

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the ninetieth meeting of Witham Third District Internal Drainage Board held on Tuesday, 16th June 2015 in Minting Village Hall, Lincolnshire, LN9 5RX at 10.00am.

Present:

Mr. P. R. Hoyes **(Chairman)**
Mr. M. I. Thomas **(Vice Chairman)**
Mr. R. Armstrong
Cllr. R.M. Avison
Cllr. S.M. Avison
Cllr. B. Charlesworth
Mr. I. M. Clark
Mr. W. S. Crane
Mr. R. Hairsine
Cllr. G. Hewson
Cllr. D. C. Hoyes MBE
Cllr. D. Jackson
Mr. C. Mason
Mr. I. Parker
Mr. J.C. Smithson
Mr. D.J. Straw
Cllr. P Vaughan
Mr. R.J. Weightman

In attendance:

Mrs. Jane Froggatt	Chief Executive
Mr. Martin Shilling	Director of Operations
Mr. Steve Larter	Finance Manager
Mrs. Anna Wilson	Finance and Rating Officer.
Mr. David Gowing	Internal Auditor
Mr. Jonathan Wickham	Senior Project Leader, Lincolnshire Technical Services Partnership.

2350 Apologies

Apologies for absence were received from Mr. J. Boyall, Cllr. A. Bridgwood, Cllr. I. Fleetwood, Cllr. J.R. Garner, Cllr. W.H. Gray, Mrs. J. Holland, Cllr F.M. Martin MBE and Cllr. M.J.W .Parish and Mr. P.A. Spilman.

2351 Declarations of Interest

Declarations of interest were received from members nominated by City of Lincoln Council, East Lindsey District Council and West Lindsey District Council in matters relating to their respective Councils.

2352 Chairman's Announcements

The Chairman welcomed Members, Officers and visitors to the meeting.

- Death of Mr. Norman Alan Osborne.

The Chairman advised the meeting of the unexpected and untimely death of Mr. Norman Osborne on Monday, 08th June.

Norman was a Witham First DIDB member for 30 years, having joined that Board in February 1985, but was well known also as the Chairman of ADA's Lincolnshire Branch, a post to which he was elected in April 2009. Norman was also, until summer 2014, the long standing Chairman of the IDBs' Lincolnshire Show Committee.

Members stood for a period of silence and reflection.

- Membership of the Board.

Two of the three Councils who nominate members to the Board had notified changes, on which the Chairman updated members as follows:

City of Lincoln Council.

- the Chairman welcomed new member Cllr. Brent Charlesworth to his first meeting of the Board.
- the Chairman also welcomed 3 of the returning 4 members, Cllr. Gary Hewson, Cllr. David Jackson and Cllr. Pat Vaughan (noting also that Mr. Jeff Boyall is the fourth returning member).
- it was also noted that Cllr. Bill Bilton had now left the Board and a letter of thanks had been sent to him.

West Lindsey District Council.

- the Chairman advised that 2 new members had been nominated, Cllr. Alexander Bridgwood and Cllr. Malcolm Parish. Both had tendered apologies, due to prior commitments.
- the Chairman welcomed returning member Mr. Clive Mason and noted that Cllr. Ian Fleetwood also returns as a WLDC nominated member, but had given his apologies.
- Cllr. M.G. Leaning had indicated in April that he would not be seeking re-election at WLDC, after 34 years, and he has left the Board. A letter of thanks had been sent to him.
- Cllr. Chris Darcel had not been reappointed to the Board and a letter of thanks had been sent to him.

East Lindsey District Council intends to confirm nominations to membership of the Board later this week. *¹

(post meeting note *¹ : Four members were subsequently nominated as returning members, i.e. Cllr. Mrs. Fiona Martin MBE, Cllr. Richard Avison, Cllr. Stan Avison and Cllr. William Gray. In addition, two new members were nominated, Cllr. Will

Grover and Cllr. Susanna Gorst, to replace retiring members Cllr. Mick Harness and Cllr. Peter Phillipson).

