

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

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6 April 2020

Mr Chairman and Gentlemen

Meeting of the Board
14th April 2020

I enclose the Agenda for the Meeting of the Board to be hosted at the Middle Level Offices, March at 2.00 pm on Tuesday the 14th April 2020.

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 Hundred Foot Washes 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 Meeting of the Board held on the 2nd April 2019.

(Copy pages 14-26)

4. Matters arising from the Minutes

5. Appointment of Chairman

To appoint the Chairman of the Board.
(Present Chairman – S A Calton Esq)

6. Appointment of Vice Chairman

To appoint the Vice Chairman of the Board.
(Present Vice Chairman – L J Marshall Esq)

7. Election of Board Members

The Clerk will report that the term of office of the Members of the Board will expire on the 31st October 2020 and will submit the proposed register of electors which is applicable to the 2020 election.

8. Board Membership

a) Further to minute B.1182(b), the Clerk will report that Mr Carwyn James - RSPB has agreed to replace Mr Chris Bowden and has been co-opted to membership of the Board in Area 3.

b) Further to minute B.1193(d)(iii), to consider the filling of the vacancy in membership of Area 3 of the Board.

9. Ouse Washes Land Managers Group

Further to minute B.1183, to consider the minutes of the Ouse Washes Land Managers Group dated the 17th September 2019.

(Copy pages 27-31)

10. Ouse Washes Habitat Group (Ouse Washes Strategic Group)

Further to minute B.1184, the Clerk will report that the Chairman, Martin Baker, has advised that, the group has not met during the year. He is aware that the RSPB has been looking at the River Delph and the Environment Agency are starting to look internally at long-term options to manage the Washes in a changing climate. No details are known at this present time.

11. Ouse Washes Section 10 Reservoir Middle Level and Level South Barrier Bank works

Further to minute B.1187, the Clerk will refer to the Newsletters from the Environment Agency dated May, September and December 2019 and will report.

(Copy pages 32-57)

12. Water Quality

Further to minute B.1188, the Vice Chairman will refer to the Natural England report recently forwarded to Members and will report.

13. Header Drain Maintenance

Further to minute B.1192, the Washes Superintendent, Paul Harrington, has confirmed that trees have been cut down and that access to the IDB drain from the inside of Mr Cochrane's wash is now very much improved.

14. Clerk's Report

The Clerk advises:-

i) Middle Level Commissioners and Administered Boards Chairs Meeting

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

(Copy pages 38-40)

That a fourth Chair's Meeting was held on the 26th 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 41-44)

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.

That a fifth Chair's Meeting was held on the 10th March 2020.

Topics discussed included health and safety, effective communications with the public, the move to electronic agendas, consideration of the level of planning information included in reports, planning fees and the work of WRE.

ii) Future Meeting Agendas

That as meeting agendas are getting larger, to include more information to meet legal requirements and ensure members are well informed on issues that might concern them in their role as a Board Member, the Middle Level Commissioners are considering moving close to a paperless arrangement. It is therefore proposed that (for those members that have given email addresses) we will issue the agenda in electronic PDF format. The email will ask for confirmation of receipt of the document but will offer to issue a paper duplicate, but only upon request. The aim of this change is to reduce paper wastage, reduce cost and to reduce the carbon footprint of the office.

The Board are asked to approve this new system for future agendas

iii) Association of Drainage Authorities

a) Annual Conference

That the 82nd Annual Conference of the Association had been held at the ICE building in Westminster on Wednesday 13th 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 11th November 2020.

c) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association was held on Tuesday the 3rd March 2020.

The meeting format was as per the 2019 Conference with a workshop in the morning and the Conference in the afternoon. Topics covered were control of invasive species, water resources, planning and effective communications with the wider public.

That the date of the next meeting is Tuesday the 2nd March 2021.

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. At least one member of this Board attended one of the two local workshops in the area and hence the Board will be able to record in 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 45-47)

f) Further Research on Eels

Further to minute B.1109(e), 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) 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 48-49) 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 50-51). The EA is requesting approval to the approach being taken in principle 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 general feeling of the Boards so far was that they recognised there could be problems with Boards and the need to amalgamate possibly ten years down the road but most seemed to be happy to continue with their current arrangements. However, this should remain under review and where appropriate amalgamations between Boards supported.

15. Consulting Engineers' Report including planning and consenting matters

To consider the Report of the Consulting Engineers.

(Copy pages 52-64)

16. Capital Improvement Programme

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

(Copy page 65)

17. Washes Superintendents' Reports

To consider the Reports of the Superintendents in respect of the year 2019/2020.

(Copy pages 66-70)

18. 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 71-75)

19. Cleaning of Culverts – 2019/2020

The Clerk to report.

20. Wash Superintendents' Fees

To give consideration to the Wash Superintendents' fees for 2020/2021.

21. 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.

22. Slubbing and spreading work

a) Slubbing work

Tenders for slubbing work in 2020 will be submitted for consideration by the Board.

b) Spreading work

To consider whether any spreading work is required during the year.

Further to minute B.1201, the Clerk to report.

(NB – Natural England’s assent will be required)

23. Environment Agency – Precept

The Clerk will report that the precept for the financial year 2020/2021 has been fixed at £1,326.00 representing a rate (including special levies) of 1.28p.

The precept for 2019/2020 was £1,293.70.

24. Association of Drainage Authorities

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

25. Illegal Activity and Unauthorised Use of Slackers

The Chairman to report.

26. Health and Safety

Further to minute B.1206:-

a) Quotes were sought and a letter sent to the Chairman on the 25th 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) The Chairman will report and will refer to the report received from Cope Safety Management following their visit to the District on the 30th September 2019

(Copy pages 76-79)

The Clerk will remind the Board that it is responsible for ensuring it is compliant with all Health and Safety legislation and is adequately insured. In view of this, all points for action raised by its' Health and Safety consultant must be implemented so as to avoid the Board's/Commissioners' insurance policy from becoming invalid.

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

(Copy pages 80-85)

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

a) To consider the comments of the Auditors on the Annual Return for the year ended on the 31st March 2019.

(Copy pages 86-91)

b) To consider the Audit Report of the Internal Auditor for the year ended on the 31st March 2019.

(Copy pages 92-98)

28. Defra IDB1 Returns

The Clerk will refer to the completed IDB form for 2018/19 and to the letter from the Minister and Annual report summary and analysis received from Defra dated August 2019.

(Copy pages 99-122)

29. Budgeting

The Clerk to refer to the budget update reviewed by the Chairman, with comparison to year end out-turn added, and any actions taken.

(Copy page 123)

30. Review of Internal Controls

To consider the system of Internal Controls.

31. Risk Management Assessment

To give consideration to the Board's Risk Register.

(Copy pages 124-135)

32. 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.

33. 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.

34. Annual Governance Statement – 2019/2020

To review and complete the Annual Governance Statement.

(Copy pages 136)

35. Payments 2019/2020

The Clerk to report on payments made during the financial year 2019/2020.

(Copy pages 137)

36. Annual Accounts of the Board - 2019/2020

To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2020 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

(Copy pages 138-141)

37. 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 142-143)

38. Date of next Meeting

To agree the date for the Meeting of the Board in 2021.

39. Any other business

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

At a Meeting of the Hundred Foot Washes Internal Drainage Board
held at the Middle Level Offices, March on Tuesday the 2nd April 2019

PRESENT

S A Calton Esq (Chairman)	S Davis Esq
L J Marshall (Vice Chairman)	M Hamilton Esq
B R Burling Esq	P Harrington Esq
C A Carson Esq	D Tough Esq

Miss Lorna McShane (representing the Clerk to the Board) was in attendance. Mrs K Hunt also attended as minute taker.

Apologies for absence

Apologies for absence were received from A Martin Esq and J Taylor Esq.

B.1178 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.

Messrs Harrington and Marshall declared interests in item 24 - Wash Superintendents' Fees.

B.1179 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 23rd April 2018 are recorded correctly and that they be confirmed and signed.

B.1180 Appointment of Chairman

RESOLVED

That S A Calton Esq be appointed Chairman of the Board.

B.1181 Appointment of Vice Chairman

RESOLVED

That L J Marshall Esq be appointed Vice Chairman of the Board.

B.1182 Board Membership

Further to minute B.1136, Miss McShane reported that Mr Brian Burling had accepted the invitation to join the Board.

The Chairman welcomed Mr Burling.

Mr Harrington reported that Mr Chris Bowden had left the RSPB recently and no replacement had been made.

The Chairman also asked for clarification on how the Election Districts are defined within the Board.

RESOLVED

- (a) That the Clerk clarify the boundaries of the Districts within the Board
- (b) That Mr Harrington approach Carwyn James - RSPB regarding the vacancy on the Board caused by the departure of Mr Bowden and, if he is willing, for him to be co-opted onto the Board.

B.1183 Ouse Washes Land Managers Group

Further to minute B.1137, Members considered the minutes of the Ouse Washes Land Managers Group dated the 13th March and 11th September 2018.

The Chairman reported that the vehicle damage to Cradge Bank continues. It may be possible to put a lock on the gate, but EA approval would be required for this. As the bank is a footpath walkers would also need to be able to gain access along the bank. It is not a bridleway.

The Vice Chairman reported on a recent Land Managers Group where discussions had taken place regarding the need for flexibility in pumping water. Consideration should also be given about not pumping too quickly as the sudden loss of water was not good for the wildlife. A shallow level of 1.3m is best for wildlife.

The EA are conducting a study on water level management and the opening of the gates at Earith Suice. The EA are considering flushing fresh water through to address the issue of low oxygen levels in the water. Consultants had been appointed to conduct the study and will be looking at the question of the legality of opening the gates.

B.1184 Ouse Washes Habitat Group (Ouse Washes Strategic Group)

Further to minute B.1138, Miss McShane reported that the Chairman, Martin Baker, has advised that, although the group had not met in 2018/2019 a sub-group, the Strategic Birds and Water Management Group, has had a couple of meetings to agree terms of reference but they have yet to complete any actions worthy of sharing, as progress has been held up by Brexit and EA staff being required to do other Defra work.

B.1185 Water Transfer Licences

Further to minute B.1139, Miss McShane reported that discussions between ADA and the EA continue and the Ely Group have been piloting delivery of efficient licencing. There remains 10 months until the end of the application deadline, but unless there is a change in approach, licences for transfer of water from main river to IDB Districts will be required (where needed) at a cost of £1,500 for a 12 year licence.

B.1186 Culverts/Tunnels connecting to the Header Ditch – Mr R Riches

Further to minute B.1140, Miss McShane reported that Mr Riches had paid for the pipework to be installed and also for the cost of the required Byelaw Consent.

The Chairman reported that a meeting had been held with Mr Riches and the Clerk to discuss his request for slacker to obtain water for his cattle. The Clerk had confirmed that the Board are not allowed to use their funds to install a structure which will only benefit one landowner. Mr Riches had been advised to contact the EA. Subsequently he had lodged a complaint with the Ombudsman about the EA. The Ombudsman had contacted the Board for information which had been supplied.

A letter had been received recently from Mr Riches asking for a right angle pipe to be removed and a drain cleared out on his land. The Board agreed that the drain in question is not a Board drain and the issue of clearance is a matter for landowners. The Vice Chairman agreed to seek clarification on the legal issue of ownership of the drain from the lawyers acting for the WWT.. The Vice Chairman also reported that if the pipe was removed as requested by Mr Riches, this would result in an inability to get water to where he wanted it.

RESOLVED

That the Clerk write to Mr Riches to explain that the pipe was not the Board's and that its' removal would result in him not being able to obtain water and that the issue of ditch clearance was a private matter between landowners and not a concern of the Board.

B.1187 Ouse Washes Section 10 Reservoir Middle Level and South Level Barrier Bank works

Further to minute B.1141, Miss McShane referred to the Newsletters from the Environment Agency dated August, October and December 2018.

B.1188 Water Quality

Further to minute B.1144, the Vice Chairman stated that the conclusions of the Natural England study were that the Board should continue to do what they are doing as the quality of the water was good.

RESOLVED

That the study report be distributed to all Board members when it is published.

B.1189 Updating IDB Byelaws

Further to minute B.1155(e), the Board considered their updated Byelaws.

RESOLVED

That the updated Byelaws be adopted.

B.1190 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.1191 Requirements for a Biosecurity Policy

Further to minute B.1160, the Board considered their Biosecurity Policy.

RESOLVED

- a) That the Biosecurity Policy be adopted.
- b) That copies of the Biosecurity Policy be distributed to all contractors in the future to ensure that everyone going on the Board's land complied with the Policy.

B.1192 Header Drain Maintenance

Further to minute B.1177, the Vice Chairman reported that maintenance work had taken place but overhanging branches had had to be cut back to allow access.

RESOLVED

That the Clerk write to Steven and Andrew Cochrane to ask for removal of the willow trees in the 9 metre Byelaw strip and that if they do not remove them, the Board will undertake the work and they will be charged. Mention should also be made of the need to remove the structure and concrete slab also within the Byelaw strip.

B.1193 Clerk's Report

Miss McShane advised:-

- i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a second Chair's meeting was held on the 17th 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 a third Chair's Meeting was held on the 11th 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.

ii) Association of Drainage Authorities

a) Annual Conference

That the 81st Annual Conference of the Association had been held at the ICE building in Westminster on Wednesday 14th 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.

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 13th 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.

c) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association was held on Tuesday the 12th March 2019. The meeting format was changed this year and included a morning workshop session led by the EA. Topics covered were water resources, PSCAs and future planning of FRM. Robert Caudwell spoke for ADA in the afternoon followed by talks from Brian Stewart, the FRCC Chair, Paul Burrows, the FRM Area Manager and Claire Jouvray, the Operations Delivery Manager.

That the date of the next meeting is Tuesday the 3rd March 2020.

d) Good Governance Guide for Internal Drainage Board Members

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

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

Deafblind UK Conference Centre, Peterborough (28th March)

That there is also a workshop in London at the CIWEM Venue Farringdon (3rd April) for those who cannot attend a local workshop.

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

Discussions took place on the Board membership and whether more Board members could be appointed to avoid the struggle to obtain a quorum for meetings. Also questions were asked of how the quorum figure is determined.

Board membership was discussed and it was noted that Mr Fletcher had not attended meetings for a number of years.

A suggestion was made that the EA should be approached to ask if they would nominate someone to sit on the Board, ideally with an interest in biodiversity and possibly fisheries.

RESOLVED

i) That the Clerk let the Board know how the number in a quorum for each Board is determined.

ii) That the Clerk write to Mr R Fletcher to advise him that, in view of his non-attendance at meetings, and under the provisions of Schedule 1 to the Land Drainage Act 1991 his membership is vacated.

iii) That the Clerk write to Greg Murphy at the EA to ask if they would like to nominate someone to sit on the Board, ideally with an interest in biodiversity.

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. Most recently, the project received £1m for field scale alternative farming trial works in the Great Fen area and to assist with the Biosphere bid.

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.

