



83<sup>rd</sup> ANNUAL GENERAL  
MEETING HANDBOOK

11 November 2020  
Zoom Webinar

# THE 83<sup>RD</sup> ADA ANNUAL GENERAL MEETING

to be held online as a Zoom Webinar

**ON WEDNESDAY 11 NOVEMBER 2020**

at 14.00 (opens from 13.50)

## HANDBOOK

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# WELCOME

by ADA's Chairman, Robert Caudwell

Every year, I look forward to gathering with ADA members - greeting old friends and making new ones from around the country - at our Annual Conference and AGM in London. This year is different in so many ways, but I am grateful that we can still all come together virtually as an association. Making the virtual AGM accessible to all ADA members and understanding peoples' varying levels of comfort with online tools, has been a top priority under these circumstances. We look forward to your participation in the real-time Q&A elements and hearing your views.

Aside from the adversity served to us by COVID-19, 2020 has brought with it some notable challenges for the flood and water management sector. Prolonged and heavy rains opened the year and indeed for some, autumn flooding started as far back as October 2019. I pay tribute to all of our members who worked tirelessly to manage those excesses of flood water and complete essential repairs. I am absolutely delighted to see our members working together on the Steeping River following last June's flooding, with the first stage of targeted dredging getting underway this autumn. I would like to say a huge thank you to all those involved and I hope it encourages more members to grasp the capacity of our low-lying rivers in a proactive and careful manner:

Politically we have a new Government, and a renewed emphasis on growth and resilience was visible within the new National FCERM Strategy for England. The Strategy aims to ensure spending on flood and coastal

resilience contributes to job creation and sustainable growth. Nowhere does that apply more than within our low-lying catchments. It is important that our collective activities continue to help underpin jobs, growth, and prosperity, as well as enhancing our natural environment.

To build a green recovery after COVID-19, ADA will continue to support closer collaboration between our members to maintain our rivers and flood defences. We will embrace a resilient approach that treats water as a resource and encourages members to build the local capacity they need to adapt to our changing climate. It is essential that the Government plays its part, ensuring the necessary long term revenue funding for the sector to achieve these ambitions, a planning framework that properly addresses the risk of flooding both to and from new development, and supports an agricultural sector to contribute to public goods such as flood alleviation whilst delivering world leading food and environmental standards.

As we remain physically distant at this uncertain time, I hope to meet and talk to as many of you as possible in the year ahead. The success of our Association remains very much down to the valued support of our members and partners. I wish you an interesting and enjoyable event.



**ROBERT CAUDWELL**  
**CHAIRMAN, ADA**

# AGENDA

Business and proceeding will be conducted in accordance with the Association of Drainage Authorities Memorandum & Articles of Association (<https://www.ada.org.uk/wp-content/uploads/2020/07/Amended-Articles-of-Association-arts-15b-e-13Nov2019.pdf>).

## MOTIONS / AMENDMENTS

Any Associate or Full Member of the Company who desires to submit any motion or amendment, or to place any matter on the Agenda for discussion, shall send written particulars thereof to ADA's Chief Executive not less than 30 clear days before the date of the annual general meeting, together with a certified copy of the appropriate resolution of the Associate or Full Member in support thereof.

1.  Zoom Technical Familiarisation
2.  Welcome
3.  Report of previous AGM (13.11.2019)
4.  Election of President and Vice Presidents'
5.  Report on the election of Directors to the Board
6.  Report on the activities and proceedings of ADA Board, Committees and Staff in 2019/20
7.  Presentation and adoption of Approved Accounts 2019
8.  Appointment of internal auditor and audit arrangements for 2021
9.  Notification of subscription rates for 2021
10.  Motions/Amendments to be put to the AGM (notice required by 11 October 2020)
11.  ADA Business Questions (AOCB)
12.  Close

# CHIEF EXECUTIVE'S REPORT

Reported by ADA's Chief Executive, Innes Thomson BSc CEng FICE

We are in strange times and it is a great pity that we cannot safely meet in person this year to enjoy the usual level of sharing, exchange, and camaraderie between ADA's members. However, we shall not be stopped, and this year's online AGM will maintain our connection with you, and ensure that the conduct of our business, as per our Memorandum & Articles of Association, goes ahead as usual.

Despite the COVID-19 disruptions, I am pleased to report that ADA has continued to make really good progress on a number of fronts. The pandemic has obliged us to look at the way we operate. With the help and understanding of our staff - Heather, Ian, Ryan, Sofi, and Sue - we have adjusted our working patterns and systems at little cost, but with considerable efficiency gains. I for one have realised that time spent travelling is often unproductive, especially when driving. The enforced regime of working from home has meant that I have managed to address many more issues, some of which have been on the waiting list for some time. So, I can say that we will not be returning to the old ways of working pre-COVID19, but will seek to achieve a better balanced approach of face-to-face and online contact with all of ADA's members.

For the past couple of years ADA has been operating, with Board approval, at a slight deficit as we invest in work and projects for your benefit. Consequently, we had budgeted for a deficit position in 2020, but I had pledged to the Board that we

would seek to balance our budget in 2021. However, this year we have experienced significant cost savings as a result of not holding meetings and events in person, and of course, not spending money on travel, accommodation, and subsistence. Fortunately, we also managed to complete FLOODDEX 2020 back in February not long before lockdown followed. These two factors mean that ADA is running with a healthy surplus in 2020. Consequently, I am pleased to say that the Board has supported plans to re-invest that surplus back to the membership in 2021.

Membership has remained healthy, and I have been delighted to welcome new members, both large and small, who I believe see the value of the service we provide not only for them, but for the wider industry as a whole.

## WINTER FLOODS 2019

We all experienced a very challenging time last winter with flooding once again showing its devastating and ugly consequences on people, our environment, and the economy. Much comment at the time warned that, whilst we might consider the amount of water having to be dealt with as "exceptional", those volumes might become the norm in several decades time.

What it highlighted to me was how good we are at emergency response. Nonetheless, we seem to accept that as a nation we react to events rather than prepare for them. In tackling both the causes and consequences

of the climate emergency, the UK should be on the front foot. ADA has therefore started championing a change in emphasis to being more proactive and spending more time, money and effort on day-to-day maintenance and management of our rivers, embankments, assets and waterway systems. Our continued dialog is helping to focus Defra's attention on acknowledging the value of maintenance work and how it will help with the resilience and adaptation elements of future policy. Lines in the Government's recent Policy Statement to this regard were welcome.

Given the concerns around river conveyance in the aftermath of the winter floods, ADA had made plans to host a summit with the EA during March to properly address the issues involved. COVID-19 put paid to that, as I accept that it is a discussion we cannot fully effectively conduct online. Once some degree of normality has resumed, hopefully during 2021, we will reschedule this summit for members.

During the floods we saw the effects of poorly located modern development, and I have significant concerns that our planning policies remain disconnected from our flood risk ones. This brings with it potential major costs for future generations. ADA will continue to make its views known on this subject both for river basins and coastal defences.

The prolonged rainfall also highlighted the vulnerability of some of our smaller IDBs to cope with the cost of a sustained flood event. This was especially so in rural areas where local authorities faced a comparatively

modest financial impact, and so the Bellwin Scheme was not triggered that could also have supported IDB partners. We have been working with Defra to document these costs and understand how they can be better supported in future events. It is clear that larger Boards can fare better with greater levels of financial reserves. It will be increasingly important that IDBs have operating emergency agreements in place, and utilise Public Sector Co-operation Agreements (PSCAs) to harness and share support with their Environment Agency area, and local authority partners.

### **FCERM STRATEGY & POLICY**

Over the past couple of years, ADA has been working closely with the EA and many other partners in developing the updated version of the next generation of the National FCERM Strategy. Under the Flood & Water Management Act 2010 this needs to be reviewed every five years. Much of that work has been recognised and accepted by Government, culminating in Parliament's approval of the updated Strategy in September.

The fundamental message coming out is simply that we need to be more ambitious, resilient, and prepared to adapt to a changing climate. This is similarly reflected in the Government's accompanying Policy Statement. All of us have a key role to play in making the new Strategy a reality and a success. ADA will help to provide that vital connect across you all, our members, to help promote the actions and essential collaboration we need to deliver the goals being set. And talking of goals, the new FCERM strategy will have a series of targets

to achieve and ADA will be looking to its IDB membership to take on and then deliver to agreed strategy objectives.

## **OUR PROJECTS**

A result of COVID-19 has been that we have been able to progress various projects more effectively this year. We commissioned a lead author to help us prepare a new Environmental Guide in our Good Governance Guide for IDBs series, and we have progressed the gathering of a wide range of information to help us produce informative infographics for IDBs and released a comprehensive dataset of IDD boundaries for the first time. We have finalised an updated template for IDB Biodiversity Action Plans, and we are developing a series of strategic HS&W presentations for IDB Board members. Behind the scenes, supported by key practitioners, we have been working with Defra on provisions within the Environment Bill that will help unlock expanding IDBs' drainage districts where this is locally supported and the ability to raise drainage rates in those new areas, as well as updating various byelaws and reviewing consent charges under the LDA1991. We continue to work closely with Water Resources East looking at strategic long term solutions that better join up water supply and drought/flood management.

Looking forward, we are preparing to embark on two important workstreams overseen by our two Committees, firstly around river sedimentation and conveyance, and secondly how IDBs can adapt climate change. More details will emerge on those once we get started.

## **ADA'S FINANCES**

ADA started the year with an approved in year budget deficit of around £24,000. However; by the end of August, we reported a surplus of over £60,000. It is clear that, as a consequence of changes in our activity as a result of COVID-19, we will end the year with a very healthy bank balance. Risks have been carefully managed through this year and decisions taken at key points, which have ensured that ADA has not lost any money through event cancellations, etc. I gratefully acknowledge that our regular venue suppliers have honoured all their deposit refunds and we will most certainly be negotiating to renew bookings with them going forward.

Whilst ADA originally targeted a balanced budget in 2021, I am pleased to report that the Board has, at their most recent meeting, approved a budget for next year that focusses on a range of investments for members with an estimated operating deficit of £54,000. In effect this reinvests those savings made during 2020. Part of the 2021 budget allows for the 12-month employment of a new person to support Ian and Sofi in ADA's technical work. We anticipate that government activity in relation to the Environment Bill, ELM scheme, and focus on climate change through the COP26 Climate Change talks will all trigger additional work for us on behalf of members, and at the same time we want to continue with our existing guidance and support that we are already developing for members.

## **FUTURE EVENT PLANS**

Some of you will have responded to a

targeted professional survey we carried out following FLOODDEX earlier this year. The primary reason was to seek members' opinion on how we best develop future events for our members. One of the resounding views from that survey was for the return of an ADA Demonstration event. I am pleased to announce that plans are already underway for the next of these to take place in 2022.

This means that once the FLOODDEX 2021 exhibition takes place, we will have completed our five year contract with our existing exhibition partner, and we will be able to firmly turn our attentions to the ADA Demo 2022.

Whilst under lockdown, we began trialling a series of online member meetings, largely focused on an IDB audience. These remote drop-in meetings have been welcomed, so we will be looking at extending these going forward. We are also being told that there is a growing appetite for seminars, training, and more technical meetings and so we are looking at how best to create some useful and interactive events for members both in person and virtually.

Last, but certainly not least, is our ADA Conference and AGM. The survey clearly told us that the Conference remains ADA's flagship event. Next year with our AGM, it will return in its full splendour to the Institution of Civil Engineers on 10 November 2021. Beyond that, we have plans to enhance the ADA Conference. For instance in future years we may split away the AGM element of the proceedings so that we can dedicate more time to hear

members' views, as well as from leading speakers as well.

I greatly value your membership and the degree of help and support that ADA gets from many of you, our members. We could not do our work without you, so a sincere thank you from all of us. Finally, I continue to strongly advocate the stance that united we stand, but divided we will fall. So, with the rest of the team, we will continue to strive to represent all of your views and further your organisations' ability to deliver your essential work across the country.



