legislation for employees	4-5	Y	Y		Seek specialist advice/employ NEBOSH qualified Engineers	Ongoing	Clerk
Maintenance of watercourses and pumping stations	3-4	Y	Y		Routine operations	Consider at AGM	Board
Vehicle or equipment lease or hire	2	Y	Y		Insure	Annually	Board
Damage to wildlife and subsequent prosecution	4	Y			Conservation Officer employed	Annually	Conservation Officer
Complying with Health and Safety Law	4	Y	Y		Clerk. Croner employed as Consultant	Ongoing	Clerk
Regular budget monitoring	3	Y				Ongoing	Clerk

<b>Risk Identified</b>	<b>Risk Level</b>	<b>Treat</b>	<b>Transfer</b>	<b>Terminate</b>	<b>Details of how risk will be managed</b>	<b>Review Date</b>	<b>Officer</b>
Flood inundation by actions of others ie failure of raised embankments	4	Y			Environment Agency in conjunction with Engineer/Board	Annually	Engineer
Legal liability as a consequence of asset ownership (public liability)	4	Y	Y		Insure	Annually	Clerk
Legal liability as an employer (employers' liability)	4	Y	Y		Insure	Annually	Clerk
Legal liability as the owner of motor vehicles (motor insurance)	5		Y		Insure	Annually	Clerk
Mechanical & Engineering Asset Inspections	4	Y	Y		Annual inspection by insurance provider. Regular in house inspections	Ongoing	Engineer

**SWAVESEY IDB**  
**INSURED VALUE OF FIXED ASSETS**

**PUMPING STATIONS**

As At  
31st March 2020

High Causeway Pumping Station

513,000.00

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513,000.00

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## Swavesey Internal Drainage Board

### Payments made 2018/2019 (1st February 2019 - 31st March 2019)

Middle Level Commissioners - Pumping station maintenance	252.60
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2018/2019)	6.00
Association of Drainage Authorities - Subscription 2019	663.60
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2017-2018 accounts)	498.00
Middle Level Commissioners - Contribution (Environmental Officer)	677.50
Middle Level Commissioners - Fees (Planning and development applications)	1,032.84
Middle Level Commissioners - Pumping station maintenance	274.20
Swavesey Memorial Hall - Room Hire	22.50
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	3,214.44
Faben Joinery - Construction of external door frame for puming Station	265.00
Anglia Farmers Ltd - Electricity supply to High Causeway pumping station	347.35
	<hr/> <hr/> <b>7,254.03</b>

### Payments made 2019/2020 (1st April 2019 - 31st January 2020)

Middle Level Commissioners - Fees (Weed control and drain maintenance 2018/19, production of board report, planning and development applications)	2,050.78
K & P J Wilderspin - Supervisors fee (2018/2019)	2,115.60
Environment Agency - Precept	876.29
K Wilderspin - Reimbursement of Board meeting expenses	65.30
Middle Level Commissioners - Electrical inspection at pumping station (Account from CMS)	144.00
Middle Level Commissioners - Pumping station maintenance and purchase of Pulsar level controller	3,711.18
Middle Level Commissioners - Fitting of ultrasonic level controller	508.45
Middle Level Commissioners - Supply and fit floodlight (Account from CMS)	162.00
Middle Level Commissioners - Pumping station maintenance	265.80
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2018-2019 accounts)	522.00
Middle Level Commissioners - Administration charge, postages and telephone charges	2,134.01
Middle Level Commissioners - Contribution (Environmental Officer)	677.50
Middle Level Commissioners - Renewal of insurances	512.56
Middle Level Commissioners - Fees (Planning and development applications)	447.00
Middle Level Commissioners - Fees (Planning and development applications)	(986.42)
PKF Littlejohn LLP - Audit fee (2018/2019 accounts)	240.00
Middle Level Commissioners - Provision of Health & Safety services - COPE Safety Management Limited	160.00
Information Commissioner - Data Protection Registration renewal	40.00
Environment Agency - Precept	876.29
Lattenbury Services Limited - Flailmowing	3,818.40
Cardinalis Development Ltd - Refund of partial discharge consent fee	2,495.37
Middle Level Commissioners - Pumping station maintenance	265.80
Middle Level Commissioners - Fees (Planning and development applications)	1,815.35
Middle Level Commissioners - Pumping station maintenance	288.60
Middle Level Commissioners - Chemical weed control of District Drains	1,512.68
Middle Level Commissioners - Preparation of higgkland wate claims	338.41
Middle Level Commissioners - Fees (Credit against fees for Cardinalis Developments application)	(289.92)
Anglia Farmers Ltd - Electricity supply to High Causeway pumping station	600.54
Anglia Farmers Ltd - Meter operator charges	213.58
	<hr/> <hr/> <b>25,581.15</b>