2353 Minutes of the Board meeting on 28.04.15.

The minutes of the Board's meeting held on Tuesday, 28th April 2015 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

2353.1 Horncastle Flood Alleviation Scheme (minute 2334.1 refers).

It was confirmed that the planning application for the scheme had now been approved, with conditions, by East Lindsey District Council.

2353.2 Highland Water (minute 2334.2 refers).

The Highland Water claim for 2015/16 had been submitted to the EA at an estimated £191,400 for 2015/16 (80% of which is payable in September) and the reconciliation sum between 2014/15 estimate and the actual claim, i.e. a positive sum of (£24,287).

2353.3 Telephones (minute 2334.3 refers).

In response to a question, it was confirmed that transferring the Challenger contract for mobile phones from O² to Vodafone, to improved network coverage, had not resulted in the Board incurring any penalty charges.

2353.4 Plant Programme 2015/16 (minute 2340 refers).

Following the order being confirmed for the new Atlas 150W wheeled excavator with telescopic dipper at a total cost of £133,145 (excl. VAT), TDL had given an estimated delivery of the week commencing 27.07.15.

2354 Minutes of the Standing Committee on 02.06.15.

The minutes of the Standing Committee meeting held on Tuesday, 02nd June 2015 were APPROVED as an accurate record and the recommendations to the Board were NOTED.

There were no matters arising, all being covered on the agenda.

2355 Minutes of the Joint Administration Committee on 11.05.15.

The minutes of the Joint Administration Committee held on Monday, 11th May 2015 were NOTED together with the recommendations to the Board.

2356 Chief Executive's Report.

The Chief Executive's report had been circulated with the agenda. Issues highlighted included:

2356.1 Ministerial Appointments.

Following the 07.05.15 Election, Secretary of State Liz Truss had been reappointed, Minister of State George Eustace returns to Defra and Parliamentary Under-Secretary of State is now Rory Stewart. In addition, Lord Gardner of Kimble (Deputy Chief Executive of the Countryside Alliance) replaces Lord de Mauley as Defra's spokesman in the House of Lords but, unlike his predecessor, he will have no formal Ministerial

responsibility within the Department.

2356.2 Lincolnshire IDB Clerks' meeting (01.06.15)

At this meeting it was apparent that Environment Agency staff were approaching IDBs to enquire about the possibility of the EA de-maining stretches of watercourses. The scale of this was being quantified, with GIS information being co-ordinated by BSIDB's GIS Officer. Discussion would need to be held with EA staff about the condition of any watercourses they proposed to transfer to IDBs, future maintenance costs etc. This issue was at an early stage, but it was potentially significant.

Insurance Renewals 2015/16.

The Board's insurance policies are due for renewal on 30.06.15 and it was highlighted that renewal costs on Upper Witham recently had risen from £22.3k last year to £26.7k for this year, i.e. more than the 5% increase in budgets. Towergate had not yet provided the individual policy quotations.

Members received and NOTED the report.

2357 Revised Risk Register.

A revised Risk Register (version 8) as at June 2015 had been circulated with the agenda. This version was, as agreed, the first version of an integrated Risk Register for the group of 3 Boards, as most risks were of a generic nature and common to the 3 Boards. Where a particular risk is specific to an individual Board, this is indicated.

The Register uses the 5 original objectives, agreed at a Risk Management seminar on 28.05.12. It then assesses the risks, controls, gaps and provides an action plan to mitigate/manage risk.

Members APPROVED the revised Risk Register.

2358 Internal Auditor's Report on 2014/15.

Mr. David Gowing, Internal Auditor, presented his independent report on 2014/15, which had been circulated with the agenda. He outlined that he had reviewed practices against the ADA Practitioners' Guide (2006) and the Public Sector Internal Audit Standards. His review also included an implementation review of previous audit recommendations, a review of system changes, sample testing of 2014/15 transactions, a review of the end of financial year figures and completion of his section of the IDB Annual Return.