**INNES THOMSON BSc CEng FICE**  
**OCTOBER 2020**



## OFFICERS OF THE ASSOCIATION

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### PRESIDENT

**LORD DE RAMSEY DL**

### VICE-PRESIDENTS

**BARONESS MCINTOSH OF PICKERING**

**NEIL PARISH MP**

**DAVID RIDDINGTON OBE DL**

**JEAN VENABLES CBE**

**HENRY CATOR OBE FRICS FRAGS DL**

**JOHN GROGAN**

### CHAIRMAN

**ROBERT CAUDWELL**

robert.caudwell@ada.org.uk

### COMPANY SECRETARY

**PETER BATESON BA FCCA MBA**

47 Norfolk Street, Boston, PE21 6PP

## ADA OFFICE

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Rural Innovation Centre, Avenue H, Stoneleigh Park, Warwickshire, CV8 2LG  
Office Email: [admin@ada.org.uk](mailto:admin@ada.org.uk) Office Telephone: 02476 992 889

CHIEF EXECUTIVE

**EUR ING J INNES THOMSON BSc CEng FICE**

[innes.thomson@ada.org.uk](mailto:innes.thomson@ada.org.uk)

TECHNICAL MANAGER

**IAN MOODIE MSci**

[ian.moodie@ada.org.uk](mailto:ian.moodie@ada.org.uk)

TECHNICAL OFFICER

**SOFI LLOYD BSc MBPR**

[sofi.lloyd@ada.org.uk](mailto:sofi.lloyd@ada.org.uk)

ADMINISTRATION & FINANCE OFFICER

**SUE CROWTHER**

[sue.crowther@ada.org.uk](mailto:sue.crowther@ada.org.uk)

PUBLICATIONS & COMMUNICATION OFFICER

**RYAN DIXON**

[ryan.dixon@ada.org.uk](mailto:ryan.dixon@ada.org.uk)

MARKETING & EVENTS OFFICER

**HEATHER BAILEY BA**

[heather.bailey@ada.org.uk](mailto:heather.bailey@ada.org.uk)

## DIRECTORS

Each of ADA's ten Branches appoints a single director to ADA's Board. The Environment Agency, and RFCCs each appoint a single director. A director is also appointed from ADA's LLFA members. ADA's Chairman and the chairs of each of ADA's standing Committees are also Directors.

Defra appoints an advisory representative to attend Board meetings without voting rights. ADA's staff and Honorary Advisors may attend Board and Committee meetings by invitation.

### BRANCH DIRECTORS

Branch	Name of Representative	End of term
Northern	<b>ANDREW MCLACHLAN</b>	2020
Marches	<b>JAMES HEREFORD</b>	2022
Trent	<b>WILL STAUNTON</b>	2021
Lincolnshire	<b>KEITH CASSWELL</b>	2020
Welland & Nene	<b>DUNCAN WORTH</b>	2022
Great Ouse	<b>JOHN HEADING</b>	2021
Eastern	<b>CHRIS MUTTEN</b>	2022
South Eastern	<b>PRISCILLA HASELHURST</b>	2021
South Western	<b>TONY BRADFORD</b>	2020
Cymru (Wales)	<b>JOHN MARKWICK</b>	2023

## CHAIRMAN

<b>ROBERT CAUDWELL</b>	N/A
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## STANDING COMMITTEE DIRECTORS

Policy & Finance	<b>TIM FARR</b>	2022
Technical & Environmental	<b>TREVOR PURLLANT</b>	2021

## NON-BRANCH DIRECTORS

Environment Agency	<b>CATHERINE WRIGHT</b>	2023
LLFAs	<b>DAVID HICKMAN</b>	2023
RFCCs	<b>DAVID JENKINS</b>	2022

## ADVISORY REPRESENTATIVE

Defra	<b>HAZEL DURANT</b>	N/A
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## COMMITTEES

ADA has two standing committees who meet throughout the year to discuss issues and topics affecting our members.

The Policy & Finance Committee discuss governance, legal, financial, audit and policy matters. The Technical & Environmental Committee discusses engineering, health and safety, environmental and operational matters.

Our Committees complete projects, known

as 'Workstreams', that they, our Board of Directors, and our Branches identify as important to the work of ADA's members.

The members of each committee are listed below. ADA's chairman, chief executive, and company secretary are also ex officio committee members on both. Guests and standing representatives\* may be invited by the Committee. ADA staff provide technical and administrative support.

### POLICY AND FINANCE COMMITTEE

Role	Name	End of term
Committee Chair	<b>TIM FARR</b>	31/03/22
Committee Secretary	<b>IAN MOODIE</b>	31/03/22
Member	<b>BEVERLY AGASS</b>	31/02/23
Member	<b>ANGELA COWEN</b>	31/03/22
Member	<b>NIGEL EVERARD</b>	31/03/22
Member	<b>JANE FROGGATT</b>	31/03/23
Member	<b>ANDREW MCGILL</b>	31/03/21
Member	<b>LORNA MCSHANE</b>	31/03/21
Member	<b>BILL SYMONS</b>	31/03/21
Associate Member	<b>JOHN COOKE</b>	31/03/22
RFCC Chair	<b>BRIAN STEWART</b>	31/03.23
EA Appointed Member	<b>RACHAEL HILL</b>	N/A
LLFA Member	<b>MATTHEW HARRISON</b>	31/03/22
Defra Representative*	<b>CAROL TIDMARSH</b>	N/A

## TECHNICAL AND ENVIRONMENTAL COMMITTEE

Role	Name	End of term
Committee Chairman	<b>TREVOR PURLLANT</b>	31/03/21
Committee Secretary	<b>SOFI LLOYD</b>	31/03/22
Member	<b>ROGER BURGE</b>	31/03/22
Member	<b>ANDREW NEWTON</b>	31/03/22
Member	<b>MARTIN SHILLING</b>	31/03/21
Member	<b>ED JOHNSON</b>	31/03/22
Member	<b>CHRIS MANNING</b>	31/03/21
Member	<b>DIANA WARD</b>	31/03/22
Member	<b>DAVID THOMAS</b>	31/03/23
Member	<b>VACANT</b>	N/A
EA Appointed Member	<b>MARTIN SLATER / IAN NUNN</b>	31/03/23
LLFA Member	<b>MAT JACKSON</b>	31/03/22
Associate Member	<b>STEVE GRAHAM</b>	31/03/22
Natural England Representative*	<b>TBC / ORLANDO VENN</b>	N/A

## BRANCHES

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### EASTERN

<p>CHAIRMAN <b>ROBIN BUXTON</b></p>	<p>SECRETARY <b>EMMA DIXON</b> Emma.Dixon@wlma.org.uk</p>
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### GREAT OUSE

<p>CHAIRMAN <b>HARRY RABY</b></p>	<p>SECRETARY <b>DAVID THOMAS</b> david.thomas@middlelevel.gov.uk</p>
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### LINCOLNSHIRE

<p>CHAIRMAN <b>PETER RICHARDSON</b></p>	<p>SECRETARY <b>ANDREW MCGILL</b> andrew.mcgill@lmdb.co.uk</p>
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### MARCHES

<p>CHAIRMAN <b>CHARLES PUDGE</b></p>	<p>SECRETARY <b>ADRIENNE DAVIES</b> RLIDB@Hoopletd.co.uk</p>
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### NORTHERN

<p>CHAIRMAN <b>IAN THORNTON</b></p>	<p>SECRETARY <b>BILL SYMONS</b> bill.symons@yorkconsort.gov.uk</p>
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## SOUTH EAST

CHAIRMAN <b>LARRY COOKE</b>	SECRETARY <b>NICK BOTTING</b> nick@rmaidb.co.uk
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## SOUTH WEST

CHAIRMAN <b>JEFF FEAR</b>	SECRETARY <b>CARRIE-ANNE PORTER</b> c-amorgan@somersetdb.co.uk
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## TRENT

CHAIRMAN <b>WILL STAUNTON</b>	SECRETARY <b>ANDREW MCGILL</b> andrew.mcgill@imdb.co.uk
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## WELLAND AND NENE

CHAIRMAN <b>DUNCAN WORTH</b>	SECRETARY <b>PHIL CAMAMILE</b> phil@wlma.org.uk
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## WALES (CYMRU)

CHAIRMAN <b>HUBERT JONES</b>	SECRETARY <b>JAMES WEST</b> james.west@naturalresourceswales.gov.uk
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Further details and minutes of branch meetings are available from the ADA website,  
**[WWW.ADA.ORG.UK/BRANCHES](http://WWW.ADA.ORG.UK/BRANCHES)**



## MEETING DATES 2021

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### ANNUAL CONFERENCE 2021

<b>WEDNESDAY 10 NOVEMBER 2021</b>	One Great George Street, London
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### FLOODDEX UK

<b>7-8 APRIL 2021</b>	Peterborough Arena
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### FLOOD & COAST

<b>29 JUNE - 1 JULY 2021</b>	Telford International Centre
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### BOARD

<b>WEDNESDAY 10 FEBRUARY 2021</b>	Virtual / Venue TBC
<b>WEDNESDAY 7 JULY 2021</b>	Virtual / Venue TBC
<b>WEDNESDAY 6 OCTOBER 2021</b>	Virtual / Venue TBC

### POLICY AND FINANCE COMMITTEE

<b>TUESDAY 19 JANUARY 2021</b>	Virtual / Venue TBC
<b>TUESDAY 15 JUNE 2021</b>	Virtual / Venue TBC
<b>WEDNESDAY 15 SEPTEMBER 2021</b>	Virtual / Venue TBC

### TECHNICAL AND ENVIRONMENTAL COMMITTEE

<b>WEDNESDAY 20 JANUARY 2021</b>	Virtual / Venue TBC
<b>WEDNESDAY 26 MAY 2021</b>	Virtual / Venue TBC
<b>TUESDAY 14 SEPTEMBER 2021</b>	Virtual / Venue TBC



# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2019

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## Association of Drainage Authorities

Company Limited by Guarantee

Officers and Professional Advisers

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### THE BOARD OF DIRECTORS

D J Hickman  
T H Farr  
J E Heading  
A E D Bradford  
T C Purllant  
J G Markwick  
D H Jenkins  
D R Worth  
K C Casswell  
J N Hereford  
R H Caudwell  
A J Mclachlan  
C F Fileman-Wright  
W J Staunton  
P Haselhurst  
C J C Mutten

### COMPANY SECRETARY

P J Bateson

### REGISTERED OFFICE

Rural Innovation Centre  
Stoneleigh Park  
Kenilworth  
Warwickshire  
CV8 2LG

### ACCOUNTANTS

Streets  
Chartered Accountants  
Potton House  
Wyboston Lakes  
Great North Road  
Wyboston  
Bedford  
MK44 3BZ

### SOLICITORS

Wilkin Chapman LLP  
The Maltings  
11-15 Brayford Wharf East  
Lincoln  
LN5 7AY

## Association of Drainage Authorities

### Company Limited by Guarantee

### Directors' Report

Year ended 31 December 2019

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The directors present their report and the unaudited financial statements of the company for the year ended 31 December 2019.

#### Principal activities

The principal activity of the company during the year was that of an association for water level management organisations in the United Kingdom.

#### ADA Branches

The board of directors of ADA includes representatives from regional branches. The regional branches are separate legal entities which report to, but are not controlled by, the board of directors of ADA.

#### Directors

The directors who served the company during the year were as follows:

D J Hickman  
T H Farr  
J E Heading  
A E D Bradford  
T C Purlant  
J G Markwick  
D H Jenkins  
D R Worth  
K C Casswell  
J N Hereford  
R H Caudwell  
A J Melachlan  
C F Fileman-Wright  
W J Staunton  
P Haselhurst  
C J C Mutton

#### Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the board of directors on 1 July 2020 and signed on behalf of the board by:



R H Caudwell  
Director

## Association of Drainage Authorities

### Company Limited by Guarantee

#### Statement of Income and Retained Earnings

Year ended 31 December 2019

	Note	2019 £	2018 £
<b>Turnover</b>		<b>391,550</b>	351,821
Cost of sales		<u>43,945</u>	<u>25,227</u>
<b>Gross profit</b>		<b>347,605</b>	326,594
Administrative expenses		<u>359,548</u>	<u>294,167</u>
<b>Operating (loss)/profit</b>		<b>(11,943)</b>	32,427
Other interest receivable and similar income		<u>722</u>	<u>292</u>
<b>(Loss)/profit before taxation</b>		<b>(11,221)</b>	32,719
Tax on (loss)/profit	6	<u>(50)</u>	<u>50</u>
<b>(Loss)/profit for the financial year and total comprehensive income</b>		<b><u>(11,171)</u></b>	<u>32,669</u>
<b>Retained earnings at the start of the year</b>		<b>259,393</b>	226,724
<b>Retained earnings at the end of the year</b>		<b><u>248,222</u></b>	<u>259,393</u>

All the activities of the company are from continuing operations.