B.1194 Consulting Engineers' Report

The Board considered the Report of the Consulting Engineers.

RESOLVED

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

B.1195 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.1196 Washes Superintendents' Reports

The Board considered the Reports of the Washes Superintendents for the year 2018/2019.

RESOLVED

- i) That the Reports and the actions referred to therein be approved.
- ii) That the Reports be forwarded to the Area Manager Environment Agency, Cambridgeshire and Bedfordshire Area and to Natural England.

B.1197 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.

B.1198 Cleaning of culverts – 2018/2019

Miss McShane reported that the RSPB had invoiced the Board in 2018/2019 for the cleaning of 14 culverts, at a cost of £10 each.

RESOLVED

That a payment of £10 continue to be made in respect of each culvert.

(NB) – Mr Harrington declared an interest (as an employee of the RSPB) in the payment made to the RSPB.

B.1199 Washes Superintendents' Fees

The Board gave consideration to the Washes Superintendents' fees for 2019/2020.

RESOLVED

That the Board agree that the sum allowed for the services of the Washes Superintendents for 2018/2019 (£1,344) be increased in accordance with the Middle Level Commissioners' pay award for 2019/2020.

(NB) – The Vice Chairman and Mr Harrington declared financial interests when this item was discussed.

B.1200 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.1201 Slubbing and spreading work

a) Slubbing work

The Board considered the tender received from Fen Group to undertake slubbing work on behalf of the Board in 2019/2020.

RESOLVED

i) That the tender received from Fen Group in the sum of £40 per hour to undertake slubbing work in 2019/2020 be accepted by the Board.

ii) That a copy of the Board's Biosecurity Policy be sent to Fen Group for their attention.

iii) That a tender is requested from Fowlers as well as Fen Group in 2020.

b) Spreading work

Members considered the question of the undertaking of spreading work within the District.

The Superintendents reported that spreading is done at the same time as the drain clearance so there is not a huge amount done at once.

B.1202 Environment Agency – Precept

Miss McShane reported that the Environment Agency had issued the precept for 2019/2020 in the sum of £1,293.70 (the precept for 2018/2019 being £1,232).

B.1203 Association of Drainage Authorities

a) Subscriptions

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

RESOLVED

That the increased subscription be paid for 2019.

b) Future ADA Communications

Miss McShane referred to a letter received from ADA dated 18th October 2018 and to the form included with the agenda.

In order to continue to receive communications from ADA in 2019, ADA required a completed form from each Member. The form could also be completed and returned electronically via the link at www.ada.org.uk/communications.

B.1204 Review Watercourse Lengths for Board Maintenance

Miss McShane reported that there is a length of watercourse which is identified as board maintained which services only one landowner and that in light of this the Board may wish to consider if it remains appropriate to maintain this length.

RESOLVED

That the Board drain be maintained up to where it meets Cradge Bank (including the “W” Shape) and to ensure that the drain plan is amended to reflect this.

B.1205 Environmental Incident – Earith Sluice

The Chairman reported on the consultation on the opening of Earith Sluice to manage environmental incident and prevent fish mortality on the River Delph. This matter would be addressed by the study currently being conducted by Consultants on behalf of the Environment Agency.

B.1206 Health and Safety Audits

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 the Chairman be authorised to take any necessary action, but if the cost quoted amounted to more than £1,000 then the decision should be taken by the Board.

B.1207 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 31st March 2018.
- b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2018.

B.1208 Defra IDB1 Returns

Miss McShane referred a letter received from Defra dated 24th April 2018 and to the completed IDB1 form for 2017/2018.

B.1209 Budgeting

Miss McShane referred to the budget comparison of the forecast out-turn and the actual out-turn for the financial year ending 31st March 2019.

B.1210 Review of Internal Controls

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

B.1211 Risk Management Assessment

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

B.1212 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.1213 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.1214 Annual Governance Statement – 2018/2019

The Board considered and approved the Annual Governance Statement for the year ended on the 31st March 2019.

RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2019.

B.1215 Payments

The Board considered and approved payments amounting to £22,517.67 which had been made during the financial year 2018/2019.

(NB) – The Vice Chairman declared an interest in the payment made to him.

(NB) – Mr Harrington declared an interest (as an employee of the RSPB) in the payment made to RSPB Sales Ltd.

(NB) – Mr Hamilton declared an interest (as an employee of the Wildlife Trust) in the payment made to The Wildlife Trust.

B.1216 Annual Accounts of the Board – 2018/2019

The Board considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31st March 2019 as required in the Audit Regulations.

RESOLVED

That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31st March 2019.

B.1217 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 1st April 2018.

B.1218 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 respectively 99.39% and 0.61%.

RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £24,770 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 £24,618 and £152 respectively.
- iv) That a rate of 24.00p in the £ be laid and assessed on Agricultural hereditaments in the District.
- v)
 - a) That a Special levy of £143 be made and issued to the Borough Council for Kings Lynn and West Norfolk for the purpose of meeting such expenditure.
 - b) That a Special levy of £9 be made and issued to East 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 levies referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levies by such statutory powers as may be available.

B.1219 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.1220 Date of next Meeting

RESOLVED

That the next Meeting of the Board be held on Tuesday the 14th April 2020.

Minutes of the Ouse Washes Land Managers Group held at WWT Welney at 2:00pm on Tuesday 17th September 2019

Present:

Greg Murphy	AP Team Leader	Environment Agency
Chris Rule	STM OW Field	Environment Agency
Rupert Wilson	Field Team Leader	Environment Agency
Geoff Gifillan	Project Officer	Cambs ACRE
Matt Hamilton	Reserves Manager	BCN Wildlife Trust
Jonathan Taylor	Site Manager OW	RSPB
Kate Fagan	SSSI Adviser	Natural England
Leigh Marshall	Centre Manager	WWT Welney
Steve Calton	Ouse Washes Mgr	Fenland Wildfowlers Association

1. Welcome & Introductions Geoff Gifillan, replacing Rachael Brown, introduced himself to the group.

2. Apologies for absence: Peter Beckenham (MLC), Ian Hirst (EA) and Steve Davis (EDWA). It was noted that Simon Reinhold (BASC) was still on the circulation list. He has moved out of the area; SC would liaise with BASC where necessary.

3. Minutes of the last meeting were accepted as a true record with the adjustment to the date in the title.

Matters arising:

- The driftwood issue regarding **Tansy Beetles** had been resolved. LM added that piles of reed helps add to beetle habitat.
- A badger hole adjacent to the WWT bridge had been dealt with.
- MH queried situation re: **floating pennywort**. There had been some on the Delph which had been treated with herbicide, but there was apparently more seen this summer. Lesley Saint informed KF that this had been dealt with in May and was under control. EA are attempting to keep the Bedford – St Ives stretch of the Great Ouse free of FP. MH said that the area around Godmanchester was worse this year than it had been last year. It was present in the Lark, the Ely Ouse and the Cam.
- There had also been a 3km stretch of the Lark infested with **Azolla**. This may not be as sinister as first thought as it can be controlled by using a parasitic mite which was introduced several years ago and so far seems to be surviving winters. (KF mentioned references to it as far back as the 1970s in Woodwalton Fen)
- LM reported that **Crassula helmsii** (New Zealand Pigmyweed) was present on Lady Fen and the washes. JT added that Bury Fen was also infested. Trials with mites to control it were under way, but KF noted that so far other bio-controls have failed.

4. EA Maintenance Operations. RW tabled his report – Appended.

- He further reported that **Earith Gate** was opened 1.5% (approx. 0.2cumec flow) with WLS pumps in operation. There followed a discussion on Counter Drain/Old Bedford oxygen levels and the various mechanisms used to let water in and out (the newly fitted syphon bell at Earith is set at 1.9AOD).
- GM reported that **Hundred Foot desilting** was continuing upstream of the railway and last year's spoil was being spread. Lows were being filled on Sutton Low Bank. Also on the Low Bank - seepage control work was on-going through to the Colony.
- **Badger Control** – a live dig had been requested, as there was an area where not all holes could be seen. However, this was abandoned when the licence application was turned down after a 40 day wait. (KF pointed out that work on General Licences had snarled everything up at NE).
- **Spoil spreading** was continuing downstream of Welney Gate. At Sutton, badger gating was under way, as it was at Oxlode (following licence holdups), along with haul road repairs.
- **Summer bushing** work was planned on the Hundred Foot between Sutton and Welney. JT asked if landowners were expected to carry out bushing work on the Delph? No, it was an EA job. SC reported several very large hawthorns downstream of WLS on FWA/WWT land – probably big enough to block

the river if they caused bank slippage (or certainly the WLS gates if floating). WWT had removed about 100 willow trees.

- JT mentioned **winter damage to the Cradge Bank** which would be increased if there was newly spread topping. GM said that the plan was to keep fresh spoil away from the crest of the bank. SC said there was an agreement in place dictating cradge bank usage and the clubs forbade vehicles at critical times, although not all abided by it. EA are considering hardening the section upstream of Suspension Bridge.
- JT queried the leaving of **reedbeds in the Hundred Foot** around desilting. There were no conservation benefits and it surely only lead to flow restriction. On the question of Hundred Foot River flow, GM said that since there are no gauges downstream of Offord this is a total unknown, so flow meters are going to be used to try to determine why the river does not seem to flow properly.
- The **Agitation Dredging** project, already four years overdue, would not take place this year. The experiment had been fraught with endless delays and problems, not least getting MMO licences and EA personnel changes. There is now a new Project Manager but it seems the project, originally envisioned as costing about £30K, could now come in at around £250K. There followed a discussion on various dredging techniques: SC mentioned a recent scheme in the North Level which involved digging/suction equipment pumping silt to settlement lagoons.

5. Land Managers' Reports

JT reported that the washes had drained well and there had been a good breeding season on the Washes and the Pilot Project. Key species were doing well:

- Snipe numbers had been rising for five years, with 114 this year
- Lapwing numbers were still on the rise – more now than in the 1960s/70s
- Redshank numbers were also steadily climbing despite a national decline
- Black Tailed Godwit – four nesting pairs on the Pilot ground (2 last year), but all young predated.
- Cranes – two pairs had nested. There are now 60 birds in the Fens – more than the Broads.
- Corncrake – even though the Nene Washes reintroduction scheme had ended there were six singing males on the Washes. Five had been caught and all were last year's birds, bred locally. The biggest factor in their success was delaying field management until August.
- Herons – a drone survey had revealed 37 nests
- Bittern – two booming males heard
- Passerine numbers were all up, thanks to the dry year – 86 yellow wagtail, 146 reed bunting, 77 skylark.

1500 cattle were grazing on the washes with a further 500 on the outside areas.

KF queried the situation at **Coveney**: there had been less waders, but then their first choice of sites on the washes had been available this year as it was dry. About six snipe drumming. Phase 2 is underway – the current 90ha of available habitat would be increased to 150ha next year. Badger ingress is still a problem – experimenting with placing fences in dykes.

LM reported similar increases in bird numbers – mild winter and better spring had allowed more time for site preparation. Less flooding meant more invertebrates for chick feed.

- Black Tailed Godwits had bred but all chicks had been predated. BTW had yet to reach critical mass numbers which would defend against predation, as the birds live for 25 years. Predators now included badgers and there were increased numbers of birds of prey and corvids.
- Snipe – there had been 18 drumming males (11 last year).
- Lapwing – 42 pairs (65 last year) and 111 on Lady Fen - numbers continue to swing wildly but remain much better than 10 years ago when they were less than 20. All told there are about 400 pairs of lapwing breeding on and around the Ouse Washes.
- Redshank – nine pairs – highest for five years, plus 47 on Lady Fen
- Meadow Pipits – 39 pairs, a 5 year high.
- Yellow Wagtail – 13 pairs (6 last year)
- Corncrake numbers were increased, and a spotted crane had been seen again.

- Project Godwit was in year three of five: 52 eggs had been collected from the Nene Washes which had resulted in 48 chicks being released.

Both JT and LM agreed that one of the biggest frustrations they encountered was the impossibility of monitoring the productivity (i.e. chick survival) of breeding birds on the Washes.

GG asked if **any species were in decline**: JT replied that some wintering bird numbers were changing for varied reasons. Berwick Swan numbers were declining but this is thought to be mainly due to short-stopping and range changes (some are now wintering in Turkey and Greece, for example). On the other hand, Whooper swan numbers were increasing. Population change happens all the time. In the 1970s there were about 65 pairs of Black Tailed Godwits on the Ouse Washes. They virtually all decamped to the Nene Washes where numbers have dwindled due to predation by badgers, foxes, corvids and birds of prey.

6. Review of the Water Level Management Plan

Part of the Strategic Group under Paul Burrows had agreed to request an update of this document, but as it was likely to be two years before funding was even allocated, KF thought the present group should be involved in making a start on reviewing it by updating sections 4, 6 and 7 of the current plan so that there is an accurate description of the hydrological functioning.

The document, dated August 2002, was not even familiar to those who had been on the then OWMSG and it was questioned whether it had in fact ever been officially adopted. There are many areas where it seems to present an inaccurate picture even for 2002, let alone others where time has changed facts and perspectives.

EA personnel present had looked through the document and identified numerous areas where present day parameters were at variance, such as various water levels and the fact that there were now pumps installed at WLS which are run to a specific Operating System.

SC pointed out that most of the seven recommendations for the Internal Ditch System had never been carried out and it was difficult to see how works on internal ditches and structures could ever be carried out. They are under private ownership apart from the 17 slackers from the Hundred Foot River and the Header Drain, which is all that is controlled and maintained by the IDB. Although the IDB can adopt drainage features as it sees fit, the costings are beyond the fixed budget. Raising the necessary funds would have a large impact on the drainage rates paid by landowners.

It was agreed that all present would share thoughts and circulate comments by email in the first instance. KF particularly wanted to concentrate on sections 6 and 7.

There being no further business the meeting was declared closed.

Next meeting: Tuesday 17th March 2020, 2pm at WWT Welney

Ouse Washes Operations Team Report for Meeting on September 17th 2019.

After the Summer draw mark change on the 01st April was set we started pumping at Welmore on the 05th April and met the WLMP retention level on the 19th April. Earith opened on the 14th April due to a wet period and then closed on the 21st June. This raised water levels on the washes for a time. We had Welmore pumping as much as we could to pull the water through the system.

We experienced our first pollution event on the 29th April, aerators were deployed at Welney on the Delph, and there were some fish mortality. DO levels were as low as 5%.

We experienced another DO incident on the Counterdrain at Welney in late June. Aerators were deployed in early July.

The pollution event was very close to the Welney Sluice gate and the majority of fish evaded the low DO levels by moving u/s. We opened Welney gate slightly to introduce a fresh flow. This didn't have much effect at first but over the weeks the DO levels improved slightly. The cause of this pollution was unknown.



On the Delph through consultation we added a sweetening flow of water through Earith. This was in consultation with all partner organisations and signed off by our Area Manager. This has dramatically helped the DO's throughout the system.