The main findings of the audit he outlined as:

- continued improvement in the control, management and governance of the Boards.
- accurate and well presented accounting records.
- detailed and accurate information is provided to the Boards, especially on financial matters.
- a good system of Board reports and minutes.
- the majority of agreed recommendations from previous audits have been implemented.
- improved understanding and evidence of special levy charges and transfers from agricultural rate to special levy. Some reconciliation issues remain but these are being progressed.
- good compliance with governance standards with information on the web-site.
- improved information and action on drainage rate arrears with good collection rates from 96% to 99% across the group of 3 Boards. Priority should now be given to individual accounts with the higher level of arrears.
- no control use is made by the printing and storage of the DRS collector journals.
- the purchase and payment records require review to ensure full information is recorded with evidence of this being checked and authorised.

- processing and collation of wage timesheet data has been changed during the year so information is input to a spreadsheet and then to the payroll system. The output for the three Boards is not consistent with a similar issue in the purchase and payment records. A standard processing system for all three Boards would help ensure staff can easily rotate or stand-in when other staff are unavailable.
- in compliance with the Lincolnshire ADA “White Book” and recent legislation workforce staff should be paid at least a twelve week average earnings hourly rate when on leave rather than their basic hourly rate.
- a review of car mileage allowance has been completed with decisions to be implemented from April 2015. The three Boards’ policies and payments are now in line with similar IDBs.
- the service procured from long term contractors is not always strictly in accordance with Financial Regulations.
- there are a few policies that require drafting and approval.

There was an action plan, based on his recommendations, which was in section 3 of the report and had been agreed with the Chief Executive.

Issues highlighted included the requirement for the Board to address enhancement to holiday pay, currently paid at basic pay rate, in the light of the Bear Scotland Appeal (2014). Members were advised that options for complying with this were being considered, but would need to be implemented so as not to create a perverse incentive for all holidays to be taken in, say, October based on overtime in the previous 12 weeks.

In summary, the Internal Auditor confirmed he was happy with controls in place, with reporting to the Board, compliance with data transparency requirements on the Board’s website, there was a low level of drainage rates arrears with a much improved collection rate of 99.3%.

In terms of the action plan, he advised that there were still some standardising of purchasing procedures to be done. He also advised that the recommendation about Holiday Pay needing to be addressed to provide for average overtime, rather than basic pay.

The Chairman enquired how the Board now compares with other Boards audited by the Internal Auditor, the response being that he felt the Board is ahead of many others.

The Chairman then enquired what the Board would need to do to achieve a ‘substantial assurance’ rating, rather than an ‘adequate assurance’. The Internal Auditor advised that the adequate assurance was good but that to achieve substantial assurance he felt the Board would need more staff, to provide cross cover, as is the case in some other Boards.

Members thanked the Internal Auditor for his independent report on 2014/15, accepted his recommendations and NOTED his overall audit rating of ‘adequate assurance’ for 2014/15.

2359 Financial Outturn Report on 2014/15, as at 31.03.15.

The Financial Outturn report as at 31st March 2015 had been circulated with the agenda. This was the first of 4 linked finance reports for 2014/15 on the agenda.

It was outlined that this report has significant detail and information from this feeds through to the next 3 reports (the Annual Accounts for 2014/15, the IDB Annual Return and the IDB1 Report to Defra).

In summary, the Board ended the year with an outturn surplus of (£144,004) against approved 2014/15 budget.

Denis Hoyes had raised his concern at the Standing Committee at the surplus position of (£144,004), given that in January 2014 the Board had approved a 2% rates increase for 2014/15. He reiterated those concerns.

The Chief Executive acknowledged the surplus was greater than anticipated but felt that 3 main factors had contributed to this and were not reasonably foreseeable in January 2014, namely:

- Income was (£69k) better than planned. The EA had commissioned PSCA works with additional rechargeable works income to the Board, but not until July 2014. Also within this positive income variance was a (£24k) positive variance on the Highland Water claim for 2014/15, which was £198,287 actual claim, as opposed to the estimate of £174,000.
- Drains (£70k) underspend. It was fortuitous that in this particular year the Board benefitted from the recharge of part of the Diesel Pump Craftsman's time to Upper Witham (£9k), and Plant Maintenance costs that were (£13k) better than planned, fuel costs which were (£9k) less than in budget (prices having reduced in-year) and fewer bank slips than allowed for in the budget, saving (£20k). All these factors worked in the Board's favour this year, but it was suggested this may not be the case in future years.
- Pumping Stations (£31k). The surplus at pumping stations is mainly due to lower than budgeted electricity costs, by (£19k). Again, the previous year this was not the case when pumps operated for more hours and electricity costs were comparatively high. In 2014/15 the budget was £65k for electricity and actual spend was £45.6k.