## Association of Drainage Authorities

Company Limited by Guarantee

### Statement of Financial Position

31 December 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	7	1,533	1,210
<b>Current assets</b>			
Debtors	8	36,469	18,962
Cash at bank and in hand		243,518	281,205
		<u>279,987</u>	<u>300,167</u>
<b>Creditors: amounts falling due within one year</b>	9	<u>33,298</u>	<u>41,984</u>
<b>Net current assets</b>		<u>246,689</u>	<u>258,183</u>
<b>Total assets less current liabilities</b>		<u>248,222</u>	<u>259,393</u>
<b>Net assets</b>		<u>248,222</u>	<u>259,393</u>
<b>Capital and reserves</b>			
Profit and loss account		248,222	259,393
<b>Members funds</b>		<u>248,222</u>	<u>259,393</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with Section 1A of FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

For the year ending 31 December 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements were approved by the board of directors and authorised for issue on 1 July 2020, and are signed on behalf of the board by:



R H Caudwell  
Director

Company registration number: 08948603

## Association of Drainage Authorities

### Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 December 2019

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#### 1. General information

The company is a private company limited by guarantee, registered in England and Wales. The address of the registered office is Rural Innovation Centre, Stoneleigh Park, Kenilworth, Warwickshire, CV8 2LG.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with Section 1A of FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis and are prepared in sterling which is the functional currency of the entity.

##### Revenue recognition

The turnover comprises subscriptions and other income which are recognised on an accruals basis in the period to which they relate. All amounts are stated exclusive of value added tax.

##### Taxation

The company is not trading with a view to profit, but only to meet its expenses for the mutual benefit of its member organisations. As such the company's only liability to corporation tax arises on investment income received in bank deposits and on activities for non-member organisations.

##### Tangible assets

Tangible assets are initially recorded at cost and subsequently stated at cost less any accumulated depreciation and impairment losses.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Office equipment and furniture - 25% straight line

##### Defined contribution pension plans

The company makes pension contributions for the benefit of employees. Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

## Association of Drainage Authorities

### Company Limited by Guarantee

#### Notes to the Financial Statements (continued)

Year ended 31 December 2019

#### 4. Company limited by guarantee

The company is limited by guarantee and does not have a share capital. Every member of the company undertakes to contribute to the assets of the company such amounts as may be required, with a maximum contribution of £1 per member.

#### 5. Employee numbers

The average number of persons employed by the company during the year amounted to 7 (2018: 6).

#### 6. Tax on (loss)/profit

##### Major components of tax (income)/expense

	2019 £	2018 £
<b>Current tax:</b>		
UK current tax (income)/expense	(50)	50
<b>Tax on (loss)/profit</b>	<u>(50)</u>	<u>50</u>

#### 7. Tangible assets

	Plant and machinery £
<b>Cost</b>	
At 1 January 2019	8,335
Additions	1,723
<b>At 31 December 2019</b>	<u>10,058</u>
<b>Depreciation</b>	
At 1 January 2019	7,125
Charge for the year	1,400
<b>At 31 December 2019</b>	<u>8,525</u>
<b>Carrying amount</b>	
<b>At 31 December 2019</b>	<u>1,533</u>
At 31 December 2018	<u>1,210</u>

#### 8. Debtors

	2019 £	2018 £
Trade debtors	26,622	15,433
Other debtors	9,847	3,529
	<u>36,469</u>	<u>18,962</u>



## Association of Drainage Authorities

### Company Limited by Guarantee

#### Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

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#### 9. Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	<b>13,615</b>	7,231
Corporation tax	–	50
Social security and other taxes	<b>11,656</b>	11,305
Other creditors	<b>8,027</b>	23,398
	<b><u>33,298</u></b>	<b><u>41,984</u></b>

# **Association of Drainage Authorities**

**Company Limited by Guarantee**

**Management Information**

**Year ended 31 December 2019**

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**The following pages do not form part of the financial statements.**

## Association of Drainage Authorities

### Company Limited by Guarantee

#### Chartered Accountants Report to the Board of Directors on the Preparation of the Unaudited Statutory Financial Statements of Association of Drainage Authorities

Year ended 31 December 2019

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Association of Drainage Authorities for the year ended 31 December 2019, which comprise the statement of income and retained earnings, statement of financial position and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [www.icaew.com/en/membership/regulations-standards-and-guidance](http://www.icaew.com/en/membership/regulations-standards-and-guidance).

This report is made solely to the Board of Directors of Association of Drainage Authorities, as a body, in accordance with the terms of our engagement letter dated 31 March 2020. Our work has been undertaken solely to prepare for your approval the financial statements of Association of Drainage Authorities and state those matters that we have agreed to state to you, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF as detailed at [www.icaew.com/compilation](http://www.icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Association of Drainage Authorities and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Association of Drainage Authorities has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of Association of Drainage Authorities. You consider that Association of Drainage Authorities is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Association of Drainage Authorities. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

*Streets*

STREETS  
Chartered Accountants

Potton House  
Wyboston Lakes  
Great North Road  
Wyboston  
Bedford  
MK44 3BZ

20 July 2020

## Association of Drainage Authorities

### Detailed Income Statement

Year ended 31 December 2019

	2019 £	2018 £
<b>Turnover</b>		
Subscriptions	275,155	271,600
Gazette advertising	45,523	45,284
Conference fees and sponsorship	25,688	23,810
Consultancy and sundry income	19,905	10,407
Events including Floodex	25,279	720
	<u>391,550</u>	<u>351,821</u>
<b>Cost of sales</b>		
Conference fees	20,270	19,966
Gazette direct costs	15,004	15,262
Other direct costs	–	(11,001)
Event costs including Floodex	8,671	1,000
	<u>43,945</u>	<u>25,227</u>
<b>Gross profit</b>	<u>347,605</u>	<u>326,594</u>
<b>Overheads</b>		
Administrative expenses	359,548	294,167
<b>Operating (loss)/profit</b>	<u>(11,943)</u>	<u>32,427</u>
Other interest receivable and similar income	722	292
<b>(Loss)/profit before taxation</b>	<u>(11,221)</u>	<u>32,719</u>

## Association of Drainage Authorities

### Notes to the Detailed Income Statement

Year ended 31 December 2019

	2019	2018
	£	£
<b>Administrative expenses</b>		
Directors' salaries	18,894	18,480
Directors' employer's national insurance contributions	1,424	1,397
Directors' employer's pension contributions	–	27
Wages and salaries	188,952	157,101
Employer's national insurance contributions	16,699	13,801
Employer's staff pension contributions	9,109	7,828
Rent, rates and office costs	12,803	12,953
Insurance	2,507	1,828
Travel and subsistence	25,082	25,048
Telephone	1,529	1,434
Printing postage and stationery	6,065	6,960
Staff training	530	99
Software and computing costs	5,366	4,098
Committee meeting expenses	13,462	11,343
General expenses	1,365	668
External meeting expenses	11,770	3,613
Advertising	15,830	10,794
Consultancy for Good Governance Guide	3,807	4,080
Legal and professional fees	17,010	3,526
Accountancy fees	3,000	–
Auditors remuneration	–	5,150
Depreciation of tangible assets	1,400	2,072
Bad debts written off	2,228	1,221
Bank charges	716	646
	<u>359,548</u>	<u>294,167</u>
<b>Other interest receivable and similar income</b>		
Interest on cash and cash equivalents	<u>722</u>	<u>292</u>



## SUBSCRIPTIONS 2021

### INTERNAL DRAINAGE BOARDS

Subscription Area - Value Factor*	Subscription 2020	Subscription 2021
<b>0 – 999</b>	£565	£565
<b>1,000 – 1,999</b>	£642	£642
<b>2,000 – 2,999</b>	£714	£714
<b>3,000 – 3,999</b>	£790	£790
<b>4,000 – 4,999</b>	£866	£866
<b>5,000 – 5,999</b>	£954	£954
<b>6,000 – 6,999</b>	£1,030	£1,030
<b>7,000 – 7,999</b>	£1,110	£1,110
<b>8,000 – 8,999</b>	£1,202	£1,202
<b>9,000 – 9,999</b>	£1,285	£1,285
<b>10,000 – 19,999</b>	£1,513	£1,513
<b>20,000 – 29,999</b>	£1,726	£1,726
<b>30,000 – 39,999</b>	£1,929	£1,929
<b>40,000 – 49,999</b>	£2,146	£2,146
<b>50,000 – 59,999</b>	£2,353	£2,353
<b>60,000 – 69,999</b>	£2,571	£2,571
<b>70,000 – 79,999</b>	£2,782	£2,782
<b>80,000 – 89,999</b>	£2,986	£2,986
<b>90,000 – 99,999</b>	£3,220	£3,220
<b>100,000 – 133,333</b>	£3,432	£3,432
<b>133,334 - 166,666</b>	£3,645	£3,645
<b>166,667 – 199,999</b>	£3,856	£3,856
<b>200,000 – 299,999</b>	£4,068	£4,068

Subscription Area - Value Factor*	Subscription 2020	Subscription 2021
<b>300,000 – 399,999</b>	£4,244	£4,244
<b>400,000 – 499,999</b>	£4,420	£4,420
<b>500,000 – 599,999</b>	£4,598	£4,598
<b>600,000 – 699,999</b>	£4,775	£4,775
<b>700,000 – 799,999</b>	£4,952	£4,952
<b>800,000 – 899,999</b>	£5,127	£5,127
<b>900,000 – 999,999</b>	£5,303	£5,303
<b>1,000,000 – 1,099,999</b>	£5,481	£5,481
<b>1,100,000 – 1,199,999</b>	£5,656	£5,656
<b>1,200,000 – 1,299,999</b>	£5,835	£5,835
<b>1,300,000 – 1,399,999</b>	£6,011	£6,011
<b>1,400,000 – 1,499,999</b>	£6,187	£6,187
*Area-Value Factor = Area of IDB in Hectares x Annual Value / 1,000,000		

WELSH INTERNAL DRAINAGE DISTRICT ADVISORY GROUPS		Rates as for IDBs less 20%
REGIONAL FLOOD AND COASTAL COMMITTEES	£2,527	£2,527
NATIONAL AGENCIES: ENVIRONMENT AGENCY, NATURAL RESOURCES WALES, RIVERS AGENCY, WATER COMPANIES AND ANY OTHER SIMILAR AGENCY/AUTHORITY	£680	£680
LOCAL AUTHORITIES	£341	£341
ASSOCIATE MEMBERSHIP	£415	£415
INDIVIDUAL MEMBERSHIP	£38	£38