In conjunction with this we have been incorporating a siphon system at Earith Sluices whilst they completed the gate refurbishment. This is in order to provide a small freshening flow of water to help prevent de-oxygenation in the Delph. We have had legal advice that, if the flow is authorised under an abstraction licence, it does not contravene the Earith Drawmark legislation.

Badgers

We are currently closing down or future proofing 35 individual badger setts situated within the Ouse Washes. The vast majority of these being on the Low Bank but we have seen an increasing number on both the MLBB and Cradge Bank. These works have been carried out through Country Grounds Maintenance; under the Agency's Organisational Licence.

Badgers continue to become an increasing concern both in terms of numbers and development of main setts adjacent to the Low Bank and SLBB.

Engineering solutions are being carried out on a couple of large setts on the Low Bank, which includes dissecting the sett and protecting the integrity of the embankment.

Ouse Washes Section 10 works

Middle Level Barrier Bank works

May 2019

We have been busy over the winter finalising the detailed design for the structures and the next phase of works on the Middle Level Barrier Bank. We've been doing winter inspection surveys, maintenance, vegetation clearance, and environmental surveys to prepare ahead of the construction works. As you are aware, due to environmental constraints, we can only do the construction works between 15 July and 31 October each year.

Years 1 and 2 of the 4-year programme were completed in 2017 and 2018 respectively.

Year 3 Programme of works

- March 2019 – Ground investigation surveys completed for the Welney barrier option.
- 01 July 2019 – Site compound set-up at Mepal.
- 15 July 2019 – Start of bank works between Welney and the rail bridge.
- 15 July 2019 – Start of haul road widening works between the rail bridge and Welches Dam.
- 15 July 2019 – Start of bank works between Welches Dam and A142 at Mepal.
- 15 July 2019 – Start of tie-in bank works at Earith and bridleway improvements.
- 15 July 2019 – Start of wall extension works at Sutton Gault.



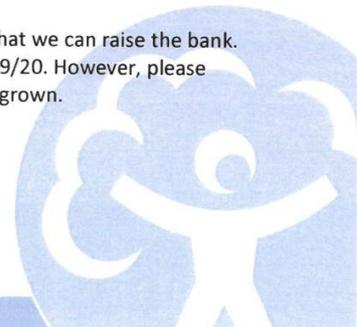
Material delivery routes

The routes that lorries will take to deliver clay to site are:

- **Welney** - A142 from Mepal quarry to the A10 into Welney via the A1101 from Littleport.
- **Mepal** - A142 from Mepal quarry to the Environment Agency haul road.
- **Earith** - A142 from Mepal quarry via B1381 from Sutton.
- **Sutton Gault** - A142 from Mepal quarry via B1381 Sutton onto Bury Lane.

Bird Hides at RSPB Reserve Ouse Washes

We will need to remove the bird hides to the south of Welches Dam this summer, so that we can raise the bank. New bird hides will be installed and they will be ready for use during the winter of 2019/20. However, please note that the footpath along the top of the bank will remain closed until the grass has grown.



We will need to close public access to the bird hides to the north of Welches Dam during the construction period (July to October) and reopen in November for the winter. These hides will be replaced next summer when we raise this section of bank.

Public footpaths

Over the winter and spring months JacksonHyder regularly inspected the banks and grass growth on sections that have been completed. The grass is growing and the footpath diversions will stay in place until the Reservoir Engineer is satisfied that it provides sufficient cover to the bank.

Cambridgeshire County Council granted a full footpath closure and is in place for the entire length of the Middle Level Barrier Bank for the duration of the works.

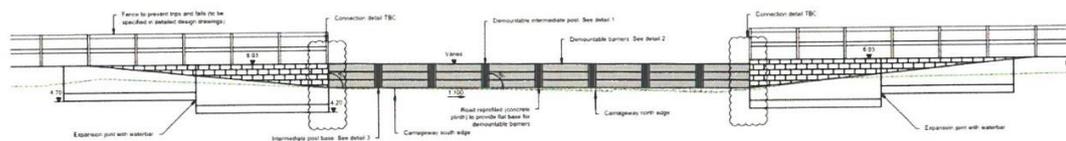
We will post diversions and closures on the local site noticeboards. Details of where these are located is below. Our Public Liaison Officer (contact details below), will keep you informed of when the footpaths will close and reopen and liaise directly with Parish Councils.

Welney Wash Road barrier construction

We have sourced the demountable barrier option that will be bespoke to Welney, which will be stored and deployed from the Ely Environment Agency compound.

We will build a textured concrete support wall either side of the road for the temporary barrier to join. We will install a concrete slab across the highway for the barrier to be attached to whilst it's in use. We have programmed the works for construction in 2020.

Outline design long section



Further information

We would like to invite you to the drop-in events in Earith and Welney to meet the project team and find out more. The events will be held on:

25 June 2019
Rectors Hall, Earith
Huntingdon, PE28 2HX

26 June 2019
The William Marshall Centre
Hurn Road, Welney, PE14 9SD

4.00pm – 8.00pm

2.00pm – 8.00pm

We have noticeboards displaying project information and contact details. These are located at the public footpath access to the bank in Earith, in the Anchor Inn car park at Sutton Gault, at Welches Dam on the RSPB Reserve and near the old parish hall at Welney.

If you would like to know more about the project don't hesitate to contact our Public Liaison Officer, Monica Stonham at ousewashesprojectea@gmail.com or on 07534 457348

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
0345 988 1188

www.gov.uk.environment-agency

Ouse Washes

Middle Level Barrier Bank works

What's happening?

What a start! During the UK heatwave we worked hard to keep the dust down, bringing in extra water bowlers at each workface to dampen down the haul road. This was followed by heavy rain which flooded the haul road resulting in the water needing to be pumped away, and then there were high winds to add to the mix. Our contractor, JacksonHyder dealt with these difficult conditions efficiently with little or no disruption to the local communities.

Welmore Lake Sluice – Welney

We have now completed the haul road improvement works in this section. We have inspected and re-opened the public footpath in September 2019.

Welney to railway bridge

We received 90,000 tonnes of clay to the bank to date with 135 lorries deliveries per day.

The material is being delivered to Welney from the quarry in Mepal using the A142, A10 and A1101 to avoid disruption through the local villages.



The footpath diversion will be in place along the Low Bank and Bedford Bank West until summer 2021.

A road sweeper is in operation to ensure the

highway is kept clear of debris.

We are regularly monitoring vehicles using GPS trackers which are installed in each lorry. We also use onsite speed boards to monitor all vehicles on site.

Railway bridge to Welches Dam

We are progressing with the haul road widening works ready for next season's work.

The footpath and access to the bird hides north of

Welches Dam will remain closed until Autumn 2020.



Mepal to Welches Dam

We have received 124,000 tonnes of clay to the bank to date. The dumper trucks are using a temporary access road and bridge direct from Mepal quarry to the bank to avoid using the local roads.



We removed the bird hides to the south of Welches Dam for the bank works to be undertaken and we will replace and re-open to the public in the Autumn 2019. However, please note that the footpath along the top of the bank will remain closed until Summer 2020 to allow the grass to establish.

The footpath diversion remains in place and diverted to the Low Bank until Summer 2021.

Earith

We have decommissioned and removed the disused telemetry hut. We have completed the bankworks at Earith bridge and is ready for grass seeding to take place.

We started the bridleway improvements and bank works during September 2019 and we are close to completion.

We are receiving material from Mepal Quarry using the A142, B1050 and A1123 to the site access at Earith Bridge.

We will re-open the public footpath/bridleway from Short Drove, Earith towards Sutton Gault 1 November 2019. The access at Sutton Gault will be restricted to one way the bankworks at Sutton Gault needs time for the grass to establish. The public footpath/bridleway from Earith Sluice to Short Drove, Earith will remain closed until summer 2020.

Sutton Gault

We started the works on the retaining wall in August 2019 and we will complete this by 31 October 2019.

We receive material using A142, B1381, turning right onto Bury Lane.

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

Sutton Gault to Mepal

The footpath closure will stay in place until September 2019. Once we conduct the final inspection we can then decide if we can reopen it.

Sutton Gault to Chain Corner

We have now completed the access road improvement works.

Once we conduct the final inspection and cut the grass we can then decide if we can reopen the bank.

Public footpath diversions

The grass is important on the reservoir bank. As the grass grows, the roots help to stabilise the bank and reduce erosion. We use a mixture of different seeds to get a variety of different grass species.

The grass is growing and the footpath diversions will stay in place until there is sufficient cover to the bank.

We will post diversions and closures on the local site noticeboards. Details of where these are located is below.

Public surgery events

Come along to one of the surgeries we are holding throughout construction until 31 October 2019. Our Public Liaison Officer will be available to answer any questions that you may have.

Wednesdays	
Earith	
Rector's Hall, Colne Road	
10.00am - 12.00pm	
Thursdays	
RSPB Reserve	Welney
Welches Dam, Manea	The Lamb & Flag
10.00am - 12.00pm	3.00pm - 5.00pm

Improving the image of construction



The Considerate Constructors Scheme was set up to improve the

image of the construction industry. The scheme aims to encourage best practice beyond statutory requirements and show the industry to be considerate. The scheme's monitor visited our site in September and was very impressed with the high standards set by the team. Jackson's have improved on last year's award of 'Beyond Compliance' and have this year achieved the award of 'Excellence' which is awarded to sites that are excelling at being a considerate constructor.

Site registration no: 116973 / Freephone 0800 7831423

Our environment

Due to environmental constraints on the Ouse Washes, our construction works can only take place between 15 July and 31 October.

We delayed our grass cutting activities in June and July at Welches Dam to allow for the crossing of the Redshank.



Known as the "sentinel of the marshes" they often guard their young by perching on high vantage points like field fencing.

The RSPB have a healthy population on what they

call their "pilot project", land that they have reverted back to wet meadows safe from flood conditions on the adjacent Ouse Washes. Once the young are mobile, the parents often transport them across to the wash-lands where the numerous pools provide great conditions for fast growing chicks.

How to find out more

We have notice boards on the bank near Earith Sluice, in the Anchor Inn car park at Sutton Gault, at Welches Dam on the RSPB Reserve and near the Old Parish Hall at Welney.

If you have any questions or comments about the project, please contact our Public Liaison Officer Monica Stonham on 07534 457348

Email: ousewashesprojectEA@gmail.com

Working in partnership

The project is being carried out by JacksonHyder on behalf of the Environment Agency with support from:



customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

www.gov.uk/environment-agency

Ouse Washes

Middle Level Barrier Bank works

 December 2019

What's happening?

We are now at the end of the third year of construction. This year we have been working between Welney and the railway bridge and between Welches Dam and the A142 (Mepal). We have also been completing a short length of bank at Earith as we have completed the Earith Sluice refurbishment works. Issues we have encountered include:

- Evolving design and material inconsistency: we have come across areas of the bank that need more material - resulting in a change to the intended bank profile, increasing the footprint of the Middle Level Barrier Bank and the need to import more material.
- Long periods of wet weather: 30 days have been lost to wet weather. This is due to the nature of the material. Once it rains we must stop work as the clay becomes very slippery and dangerous for machinery and staff to work with. The rain has saturated and flooded the haul roads making it difficult to work on the dry days. We have tried to utilise pumps which have been in operation daily to try and remove the water from the haul roads.
- Unplanned roadworks along the A10 and the A142 which has resulted in delivery delays.
- Space constraint: The increased footprint has reduced the space to carry out the work at Welches Dam. This reduced space means that smaller plant will need to be used resulting in importing smaller amounts of material which will increase the time to complete this section.



All the issues above have resulted in the construction programme being extended. Work will start again summer 2020.

Welmore Lake Sluice – Welney

We have completed the bank raising and haul road reinstatement in this area and the footpath was opened to the public in September. There will be restricted public access of the section between the road and the sluice when we build the Welney barrier.

Welney to Railway Bridge

We will need to return next year to complete the bank works between Welney and the railway bridge.

We were planning to start construction of the Welney barrier walls in 2020. We conducted



road investigations and found service pipes and cables located within the area where we need to build the barrier foundation. Our work start date for the barrier currently depends on the timescales that the utility companies (Anglian Water and Open Reach) may require to complete any works ahead of our construction start date.

We are liaising with the companies to arrange a site visit with their representatives to discuss the solution in detail.

The footpath diversion will be in place along the Low Bank and Bedford Bank West until summer 2021.

Railway Bridge to Welches Dam

We have completed the haul road widening ready for next year's work to start.

We re-opened the footpath and the access to the bird hides north of Welches Dam in November 2019. We will close these again in summer 2020, ready for the bank works to start.

Mepal to Welches Dam

We have almost completed the bank raising in this section and we have grass seeded the finished areas. We will need to return in 2020 to complete a 1km section by the A142.

We have replaced 2 bird hides to the south of Welches Dam which will open to the public, with access along the boardwalk only, at the end of

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

November. This will close again in summer 2020 for the bank works to be completed.

Please note that the footpath along the top of the bank will remain closed until summer 2021 for the grass to establish.

The footpath diversion remains in place and diverted to the Low Bank until summer 2021.

Earith

We have finished works to the tie in and grass seeded. We will be planting shrubs and trees that were removed at Earith Bridge during November 2019.

The public footpath/bridleway from Earith Sluice to Short Drove, Earith will remain closed until summer 2021. This is due to the wet weather preventing completion of the works to this area this year.

We have re-opened a section of the public footpath/bridleway from Short Drove, Earith towards Sutton Gault in November 2019. There will be no through route to Sutton Gault, restricting access to one way, as the bank raising at Sutton Gault needs time for the grass to establish.

Sutton Gault

We have completed the wall and surrounding bank work at Sutton Gault. Public footpath in this section will remain closed until September 2020.

Sutton Gault to Mepal (A142)

The footpath closure will stay in place until September 2021. The bank raising work is to be finished in 2020 but time is required to allow the grass to establish.

Sutton Gault to Chain Corner

We have completed the access road improvement works and inspected the bank, this section has been re-opened.

Our current programme:

Year 4 construction works: July – October 2020

Complete bank raising from Welney to the railway bridge, Welches Dam to Mepal (A142) and from Mepal to Sutton Gault. Start bank raising from Welches Dam to the railway bridge.

Year 5 construction works: July – October 2021

Continue the works to raise the embankment between Welches Dam and the railway bridge. Construct the Welney Barrier works.

Year 6 construction works: July – October 2022

Complete Welches Dam and the railway bridge by the placing of the armour lock in this section.

Public footpath diversions

The grass is important on the reservoir bank. As the grass grows, the roots help to stabilise the bank and reduce erosion. We use a mixture of different seeds to get a variety of different grass species.

The grass is growing and the footpath diversions will stay in place until there is sufficient cover to the bank.

We will post diversions and closures on the local site noticeboards. Details of where these are located can be found below.