Following discussion, it was felt that the Board should continue to set a balanced budget based on an average year and it was acknowledged that 2014/15 was a comparatively dry year, hence the surplus generated.

The report then set out the position on plant and machinery. In terms of capital movements, the Board had a lean year in 2014/15. The only purchase was a weed basket at £5,675 (excl.VAT).

Drainage Rates collection was very good for 2014/15, at 99.3% and there was a closing balance of Drainage Rates and costs outstanding of £1,710.55 as at 31st March 2015. Drainage Rates accounts for 2015/16 were invoiced on 08.04.15.

The outturn report also set out the bank balances as at 31.03.15 as:

NatWest	0.00%	£90,061.87
Co-op	0.00%	£0.00
Nationwide Instant Access	1.00%	£301,150.68
Nationwide 30 Day Notice	1.05%	£502,013.70
Total		£893,226.25

Members then noted the summary position, setting out the approved estimates against outturn as at 31.03.15 and variances by category. Pages 6 to 14 provided a full breakdown of budget against actual spend for all budgets, information which goes to the Board twice a year.

Members NOTED the 31st March 2015 surplus of (£144,004), the 2014/15 drainage rates collection rate of 99.3% and the year-end bank balances totalling £893,226.25. It was AGREED that the (£144,004) surplus be deployed to the Pumping Station Reserve.

2360 Annual Report & Statement of Accounts 2014/15.

The Annual Report and Statement of Accounts for 2014/15 had been circulated with the agenda.

The Annual Report set out background information about the Board and how it operates and highlights works undertaken in 2014/15. Moving into the Statement of Accounts, in summary this detailed:

- the Statement of responsibilities.
- the Statement of Accounting Policies.
- the members of the Board during the year.

- the 8 governance statements which Board members need to agree.
- Income & Expenditure account (page 13).
- Balance Sheet as at 31.03.15 (page 14).
- Notes to the Accounts (pages 15 to 21).

Note 13, the FRS17 Pensions report, was as provided to the Board by Hymans Robertson LLP, actuary to the Lincolnshire LGPS.

Note 14, on page 21, set out the Board's funds and reserves balances as at the opening 01.04.14 position and the closing balances as at 31.03.15. The 31.03.15 balances of note were (£150,000) revenue reserve, (£507,924) plant and machinery reserve, (£150,000) pumping station reserve, (£150,000) AWC Renewal Fund and (£24,594) projects reserve.

The report showed the interrelationship between rainfall, pumped hours and electricity costs for the last 5 years. This showed the comparatively dry year for 2014/15.

Members considered and AGREED the 8 governance statements within the report.

Members APPROVED the Annual Report and Statement of Accounts for 2014/15 and that its status would remain as 'unaudited' by the External Auditors (who concentrate on the IDB Annual Return, derived from the Statement of Accounts).

2361 IDB Annual Return for 2014/15.

A copy of the completed IDB Annual Return had been circulated with the agenda. The Board is required to approve this before 30th June. Section 1, the 10 accounting statements had been completed and would be signed after the Board's meeting. Section 2, the Annual Governance Statement was gone through with Members, all 8 governance statements were AGREED.

Section 4 had been completed by the Internal Auditor but Section 3 will only be completed by Grant Thornton, following the external audit.

Members APPROVED the draft IDB Annual Return for 2014/15, authorising the Chairman and Chief Executive to sign the Return and submit this to Grant Thornton for external audit.

2362 IDB1 Report to Defra for 2014/15.

The completed IDB1 Report which has to be submitted to Defra before 31st August had been circulated with the agenda.