All Plus VAT @ 20%



# MEMBERSHIP 2020

As at 16 October 2020

## INTERNAL DRAINAGE BOARDS AND DISTRICTS

Ainsty IDB	Hundred Foot Washes IDB
Airedale DC	Hundred of Wisbech IDB
Alconbury & Ellington IDB	Isle of Axholme & North Nottinghamshire
Ancholme IDB	WLMB
Axe Brue IDB	Kings Lynn IDB
Bedfordshire & River Ivel IDB	Kyle & Upper Ouse IDB
Benwick IDB	Lakenheath IDB
Beverley & North Holderness IDB	Lindsey Marsh DB
Black Drain DB	Littleport & Downham IDB
Black Sluice IDB	Lower Medway IDB
Bluntisham IDB	Lower Severn IDB
Braunton Marsh DB	Manea & Welney District DC
Broads IDB	March East IDB
Buckingham & River Ouzel IDB	March Fifth District DC
Burnt Fen IDB	March Sixth District DC
Cawdle Fen IDB	March Third District DC
Churchfield & Plawfield IDB	March West & White Fen IDB
Conington & Holme IDB	Melverley IDB
Cowick & Snaith IDB	Middle Fen & Mere IDB
Curf & Wimblington Combined IDB	Middle Level Commissioners
Danvm DC	Mildenhall IDB
Dempster IDB	Needham & Laddus IDB
Doncaster East IDB	Nightlayers IDB
Downham & Stow Bardolph IDB	Nordelph IDB
<del>Early &amp; Salterforth IDB</del>	Norfolk Rivers IDB
East Harling IDB	<del>Northwold IDB</del>
East of Ouse, Polver & Nar IDB	North East Lindsey IDB
East Suffolk IDB	North Kent Marshes IDB
Euximoor IDB	North Level District IDB
Feldale IDB	North Somerset Levels IDB
Foss IDB	Old West IDB
<del>Goole &amp; Airmyn IDB</del>	Ouse & Derwent IDB
<del>Goole Fields District DB</del>	Ouse & Humber DB
Haddenham Level DC	Over & Willingham IDB
Holmewood & District IDB	Padnal & Waterden IDB

Parrett IDB	Strine IDB
Pevensey & Cuckmere WLMB	Stringside IDB
Ramsey First (Hollow) District IDB	Sutton & Mepal IDB
Ramsey Fourth (Middlemoor) District IDB	Swaffham IDB
Ramsey IDB	Swale & Ure DB
Ramsey, Upwood & Great Raveley IDB	Swavesey IDB
Ransonmoor District DC	<del>Thorn tree IDB</del>
Rawcliffe IDB	Trent Valley IDB
Rea IDB	Upper Medway IDB
Reedness & Swinefleet DB	Upper Witham IDB
* River Arun IDD	Upwell IDB
River Lugg IDB	Vale of Pickering IDB
River Stour (Kent) IDB	Waldersey IDB
Romney Marshes Area IDB	Warboys, Somersham and Pidley IDB
Sawtry IDB	Waterbeach Level IDB
Scunthorpe & Gainsborough WMB	Waveney Lower Yare & Lothingland IDB
Selby Area IDB	Welland & Deepings IDB
South Holderness IDB	Whittlesey & District IDB
South Holland IDB	Witham First District IDB
Southery & District IDB	Witham Fourth District IDB
Sow & Penk IDB	Witham Third District IDB
Stoke Ferry IDB	Woodwalton IDB

### KEY TO LIST

\* = Administered by the Environment Agency

~~Example IDB~~ = not currently ADA members

DB = Drainage Board

DC = Drainage Commissioners

IDB = Internal Drainage Board

IDD = Internal Drainage District

WLMB = Water Level Management Board

WMB = Water Management Board

## INTERNAL DRAINAGE DISTRICT ADVISORY GROUPS

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### *Administered by Natural Resources Wales*

Bangor & Maltraeth Marsh IDD's Advisory Group  
 Caldicot & Wentlooge Levels IDD Advisory Group  
 Dolgellau & Borth IDD's Advisory Group  
 Powysland IDD Advisory Group  
 Lower Wye IDD Advisory Group  
 Meirionnydd IDD's Advisory Group

## REGIONAL FLOOD AND COASTAL COMMITTEES

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Anglian (Northern) RFCC	North West RFCC	Thames RFCC
Anglian (Great Ouse) RFCC	Severn & Wye RFCC	Trent RFCC
Anglian (Eastern) RFCC	Southern RFCC	Wessex RFCC
Northumbria RFCC	South West RFCC	Yorkshire RFCC

## LOCAL AUTHORITIES

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Bedford Borough Council	Norfolk County Council
Boston Borough Council	North Devon District Council
Bristol City Council	North Lincolnshire Council
Bury Council	North Norfolk District Council
Cambridgeshire County Council	Nottinghamshire County Council
Central Bedfordshire Council	Sedgemoor District Council
East Lindsey District Council	Shropshire Council
East Riding of Yorkshire Council	Somerset Rivers Authority
Kent County Council	South Cambridgeshire District Council
Leeds City Council	Suffolk County Council
Lincolnshire County Council	Telford & Wrekin Council
Manx Utilities	West Sussex County Council
Medway Council	

## NATIONAL AGENCIES AND WATER COMPANIES

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Anglian Water Services Ltd	Environment Agency	Network Rail
Crown Estate	DfI Rivers	Coal Authority
	Natural Resources Wales	

## ASSOCIATE MEMBERS

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ADC (East Anglia) Ltd	Mackley
Alun Griffiths (Contractors) Ltd	Martin Childs Limited
Aquatic Control Engineering Ltd	Mastenbroek Environmental Ltd
Aquatic Solutions UK	Meteor Communications (Europe) Ltd
Atkins Water	MGF Excavation Support Systems
ATM Ltd	nmcn
AxFlow	Onsite Central Limited
BAM Nuttall Limited	OTT Hydrometry Ltd
BDB Pitmans LLP	Ovivo UK Ltd
Bedford Pumps Ltd	Paktronic Engineering Company
Bomford Turner Ltd	Panolin UK Ltd
Breheny Civil Engineering	Platipus Anchors Limited
CGM Group	Quality Bailiffs
Coxon Brothers	Roythornes Solicitors
Cumbria Rivers Authority Governance Group	SDS Ltd
DXB Pump & Power Limited	SLD Pumps & Power
E Rand & Sons Ltd	Smals Dredging UK Ltd
Engineering and Hire Ltd	Spearhead Machinery Ltd
Envireau Ltd	Stantec UK Ltd
Essex Coast Organisation	Sulzer Pumps Wastewater UK Ltd
Fen Group	Sweeting Bros Ltd
FenFlow Engineering	TDL Equipment
Fisstek Consulting Ltd	Test Products International Europe Ltd
Flood Management Support Services Ltd	TMS Maritime
Goodlad Contracting	Tony Gee & Partners LLP
GreenBlue Urban	Towergate Risk Solutions
Haskoning DHV UK Limited	Tubosider UK Ltd
HC Water Control Ltd	Van Heck
Hydro-Logic Services Limited	VEGA Controls
IETG Ltd	W M Plant Hire
Inter-Lec Ltd	Waterman Aspen Ltd
Land & Water Group Ltd	Water Resources East
Lee Dickens Limited	Waterfront Fluid Controls Ltd
Liebherr - Great Britain Ltd	Wilkin Chapman
Linear Ltd	Xylem Analytics Ltd
McConnel Limited	

# ANNUAL CONFERENCE 2019 REPORT

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The 82<sup>nd</sup> Annual Conference and AGM of the Association of Drainage Authorities was held on 13 November at One Great George Street in Westminster, London. This report presents an extended summary of the Conference proceedings. The report includes Association business, reports from the Board, Committees and Chief Executive, keynote presentations, and a summary of the open discussion forum.

## **WELCOME BY ROBERT CAUDWELL**

Robert opened the Conference by inviting delegates to join with him in thanking all of the operational staff of ADA's members, as well as those of the emergency services and military, who had all been involved in tackling ongoing flood events across the country during 2019. Robert welcomed over 170 delegates to the Conference, including a number of students from the Flood and Coastal Engineering programme at Brunel University, who he highlighted were the future of our industry. Robert drew attention to the messages ADA was raising with candidates and political parties during the General Election 2019 in relation to flood and water management, which had been shared with delegates.

Robert introduced our first guest speaker by noting that flood risk and land drainage, and water resources and drought management were very much two sides of the same coin, and that we needed to start managing water in the UK in an increasingly integrated manner. Robert called for a better balance in flood risk management investment, looking at the whole catchment and the wider benefits that the conveyance of water provides as well as the number of houses better defended.

## **KEYNOTE ADDRESSES**

Given that the Conference and AGM

unusually fell within a general election period, some short notice rescheduling of presentations was required. We were especially grateful to all our speakers under the circumstances. Unfortunately parliamentary candidates and Government officials were unable to participate. Invited speakers: ADA Vice President, Neil Parish MP, Chair; House of Commons, Environment, Food & Rural Affairs Committee; and Julie Foley, Director of Flood Risk Strategy & National Adaptation, Environment Agency; gave their apologies.

## **STUART ROBERTS, VICE PRESIDENT, NATIONAL FARMERS' UNION**

Stuart Roberts was our opening keynote speaker, presenting passionately about the vital importance of good water management for the UK agricultural sector. He emphasised how government thinking needs to change to embrace the true value and significance of the rural sector within Britain's economy.

He said that Britain's farming industry is one of the best and most sustainable in the world, and illustrated various examples of widespread questionable practice overseas. Stuart was clear that "we need to be bolder, more innovative and braver."

He wanted us to be "embracing our engineering skills" and challenged that history

had shown us some really significant advances in water management, including Cornelius Vermuyden's radical drainage of England's lowlands and the development of pump and sluice technology as part of the industrial revolution. But he went on to say that we have stood still for the last century and now is the time to take the next bold step in terms of our policy, strategy and delivery.

The Water-Energy nexus is, he suggested, the next opportunity where we should consider how to follow the courageous call by Emma Howard-Boyd (Chair, Environment Agency) to aim for carbon neutrality in the Environment Agency by 2030. Stuart said that the NFU are promoting 2040 for carbon neutrality for the agricultural sector and he challenged IDBs to do the same.

The key, he said, was that water and land managers must see themselves as part of any solution, and we must all work together to achieve that, with strong support and leadership from Government. We have a collective responsibility to lay the foundations for truly integrated water management for our next generation and in the meantime act now to significantly improve how we properly maintain and manage our rivers to evacuate water in flooding and to retain/transfer water in times of drought.

John Duggleby (Beverley & North Holderness IDB) commented on breaches to embanked main river in the River Hull catchment that highlighted the need for Government support and investment, especially down the eastern seaboard and to work with IDBs in partnership.

John was sorry to say he was losing faith in the Environment Agency's commitment to working in partnership locally and concerned about the impact that this was having on agricultural production.

Stuart Roberts agreed that the importance of food production had been massively undervalued, given that the UK produces food to some of the highest environmental standards, some of the highest welfare standards, some of the highest food safety standards in the world and we've got the third most affordable food supply in the world. "We cannot allow people to export their consciences when it comes to food, but when it comes to the investment, when it comes to the EA and Defra and all the other points, we haven't put enough money into this issue."

Stuart went on: "You can't do maintenance on the cheap. You can't do new infrastructure on the cheap because if you do, you might get away with it for a year. You might get away with it for a couple of years, but eventually it will catch up with you."

Stuart Roberts and Robert Caudwell agreed that ADA and the NFU were both taking a strong leadership position on these issues, but that there was more that we could all do to help make the argument. That included IDBs telling local and surrounding communities what they are doing, why they are doing it, and what it is achieving. Stuart concluded "we all have got to be part of the solution."

Gillian Ivy (Danvm Drainage Commissioners) noted that the village of

Fishlake was dramatically flooded during Autumn 2019, in her Board's district. She had seen the fields of rotten potatoes and barley. Gillian asked Stuart's view of why all agricultural property does not pay for water to be moved, instead of only the low lying ones?

Stuart Roberts answered that he would expand that point beyond agriculture, "Actually every single person in this country has a vested interest in getting this right." He felt that people needed to make investments knowingly, and that as water managers we needed to be more visible about our work to get people excited about it and enable them to see the opportunities. He said: "This is not about a cost, this is an investment. This is a massive investment in a really interesting area. If we can have the most sustainable food production systems in the world, if we can have the best water management systems in the world, we have a competitive advantage over the Californians, over the Western Australians and over most other parts of the world. That is an investment that will pay dividends for future generations."

### **BRYAN CURTIS, CHAIR OF COASTAL CHAIRS GROUP**

Bryan kindly stepped in at short notice to present to the ADA Conference and bring to members' attention the work of the Strategic Coastal Groups of England.

Bryan explained that Coastal Groups comprise all the key partners in coastal management – principally the coastal managers from maritime local authorities, ports authorities and the Environment Agency, as well as other interested

organisations, such as Natural England and English Heritage. There are seven Strategic Coastal Groups in England as prescribed by Defra in March 2008. Each of them is formed with regard to the local coastal processes (sediment cells) and River Basin Management Plans. In total they cover around 13,000km of coastline.