Drop-in events

The drop-in events and surgeries that we held in Earith and Welney this year were well received with many people attending. These events are always useful for providing first-hand information, allaying individual concerns and to understand local issues. We will hold more events early next year. Ideally we would have liked to hold these events as the working season ends; however, due to the general election on the 12 December we are in a pre-election period of sensitivity and our public engagement activities are restricted.

How to find out more

We have notice boards on the bank near Earith Sluice, in the Anchor Inn car park at Sutton Gault, at Welches Dam on the RSPB Reserve and near the Old Parish Hall at Welney.

If you have any questions or comments about the project, please contact our Public Liaison Officer Monica Stonham on 07534 457348

Email: ousewashesprojectEA@gmail.com



Thank you & Merry Christmas

We would like to thank you for your patience and understanding whilst we have been carrying out this important work.

The team wishes everyone a very Merry Christmas and a Prosperous New Year.

Working in partnership

The project is being carried out by JacksonHyder on behalf of the Environment Agency with support from:



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www.gov.uk/environment-agency

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.*

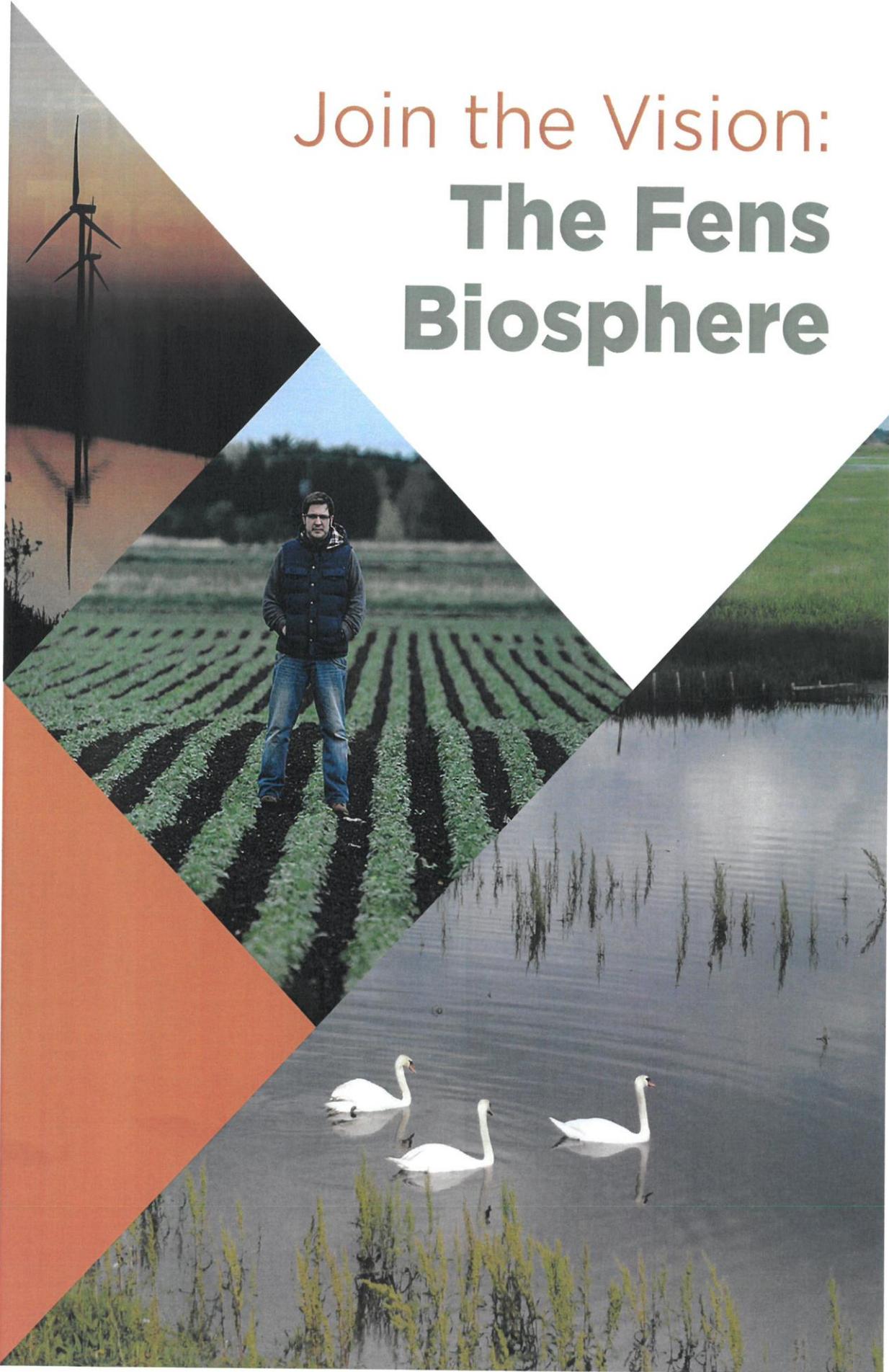
3. How would an arm's length relationship between the Board and the Committees be set up and maintained? *This would be most effective if clear roles for the committees are defined and as appropriate powers delegated. This might include delegating the defining of the annual maintenance plan, planning 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 addresses 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

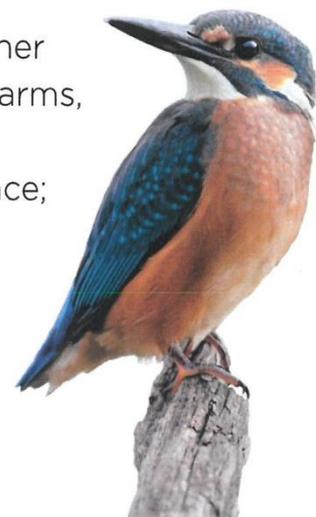
A Biosphere is a globally recognised accolade awarded by UNESCO to a region which has a strong cultural and landscape identity and can demonstrate excellence in sustainable development.

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:

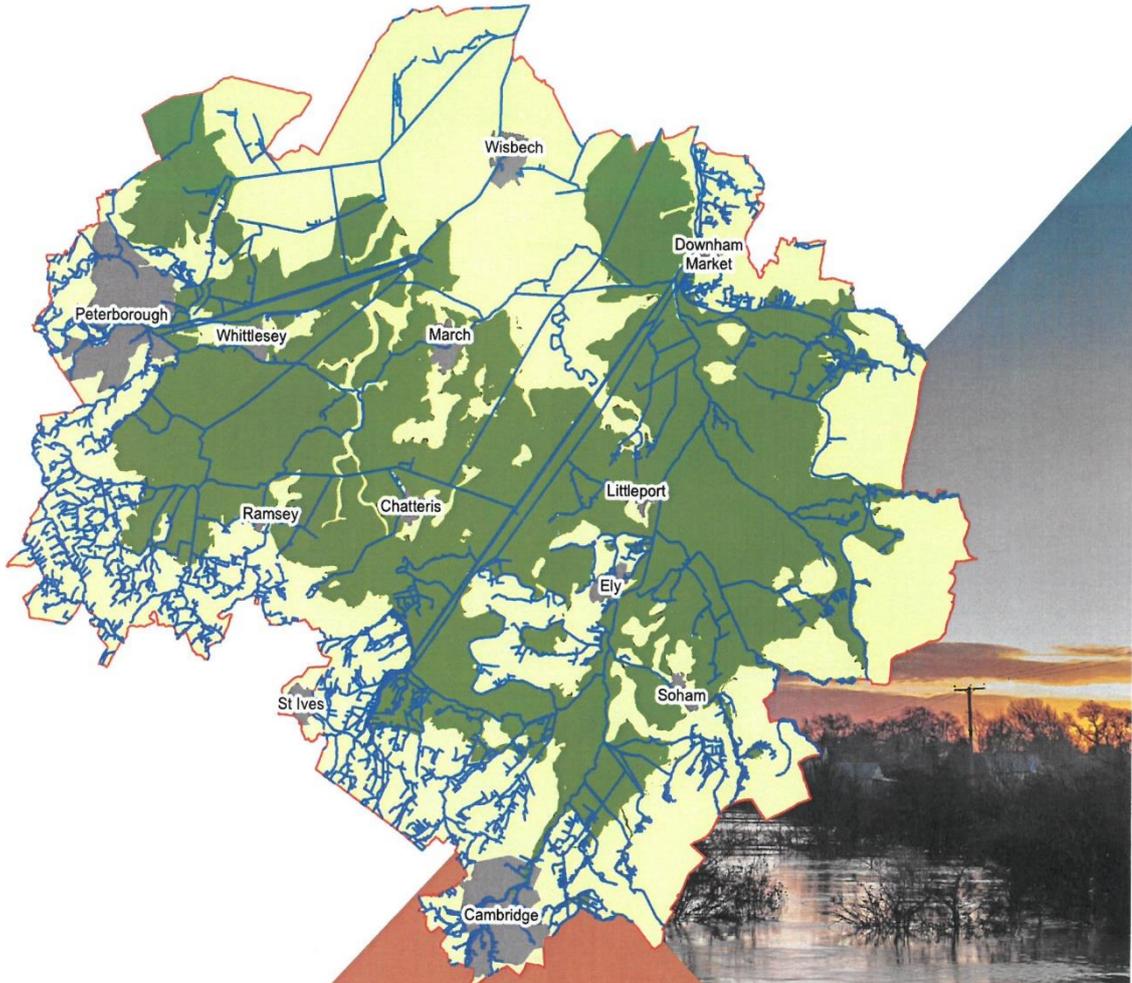
- **Achieve Biosphere status for the Fens by 2022**
- **Join the exclusive global network of 701 Biosphere in 124 countries**

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 01353 865030 or
- **Rachael Brown** at rachael.brown@camsacre.org.uk 01353 865037.
- Visit: 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 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).

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).

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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Stoneleigh Park, Warwickshire, CV8 2LG
Telephone: +44 (0) 2476 992889
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Hazel Durant
Head of Water & Flood Integration
Defra
2 Marsham Street
Westminster
LONDON
SW1P 4DF

by e-mail: 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

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Representing Drainage Water Level & Flood Risk Management Authorities

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Email: admin@ada.org.uk
Website: www.ada.org.uk
Twitter: @ada_updates

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

Member of EUWMA- the European Union of Water Management Associations
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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.

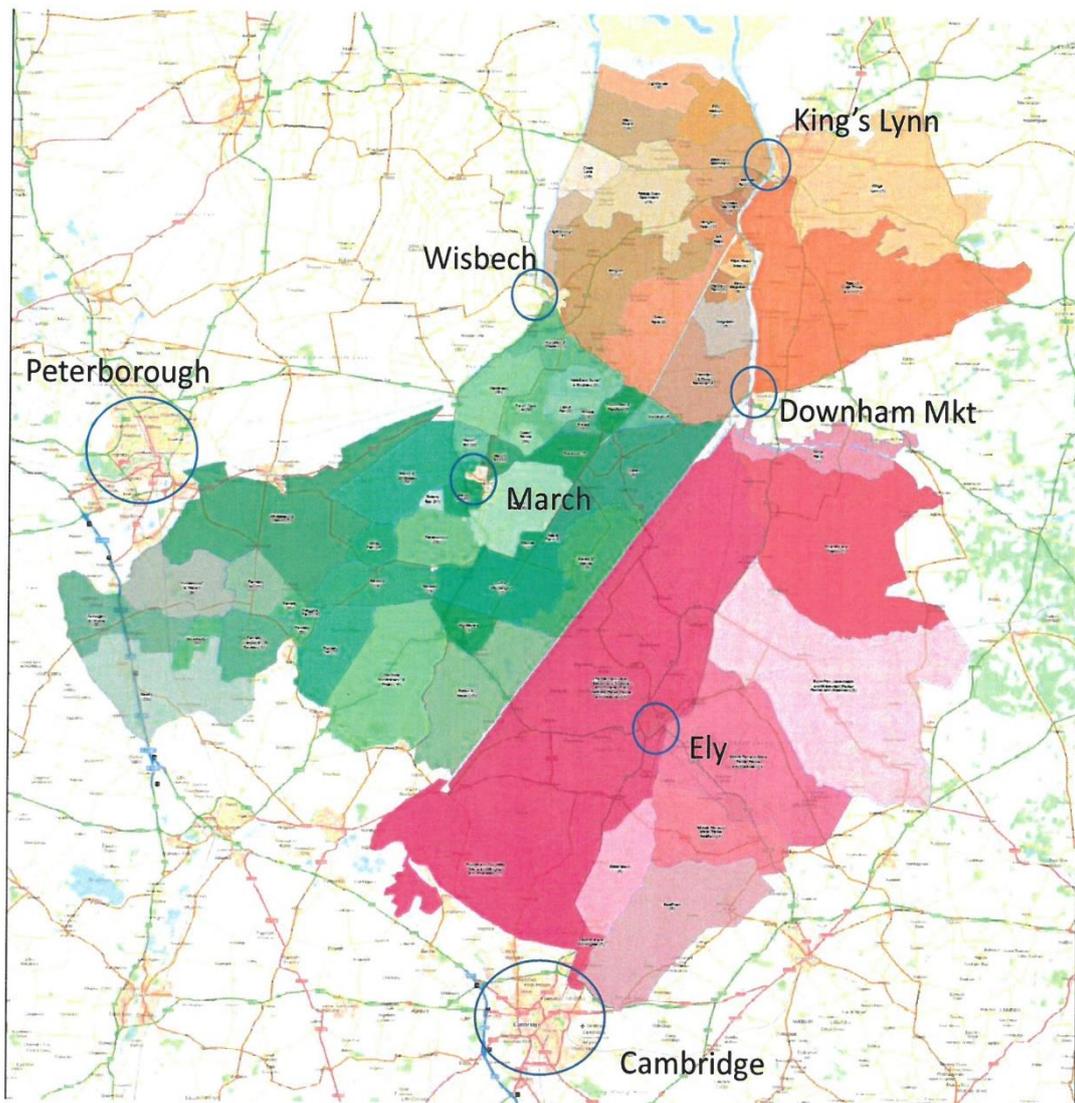
It is essential therefore that each RMA confirms support for the Tactical Plans and the principles of the benefit apportionment for the Great Ouse Fens. Please could you send an email or letter confirming your support to this approach, to Paul Burrows Area Flood and Coastal Risk Manager, Environment 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.



Hundred Foot Washes I.D.B.

Consulting Engineers Report – March 2020

Planning Applications

No issues concerning previous applications have been dealt with and no new applications have been received since the last meeting.

Local Plan Consultations

Further to the last meeting, the Middle Level Commissioners have responded to public consultations on the Board's behalf. However, these are primarily development based and do not specifically involve the Board.

King's Lynn & West Norfolk Local Plan

Local Plan review 2016-2036

In delivering development that supports the economy and housing for current and future generations, the Borough Council needs to balance this with the need to protect and enhance the environment.

The Local Plan for the Borough currently consists of the Core Strategy (adopted in 2011) and the Site Allocations and Development Management Policies Plan (SADMP) (adopted in 2016).

These two documents have been reviewed and combined to create a new draft document which identifies a strategy and detail for delivering growth in the Borough, identifying where development should be located and how it should be delivered up to 2036.