The IDB1 Report asks for similar information for Defra as the Annual Return includes for the Department for Communities & Local Government, but the IDB1 also asks for Special Levies information for 2015/16 (City of Lincoln £245,592, ELDC £278,919 and WLDC £181,228).

This year the IDB1 Return also asked for information about the Board's policies, Environmental credentials, asset management and governance arrangements (e.g. Code of Conduct for Board members, Financial Regulations, Register of members' interests, published website information in line with legislation and good practice guidance).

The IDB1 Return was the last of the suite of 4 reports to the Board on 2014/15 and was APPROVED by members.

2363 Statement of Expenditure for April 2015.

Moving on to the new financial year 2015/16, members had received with the agenda the first Statement of Expenditure incurred, for April 2015.

Gross expenditure incurred to 30.04.15 was £116,945.10 or, net of £6,897.53 reclaimable VAT, this was £110,047.57. Of this, £4,143.17 was rechargeable expenditure.

Members NOTED the expenditure incurred during April.

2364 Financial Performance Report for the first 2 months of 2015/16 (01.04.15 to 31.05.15).

A report on the first two months of 2015/16 to 31st May had been circulated with the agenda.

The report covered:

- 2015/16 drainage rates invoices were posted on 09.04.15, totalling £158,849. As at 01.06.15 there was a collection rate approaching 70%. A verbal update was given and as at 15.06.15 a collection rate of 75% was achieved, with only £38k outstanding.
- Special Levies from the 3 Councils (i.e. the first tranche of 50%) had all been received by the due date of 01.05.15, totalling £352,870 for the Board.
- Highland Water claims estimate for 2015/16 (totalling £191,400 including 16% administration element) had been submitted to the EA. Of this, 80% of the estimate should be paid by the EA in September 2015, together with the balance on the actual 2014/15 claim of (£45,167).
- The first 50% of the precept to the EA of £52,577 was paid in May.

Members NOTED the report.

2365 Drainage Rates write-offs.

The Finance & Rating Officer had prepared a paper, circulated with the agenda, which requests the Board write-off 31 account values totalling £49.61, as each is under the £2.50 value for 2015/16.

Members AGREED to write-off the accounts under £2.50, write-offs being reserved to the Board.

2366 Electoral Register 2015.

A copy of the Electoral Register for the October 2015 Election was available to the meeting.

It was confirmed that the Notice of Inspection had been advertised in the Lincolnshire Echo on 28.05.15 and a copy of the Electoral Register had been available at Witham House for public inspection from 28th May to 11th June.

Members APPROVED the Electoral Register 2015, approval of which would be advertised in the Lincolnshire Echo on 09.07.15.

2367 Proposed extension of the role of the Joint Administration Committee to that of Joint Services Committee.

A paper had been circulated with the agenda which put forward a proposition, supported at the Joint Administration Committee meeting on 11th May, that the role of the current Committee be expanded to that of a Joint Services Committee.

Standing Committee members had supported on 02.06.15 the recommendation from the Joint Administration Committee, noting that all 3 Boards would need to agree the extension of the Committee's role before any changes were made.

In summary, the Terms of Reference for the current Joint Administration Committee date to the 01.04.09 Agreement between the 3 Boards. Now monitoring of the agreement and joint administration budget is less onerous and there is less budget variance, better use could be made of the Committee's time.

Since 2013 the Joint Administration Committee had, by informal agreement, monitored all recharges between the 3 Boards as joint administration was now less than 50% of total recharges. Expanding the role to encompass all services would therefore regularise the current informal arrangements.

The Committee has been used as a sounding board for issues which potentially affect all 3 Boards and where a common approach would ensure consistency and/or achieve efficiencies of scale. An example was the approach to a revised Motor Vehicles Allowances Policy, discussed in detail by the Joint Administration Committee on 08.12.14 and its recommendations approved by each Board in January/February 2015. This role of discussion and scrutiny of issues of common concern could become a core part of a Joint Services Committee's role.

A further reason for expanding the role of the JAC is to provide a forum for discussion of specific functions, where a joint approach may be helpful and where there is a gap now. Some Boards, for example, have Committees for functions like Audit & Governance, Environment, Health & Safety, Terms and Remuneration.