Coastal Groups are voluntary in nature that encourages a largely technical base of participants groups, giving them significant influence. They do not receive funding from central government but are resourced through a range of mechanisms generally involving membership contributions. Most of their work can be classified as research and development. Bryan emphasised the importance of the interface between the coast and its immediate hinterland, understanding how both are linked, and ensuring practitioners work with the natural processes in play.

Bryan described the contribution of the Coastal Groups towards the establishment of coastal monitoring programmes, and how an ever increasing amount of valuable data is input and maintained by the Channel Coastal Observatory, based at the National Oceanographic Centre in Southampton. Projected sea-level rises around the UK will need to be carefully considered when determining the future of our current sea defences. Having a detailed understanding of coastal processes will help those relying on those defences to plan ahead with the necessary adaptations and resilience.

Bryan concluded by explaining the policy approaches for Shoreline Management Plans and emphasised the need for those

to tie in with ideas promoted in River Basin Management Plans for the seaward end of catchments.

**ROBIN PRICE, MANAGING  
DIRECTOR, WATER RESOURCES  
EAST**

Robin talked about efforts to address the significant risks to England's future water supply, and to better manage water resources regionally across the country.

Originally initiated by water companies, Robin explained how England was now subdivided into five "Water Resource" areas. In the north and west these were focusing on the ability to supply water; and in the south and east on meeting and managing demand.

The overall aim is to provide a consistent national framework, securing future water supplies and ensure all sectors of the water management industry work together. Robin emphasised that the success of the water resources partnerships will be through the breadth of their ownership and that it must not just be left to water companies alone to resolve.

Millions of litres of freshwater are pumped to sea every day, and during one recent flood event, enough freshwater was pumped to sea that it could have filled Grafham Water. Consequently, securing future water supplies will require all partners to think differently and innovate.

Robin went on to explain the aims and principles of Water Resources East, which covers Eastern England from the Humber to the Thames. By the 2060s the region's gap in supply and demand will be close to

750 million litres per day and so planning must start now to fill that gap. WRE's strategy includes traditional water resource management work, better understanding demand, and then developing a set of multi-sector storage and supply options.

Robin embraced ADA's decision to represent IDBs in the region as a WRE Board Member. It served as an example of how WRE must represent the breadth of sectors involved, sitting alongside several local authorities, water companies, NFU, and CLA, and chaired by Henry Cator. Robin concluded by saying that "IDBs are absolutely front and centre of the strategy for Eastern England, and we look forward to working with you in the co-creation and delivery of our Regional Plan."

**ASSOCIATION BUSINESS AND  
ANNUAL GENERAL MEETING 2019**

**ELECTIONS**

Innes Thomson affirmed ADA's Board of Directors' continued full support for Robert Caudwell as ADA's Chair at the start of the AGM proceedings. Lord De Ramsey was unanimously re-elected as ADA's President along with ADA's Vice Presidents: Baroness McIntosh, Neil Parish MP, David Riddington OBE, Jean Venables CBE, and Henry Cator OBE. Additionally, John Grogan was elected as a Vice-President. These persons were proposed by Tim Farr (Trent Valley IDB) and seconded by Trevor Purllant (Welland & Deepings IDB).

**DIRECTORS**

The Directors, as set out in the Conference Handbook, were acknowledged at the Conference.



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## ACCOUNTS

The Company's Audited Accounts for the year ending 31 December 2018 were presented to the Conference as reported in the Conference Handbook.

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## AMENDMENT TO THE MEMORANDUM & ARTICLES OF ASSOCIATION

Company Secretary, Peter Bateson introduced the amendment, as proposed by ADA's Board of Directors, to be approved. This was to achieve better value for money in ADA's audit provision by replacing ADA's external auditor with an internal auditor and a reporting accountant. The reason being that an internal auditor will be able to direct comments and do work that the directors want to see in order to give assurance to ADA's Board that governance and risk and internal controls are being followed, rather than just the statement that they agree with the historic point in time. The changes also make the appointment of a reporting accountant to make sure that ADA's accounts comply with generally accepted accounting principles.

These changes were proposed by Trevor Purlant (Welland & Deepings IDB) and seconded by David Hickman (Lincolnshire County Council) by Special Resolution to the AGM, which resolved that the existing Articles of Association of the company be modified as follows:

### ARTICLE 15(B)

*'to receive the audited accounts of the Company made up to the end of the preceding financial period, being such period as may from time to time be determined by the Directors;'*

And replaced with:

*'to receive the approved accounts of the Company made up to the end of the preceding financial period, being such period as may from time to time be determined by the Directors;'*

### ARTICLE 15(E)

*'to appoint an auditor to audit the accounts of the Company and to certify the Financial*

*Statement to be submitted to the annual general meeting. The auditor shall hold office upon such terms as the Directors shall from time to time determine;'*

And replaced with:

*'to appoint an internal auditor to report on the adequacy of the Company's governance, risk and control procedures, and to engage an external accountant to assist with the compliant preparation of the Financial Statements to be submitted to the annual general meeting. Both the internal auditor and external accountant shall hold office upon such terms as the Directors shall from time to time determine;'*

## AUDIT

The auditors Streets Audit LLP were reappointed as auditors of ADA's 2019 accounts as proposed by Charles Pudge (River Lugg IDB) and seconded by Tim Farr (Trent Valley IDB).

## SUBSCRIPTIONS

The subscription fees for 2020, as approved by ADA Board of Directors, were presented to the Conference as reported in the

Conference Handbook. These represented an increase of 2% over ADA Members' subscription fees in 2019.

### **MEMBERSHIP**

ADA's membership in 2019 was reported in the Conference Handbook as 106 IDBs, 5 national agencies, 1 water company, 6 Welsh internal drainage district advisory groups, 12 RFCCs, 22 Local Authorities, and 65 Associate Members.

### **REPORTS FROM ADA'S CHIEF**

#### **EXECUTIVE, BOARD OF DIRECTORS AND STANDING COMMITTEES**

The 2019 reports from ADA's Chief Executive, Board of Directors, Policy & Finance Committee, and Technical & Environmental Committee were tabled in the Conference Handbook.

#### **AGM MEMBERS' QUESTIONS**

Doug McMurdo (Bedfordshire & River Ivel IDB) wished that ADA had communicated earlier and more clearly about East Anglian IDBs' financial contribution to Water Resources East through ADA. Particular timing of the request had made it difficult for some IDBs' to get approval on the contribution. Doug urged WRE to reach out to the Bedford Group of IDBs, particularly to discuss the Bedford to Milton Keynes waterway and the aspirations of the local authorities and partners involved.

Robert Caudwell was certain that WRE would want to hold that discussion and that ADA would be happy to facilitate it. Furthermore, Innes Thomson emphasised that if IDBs needed a little bit more time to come to an informed decision regarding the WRE contribution then this would not be a problem.

### **OPEN DISCUSSION FORUM**

Following the AGM there was an open forum to enable members to raise questions and discuss relevant topics regarding the flood and water management sector with speakers and other experts in attendance. Robert Caudwell was joined by panel members: Sarah Hendry (Director General, CLA), Ian Moodie (Technical Manager, ADA) and Catherine Nankumba (Flood & Coast Engineering Student, Brunel University London).

David Thomas (Middle Level Commissioners) opened the discussion with a question about setting a national target for flood resilience, which was well received. The response centred on clearly defining what we meant by resilience, ensuring that it finds the right balance between properly understanding what could be expected from the state, and what individuals' responsibilities were.

John Duckitt (Danvm Drainage Commissioners), Charles Pudge (River Lugg IDB) and Tony Bradford (Parrett IDB) all captured the raw concerns of many in the room, asking about steps to restore the carrying capacity of our main rivers to effectively deal with the volume of flood water. All three were increasingly concerned about the apparent reluctance to spend the money required to improve water conveyance in our main rivers. They cited over-burdensome processes that used up considerable time and money. The Panel extended their sympathy to everyone affected by the recent flooding. They felt that the answer lay in utilising a combination of relevant solutions, dependent on each catchment's geographical characteristics

from slow the flow initiatives upstream to properly funded management and maintenance of conveyance and flood defence embankments and assets in lowland areas.

Victoria Aitken (Ouse & Humber Drainage Board), Thomas Foster (Brunel University London), and Charles Pudge (River Lugg IDB) all posed challenges around the current planning system and the permitting of un-resilient development in areas prone to flooding. The Panel responded by effectively saying that with dwindling resources, Local Authorities were increasingly struggling to deal with planning issues and that greater collaboration between the EA, IDBs and local authorities was necessary to reduce inappropriate or badly conceived development. Work is also required to revise the Building Regulations to ensure greater property flood resilience.

Peter Burton (Bluntisham IDB) asked whether the many excavated gravel and clay pits could be better utilised for water storage to alleviate flood risk on embanked systems and retain water as a resource. Robin Price (WRE) explained that discussions were ongoing with gravel extractors about the future use of gravel pits for water storage in the Anglian region. The Panel considered that there should be the opportunity to develop more planned flood storage/attenuation areas and a change in policy to recognise land managers' contribution where they are willing to provide flood attenuation. It would be vital that any attenuated flood waters could be quickly and efficiently evacuated from land post-event.

Baroness McIntosh enquired about the outcome of the Environmental Land Management Scheme (ELMS) trials and asked about how storage of water on farmland might be affected by the Reservoirs Act. The Panel thought that as ELMS develops it must broaden the range of public benefits for which land managers could receive payments. Concerning the Reservoirs Act, the proposed introduction of a lower threshold of 10,000m<sup>3</sup> for bodies of water to fall under the Act had not been progressed to date by Government, but this could have implications for flood alleviation storage areas.

Vanessa McPake (Buckingham & River Ouzel IDB) raised a concern that Government departments were still not working closely enough with each other, especially on matters of surface water drainage. The Panel agreed that much more should be done to join up thinking across Government, but that local action through collaboration was equally important. Andrew Leadbetter, representing the Association of SuDS Authorities (ASA), said that there remained a need to implement more robust government policy on sustainable drainage systems (SuDS) in England, insisting that any permitted developments must take full account and responsibility for providing long-life SuDS.

Rounding up, Catherine Nankumba asked for more interaction and inclusion of younger people in matters of water management. Ian Moodie wanted to see ADA and members positively utilise the political force that flood events had received within the general election campaign to achieve real change for the management of our catchments,

and Sarah Hendry strongly advised that we all need to do more to inform the public about the importance of water and how we manage too much or too little of it.

### **CHAIRMAN'S AWARD 2019**

Robert thanked the panellists, speakers and delegates for contributing to the Conference, and concluded proceedings by awarding ADA's Chairman's Award for 2019 to Peter Bateson (Witham Fourth District IDB) for his exceptional work in bringing together partners to deliver the Wrangle Sea Banks Improvement Project.

## BOARD REPORT 2020

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In 2019, the Board has met in February, July, and October. Details of Board governance, membership, meeting dates, and approved minutes, are available from [www.ada.org.uk/board](http://www.ada.org.uk/board). The names of the Directors of the Board can be found on page 10. This report summarises some of the key topics discussed by the Board, as follows;

### **ADA DIRECTORS**

As per ADA's Governance procedures, each of ADA's Directors serves for a period of three years, which can be renewed for two consecutive three-year periods up to a continuous service period of nine years. In 2020, two Branch-elected Directors came to end of their first term (K Casswell and A McLachlan), and a third Branch-elected Director (T Bradford) to the end of his second term. COVID-19 restrictions have delayed the holding of Branch AGMs to either re-elect or offer new Directors.

### **ADA OPERATIONS AND COVID-19**

Since the initial COVID-19 lockdown in March 2020, ADA staff have been fully equipped for home working. Consequently, ADA's services to members have managed to continue with little disruption and all Committee and Board meetings have been held online. Branch meetings have generally been postponed with most managing to arrange and hold online meetings and AGMs this autumn, in line with their constitutions. ADA's offices have since re-opened and with COVID-compliant social measures in place. Staff continue to predominantly work from home.