The draft Local Plan review was published for an eight week public consultation period from 4 March to 29 April 2019.

The document was considered and a response was submitted to the Borough Council on behalf of both the Middle Level Commissioners and our associated Boards (for whom we provide a planning consultancy service) within West Norfolk. The response included comments on consultation during the planning process and flood risk design.

The relevant Borough Council's web page advises that the submitted comments and suggestions are being reviewed with another version of the plan being issued for further consultation in line with its [Local Development Scheme \(LDS\)](#) "to take place towards the end of the year/earlier next year."

Local Plan review Programme 2019-2022

Local Plan Documents	2019				2020				2021				2022	
	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Local Plan review	B / C	C / D	D	D	D	D	D/E	E	F		G	G	H	J

Key Stages of Local Plan Preparation		Regulation
A	Sustainability Appraisal Scoping Report Consultation (2016)	
B	Development of options – on-going engagement on issues and emerging options	
C	Publish and Consult on draft Local Plan	Regulation 18
D	Pre-Submission plan development	
E	Pre-Submission publication and consultation	Regulation 19 & 20
F	Submission of document to Secretary of State	Regulation 22
G	Examination (Including Hearing Sessions)	Regulation 24
H	Receipt of Inspectors Fact Check Report	
I	Receipt of final Inspector's Report	Regulation 25
J	Adoption	Regulation 26

East Cambridgeshire District Council (ECDC)

Withdrawal of emerging Local Plan

On 21 February 2019, East Cambridgeshire District Council (ECDC) formally withdrew its emerging Local Plan. The Council has issued a statement providing formal notification of the plan's withdrawal which can be found at the following link:

<https://www.eastcambs.gov.uk/sites/default/files/withdrawal-notice.pdf>.

Notice of Withdrawal of East Cambridgeshire Local Plan

The withdrawn Local Plan and related documents have been removed from the public domain, as per the legislative requirements.

Summary

The preparation of a new East Cambridgeshire Local Plan made good progress during 2016 and 2017. In October 2017, Full Council approved the Plan for its final round of consultation and subsequent submission to the Secretary of State for the purpose of independent examination. That consultation duly took place, and the Plan was formally 'submitted' on 16 February 2018.

In June and September 2018, public hearing sessions were held as part of the examination of the Local Plan. The Inspector concluded that the plan is capable of being found sound, subject to modifications.

A Council may withdraw a plan at any time, for any reason, prior to adoption. Following receipt of the Inspector's modifications, ECDC voted to withdraw the emerging Local Plan at its February Council meeting.

For the avoidance of doubt, the East Cambridgeshire Local Plan 2015 will remain the adopted Local Plan for the district.

Further to this the ECDC issued “A Statement setting out the outcome of a Review of the Local Plan” during October. It includes the following:

“The East Cambridgeshire Local Plan 2015 becomes 5 years old on 21 April 2020, and therefore a Review is required by that date. “

but adds:

“Outcome of the Review

On 17 October 2019, East Cambridgeshire District Council concluded a Review and determined that its Local Plan 2015 does not at the present time require to be updated. As such, no new Local Plan for the area is to be commenced.”

A copy of the Statement can be found at the following link:

https://www.eastcambs.gov.uk/sites/default/files/Local%20Plan%20Review%20-%20Statement%2017.10.19_0.pdf

Fenland District Council (FDC)

FDC Liaison Meeting

A meeting was held at the end of March. Issues discussed included navigation related matters, notes on the LLCR, the Wisbech Garden Town, the FRM for The Fens project, the Future High Street Fund bid for March etc.

Another meeting is currently being organised.

Emerging Local Plan 2019-2040

Fenland District Council is preparing a new Local Plan for the period 2019-2040 which, when adopted, will replace the current Fenland Local Plan (May 2014). The Local Plan is an important document which will “determine what the district will look like in the future and how it will become an even better place to live, work and visit.”

‘Live’ Timetable for Production of the Fenland Local Plan (October 2019)

No.	Stage	Description	LDS Target	Actual dates
1	Consult on a Sustainability Appraisal (SA) scoping report	The SA scoping report sets out the sustainability objectives proposed to be used to appraise the economic, social and environmental effects of the emerging Local Plan policies. The SA scoping report is subject to consultation.	N/a	Consultation 11 th October to 21 st November 2019
2	Public participation (Regulation 18)	Opportunity for interested parties and statutory consultees to consider the options for the plan before the final document is produced. This stage may involve one or more public consultation rounds. We intend two rounds for the new Local Plan.	October 2019 & May 2020	Issues and Options Consultation Document Cabinet 18th September Consultation 11 th October to 21 st November 2019
3	Pre-Submission Publication (Regulation 19)	The Council publishes the Local Plan which is followed by a 6 week period when formal representations can be made on the Local Plan.	February 2021	
4	Submission (Regulation 22)	The Council submits the Local Plan to the Secretary of State together with the representations received at Regulation 19 stage.	May 2021	
5	Independent Examination Hearing	Held by a Planning Inspector into objections raised on the Local Plan.	From the day it is ‘submitted’	
6	Inspector’s Report	This will report whether if the Plan is ‘Sound’ or ‘Not Sound’. The Inspector may make recommendations to make the plan ‘Sound’.	January 2022 (estimate – could be earlier or later, and subject to the examination)	
7	Adoption of DPD (Local Plan)	Final stage, the Council will formally need to adopt the Local Plan and it will then be used in making planning decisions.	February 2022 (estimate - could be earlier or later, and subject to the examination)	

Issues & Options Consultation

Between 11 October and 21 November 2019, the Council undertook a Public Issues & Options Consultation, held a ‘Call for Sites’ exercise, requested nominations for Local Green Spaces, and invited views on the Sustainability Appraisal Scoping Report.

The consultation was in a questionnaire type format most of the content of which did not directly relate to navigation, water level and flood risk management matters or questions are not relevant to our duties and functions.

Where the questions raised were not specifically relevant to us but may be related to issues upon which we would like to make a remark we made a “comment”. Responses relevant to the Board are:

Question 8: Renewable Energy

A comment was made concerning the location of the nearest appropriate grid connection and the potential detrimental effect that the export cable/main connecting into it may cause for example, channel crossings, transport routes and associated remedial works, the formation/uprating/reconstruction of access culverts/roads, and other works to accommodate specialist construction machinery and associated infrastructure the impacts of which are not generally considered as part of the planning process.

Question 11: Minimise Carbon Losses from Wider Activities

Should the Local Plan:

11a) Set out a specific policy on the loss of peat-based soils, and the carbon impacts of it?

Guidance was given concerning the Lowland Agricultural Peat Taskforce when launched by Defra and the East Anglian Fens peat pilot managed by Natural England.

Question 13: Design and Amenity

13c) Are there any specific local issues which need to be addressed through design policies?

Issues specifically referred to were the retention of on-site open watercourses and the provision of adequate maintenance strips beside water level and flood risk management systems, including protected watercourses, within the development's design.

Question 14: Optional Standards

14a) Do you think the Local Plan should include any of the following optional standards (subject to need and viability testing)? If so why?

ii) Water efficiency of new homes

The implementation and management, including enforcement, of water efficiency measures for residential, business and other users of potable water. Proposals should include suitable schemes which minimise the need to abstract water from the Main River system to ensure that it is available for other potential water resource uses ie agricultural irrigation, biodiversity, navigation, leisure and tourism etc.

Question 24: Natural Environment

How do you think the Local Plan should protect and enhance biodiversity and the natural environment?

The Conservation Officer advised that the Plan should include recreational and wildlife spaces being created as part of new residential developments and the incorporation of relevant biodiversity measures.

Question 26: Flood & Water Management

Do you have any views on how new development could reduce flood risk?

Our comments included but were not limited to the following:

- The extent of the Environment Agency's (EA) Indicative Floodplain and the constraint that this imposes on "growth" in the District.
- All relevant development proposals must be discussed with the relevant RMA including the appropriate Internal Drainage Board at the earliest opportunity, preferably at the pre-application stage.
- In addition to the requirements of the NPPF and associated technical guide, all applications for relevant developments must include a drainage strategy to demonstrate that:
 - (a) Suitable consideration has been given to the disposal of both surface and treated waste water flows and should detail any mitigation required;
 - (b) Appropriate arrangements have been made for developments adjacent to watercourses; and
 - (c) Issues of long-term ownership, funding and maintenance of the water level and flood risk management system are addressed.
- All proposals should have regard to the guidance and byelaws of the relevant RMA including the Internal Drainage Boards. Where appropriate the contents of hydraulic models and studies, such as the Middle Level Strategic Study must be considered.

Question 27: Any Other Issues

Is there anything else you would like to raise – has anything been missed, or are there any general comments you would like to make?

It was suggested that the retention and improvement of the rivers, their settings and associated corridors in the District for navigation, environmental, leisure and tourism through the provision of related facilities together with the provision of a Water Space Strategy should be considered.

Question 28: Your Priorities

28b) Please identify any other top priorities.

The response advised that the Middle Level Commissioners and associated Boards'/Commissioners' priorities were:

- To fund, maintain, protect and improve existing and make further provision of viable and appropriate water level and flood risk management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society.
- The implementation and management including enforcement of water efficiency measures for residential, business and other users of potable water.
- The retention and improvement of the rivers, their settings and associated corridors in the District for navigation, environmental, leisure and tourism through the provision of related facilities.
- To maintain, protect and improve the existing and make further provision of net gains to achieve environmental benefits to the waterways in the district.

The comments received during the consultation have been reviewed and a Key Issues Report has been prepared which summarises the main issues and points of view raised. The report is accompanied by full transcripts of individual's comments. The views expressed in response to the Issues & Options Consultation Document will inform the preparation of the Draft Local Plan.

Level 1 SFRA & WCS documents

Royal Haskoning DHV has been appointed to update the Level 1 Strategic Flood Risk Assessment (SFRA) and Water Cycle Study (WCS) for Fenland District Council as part of the evidence for the new Local Plan.

An Inception Meeting has been held and an information request is currently being processed.

Huntingdonshire District Council (HDC) Local Plan to 2036

Infrastructure Planning and Delivery

In May the following was received from the District Council:

"I am writing with regards your continued input into the infrastructure needs for Huntingdonshire.

Thank you for your agency/company engagement over the last 18 month in the development of the Infrastructure Delivery Plan (IDP). This was used to support the new Local Plan to 2036 which was considered for adoption by Full Council on 15th May. Please visit the following link and specifically documents INF/01 – 03 to view the final documents again <http://www.huntingdonshire.gov.uk/planning/new-local-plan-to-2036/local-plan-document-library/> "

Developer Contributions Supplementary Planning Document (SPD) and Community Infrastructure Levy (CIL)

Huntingdonshire District Council is currently reviewing the 2011 Developer Contributions Supplementary Planning Document (SPD) and Community Infrastructure Levy (CIL). To inform the development of the SPD it needs to better understand current and future infrastructure requirements, what would trigger a developer contribution and how any Section 106 money that has previously been received has been spent. Also, what infrastructure has been delivered as a result thus enabling the District Council to test a revised Developer Contributions and CIL schedule against development viability and hence provide practical up-to-date guidance together with a schedule for land owners, developers and development management officers.

A Public Consultation (using a questionnaire format) was held between Tuesday 16 July and Friday 6 September but it was not considered appropriate to respond, primarily because the Commissioners and associated Boards do not currently have any infrastructure projects which are likely to require developer contributions through the planning process. However, the opportunity was taken to advise the District Council of the current and potential future funding processes in respect of our interests ie Grant-In-Aid funding, Green Infrastructure, Navigation and Partnership Working.

The response included the following summary:

“As discussed above, there are procedures in place for external funding which are available to the Commissioners and associated Boards and, therefore, they do not currently have any projects for the delivery of infrastructure that require developer contributions through the planning process. It is likely that this will remain the case in the short to medium term.

However, as the findings of the above projects and studies are completed and assessed, together with impacts as a result of changes to Government policy, seeking funding via the planning process may become necessary in the longer term. However, the extent, location and value of this is currently unknown and may take some time to determine.”

Norfolk County Council

Minerals & Waste Local Plan

Norfolk County Council is preparing a Norfolk Minerals and Waste Local Plan Review, to consolidate its three Development Plan Documents (DPD), including the Site Specific Allocation DPD, referred to in the Board's April 2017 meeting report, into one Local Plan and ensure that the policies within them remain up-to-date and to extend the plan period to the end of 2036 to ensure consistency with the other plans being developed by the Local Planning Authorities in Norfolk.

The National Planning Practice Guidance (NPPG) states that most local plans are likely to require updating in whole or in part at least every five years and this requirement was incorporated into the adopted Minerals and Waste Core Strategy.

A public consultation on the draft Preferred Options document took place over a six week period from 18 September until 30 October. The County Council has reviewed the responses received and these, together with the other relevant documents, can be viewed on the County Council's webpage. A response made on behalf of the Middle Level Commissioners and our relevant associated Boards, within West Norfolk, in response to a public consultation, advised that the document had been considered and the proposals were found to be outside the respective catchments and, therefore, no specific comments were made.

Cambridgeshire County Council (CCC)

Cambridgeshire Statement of Community Involvement (SCI) document

No further correspondence has been received in respect of this document.

2019 revision of the Local Validation Guidance List & Local Validation Check List for planning applications for the County Council's own development & for waste development

A report detailing the proposed revisions and the public responses which comprised responses from various interested parties including the Commissioners, several Parish and Town Councils, and various County Council departments went before the County Council on 16 May.

A copy of the report can be found on the Council's webpage using the following link and searching for "Review of the Local Information Requirements for the Validation of Planning Applications":

https://cmis.cambridgeshire.gov.uk/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/232/Committee/8/Default.aspx

However, the relevant items, as far as the Commissioners and relevant associated Boards are concerned, are summarised below.

"3.0 CONSULTATION RESPONSES

3.10 Middle Level Commissioners – Middle Level Commissioners have made a number of comments:

1. The contents of the Middle Level Commissioner's response of 2017 remain relevant.
2. The Commissioners are pleased to note that the reference in the introduction on page 2 of the 2019 LVL Guidance notes to the use of relevant and competent technical specialists and encourage this.
3. The commissioners and associated boards promote meaningful preapplication advice and work with CCC colleagues to ensure that any issues concerning flood risk, water level management, navigation and environmental issues are dealt with prior to the planning application process, which offers more certainty in the decision making process. The Middle Level Commissioners would be pleased if applicants and/or agents could be advised to contact the Middle Level Commissioners for advice within their jurisdiction. A web site link is given to their pre- and post-application procedure: <https://middlelevel.gov.uk/consents/>.
4. The Commissioners request that applicants and/or agents are reminded that should planning approval be given by Cambridgeshire County Council, to remind the applicant(s) agent(s) that

any matters requiring consent under the requirements of the Land Drainage Act, the Highways Act, the Water Industry Act, the Flood and Water Management Act and/or the Middle Level Act 2018, which relates to navigation related issues, must be complied with before any work is commenced on site.