Members AGREED to the expansion of the Joint Administration Committee's role to that of Joint Services Committee, with the remit as outlined. Furthermore, it was noted that Witham First DIB had similarly agreed this extension of role and that Upper Witham IDB would consider the proposal on 22.06.15. If all 3 Boards agreed to an extension of role, the next JAC meeting on 27.07.15 would consider Terms of Reference based on this remit.

2368 Summer Inspections 2015.

It was noted that the 2 joint Inspection tours this summer were as follows:

- Wednesday, 15th July - 3pm at Witham Third DIB's depot, Green Lane, Woodhall Spa. A coach tour of schemes/improvements/enforcement cases as examples of recent works in the group of 3 Boards' drainage districts. Return to W3rd depot for 6.45pm. The Golf Hotel for evening meal from 7pm for 7.30pm.
- Tuesday, 22nd September – depart Lincoln (possibly Upper Witham's North Hykeham depot on Meadow Lane) circa 8.30am by coach for Forest Pines Hotel at 10.30am. Tour then hosted by North East Lindsey IDB, returning for lunch to Forest Pines Hotel. Coach departs at circa 4pm for Upper Witham's depot, estimated arrival time of 5.30pm.

Members were invited to indicate whether or not they would be attending each tour.

2369 Director of Operations' Report.

The Director of Operations' Report had been circulated with the agenda and was presented together with an update.

- **Planned Maintenance Programme.**

The planned programme of channel re-forming and slip repairs had continued through the period. A number of gates had also been installed, to improve vehicular access to the maintained system. A summary of winter 2014/15 works was as follows:

Watercourse	Length m	Length miles	% Completed
Linwood Drain	1050 m	0.6 miles	100%
Buslingthorpe Beck	1900 m	1.2 miles	100%
Sambre Beck	1040 m	0.6 miles	100%
Minting & Gautby Beck	1200 m	0.7 miles	100%
Tattershall Thorpe / Kirby Drain	545 m	0.3 miles	100%
Totals	5735 m	3.4 miles	100%

Sambre Beck had been the last stretch completed. Recently, bank slip reinstatement works had been undertaken on Buslingthorpe Beck.

- **Plant.**
The Atlas 150W wheeled excavator with telescopic dipper was due to be delivered by TDL in the week commencing 27.07.15. The telescopic dipper capability will significantly increase the machine's flexibility and improve access to areas where there are overhanging trees, bushes or utility cables.
- **Pumping Stations.**
There were no issues or pump lifts/repairs to report. The pumps had been set to operate the usual higher summer water retention levels.
- **Re-chargeable Work.**
The Board had started to undertake the work commissioned under the Public Sector Co-operation agreement by the Environment Agency. It includes the clearing of obstructions from Welton Beck and Thunker Drain in Horncastle and the cutting of flood defence embankment crests at Duckpool Catchwater Drain. This work will continue throughout this financial year. The Board is also undertaking some further work, on a re-chargeable basis, within the Witham 1st District as that Board does not have a paddock flail. This is on the Farroway Drain (which is 15/20 metres wide).
- **Workforce.**
Following interviews when 9 candidates were shortlisted, 2 appointments have been made to replace a recent retirement and a planned retirement. The 2 new starters, Shaun Smith and Adrian Skelton joined Board's workforce on 8th June.
- **Woodhall Spa Country Show (17.05.15).**
The Board was represented at the show as part of a stand that demonstrated the work of the 3 Boards jointly administered from Witham House. A display of photographs demonstrating the work currently undertaken by the Board helped officers to answer questions from the public.
- **Lincolnshire Show, 24th & 25th June.**
The Board will be participating on a stand at Lincolnshire Show, a joint stand promoting the work of Flood Risk Management Authorities. Members were invited to visit the stand.
- **Winter Works Programme 2015/16.**
In the next few weeks an assessment of necessary works for the winter 2015/16 programme would be made, for Notices of Entry to be sent out.

Members received and NOTED the Director of Operations' report and presentation.