### **HEALTH, SAFETY & WELFARE (HS&W)**

The Board has provided its full support to ADA in continuing to assist IDB members to focus on strategic HS&W subjects. The Board is pleased that most IDBs have shown

every sign of embracing the challenge to continuously improve their HS&W practices and ADA will be producing high-level training material to assist IDB Boards in upholding their responsibilities.

### **FINANCES**

COVID-19 has disrupted both income and expenditure forecasts for 2020. At the end of August, ADA was reporting a surplus position of just under £136,000 against an original budgeted surplus at that point of just under £73,000. The original estimated out-turn for 2020 was an in-year deficit of £24,000. Given the present significant reduction in travelling and events, it is expected that ADA will complete the year in a surplus position. In view of this, ADA's budget for 2021, as approved by the Board on 14 October, reflects increased spending on membership services and a resulting agreed budgeted deficit for 2021 of up to £54,000. ADA's bank balance was £342,241 at the 1 September 2020.

ADA's audited accounts for 2019 were recommended for approval by the Board at the 1 July 2020 meeting.

As agreed at last year's AGM, new auditing services are now being provided. These services focus more on ADA's internal business and governance processes. A first report was presented to the Board on 14 October. It concluded that ADA's overall

systems are working effectively. The Auditor identified some areas where improvements are required and recommendations have been made to make those improvements, but these are all considered to be low-risk items where the suggested changes are to implement best practice.

### **ADA MEMBERSHIP AND SUBSCRIPTIONS**

Membership levels have once again remained stable. Over 95% of IDBs are members of ADA and various companies became new Associate Members, as well as the Crown Estate becoming a new National Agency member. We are also delighted that Local Authority membership has, despite all the pressures facing them, remained largely stable and very much reflects the value they continue to see in being members of ADA. One or two have had to relinquish their membership but that has been offset by Bristol City Council and Shropshire Council becoming new members and South Cambridgeshire Council re-joining.

At its meeting on 1 July 2020, the Board proposed that, in the light of COVID-19, ADA would freeze its existing membership subscription and advertising fees for 2021.

### **ADA BUSINESS PLAN**

ADA's new Business Plan for the period 2020 to 2023 was approved at the Board meeting on 12 February 2020 and can be viewed at [www.ada.org.uk/board](http://www.ada.org.uk/board). The new Plan notably strengthens the emphasis on ADA's role to represent the interests of its members to Government, and to reflect the Association's commitment to climate change adaptation and resilience.

### **COMMUNICATIONS**

ADA's website remains our key communication tool with members, supported by the quarterly ADA Gazette, e-news releases, Twitter posts and occasional LinkedIn activity. ADA strives to keep the website up to date with the latest news and information.

Both the ADA News Stream electronic newsletter and [@ada\\_updates](https://twitter.com/ada_updates) have continued to be successful at sharing information with members and directing visitors to the ADA website.

ADA has continued to issue press releases, and make contact with journalists in relation to topical issues of interest to members, and raise awareness of our members work. Media interest in the aftermath of the Winter 2019/20 floods was most active although ADA's views were not always correctly represented across all press outlets.

Following the submission of written evidence to the Environment, Foods and Rural Affairs (EFRA) Committee in relation to the winter floods, ADA was also invited to submit oral evidence to the Committee in early September.

ADA has continued to strengthen the quality and content of the ADA Gazette. Revenue streams from advertising income remain stable, and the Board has expressed its thanks to all those members and staff who have contributed to the success of the magazine in 2020.

### **ASSOCIATION OF SUDS AUTHORITIES (ASA)**

After a period of development in

2019, ADA's role in helping carry out administrative services for ASA is now fully operational and working well for both parties. The working relationship and growth of exchange between the two Associations has led to very positive and constructive discussions on a number of technical issues. Subject to an agreed renewal each year, the current operating agreement extends through until July 2022.

## **WATER RESOURCES**

ADA has for several years been taking an active part in discussions related to water resources and has been grateful to a number of bodies for their inclusion of ADA in their meetings and events. Of particular note has been ADA's involvement with Water UK, the EA's Water Leader's Group and Water Resources East (WRE). ADA is also pleased to be liaising with the other Water Resources areas such as Water Resources South East about how ADA members can play a greater role in future plans.

ADA has taken a seat on the Board of WRE given the extensive coverage of Internal Drainage Districts in East Anglia. The cost of this seat in 2020 was £15,000 and ADA's Board is very grateful that the majority of East Anglian IDBs contributed to this cost. WRE is re-considering this cost going forward.

As a collaborative partnership, independently chaired by Henry Cator, WRE draws together neighbouring water companies, the agricultural community, local authorities, IDBs, the energy sector, and environmental regulators to plan together for the future management of water resources across Eastern England with a multi-decade approach.

David Thomas, Chief Executive to the Middle Level Commissioners, represents ADA on the WRE Board. David joins other WRE Board representatives from Anglian Water, Northumbrian Water, RSPB, NFU, CLA, RWE, Severn Trent Water, Cambridge Water Company, Lincolnshire County Council, Norfolk County Council, Suffolk County Council, the Rivers Trust and Frederick Hiam Foods.

## **MAINTENANCE & RIVER CONVEYANCE**

Last winter's floods highlighted that many of our river networks struggled to cope with the extreme volumes of water. It was generally accepted that rainfall totals were well in excess of the design parameters of the flood defences in many places. What did concern ADA and many of its members was the time taken to evacuate the floodwaters after the event and the many images of river corridors choked with silt and vegetation. ADA's Board held a special discussion session on 12 February, with the following summary conclusions;

- There was an identified need for a consistent and transparent approach by the EA to river management and maintenance across England.
- It was recognised that different geography will require different solutions
- It was agreed that IDBs need to be more involved in how IDB precept is spent for the benefit of those IDB districts paying the precept
- RFCCs could play a greater role in strengthening local choices for the

spending of locally raised money such as local levy, precept, etc.

- It was agreed that more decision making powers should be given to local areas and teams
- It was essential that the development of working relationships between IDBs and the EA teams continues to strengthen, for example, through the use of PSCAs, incident management and recovery co-operation, etc.
- Much concern was expressed about the lack of investment in assets and general maintenance over several decades, and this needs to be reversed.
- It was agreed that ADA should push for a total expenditure (TotEx) approach to setting spending allocations for FCERM. i.e. a joined-up Capital + Revenue approach
- It was agreed that the UK as a whole adopts a reactive approach to dealing with major flood (drought) incidents and the Board asked if the time come where the costs of the incidents and their management are exceeding the costs associated with a pro-active, planned climate resilient approach.

A Maintenance & River Conveyance Summit had been planned for wider debate and discussion on 30 March, but was postponed as a result of COVID-19. This will be rescheduled as a physical meeting as soon as conditions permit.

## ADA EVENTS

The fourth edition of the FLOODDEX exhibition was held on 26 and 27 February 2020, just under a month ahead of the COVID-19 lockdown. FLOODDEX 2020 saw reduced numbers of exhibitors and visitors compared to 2019. However, the overall quality and value of the event was very much maintained, and we were honoured to welcome His Royal Highness, The Duke of Gloucester, back to the event, as well as the Deputy Ambassador for The Netherlands in the UK, Ms Brechje Schwachofer. FLOODDEX 2020 also welcomed back ASA, covering surface water management and SuDS aspects, and the event hosted the highly popular Future Water Association's "Water Dragons" regional innovation competition. The next FLOODDEX has been rescheduled to 7 and 8 April 2021.

ADA has taken the decision not to renew its contract with FLOODDEX partners Indigo Media beyond FLOODDEX 2021. Instead ADA is planning to host a significant national working demonstration event in 2022. A detailed business case will be prepared with the Board wishing to ensure the financial viability of such an event.

ADA has continued to be represented on the advisory group for the Flood & Coast conference/exhibition. This year the event was held online with a series of webinar events in place of its regular three-day slot at the Telford International Centre. ADA will be continuing to support Flood & Coast and their next planned physical event in the end of June 2021.

COVID-19 has resulted in ADA



experimenting with some different solutions to maintain networks and discussions across the industry. ADA introduced a series of IDB-focussed online drop-in sessions during lockdown in April. Following a summer break, ADA plans to re-instate these sessions, and widen participation to include other members.

### **EUWMA ACTIVITIES**

Sadly, activities relating to EUWMA have been significantly curtailed this year. However, in May, ADA did host an online Mid-Term Meeting, focussing on essential business and country updates. At the end of 2019 ADA's Chair, Robert Caudwell also visited potential new members of EUWMA in Romania as part of a fact finding exercise. Other EUWMA members have concluded that, following the UK's departure from the European Union, ADA can remain a full member with a simple adjustment to EUWMA's constitution. This is provided that ADA does not influence any discussions of EUWMA with the European Parliament or Commission. The Presidency was formally scheduled to be handed over to The Netherlands in September, but this has been delayed until spring 2021.

### **DEFRA/ENVIRONMENT AGENCY MATTERS**

Other issues that were the subject of Defra and EA discussion with the ADA Board in 2020 have included:

- UK exit from the European Union,
- Emergency recovery funding for all RMAs,
- Water Transfer Licensing,
- Climate change and CO2 reductions,
- Utilising 'clean' dredged silt as a beneficial material,
- Rivers Authority & Land Drainage Bill, and IDB ratings reform,
- National FCERM Strategy,
- Spending Review and Flood Defence Grant-in-Aid allocations,
- Winter floods 2019/20,
- Eel Regulations 2009,
- PSCAs,
- Environmental Land Management (ELM) Scheme
- Defra IDB Policy Advisory Group,
- Agriculture Bill and Environment Bill,
- IDB byelaws,
- Reservoir safety, and
- IDD mapping and data sharing agreements/licences.



# REPORT OF THE POLICY AND FINANCE COMMITTEE

The Committee has met three times in 2020. Details of the Committee's constitution, membership, vacancies, and approved meeting minutes, are available from [www.ada.org.uk/committees](http://www.ada.org.uk/committees). Each Committee member serves a term of three years with the option to serve up to three such periods. ADA would like to express its gratitude to the Chair and all Committee members for their interest and contribution to the work of the Committee throughout 2020. ADA is currently advertising for expressions of interest from members wishing to fill three vacancies on the Committee starting in 2021.

At their January meeting the Committee agreed to continue its focus on the following three workstreams during 2020:

1. Educational Resources Project
2. Developer Contributions Guidance
3. Byelaws and supervisory role enforcement guidance

## **I. EDUCATIONAL RESOURCES PROJECT**

This initiative was commenced by ADA's Lincolnshire Branch and their engagement with young visitors to ADA's stand at the Lincolnshire Show. Supported by funding from the Branch, ADA's Board approved additional budget to develop educational resources to promote the work of lowland water managers in schools. ADA has engaged specialist school resource providers, LEAF Education, to help deliver the project.

ADA selected to target secondary education (age 12-16 years) at Key Stage 3 and/or Key Stage 4 level Geography and Science. LEAF Education have drafted school and visit resource packs with ADA and work is ongoing to finalise these learning materials. Case study material has been prepared based on the Somerset

Levels and Moors, further case studies will be developed for other lowland areas in England. Once finished these resources will be published on LEAF Education's Countryside Classroom website ([www.countrysideclassroom.org.uk](http://www.countrysideclassroom.org.uk)).

The next stage of the project will then be to test the resources within a school setting and train ambassadors from across ADA's membership to use these resources. Our aim is to train a representative in every IDB/consortium group, as well as a number of local authority officers and associate members too. These next stages have been delayed into 2021 owing to the COVID-19 pandemic.

## **2. DEVELOPER CONTRIBUTIONS GUIDANCE**

ADA is preparing some general guidance aimed at assisting any IDBs interested in discussing possible contributions from developers for the long-term management and maintenance of agreed drainage solutions related to their developments. The aims of the guidance are to provide IDBs with a consistent approach for development control policies, with standard templates for: establishing if a surface water development contribution is appropriate

for a development; charges which could be included when calculating surface water development contribution rates; charges which could be included when calculating charge out rates for planning advice and/or supply of IDB data/information; charges to 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. The guidance chapters are in the process of being edited into the final document.