5. It is requested that any drawings that are submitted to County Council be to a recognised engineering scale including a scale bar and advice on what size of paper the drawing should be printed on.
6. The Commissioners are pleased to note that the reference in the introduction on page 2 of the 2019 LVL Guidance notes to the use of relevant and competent technical specialists and encourage this.
7. The Biodiversity Survey and Report (Paragraph 4) includes reference to the Middle Level Biodiversity Manual (2016), on page 5 - this remains current on 10 April 2019.
8. The Statement of Sustainable Design and Construction (Paragraph 5) includes or the provision of both a foul drainage strategy and water conservation strategy, on pages 6 and 7. This is supported but it is suggested that the latter should be applied County wide and not just applied to the South Cambridgeshire District Council's area.
9. The Flood Risk Assessment (Paragraph 7) gives a list of application types that is appropriate to provide a Flood Risk Assessment for. The last bullet point (on page 8) refers to developments of: "Less than 1 hectare within flood zone 1 which has critical drainage problems as notified by the Environment Agency." Unless the area is identified within a Preliminary Flood Risk Assessment) the Environment Agency are unlikely to be involved. Drainage is the responsibility of several stakeholders, including Internal Drainage Boards and your Council's Flood Risk and Biodiversity Team. The latter are more likely to be aware of and have to resolve "critical drainage problems". It is reassuring to note and we applaud the inclusion of a reference and a link to our "Planning Advice and Consent Documents" webpage on page 9.
10. Additional Plans and Drawings (including cross-sections where required). (Paragraph 22), the inclusion of the section detailing other plans and drawings and suggesting suitable scales for these is noted and supported."

"4.0 Consideration of the Consultation responses

4.10 Middle Level Commissioners –

1. Noted with thanks. No changes required.
2. Pre application advice - References to Middle Level guidance will be retained, so no changes required.
3. References to Middle Level guidance are retained and it is recommended that the Middle Level Commissioners are added to the list of other bodies who provide pre-application advice.
4. Consent under the requirements of the Land Drainage Act is covered when necessary by informative at decision stage.
5. Drawings - This is covered by national guidance, so no changes required.
6. Technical specialists' reference - Noted with thanks. No changes required.
7. Biodiversity survey - Noted with thanks. No changes required.
8. Statement of Sustainable Design and Construction - This is already covered across all districts based on the relevant adopted policy guidance. The reference to South Cambridgeshire is only made as their requirements are stricter through adopted policy. Therefore no changes are required. 9. Flood Risk Assessment - Officers acknowledge that drainage is the responsibility of several stakeholders and have noted the acceptance to the Middle Level Commissioners planning advice pages. This will be retained on the new guidance and therefore no further changes are required. 10. Additional Plans and drawings - Noted with thanks. No changes required."

A copy of the Planning Committee Minutes can be viewed via the following link by searching for "Minutes – 16th May 2019":

https://cmis.cambridgeshire.gov.uk/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/232/Committee/8/Default.aspx

The final published versions of both the Statement of Community Involvement (SCI) and the Local Validation List and Guidance Notes can be accessed via the following link:

<https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application/>

Cambridgeshire and Peterborough Flood and Water (FloW) Partnership [formerly the 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 22 schemes ongoing within the County, six of which are within the Fenland district but none are within the Board's area.

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.

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

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.

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

25 March 2020

Hundred Foot Washes (347)\Reports\March 2020

Hundred Foot Washes Internal Drainage Board

Capital Improvement Programme (2020/2021)

		PREVIOUS YEAR	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
Structures	Inlet structure survey and reporting	0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	11.0
	Inlet structure refurbishment	0	0.0	5.0	0.0	0.0	5.0	0.0	0.0	5.0	0.0	0.0	15.0	30.0
	Inlet structure modifications and improvements	0	0.0	0.0	10.0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	20.0	40.0
Drainage Channels														
		0	1	6	11	1	6	1	11	6	1	1	36	81

Hundred Foot Washes IDB Suspension Bridge – John Martin Sluice
Superintendents Report for 2019-20

Internal Drainage Board Works

Slubbing works

Fen Ditching Limited carried out annual slubbing sections of the header drain and cleaning the three slackers

Due to a dry summer conditions of IDB ditches and slackers it required them to be cleaned several times to maintain good flows for maintaining the conservation objectives of the Ouse Washes.

Slacker maintenance

All slackers were greased and are in good working order and regularly unblocked because of the debris due to the heavy flows in the river.

Scrub removal and levelling silt banks.

Areas of Scrub encroachment were identified and works continued to ensure efficient flows along the IDB drain. Spoil banks were lowered as per required. Some spoil carting was required as areas where silt can no longer be stored this was half a day using a local farmer.



Images from a slacker where regular slubbing is required and the silt bank is lowered annually.

WWT Management

Slubbing programme

Russell Fowler carried out works of renewing/repairing water control structures and the annual program of slubbing ditches on the Ouse washes section and some on the lady fen lands.

Grazing 2019

The first cattle of the season were turned out on the river banks on the 26th April. Numbers increased to 470 and several flocks of sheep totaling 335 were used to tidy areas up.

Grazing season was cut short by the Earith gates opening and all cattle were evacuated off by late October. Although the autumn management was cut short the washes were left in ideal conditions for both winter and for the coming spring.

Again a small flock of sheep were used for certain areas to eat the rosettes of ragwort. Also present throughout the winter months grazing all river banks and maintaining the required sward height expected by the EA for flood defence.

Topping of washes

Topping was carried-out from September onwards by WWT staff and contractors where a total of 85% of the WWT holding was topped.

Ecological

Breeding birds

Overall a good breeding pairs for both the WWT section of the Ouse washes and the Lady Fen complex. However observations show that chick productivity is low – seeing fewer post breeding flocks and chicks at fledging stage.

Project godwit again released more birds bringing the total to now 112 chicks being released in the wild. Black-tailed godwit population on lady fen is now peaked to 11 pairs, two pairs being the wild population.

Table 1. Ouse washes Breeding Bird Data.

	2014 (partial flood)	2015	2016 (partial flood)	2017 (minor flood event)	2018 (major flood event)	2019
Lapwing	13	34	34	45	65	42
Redshank	15	26	32	30	24	35
Oystercatcher	3	4	7	4	5	1
Snipe	16	13	19	15	11	18
Mallard	74	88	94	89	31	63
Shoveler	8	14	17	8	16	16
Gadwall	11	11	13	14	20	19
Garganey	1	2	1	1	3	3
Yellow wagtail	7	5	16	19	6	13
Reed bunting	34	59	49	59	33	43

Table 2. Lady fen breeding bird data.

	2014 (partial flood)	2015	2016 (partial flood)	2017 (minor flood event)	2018 (major flood event)	2019
Lapwing	65	97	92	93	83	111
Redshank	41	41	36	49	31	47
Oystercatcher	5	5	5	4	5	7
Snipe	4	8	10	6	9	5
Mallard	16	30	22	48	37	38
Shoveler	12	25	39	46	64	45
Gadwall	9	14	14	7	15	18
Garganey	0	2	1	1	1	3
Yellow wagtail	2	7	2	7	4	1
Reed bunting	2	9	5	10	12	7
Black-tailed godwit	2	3	3	3	6	11

Leigh Marshall
6.4.20

Superintendents Report 2019 – 2020 Welney to Earith.

Water Levels

The Summer retention level on the Washes (0.56mAOD at Welches Dam) was met on 20th April and apart from a brief rise in level up to 1.13m, in the middle of June, the Washes stayed flood free for the rest of the season. The average levels were April 1.02, May 0.68, June 0.77, July 0.60, August 0.58, September 0.59

The sluice gates at Earith opened in the middle of October and by the end of the month the flood level was 1.65m.

The average level for Nov was 2.40 with a peak of 3.06 on the 18th.

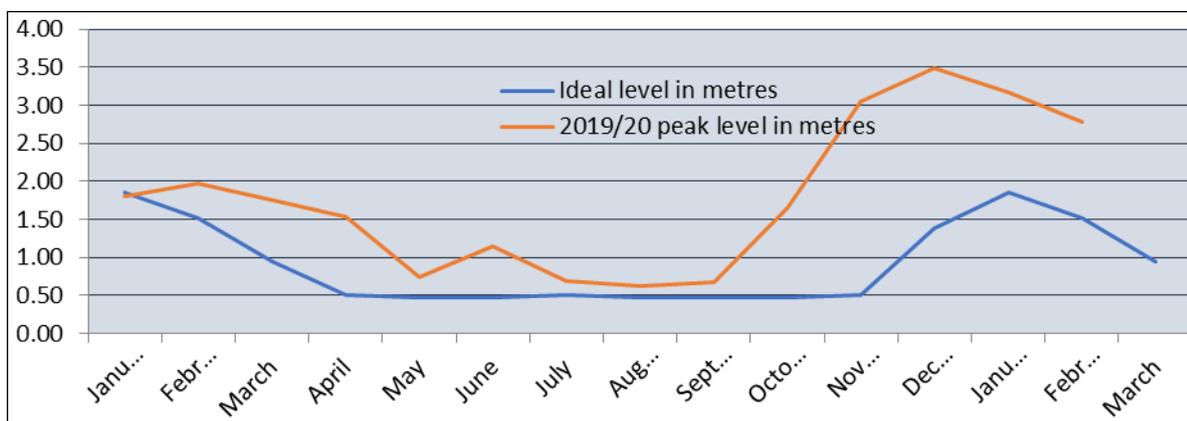
December average was 2.81 with a winter peak level of 3.49 on the 27th

January average was 2.65 with a peak of 3.17 on the 21st.

February average was 2.29 with a winter peak level of 2.78 on 24th

March average so far 2.43.

Current level 2.09 (17th March)



IDB drain management.

Fen Group supplied 360 digger for 150 hours @ £40 an hour. Total cost £6,000.

A total of 4,126m of the header dyke was maintained.

A broken collapsed concrete pipe culvert was replaced with a 6m plastic one at Harlands Wash.

Mott's Leg (Nott's), Day's Hay (Kent's) and Starling's Top (Hartley's), Morton's (Dimmock's) and Cambient and Detached slacker inlets were cleared of silt.

Slacker Inlets

All slacker mechanisms were greased in April and October 2019. The operation will be checked in 2020 as soon as the flood level allows.

Black sluice slacker – The operation of the door opening mechanism is now greatly improved but is still hard to open during high river levels when there is a significant pressure of water on the door.

Willow Wash (Witcham Gravel) slacker – the slight leak did not cause a problem in 2019

All other slackers were operational at the end of the season.

Reserve management

98% of the total reserve washland was managed.

Including privately owned washes

123.07ha RSPB, 3.43ha WT and 74.32ha private land cut for hay.

408.22ha RSPB, 160.99ha WT, 35.60ha private land topped.

Cattle numbers peaked at 2,418 in early September, including approximately 250 privately shepherded in the Sutton to Earith section of the reserve and 160 privately shepherded between Mepal and Welney. BCMS cattle on movements to the Reserve holding totalled 2,030. 1,903 (1,903 in 2018) including Pilot Project and Coveney.

9,131m of RSPB 2,676m WT ditching and 341m private ditching maintained. Scrapes maintained by rotovation at Spoilheaps Bottom, Sand and Gravel Top, Soles and Hawkins, 4th Singing Wash, Browns and Richards, Wortleys Bottom, Rickwood Scrape and Stockdales Pools.

Breeding birds - Welney to Earith

	2015	2016 (partial flood)	2017 (minor flood event)	2018 (later flood drain off)	2019 (minor flood event)
Lapwing	91	98	128	23	166
Redshank	125	125	121	104	124
Snipe	72	68	94	99	114
Mallard	319	331	294	251	295
Shoveler	91	62	81	61	83
Gadwall	47	61	86	82	84
Garganey	7	6	5	10	9
Yellow wagtail	20	55	45	41	86
Reed bunting	74	81	90	143	146

Breeding wader pairs Pilot Project and Carroll's Ground

	2015	2016	2017	2018	2019
Oystercatcher	2	2	3	5	4
Lapwing	99	90	90	110	73
Redshank	42	44	34	69	65
Black-tailed godwit	0	0	0	2	4
Snipe	33	34	26	38	29

Breeding wader pairs Coveney

	2018	2019			
Lapwing	16	12			
Redshank	14	4			
Black-tailed godwit	0	0			
Snipe	15	6			

Paul Harrington

Hundred Foot Washes Internal Drainage Board

Biodiversity Action Plan Report 2019-20

Note on 2019-20 report

The ADA-led process to review and update existing IDB BAP guidelines and metrics is in motion with a national meeting scheduled for April 2020 (now an online meeting). The outcomes of this will be shared with all Boards as and when it is finalised. Until then, this report continues in the format of previous ones.

Report Summary

Due to the Coronavirus outbreak it has not been possible to submit a full report as elements requiring close contact with others have been postponed. However, it is hoped that these details (including an updated map and BAP table) can be completed and submitted to the board when current guidelines have been relaxed.

An update on renewed efforts to eradicate mink in the Middle Level (as part of a wider national initiative) is included below.

Other

Invasive Species

The non-native invasive *American Mink* continues to be found in the Middle Level and adjacent catchments with 3 reported from the Welches Dam area in 2019.

As of autumn 2019, a coordinated Middle Level Mink project has started using new rafts and 'smart' traps, 7 mink have since been caught using the new technology, showing they still persist. An additional 10 mink have been trapped at private sites since October. Following significant investment from the Ely & Downham Group of IDBs in the issue it has been suggested that Internal Drainage Boards of the Middle Level may be interested in supporting renewed efforts to eradicate mink from their drains and helping ensure the survival of our native Water Vole (and other wildlife). 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).

Floating Pennywort continues to cause concern in the Ouse Washes area and as such all IDBs are urged to be vigilant and report any sightings (confirmed or suspected) to the Conservation Officer. (An ID poster produced in 2019 will be attached to this report, it can be printed and shared or copies are available from Head Office)

Recommendations

Per Appendix 1, Mink Traps are available for purchase via the Conservation Officer at a cost of £210.68. The CO will arrange installation and any training needed.

Training

The next Middle Level Biodiversity Meeting will take place on Wednesday 2nd December 2020 at the Oliver Cromwell Hotel in March. Further training events will be scheduled in due course – the Conservation Officer welcomes suggestions for topics Board members may find useful/interesting.

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

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

MIDDLE LEVEL **COMMISSIONERS**

Telephone: (01354) 602965
(07765) 597775
Email: peter.beckenham@middlelevel.gov.uk
Website: www.middlelevel.gov.uk



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

Peter Beckenham
Conservation Officer

3rd 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	
TOTAL	£210.68	Initial cost. Then £24.00 per year after 2 years (as above*)
Despatch per GWCT guidelines is suggested as an air pistol. https://www.gwct.org.uk/advisory/guides/mink-raft-guidelines/dispatching-a-mink/		

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 31st January 2020.