2370 Consents & Enforcements.

The Board's Engineer had provided a report on consent and enforcement cases, both within the drainage district and in the extended catchment (where the Board acts for and on behalf of Lincolnshire County Council, as the Lead Local Flood Authority).

- **Section 23 Land Drainage Act (1991) Consent Applications in the Board's extended area.**

Reference	Location	Applicant	Details	Date
TE-2053-2015-CON	Woodhall Spa	Mr & Mrs P Prince	Culvert for part of riparian watercourse	12/05/15

- **Drainage district enforcement issues:**

Reference	Location	Description	Situation
TD-847-2014-ENF	Footpath over watercourse Musgrave's Orchard Welton	Possible maintenance on watercourse	Contacted owner who is to carry out maintenance
TD-922-2014-ENF	Matthew Temple House, The Broadway, Woodhall Spa. Obstruction in watercourse	Obstructed riparian drainage route for developer	Work agreed but yet to be implemented. Continuing to monitor
TD-1447-2014-ENF	Grundy's Lane, Minting. Possible maintenance required	Request from LCC regarding the poor condition of the watercourse adjacent to the highway	Investigated and contacted riparian owner
TD-1561-2014-ENF	Lodge Lane, Tattershall	Construction of unconsented garage adjacent to Board culvert	Continuing to monitor
TD-1816-2015-ENF	17 Dornoch Close, Woodhall Spa	Trees cut down and left in watercourse	Contacted housing association who will contact tenant. Continuing to monitor.
TD-1825-2015-ENF	Musgraves Orchard, Welton	Culvert to be removed	Dialogue established with respondent
TD-1981-2015-ENF	Changi, Green Lane, Woodhall Spa	Works required to watercourse	Work planned for October 2015

TD-1999-2015-ENF	Holmelea, Newball	Maintenance required to watercourse	Work planned for October 2015
TD-2006-2015-ENF	5 Suffolk Acre, Conningsby	Possible bank slip	Contacted Broadgate Homes
TD-2067-2015-ENF	Stixwould Engine Drain	Unconsented work to bank	Bank to be reinstated in the Autumn
TD-2117-2015-ENF	Woodhall Spa	Removal of unconsented 4in culvert and maintenance work to riparian watercourse	Work planned for October 2015

- **Enforcement Issues – Board’s extended catchment.**

Reference	Location	Description	Situation
TE-849-2014-ENF	Lodge Lane, Nettleham, road has flooded	Culvert obstructed by gas pipe under entrance to AW pumping station.	Respondent has agreed to remove gas pipe.
TE-918-2014-ENF	Langton Hill, Horncastle LCC reported maintenance required	Watercourse would benefit from some maintenance but the watercourse may not be causing a nuisance.	Contacted riparian owner requesting they consider maintenance.
TE-1005-2014-ENF	Thorpe Road, Tattershall Thorpe. Road flooding issue	LCC reports a flooding issue at Church Lane.	Contacted riparian owners regarding clearing the watercourse.
TE-1029-2014-ENF	Louth Rd, Wragby problem with watercourse	LCC reported problem with watercourse	Contacted owner and awaiting work to be carried out
TE-1087-2014-ENF	Wire Hill Lane Wragby. Unconsented culverts	LCC reported unconsented culverts restricting their access to the road culvert	Contacted land owner and requested removal of the culverts.
TE-1174-2014-ENF	Lincoln Rd, East Barkwith, maintenance to watercourse	LCC requested maintenance to watercourse to help reduce road flooding	Contacted owner awaiting response

TE-1616-2014-ENF	Woodhall Rd, Horncastle	Maintenance to watercourse	Meeting with owner work agreed to resolve problem.
TE-1775-2014-ENF	Green Lane Woodhall Spa	Maintenance required to watercourse	Work to be carried out in the Autumn
TE-1812-2015-ENF	Ings Lane Belchford, Horncastle	Possible maintenance required to watercourse	Owner has agreed to carry out maintenance
TE-1863-2015-ENF	Grange Farm, Market Rasen	Maintenance required to watercourse	Awaiting work to be carried out
TE-1866-2015-ENF	New Apley, Market Rasen	Maintenance required to watercourse	Awaiting work to be carried out
TE-1916-2015-ENF	Mill Street, Scamblesby	Possible maintenance to watercourse	Investigations ongoing.