### **3. BYLAWS AND SUPERVISORY ROLE ENFORCEMENT GUIDANCE**

This work focusses on updates needed to the current set of Defra model byelaws for IDBs. ADA working group members met with Defra in April to discuss changes that ADA had proposed. This was helpful in clarifying with Defra's legal team a number of aspects related to offline assets and water discharges that are not related to development. The meeting agreed a suite of minor changes to be consulted upon and ADA has been answering a number of follow-up questions from Defra. Once revised byelaws, and any changes to Land Drainage Act 1991 consenting and fees (see below), are published, ADA plans to prepare guidance for IDBs and local authorities regarding their supervisory role and enforcement.

### **OTHER KEY TOPICS DISCUSSED**

- A. COVID-19 IDB Meetings, Audit, and Elections
- B. Emergency Cost Recovery
- C. Land Drainage Act 1991 Consents & Fees
- D. IDB Ratings Reform
- E. Precepts and Highland Water Contributions
- F. Climate change/adaptation

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#### **A. COVID-19 IDB MEETINGS, AUDIT, AND ELECTIONS**

ADA worked with Defra to ensure that during the Coronavirus pandemic IDBs have the regulatory security to conduct IDB Board and Committee meetings remotely. ADA agreed some simple modifications to IDBs' Standing Orders (SOs) with Defra to facilitate this as well as a simple batch approval process to have these revised SOs confirmed for each IDB from Defra.

ADA and the SAAA both made representations to Defra and MHCLG to ensure consistent changes were made to audit arrangements across all forms of local government, IDBs included. Consequently, the Accounts and Audit (Coronavirus) Amendment Regulations 2020 that postponed audit deadlines for IDBs and other smaller authorities, came into force on 30 April 2020.

IDBs raised concerns regarding the process and timetable for holding IDB elections during the COVID-19 restrictions. ADA met with Defra to discuss these matters and with IDBs to look at practical steps to managing these difficulties sufficiently to allow elections to proceed, advice was passed on to IDBs.

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## B. EMERGENCY COST RECOVERY

ADA was concerned that IDBs were the only type of Risk Management Authority without a mechanism for emergency financial assistance from Government following the winter 2019/20 floods. ADA wrote to Defra to seek financial assistance for those IDBs affected by flood events before Christmas, and gathered and passed on to Defra information about the consequential financial impact they faced. This work identified that 12 IDBs had experienced flooding within their districts as a result, wholly or in part, of overtopping, seepage and breaches from main rivers between October and December 2019. These IDBs had collectively incurred a total estimated cost of ~£675,000, predominantly as a result of increased pumping costs (electricity/diesel) and their workforce undertaking repairs, and providing physical assistance to the Environment Agency, and emergency services. A further two IDBs that experienced no or limited flooding, identified substantially increased pump costs in the autumn/winter of 2019, totalling costs of ~£500,000.

The EA explored options for utilising PSCA arrangements, Local Levy funds, or amending Precept or Higher Land Water contributions. Some of the IDBs impacted were able to complete a Statement of Claim with the EA to reimburse their third party heavy rainfall event costs. ADA continues to make representations that a system should be put in place for providing Government assistance to IDBs following future emergency events. This should be coordinated by the Environment Agency, gathering necessary data in advance of its own financial claims to Treasury/Defra.

Critically, such a mechanism should not disadvantage other Risk Management Authorities' funding.

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## C. LAND DRAINAGE ACT 1991

### CONSENTS & FEES

ADA Committee members are currently contributing to a Defra working group looking at revising the fees charged under Section 23 of the LDA 1991. Section 23, prohibits the construction of watercourse obstructions (e.g. weirs, culverts, mill dams etc.) without obtaining a land drainage consent from a Lead Local Flood Authority or Internal Drainage Board. Legislation currently prescribes this fee at £50, and grants powers to prescribe the fee at any level through an order made by Ministers, including powers that permit "different provision for different cases, including different provision in relation to different persons, circumstances or localities." Analysis undertaken on behalf of local authorities showed, in 2017, that the median cost to process a single LDC application was £250. This implies that local taxpayers are subsidising approximately 80% of the cost of processing applications. Therefore, the majority of land drainage consent administration is subsidised by the tax and rate payers.

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## D. IDB RATINGS REFORM

ADA has been working with Defra to establish a new methodology for calculating non-agricultural land values used in the rating of land in order to set special levy and drainage rates by IDBs. The current methodology is outdated, relying on base data from the late 1980s. Revised legislation is contained within the Environment Bill currently before Parliament and Defra has

set up a working group with involvement from ADA and IDBs to draft the necessary statutory instrument and guidance to enable the use of this new methodology by IDBs.

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#### E. PRECEPTS AND HIGHLAND WATER CONTRIBUTIONS

Each year most IDBs pay a precept to the Environment Agency (EA) under the Water Resources Act 1991 (Section 139), as a contribution towards the costs of those parts of the EA's programme of works that benefit each drainage district and the IDB's operations. Whilst the legislation is straightforward, it does not set out a statutory formulae for the precept calculation and as such different interpretations have been applied.

With Defra's support, the EA has recently commenced a project to review how the precept levied is set, raised, spent, and reported within the current framework. The review has highlighted how the approach varies across the country. Consequently, the EA is investigating updating its operational guidance to ensure a more consistent and transparent approach is taken to engagement with IDBs as well as reporting to RFCCs on what activities the precept has funded.

A subsequent phase of work is underway to review the High Land Water Contributions (HLWC). HLWCs may be requested by an IDB from the EA under the Land Drainage Act 1991 (Section 57) towards an IDB's expenses in managing flows that pass into the drainage district from surrounding higher land. As with precept payments there is no statutory formula for their calculation,

but in principle they should be related to the proportion of upland water passing through a district and the cost/extent of the works undertaken by the IDB to deal with such flows.

EA Operations Managers across the country have been contacted to ascertain the regional approaches taken to HLWC. The ultimate aim is to provide a more efficient process for all, which ensures that flexible local choices can be made regarding funding and catchment based working.

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#### F. CLIMATE CHANGE/ADAPTATION

The Committee has agreed to a proposal to commence a new workstream in 2021 looking at the future climatic challenges to lowland water level managers and appropriate mitigation and adaptation measures, including carbon reduction, energy efficiency and renewable energy, and water resource management. ADA's detailed proposal is being prepared with input from both of ADA's Committees. Outputs may include: guidance on practical carbon reduction (mitigation) and adaptive approaches to climate change in lowland water management and reporting on climate change adaptation by IDBs under the Adaptation Reporting Power set out in the Climate Change Act 2008.

# REPORT OF THE TECHNICAL AND ENVIRONMENT COMMITTEE

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The Committee met in January, June and September during 2020 and the minutes for each meeting can be accessed via [www.ada.org.uk/committees](http://www.ada.org.uk/committees) along with the details of the constitution and current committee membership. The Committee has three vacancies arising in 2021 and ADA is encouraging anyone interested in applying to get in touch with Sofi Lloyd at ADA. Each Committee member serves a term of three years with the option to serve up to three such periods.

ADA would like to express its gratitude to the Chair and all Committee members for their interest and contribution to the work of the Committee throughout 2020. The Committee focused on the following three topics and workstreams during 2020:

1. Data and evidence
2. Health, Safety & Welfare
3. Delivering Biodiversity

## I. DATA AND EVIDENCE

The objective of this workstream is to establish a methodology to collect, collate and interpret data from IDBs, which can be used to better explain their value and purpose to decision makers and the wider public.

### A. INFOGRAPHICS

ADA is pleased to launch a set of infographics detailing interesting and insightful facts and figures regarding the work of IDBs, based on the data collected by Defra each year through the "IDBI" form submissions from each IDB.

The infographics have been designed to group similar facts and figures together to highlight particular aspects of IDBs' work. The groups of information can be delivered independently or with other groups to give an overview of the industry. As such, they can be used for a wide range of purposes and audiences. ADA

will be publishing the infographics online for any interested parties to download and use.

### B. GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

The publication of the complete IDB boundaries data layer for use in GIS systems was long awaited and has been welcomed by many industry stakeholders. The publication in early October this year was the culmination of much work to obtain permissions from each IDB to publish their data publicly and liaise with the EA to consolidate and format all the information. Thanks are given to the EA for publishing the complete IDB boundaries data layer online on behalf of ADA under an Open Government Licence (OGL). The IDB boundaries data file is publicly accessible and can be downloaded via the article in: [www.ada.org.uk/news](http://www.ada.org.uk/news)

ADA is now looking forward to analysing other spatial data in context with the IDB boundaries during 2021.

## 2. HEALTH, SAFETY AND WELFARE (HS&W)

The Committee took forward a proposal to establish a HS&W Sub-Committee to add pace to providing some HS&W support to IDBs. The objectives of the sub-committee are to improve the HS&W understanding of

IDB Board members and consequently the HS&W of IDB employees.

There have been two remote Sub-Committee meetings held so far at which it was agreed that ADA will fund the development of a suite of HS&W presentations with pre-recorded narrative aimed at IDB Board members to help them better understand their HS&W responsibilities. It is planned that five topics will be developed and made available by the first round of IDB Board meetings in 2020. The remaining topics will be developed into similar presentations next year and made available for 2022. Each presentation will aim to be around 15 minutes long to ensure it can easily be incorporated into Board meetings. The presenter will be carefully chosen so that some of the more "dry" topics can be delivered in an interesting way. Presentations will be accessible from the ADA website and ADA will encourage Boards to choose, download and present one topic at each of their board meetings next year and beyond. The topics expected to be covered include the following:

- HS&W management,
- Managing Risk,
- Near miss and accident reporting,
- Welfare & wellbeing,
- CDM Regulations,
- Managing training requirements,
- Working near services,
- COSHH,
- Equality & diversity, and
- Plant and equipment maintenance records.

### 3. DELIVERING BIODIVERSITY

#### A. BIODIVERSITY ACTION PLAN (BAP)

ADA would like to thank the Committee and biodiversity working group for their support

and direction through 2020 which has enabled us to launch a fully revised and updated BAP template for IDBs to use. We hope the new template will prove to be useful and inspiring to IDBs as they refresh their own BAPs. The template is available to download from [www.ada.org.uk/environment](http://www.ada.org.uk/environment).

#### B. ENVIRONMENTAL GOOD GOVERNANCE GUIDE

In early 2020, ADA submitted a project proposal to expand guidance and information for IDBs around supporting the wider aspects of the environment to Defra, who approved the project and kindly offered approximately £15,000 to support its development. The delivery of the guidance is to follow a similar format to ADA's existing Good Governance Guide. The guide will be published online as a printed guide, and ADA will hold a series of workshops for IDB board members.

ADA appointed Lou Mayer as the primary author of the guidance. Lou previously worked for WMA, and is currently an Area WFD Coordinator for the EA. Lou was a key contributor and coordinator of several well-known industry publications, including the NE/ADA Drainage Channel Biodiversity Manual 2008, and the EA/ADA Guide to Management Strategies and Mitigation Measures for Achieving Good Ecological Potential in Fenland Waterbodies 2017.

Members of the Defra IDB PAG have reviewed the proposed outline content of the guide and other subject experts are being engaged to author particular sections. The initial full draft will be edited by ADA later this year before being issued to the PAG for review. We look forward to publishing the guide and organising the workshops in early 2021.



### C. BIODIVERSITY METRICS

The biodiversity metrics project falls across both the Data and Evidence and Biodiversity workstream. The aim is to collect from as many IDBs as possible, in a standard and efficient way, quantitative data relating to a specified range of habitats and species common to most IDBs, which are supported by the activities of IDBs. The objective is then to use such data to develop simple, scalable, and concise promotional material, relevant to a wide range of audiences, to positively highlight the habitats and species which are supported by IDBs and their work.

It has been challenging to finding the most suitable approach to data collection, and ensuring that the metrics have integrity whilst being kept simple and cover sufficient habitats and species that ensure that every IDB can choose at least one metric that is relevant to them. To help us move forward, members of both Committees have been asked to suggest metrics which they would be able to contribute towards. Responses are being analysed and consolidated. Once finalised, each IDB will be asked to complete the survey (most likely online). The responses and overall process will be reviewed in 2021 and any necessary amendments made before crystallising the process into an annual data request.