(NB - Amounts shown include Value Added Tax)

**SWAVESEY INTERNAL DRAINAGE BOARD  
BUDGET PROPOSAL 2020/2021**

	<u>Estimated 2019/2020</u> £	<u>Probable Actual 2019/2020</u> £	<u>Budget proposal 2020/2021</u> £	<u>Remarks</u>
1 Insurances	600	500	600	A - Includes: bank revetment works - re-chargeable to Cambridge Water
2 Repairs and renewals	2,000	2,000	2,000	B - Includes engineers items
3 Fuel	2,250	2,250	2,250	C - Repair brackets and installation of telemetry system
4 Drainworks (including Environmental measures)	12,000	12,000 <sup>A</sup>	12,000 <sup>B</sup>	D - Includes estimated highland water contributions based on probable out-turn
5 Planning applications	1,750	1,750	1,750	
6 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising etc	6,400	6,268	6,600	E - Includes receipt of : Full highland water contributions Re-charge works to Cambridge Water Use of balances (telemetry)
7 Environment Agency - Precept	1,752	1,753	1,800	
8 Improvement works	5,500	3,750 <sup>C</sup>	0	F - Includes: - estimated highland water contributions based on probable out-turn
	32,252	30,271	27,000	
LESS Deposit Accounts interest, Highland Water contributions etc	8,986 <sup>D</sup>	11,958 <sup>E</sup>	3,734 <sup>F</sup>	G - Does not include provision for writing off rate arrears
	23,266	18,312	23,266 <sup>G</sup>	

Estimated General Fund Opening Balance	47,866	47,866	45,192	
Rates Raised	19,389	19,389	23,266	Rate £0.840
Net Expenditure	23,266	18,312	23,266	
Use of balances	-5,500	-3,750		
Closing Balance	38,489	45,192	45,192	

## Swavesey 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 2020/2021 is:-

#### AREA 1

- a) Proportion to be borne by the Agricultural Sector – 62.42%.
- b) Proportion to be borne by Special levy issued to South Cambridgeshire District Council – 37.58%.

The product of a rate of £1 in the £ on Agricultural land and buildings is £10,953.

#### AREA 2

- a) Proportion to be borne by the Agricultural Sector – 70.25%.
- b) Proportion to be borne by Special levy issued to South Cambridgeshire District Council – 29.75%

The product of a rate of £1 in the £ on Agricultural land and buildings is £5,676.

#### AREA 3

All of the net expenditure must be borne by the Agricultural Sector.

The product of a rate of £1 in the £ on Agricultural land and buildings is £2,072.

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The product of a rate of £1 in the £ on Agricultural land and buildings is £18,701.

A rate of £1 together with corresponding Special levy will raise £27,698.

#### EXPENDITURE

Estimated revenue cash balance in hand on 31<sup>st</sup> March 2020 £45,200.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2020/2021 is £23,266, is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 84.00p and
- b) a Special levy on South Cambridgeshire District Council of £7,557.

The full rate raised in 2019/2020 was 70.00p in the £ and a Special levy of £6,298 was issued to South Cambridgeshire District Council to raise £19,389 against estimated expenditure of £23,266.

D C THOMAS  
Clerk to the Board

January 2020

## NOTES