Many thanks, Peter Beckenham

peter.beckenham@middlelevel.gov.uk



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



**middle level
commissioners**

**Invasive Non Native
Species Alert**

FLOATING PENNYWORT



BOATERS

Please follow this advice to help prevent the spread of Floating Pennywort:

- Before entering the Middle Level system carry out a visual inspection of your vessel for Floating Pennywort and remove anything that should not be there and leave by the side of the watercourse, as far from the water as possible.
- If your vessel has an inboard engine check any weed filters or strainers and clear them.
- On a narrowboat lift & check for weed via the weed hatch where fitted and when safe to do so.
- Apply regular short bursts of reverse thrust when underway to throw off and unwrap any weed caught around propellers.

If you do find something you suspect to be Floating Pennywort:

- Note the location and take a photo.
- If it is on a Middle Level waterway phone the Middle Level Commissioners on 01354 653232.
- On any other waterways contact the Environment Agency on 0800 80 70 60.

Photos from: Olaf Booy, Richard Lansdown (RL), Mike McCabe, British Waterways





Hundred Foot Washes IDB

Site Safety Inspection Record

Complete

Name of organisation: Hundred Foot Washes IDB
Date of site visit 📅 30th Sep, 2019 ⌚ 8:30 AM BST
Address of inspected premises WWT Hundred Foot Bank Welney Wisbach PE14 9TN
Name of Advisor Simon Cross
Time of arrival at site: 📅 30th Sep, 2019 ⌚ 8:30 AM BST
Audit Name Hundred Foot Washes IDB

Audit

An opening meeting was held with Leigh Marshall (Superintendent) and Steve Calton (Chair)	
Have there been any accidents since our last visit?	No
Have there been any new starters since our last visit?	No
1 Introduction. Hundred Foot Washes IDB covers an area of approximately 2043 ha and comprises 17 slacker inlet points with a variety of screw operated mechanisms; there are no pumping stations or buildings. Only one slacker was visited, No 2a Charity Inlet, however due to the high water level of the river, this was partially submerged. Board has no direct employees, Board members are responsible for the operation of the slackers only as required, usually between May and November; any maintenance work on the slackers or drains is undertaken by 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 in place. All Boards have been made aware that whilst Middle Level Commissioners provide a conduit for health and safety information and can provide general advice, it is the Board's responsibility to ensure appropriate measures are taken to ensure that Board members, contractors and anyone else who could be affected by the Board's undertakings are not placed at at risk of injury or ill health, this can be achieved by complying with relevant legislation and best practice guidance.	
2 Working near water. There is a risk of drowning if members fall in the water, slacker locations have barriers or platforms from which to operate the slacker mechanisms. Care should be taken when operating or transiting between the slackers either on foot or in a vehicle. At the time of the visit the slacker visited was partially submerged due to the water level, however it was reported that access to the slacker would not be required in those circumstances. In addition, there is a risk of waterborne and zoonotic diseases from contact with contaminated water, any contact with water should be kept to a minimum. In addition, good personal hygiene should be maintained, particularly hand washing, and ensure cuts or scratches are covered with a waterproof plaster.	
3 Lone Working. IDB members usually operate or inspect the slackers on their own. It should be ensured that a system is in place so their whereabouts is known prior to and on completion of any work.	
4 Manual handling. Slacker mechanisms are visually checked regularly for damage or poor operation and remedial action taken as required to reduce the risk of manual handling injuries from operating the screws. It should be ensured the equipment is maintained in good working order.	

Photographic Risk Assessment

Signature of person informed

Signature of person informed 1

Signature of person informed	
	S Calton 30th Sep, 2019 9:54 AM BST
Advisor's signature	
	Simon Cross 30th Sep, 2019 9:55 AM BST
Departure time	
📅 30th Sep, 2019 ⌚ 10:00 AM BST	
Photographic Risk Assessments closed out during the visit.	
None	
Number of outstanding Photographic Risk Assessments	0 From 0 to 99

Hundred Foot Washes

SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

No Outstanding PRA's

SSI 30 09 19



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, MCQJ 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



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

Hundred Foot Washes 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 Hundred Foot Washes 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 Hundred Foot Washes Internal Drainage Board on application to:

The Clerk
Hundred Foot Washes 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: 27th August 2019

Annual Internal Audit Report 2018/19

HUNDRED FOOT WASHES 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 the authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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

09/04/19 17/04/19 10/05/19

Name of person who carried out the internal audit

WHITING & PARTNERS

Signature of person who carried out the internal audit

M. Hayden
- Whiting & Partners

Date

10/05/19

**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).

Hundred Foot Washes Internal Drainage Board
Year Ended 31st 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 31/03/2018	Year ending 31/03/2021
C	Year ended 31/03/2019	Year ended 31/03/2017	Year ending 31/03/2020
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		
H	Year ended 31/03/2019	N/A – no assets	N/A – no assets
I	Year ended 31/03/2019		
J	Year ended 31/03/2019		
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 31st 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 31/03/2019.

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 10-05-2019

PARTNERS Philip Wilson FCA Mark Winstanley CA James B Cox FCA Paul H. Bevan FCA Z James Harrison FCA	Andrew P Wignall FCA Christopher D Nelson FCA William E Meadows FCA Ian D C Pugh FCA Christopher F Bell FCA Suzanne Schiller CMA	Andrew R Bird FCA Ewan J Bell FCA Sarah J Day FCA Ananda T Suresan FCA Siri Clayton FCA	ASSOCIATES Richard A Dixon ATT Jonathan P Moss ACA Stephen J Moss CA Paul M Johnson ACA	REGISTERED MANAGERS Joel Francis	Registered to carry on audit work in the UK and Ireland. Registered for a range of investment business activities and licensed to carry out the regulated legal activity of non-contractual products in England and Wales by the Institute of Chartered Accountants in England and Wales.				
Barry W. Edwards	Rob	King's Lynn	Maritz	Mildenhall	Portsmouth	Reading	St Leon	St Neots	Wimbor

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

HUNDRED FOOT WASHES 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:

	Answer			The reason that the authority
	Yes	No	N/A	
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 the 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. (If or 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:

2nd April 2019

and recorded as minute reference:

B.12.14

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

Chairman

Clerk

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

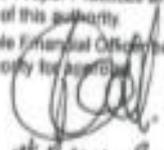
Section 2 – Accounting Statements 2018/19 for

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

	Year ending		Notes and Explanations				
	31 March 2018 £	31 March 2019 £					
1. Balances brought forward	32,808	24,898	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year				
2. (+) Precept or Rates and Levies	20,641	24,770	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received				
3. (+) Total other receipts	126	147	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	28,677	20,914	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	24,898	28,901	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	28,366	36,740	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation				
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PNLB)				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>		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
Yes	No						

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 presents fairly the financial position of this authority

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


1st April 2019

Date

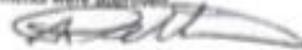
I confirm that these Accounting Statements were approved by this authority on this date:

02/04/2019

as recorded in minute reference:

6. 1216

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



Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Hundred Foot Washes Internal Drainage Board – DB0037**

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 and E. 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

17/06/2019

* 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).



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

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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

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March

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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 31st 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. Manea & 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.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
- 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 £.

HUNDRED FOOT WASHES	Internal Drainage Board
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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. BOROUGH COUNCIL OF KINGS LYNN AND WEST NORFOLK	143
2. EAST CAMBRIDGESHIRE DISTRICT COUNCIL	9
3.	
4.	
5.	
6.	
7.	
8.	
Total	152

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 £
INCOME		
1. Drainage Rates		24,616
2. Special Levies		152
3. Higher Land Water Contributions from the Environment Agency		0
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		147
10. Rents and Acknowledgements		0
11. Other Income		0
Total income		24,917
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		1,232
14. Watercourse maintenance		13,263
15. Pumping Stations, Sluices and Water level control structures		0
16. Administration		5,914
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		265
22. Other Expenditure		241
Total expenditure		20,915

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		4,002
24. Developers Funds income not applied in year		0
25. Grant income not applied in year		1,885

Notes:

11. Include all other income, such as absorption account surpluses (for example plant and labour absorption accounts).
12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms, stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
17. State all costs associated with the PSCA
18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase interest payable.
20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions on non-designated sites.
22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).
23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.
24. Total balance of developer fund year end.
25. Unspent grant at year end.

Section B –IDB Reporting

Policy Delivery Statement

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

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

Biodiversity

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

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

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

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

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

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

SSSI water level management plans

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

If so, which ones:

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

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

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

Access to environmental expertise

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

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

Co-opted members

Directly employed staff

Contracted persons or consultants

Environmental Partners/NGOs

Other (please describe)

Asset Management

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

ADIS

Paper Records

Other Electronic System

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

Yes No

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

How many pumping stations does the Board operate?

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

Health and Safety

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

Yes No

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

Yes No

Have there been any reportable incidents in the past year?

Yes No

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation? Yes No

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

- Governance
- Finance
- Environment
- Health, safety and welfare
- Communications and engagement
- Other (please describe)

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc)..... Yes No

Has your IDB adopted computerised accounting and rating systems?..... Yes No

Has your board published all minutes of meetings on the website?..... Yes No

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes No

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? Yes No

Has your Board adopted the following governance documents?

Standing Orders Yes No

Have the Standing Orders been approved by Ministers Yes No

Byelaws Yes No

If you have Byelaws, have you adopted the latest model byelaws published in 2012..... Yes No

Have the Byelaws been approved by Ministers..... Yes No

Code of Conduct for Board Members..... Yes No

Financial Regulations..... Yes No
 Register of Member's Interests..... Yes No
 Anti-fraud and corruption policy..... Yes No

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	10
Seats available to appointed members under the Land Drainage Act 1991.	0
Number of elected members on the board at year end.	12
Number of appointed members on the board at year end.	0
Mean average number of elected members in attendance at each board meeting over the last financial year.	7
Mean average number of appointed members in attendance at each board meeting over the last financial year.	0

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?	1
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	1
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?

0.13%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

Section C – Declaration

HUNDRED FOOT WASHES

Internal Drainage Board

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

Signature

S. Ablett

Date

18/9/19

Name in BLOCK LETTERS

MISS SAMANTHA ABLETT

Designation

ASSISTANT TREASURER

Email address

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)
----------	--------------------	------------------------------------

Boards who have a current Health and Safety policy	98%	Not reported
Boards who have a responsible officer for H&S	86%	Not reported
Boards who have had any reportable incidents in past year	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.

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

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

Board membership and attendance

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

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

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

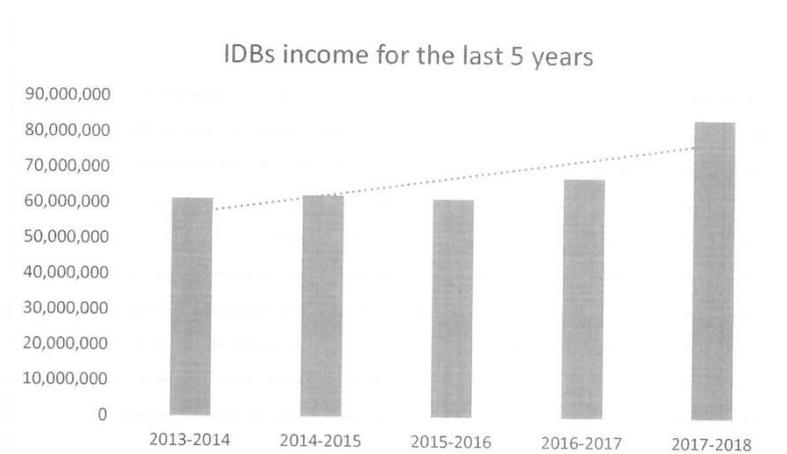
16. Based on the responses, there are some positive results. It is showing that majority of IDBs are making good use of their websites as a platform to share important information as a way of being transparent. It is also showing that majority of IDBs have adopted good guidance and best practices such 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.

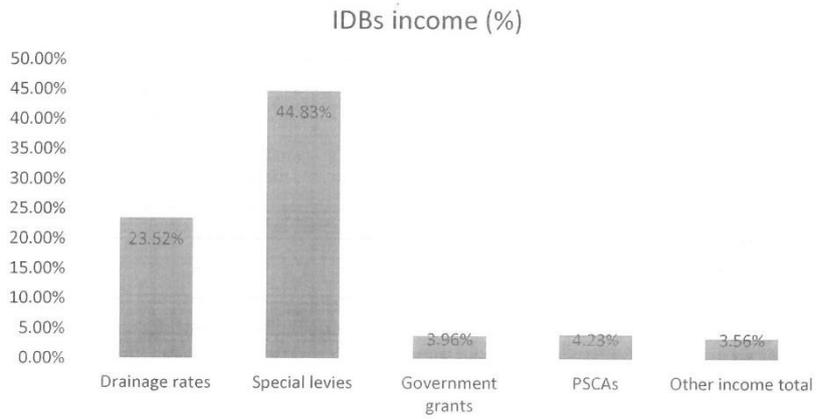
Trend in funding

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.

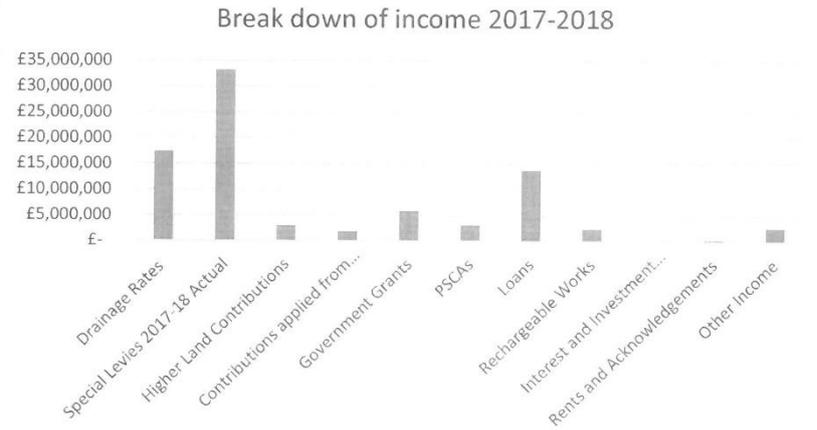


20. 80% of the sector's income comes from special levies (paid by local authorities) and drainage rates (paid by landowners within the internal drainage district). The remainder comes from a variety of sources including government grants and rental income as demonstrated below.