### D. ENVIRONMENT FORUM

Several ADA members have suggested that environmental professionals within the industry would benefit from being able to seeking guidance, and sharing knowledge and ideas, between each other in an informal way. The Committee agreed and has supported the establishment of a new Environment Forum, hosted by ADA, for all environmental

professionals across the flood and water management sector:

The Forum's objectives are:

- To provide a regular informal platform for environmental professionals working within the industry to discuss and share their thoughts and ideas on how to maximise the support of IDB-relevant species and habitats through their work.
- To bring together a group of environmental professionals working within the IDB industry who ADA could, from time to time, canvass for their opinion on particular priority environmental matters and seek contributions to relevant ADA work.
- The first meeting will take place in November via Zoom. ADA staff will assist in curating the Forum's discussions, but going forward it is expected that Forum members will set their own agenda, with ADA raising matter suggested by its existing Committee structure where necessary.

### OTHER KEY TOPICS REPORTED

- A. PSCAs
- B. Environment Bill
- C. Managing channel sedimentation
- D. Consultations

#### A. PSCAS

The EA began working on some revisions to the existing Public Sector Cooperation Agreement (PSCA) template and guidance in 2019. ADA has been liaising with the EA on these changes to ensure that PSCAs remains fit for purpose and consistent with the principles agreed between ADA and the EA at the inception of PSCAs.

After reviewing queries and concerns raised by IDBs around PSCAs, it was clear that there was a need to improve the PSCA guidance document rather than amend the Agreement itself. One exception to this was the need to add greater flexibility over the types and levels of insurances required within the PSCA agreement, which has now been done. As such, the PSCA guidance has been expanded in places such as around the PSCA renewal process, works which fall under the CDM regulations, invoicing and change management. IDBs are also encouraged to proactively utilise the PSCA to not only cover maintenance works, but their prospective engagement with the EA during emergency events and after for recovery efforts. Further work in 2021 will seek to define processes for PSCA complaints, disputes, investigations and breaches within the guidance.

#### B. ENVIRONMENT BILL

The Environment Bill is an important piece of legislation for the flood and water management sector. ADA has kept abreast of developments throughout the year and presented its thoughts to the Committee and members. Some aspects of Bill have a direct impact on IDBs, such as the provision to allow changes to the way non-agricultural land is valued for the purposes of special levy and consequently drainage rates. This is important to existing IDBs, as well as areas where new or expanded IDBs may serve in the future. ADA is looking to work with Defra to develop the consequent regulations and necessary guidance for IDBs under this section of the Bill.

ADA has also highlighted other indirect opportunities and challenges for IDBs contained within the Bill, particularly around biodiversity

enhancement projects through the biodiversity net gain system, conservation covenants, and partnership working with those authorities that will be tasked with developing Local Nature Recovery Strategies. ADA will continue to monitor and report on the Bill's progress.

#### C. MANAGING CHANNEL SEDIMENTATION

The Committee is in support of commencing a new workstream in 2021 to investigate and progress action required to improve the management of sediment. ADA will aim to generate guidance and policy discussion around measures, barriers, and solutions to delivering reactive and proactive solutions to channel sedimentation in lowland watercourses. The Workstream will sit across both Committees to ensure thorough coverage and input.

Topics being considered include: new/novel approaches to silt removal, the management and regulation of silt once removed from watercourses, and proactive approaches to better soil and riparian margin management. The latter to help reduce runoff and retain soils, to reduce silt load in lowland watercourses.

#### D. CONSULTATIONS

ADA has reported their responses to several consultations which have been submitted in 2020:

- The Environmental Land Management (ELM) scheme (Defra)
- Challenges and Choices – River Basin Management Planning (WFD) Consultation (EA)
- Tree Strategy for England (Defra)

## GLOSSARY OF TERMS AND ACRONYMS

<b>ABI</b>	Association of British Insurers
<b>ADEPT</b>	Association of Directors of Environment, Economy, Planning and Transport
<b>AIMS</b>	Asset Information Management System is an inventory of assets relevant for flood risk management from main rivers, and the coast. Developed by the EA.
<b>AINA</b>	Association of Inland Navigation Authorities
<b>ASA</b>	Association of SuDS Authorities. Formerly LASOO (Local Authority SuDS Officer Organisation).
<b>ASC</b>	Adaptation Sub-Committee of the CCC. It provides independent scrutiny and advice on the Government's approach to climate change adaptation.
<b>AWB</b>	Artificial Water Body (As determined under the Water Framework Directive.)
<b>BAP</b>	Biodiversity Action Plan is an internationally recognised program addressing threatened species and habitats. Designed to protect and restore biological systems (BAPs can be specific to an organisation e.g. IDB BAPs, or regions/countries e.g. UKBAP).
<b>CAP</b>	Common Agricultural Policy of the European Union
<b>CCC</b>	Committee on Climate Change is an independent body established under the Climate Change Act to advise the UK Government on reducing greenhouse gas emissions.
<b>CDM 2015</b>	Construction (Design and Management) Regulations 2015
<b>CFMP</b>	Catchment Flood Management Plan The plans are led by the EA and aim to encourage an integrated, sustainable and strategic approach to the management of flood risk in river catchments.
<b>CIWEM</b>	Chartered Institution of Water & Environmental Management
<b>CLA</b>	Country Land & Business Association

<b>COP26</b>	The 2021 United Nations Climate Change Conference, is the 26th United Nations Climate Change conference. It is scheduled to be held in Glasgow, Scotland from 1 to 12 November 2021.
<b>CRT</b>	Canal and River Trust
<b>DCN</b>	District Councils' Network
<b>DfI Rivers</b>	The flood defence and drainage authority for Northern Ireland.
<b>Defra</b>	Department for Environment, Food and Rural Affairs (Government department, formerly MAFF).
<b>EA</b>	Environment Agency is a Defra sponsored public body with responsibilities relating to the protection and enhancement of the environment in England. It has a strategic overview role for all FCERM in England and has powers to manage flood risk from designated main rivers and the sea.
<b>EFRA</b>	Environment, Food and Rural Affairs Committee is appointed by the House of Commons to examine the expenditure, administration and policy of Defra and its associated public bodies.
<b>ELM</b>	Environmental Land Management, typically referred to in relation to the ELM scheme that will replace existing agri-environment funding from government when it is rollout from 2024-2027.
<b>EPR</b>	Environmental Permitting Regulations set out environmental permitting and compliance regime, in England and Wales, that applies to various industries and activities, including flood risk activities. Formerly known as a flood defence consent.
<b>EUWMA</b>	European Union of Water Management Associations (Of which ADA is a member).
<b>FCERM</b>	Flood and Coastal Erosion Risk Management (Sometimes used to refer to the Defra department responsible for these functions).
<b>FDGiA</b>	Flood Defence Grant in Aid The funding from central government for managing flood risk in England. Since 2011 this is often referred to simply as 'Partnership Funding' following the implementation of a revised approach to the assessment criteria for capital funding allocation.

<b>FRA</b>	Flood Risk Assessment
<b>FRMP</b>	Flood Risk Management Plan may refer specifically to regional plans under the European Floods Directive highlighting the risk of flooding from rivers, the sea, surface water, groundwater & reservoirs.
<b>FWMA 2010</b>	Floods and Water Management Act 2010
<b>GDPR</b>	General Data Protection Regulation is a European Union regulation that forms part of the data protection regime in the United Kingdom, together with the Data Protection Act 2018.
<b>GEP</b>	Good Ecological Potential (As defined by the WFD)
<b>GES</b>	Good Ecological Status (As defined by the WFD)
<b>GIS</b>	Geographic information system is a system designed to capture, store, manipulate, analyse, manage, and present all types of spatial or geographical data
<b>HMWB</b>	Heavily Modified Water Body (As determined under the WFD)
<b>HS&amp;W</b>	Health, safety and welfare
<b>ICE</b>	Institution of Civil Engineers
<b>ICO</b>	Information Commissioner's Office
<b>IDB</b>	Internal Drainage Board
<b>IDD</b>	Internal Drainage District
<b>JPAG</b>	Joint Practice Advisory Group is a standing group providing guidance on Governance and Accountability for local councils and IDBs. ADA is represented on JPAG.
<b>LDA 1991</b>	Land Drainage Act 1991
<b>LEAF</b>	Linking Environment And Farming, registered charity
<b>LEP</b>	Local Enterprise Partnership are voluntary partnerships between local authorities and businesses set up in England to help determine local economic priorities and lead economic growth and job creation within the local area.

<b>LGA</b>	Local Government Association
<b>LGO</b>	Local Government & Social Care Ombudsman, which can investigate certain actions of IDBs, local authorities, RFCCs and the EA.
<b>LLFA</b>	Lead Local Flood Authority County councils and unitary authorities with flood risk management functions specified under the FWMA.
<b>MHCLG</b>	Ministry of Housing, Communities & Local Government
<b>NALC</b>	National Association of Local Councils
<b>NAO</b>	National Audit Office Audits most public-sector bodies in the UK and produces value for money reports into the implementation of Government policies.
<b>NE</b>	Natural England is a Defra sponsored public body responsible for ensuring that England's natural environment is protected and improved.
<b>NFU</b>	National Farmers' Union of England and Wales
<b>NIC</b>	National Infrastructure Commission
<b>NRW</b>	Natural Resources Wales is a Welsh Government sponsored public body responsible for the management of the natural resources of Wales including flood and water management.
<b>Ofwat</b>	Office of Water Services Regulates water and sewerage providers in England and Wales.
<b>P&amp;F</b>	Policy and Finance Committee of ADA
<b>PSCA</b>	Public Sector Cooperation Agreement An agreement in relation to the flood risk management functions of two risk management authorities made pursuant to Section 13 of the FWMA.
<b>RBMP</b>	River Basin Management Plan Strategic plans for the regional implementation of the Water Framework Directive which requires standards be met in regards to water quality and biodiversity.

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<b>RFCC</b>	Regional Flood and Coastal Committee is a statutory committee established under the FWMA that brings together members appointed by LLFAs and independent members with relevant experience to ensure the EA has coherent plans and funding arrangements for FCERM within a given region.
<b>RMA</b>	Risk Management Authority as named under the Flood & Water Management Act 2010. These are: EA, NRW, LLFAs, district councils, IDBs, water companies, and highway authorities.
<b>SAAA</b>	Smaller Authorities' Audit Appointments Ltd is the independent company created to procure external audit services for smaller authorities, including IDBs, following the closure of the Audit Commission. ADA is represented on the SAAA.
<b>SAC</b>	Special Area of Conservation is a conservation designation under the European Habitats Directive.
<b>SEPA</b>	Scottish Environmental Protection Agency
<b>SMP</b>	Shoreline Management Plan is a non-statutory, policy document that describes how a given stretch of shoreline is most likely to be managed to address flood and/or erosion.
<b>SPA</b>	Special Protected Area is a conservation designation under the European Birds Directive.
<b>SRA</b>	Somerset Rivers Authority
<b>SSSI</b>	Site of Special Scientific Interest is a conservation designation denoting a protected area.
<b>SuDS</b>	Sustainable Drainage Systems are designed to reduce the impact of surface water drainage discharges from developments by mimicking natural drainage patterns and features.
<b>SWMP</b>	Surface Water Management Plan outlines the preferred surface water management strategy in a given location, which helps local partners work together to understand the causes of surface water flooding, and agree the optimum way of managing the flood risk in their area.
<b>T&amp;E</b>	Technical & Environmental Committee of ADA

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<b>UKIA</b>	United Kingdom Irrigation Association
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<b>WFD</b>	Water Framework Directive is an European Union directive which commits member states to achieve good qualitative and quantitative status of all water bodies by enhancing and reducing the deterioration of aquatic ecosystems and reducing aquatic and groundwater pollution.
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<b>WLMP</b>	Water Level Management Plan Plans produced for areas where water levels are managed, particularly some SSSIs.
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<b>WRE</b>	Water Resources East a membership body, originally formed by Anglin Water, to study and collaboratively plan for the long-term water resources needs of Eastern England.
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