Income 2017 - 2018

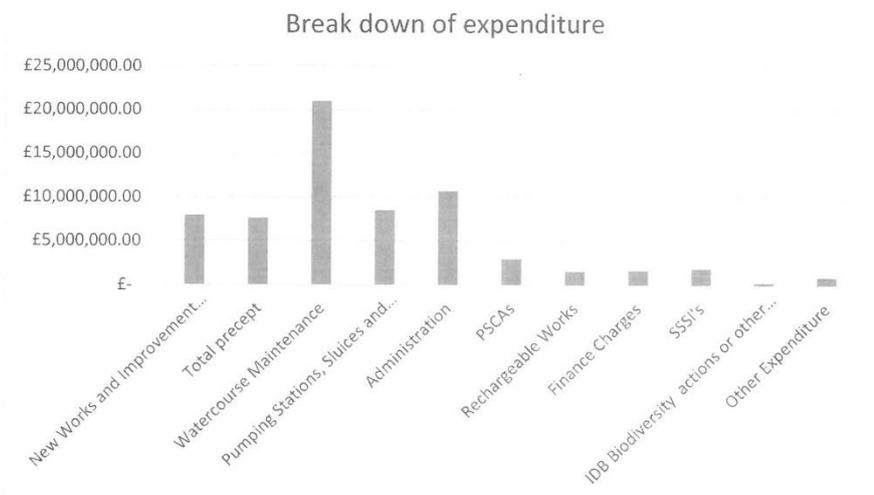
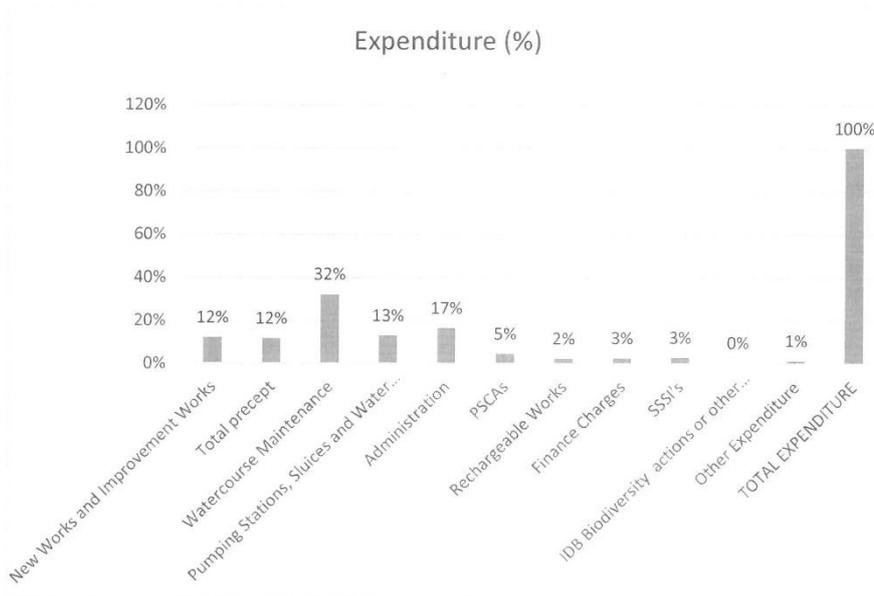


Breakdown of income



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

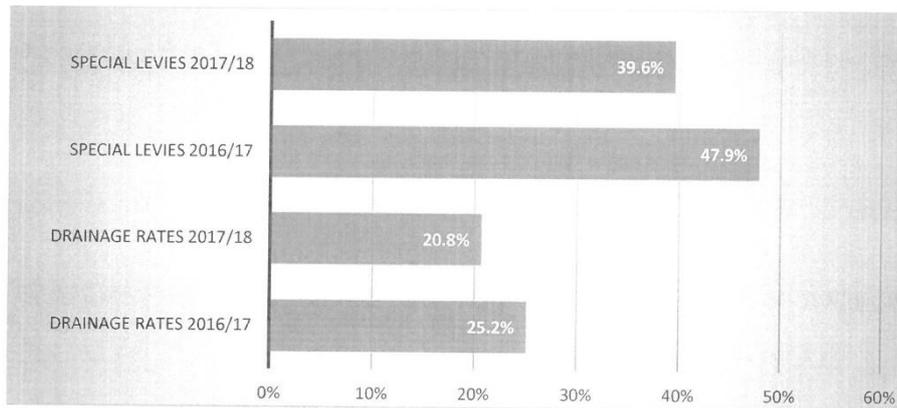
Expenditure



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

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD
BUDGET MONITORING 2019/2020

	<u>Budget</u> <u>2019/2020</u> £	<u>Actual to</u> <u>31.12.2019</u> £	<u>Forecats to</u> <u>31.03.2020</u> £	<u>Remarks</u>
1 Insurances	275	216	220	
2 Drainworks (including Environmental measures), repairs and renewals, Washes Superintendents' fees etc	15,000	10,932	15,000	- Includes provisions to end of year:- 2,500
3 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	6,400	2,518	6,600	- Includes for new H&S arrangements
4 Environment Agency - Precept	1,294	1,294	1,294	
5 Improvement works: Inlet structures	2,000	535	2,000	
	24,969	15,496	25,114	
LESS Government grant, Deposit Accounts interest etc	147	0	150	
	24,822	15,496	24,964	

HUNDRED FOOT WASHES 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

HUNDRED FOOT WASHES 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 ↓	HIGH	Low Impact High Likelihood 4	Medium Impact High Likelihood 5	High Impact High Likelihood 6
	MEDIUM	Low Impact Medium Likelihood 3	Medium Impact Medium Likelihood 4	High Impact Medium Likelihood 5
	LOW	Low Impact Low Likelihood 2	Medium Impact Low Likelihood 3	High Impact Low Likelihood 4
		LOW	MEDIUM	HIGH
		← Impact on the Business →		

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

Risk Identified	Risk Level	Treat	Transfer	Terminate	Details of how risk will be managed	Review Date	Officer
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

Risk Identified	Risk Level	Treat	Transfer	Terminate	Details of how risk will be managed	Review Date	Officer
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

Risk Identified	Risk Level	Treat	Transfer	Terminate	Details of how risk will be managed	Review Date	Officer
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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

HUNDRED FOOT WASHES 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 2020, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

AUTHORITY WEBSITE ADDRESS

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

Payments 2019/2020 (1st April 2019 - 31st March 2020)

<u>DATE</u>	<u>DETAIL</u>	<u>NET</u>	<u>VAT</u>	<u>GROSS</u>
04/04/2019	Middle Level Commissioners - Fees - (Production of Board reports, planning and development applications	106.00	21.20	127.20
04/04/2019	Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	3,103.57	620.71	3,724.28
04/04/2019	Leigh Marshall - Washes superintendent duties - (2017-2019)	1,327.00	0.00	1,327.00
04/04/2019	Association of Drainage Authorities - Annual Subscription 2019	553.00	110.60	663.60
12/04/2019	P Harrington - Washes superintendent duties - (2018-2019)	672.00	0.00	672.00
31/05/2019	Environment Agency - Precept	646.85	0.00	646.85
21/05/2019	Fen Group - Drainworks	420.00	84.00	504.00
31/05/2019	Fen Group - Drainworks	260.00	52.00	312.00
20/08/2019	Fen Group - Drainworks	9,180.00	1,836.00	11,016.00
28/08/2019	PKF Littlejohns LLP - Audit fee (2018-2019 accounts)	200.00	40.00	240.00
10/09/2019	Middle Level Commissioners - Contribution to eel Research	83.33	16.67	100.00
17/09/2019	Middle Level Commissioners - Administration charge, postages and telephone charges	1,865.00	372.23	2,237.23
17/09/2019	Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2018-2019 accounts)	435.00	87.00	522.00
17/09/2019	Middle Level Commissioners - Contribution (Environmental Officer)	265.00	0.00	265.00
17/09/2019	Middle Level Commissioners - Renewal of insurances	216.30	0.00	216.30
17/09/2019	Middle Level Commissioners - Fees (Provision of District plans)	21.00	4.20	25.20
16/10/2019	Middle Level Commissioners - Provision of Health & Safety services - COPE Safety Management Limited	133.33	26.67	160.00
30/10/2019	Fen Group - Drainworks	480.00	96.00	576.00
13/11/2019	RSPB Sales Ltd - Clearance of 14 slackers, 2019	140.00	28.00	168.00
30/11/2019	Environment Agency - Precept	646.85	0.00	646.85
14/01/2020	P J (Farms) Ltd - Moving silt	166.25	33.25	199.50
23/01/2020	Middle Level Commissioners - Supply of bespoke signage for slacker installation (Account from 3B Design & Print)	535.00	107.00	642.00
26/02/2020	Association of Drainage Authorities (River Great Ouse branch) - Subscription 2019-2020	5.00	1.00	6.00
26/02/2020	Middle Level Commissioners - Application to EA for Water Transfer Licence (Account from EA)	375.00	0.00	375.00
17/03/2020	P Harrington - Washes superintendent duties - (2019-2020)	692.00	0.00	692.00
27/03/2020	Information Commissioner - Data Protection Registration renewal	40.00	0.00	40.00
		<u>22,567.48</u>	<u>3,536.53</u>	<u>26,104.01</u>

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2020

GENERAL FUND

2020			2019		
Mar-31	Expenditure during the year		Apr-01	Balance brought forward	28,900.00
	Precept	1,293.70	2020		
	Insurances	216.30	Mar-31	Rate income & Special levies	24,770.24
	Repairs, renewals & drainworks	12,358.25		Interest on Deposit Accounts	189.85
	Administration charge, Audit fee, printing, stationery, advertising etc	<u>6,430.86</u>			24,960.09
		20,299.11			
	Improvement works	585.00			
	Future Replacement Works	<u>1,000.00</u>			
		1,585.00			
	Balance carried forward	<u>31,976.58</u>			
		<u><u>53,860.69</u></u>			<u><u>53,860.09</u></u>

BALANCE SHEET

Revenue Section

Liabilities

General Fund	31,976.58
Future Works Fund	1,000.00
Sundry Creditors	5,375.26
Grant overdrawn	1,885.14
	<u>40,236.98</u>
	<u><u>40,236.98</u></u>

Assets

Ratepayers' Account - Arrears	164.99
Value added Tax - Refunds due	633.67
Sundry Debtors	337.50
Balance in hand - Treasurer's Account	39,100.82
	<u>40,236.98</u>
	<u><u>40,236.98</u></u>

Hundred Foot Washes Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2020

Treasurers Account 2019/2020

1st April 2019			31st March 2020	
Balance brought forward	36,150.31		Payments made during the year	26,104.01
			Transfers	0.00
31st March 2020				<u>26,104.01</u>
Receipts during the year				
Clerk's collection account	28,275.25			
Interest on deposit accounts	<u>185.13</u>	28,460.38	Balance carried forward	38,506.68
		<u>64,610.69</u>		<u>64,610.69</u>

National Savings - Treasurers Account 2019/2020

1st April 2019			31st March 2020	
Balance brought forward	589.42		Payments made during the year	0.00
31st March 2020				
Interest on deposit accounts	4.72		Balance carried forward	594.14
	<u>594.14</u>			<u>594.14</u>

Barclays Bank PLC

Clients Premium Account

Balance per Statement as at 31st March 2020	38,506.68
Less unrepresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	<u>38,506.68</u>

Cash balances as at 31st March 2020

Barclays Bank PLC

Clients Premium Account	38,506.68
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National Savings

Investment Account per passbook	594.14
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<u>Total reconciled cash balances per accounts</u>	<u>39,100.82</u>
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Section 2 – Accounting Statements 2019/20 for

HUNDRED FOOT WASHES-INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	24,898	28,901	<i>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.</i>
2. (+) Precept or Rates and Levies	24,770	24,770	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	147	190	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	0	0	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	20,914	20,884	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	28,901	32,977	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	36,740	39,101	<i>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.</i>
9. Total fixed assets plus long term investments and assets	0	0	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>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>

I certify that for the year ended 31 March 2020 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Hundred Foot Washes

Financial year ended 31st March 2020

Reconciliation between statement of accounts and Annual Return

**Per Annual
Return**

Line 1	Balances brought forward General Fund	28,900.60 <hr/> 28,900.60	28,901
Line 2	Rates and Special Levies Agricultural rates Special Levies Penalty Costs Write-off	24,618.24 152.00 0.00 0.00 0.00 <hr/> 24,770.24	24,770
Line 3	Total other receipts Interest General fund Consent applications Wayleave	189.85 0.00 0.00 <hr/> 189.85	190
Line 4	Staff costs Wages/salaries National insurance contributions Pension costs Travelling expenses	 0.00 0.00 0.00 0.00 <hr/> 0.00	0
Line 5	Loan repayments PWLB - Principal PWLB - Interest	 0.00 0.00 <hr/> 0.00	0
Line 6	All other payments Precept Rates, insurances, telephones Drainworks Improvement works Administration	 1,293.70 216.30 12,358.25 585.00 6,430.86 <hr/> 20,884.11	20,884
Line 7	Balances carried forward General Fund Future Works Fund	 31,976.58 1,000.00 <hr/> 32,976.58	32,977
Reconciliation Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6		32,976.58	
Balances carried forward Per Annual return		32,977.00	

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD
BUDGET PROPOSAL 2020/2021

	<u>Budget</u> <u>2019/2020</u> £	<u>Actual</u> <u>2019/2020</u> £	<u>Budget proposal</u> <u>2020/2021</u> £	<u>Remarks</u>	
1 Insurances	275	216	250	A - Slubbing - 246 hrs	10,340
				Silt spreading	166
				Superintendents fees	1,384
2 Drainworks (including Environmental measures), repairs and renewals, Washes Superintendents' fees etc	15,000	12,358 ^A	15,575 ^B	Cleaning culverts	140
				Fees and miscellaneous	<u>328</u>
					12,358
3 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	6,400	6,431 ^C	6,650 ^C	B - Slubbing - 250 hrs @ 41.50	10,375
				Spreading	3,000
				Superintendents fees	1,424
				Cleaning culverts	170
				Fees and miscellaneous	<u>631</u>
					15,600
4 Environment Agency - Precept	1,294	1,294	1,326	C - Includes for new Health & safety arrangements	
5 Improvement works: Inlet structures	2,000 ^D	1,585 ^D	1,000 ^D	D - Includes provision for future works	1,000
	24,969	21,884	24,801		
LESS Government grant, Deposit Accounts interest etc	147	190	31		
	24,822	21,694	24,770		

Hundred Foot Washes 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:-

- a) Proportion to be borne by the Agricultural Sector – 99.39%
- b) Proportion to be borne by Special levies issued to:-

Norfolk -	Borough Council of Kings Lynn and West	
	0.57%	
East Cambridgeshire District Council -	<u>0.04%</u>	
		0.61%

The product of a rate of 1p in the £ on Agricultural land and buildings is £1,026.

In 2020/2021 a rate of 1p together with corresponding Special levies would raise £1,032.

Revenue cash in balance on 31st March 2020 - £31,977.

The estimated net expenditure in 2020/2021 is £24,770 and is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 24.00p
- b) a Special levy on the Borough Council of Kings Lynn and West Norfolk of £143 and
- c) a Special levy on East Cambridgeshire District Council of £9.

In 2019/2020 a rate of 24.00p in the £ was raised together with Special levies of £143 on the Borough Council of Kings Lynn and West Norfolk and £9 on East Cambridgeshire District Council.

The Board should give consideration to the future level of balances required when setting the rate for 2020/2021.

D C THOMAS

Clerk to the Board

April 2020