Members received and NOTED the current position on consents and enforcement cases.

2371 Report on Planning Applications (09.04.15 to 08.06.15).

The Board's Engineer had summarised the planning applications received from the 3 District Councils and from Lincolnshire County Council during the period 09th April to 08th June 2015. No objections were raised on a number of applications. However, comments were forwarded, on some applications, as follows:

<u>EAST LINDSEY DISTRICT COUNCIL</u>		
Location	Applicant	Details
Land adjacent Blenheim, Roughton Road, Kirkby on Bain	Mr Pinning	A dwelling
<i>The soakaways proposed for the drainage of impermeable areas should be designed in accordance with sections 3.26 to 3.30 of part H of the Building Regulations.</i>		
Glebe Farm, Church Lane, Kirkby on Bain	Lincoln Diocesan Trust & Board of Finance Ltd	Change of use from agricultural to two dwellings. Prior approval issues, including flooding risk
<i>The site appears to be just outside of the flood plain, that is just in Flood Zone 1, but the maps are not so accurate as to be certain. If there was not flooding at this site in the June 2007 event it would be a good indication of the suitability of the proposal against the flood risk issue. The applicant should provide evidence of this.</i>		

Land off Green Lane, Hemingby, Horncastle	Environment Agency	Flood storage reservoir
<i>The Board fully supports this proposal and is anxious the planning procedure does not delay the start of construction. The Chief Executive, Mrs Jane Froggatt, is a member of the Project Board and she is concerned the tight programme requires the urgent attention of your Authority.</i>		

4 Pear Tree Close, Horncastle	Mr & Mrs N Houldershaw	Extension to dwelling
<i>The additional roof area is such that specific measures should be taken for the drainage of stormwater run-off. Soakaways should be designed in accordance with sections 3.26 to 3.29 of part H of the Building Regulations.</i>		

19 Mark Avenue, Horncastle	Mr S Campling	Extension and alterations to dwelling
<i>The additional roof area is such that specific measures should be taken for the drainage of stormwater run-off. Soakaways should be designed in accordance with sections 3.26 to 3.29 of part H of the Building Regulations.</i>		

Land East of Lincoln Road, Horncastle	W Crowder and Sons Ltd	Outline for up to 500no. dwellings
<i>This is a very large development over an area known to be affected by overland flows and above the town which suffers from both overland and fluvial river flooding. If done correctly, there is an opportunity to significantly reduce the risk from overland flooding both within and below the site. A reference to this is very much understated at section 4.1.3 of the Flood Risk and SuDS Assessment: ".....the nature of the development has the potential to possibly interrupt existing overland flow routes....." More worrying is the implied lack of intent in this regard.</i>		

Brewery Farm Lake, Dogdyke Road, Coningsby	Bollinholme Executive Pension Scheme	Excavation of land to provide a fishing lake and enlarge an existing lake, with bunding to a maximum height of 2.25m
<i>This site is served by the Coningsby Ings system on its west and north boundaries. The Board's access will need to be maintained to enable future maintenance and improvement of the open channel. All works both temporary and permanent will need the Board's prior written Consent. An access strip of at least 6m will be required along the north and west boundaries of this site. Flood Risk Assessment. There is no reference to the IDB and the Ings system is referred to as 'a ditch'. The Coningsby Ings system discharges into the Horncastle Canal (incorrectly called the River Bain) via the Coningsby Pumping Station maintained by the Board.</i>		

WEST LINDSEY DISTRICT COUNCIL		
Land West of 91 Wragby Road, Sudbrooke	Mr D Hutchinson	Outline for 6no. dwellings
<i>The Board maintained Sudbrooke Beck runs along the northern boundary of this site. Any works either temporary or permanent including the planting of bushes and trees shall be subject to the prior written consent of the Board. This also applies to the proposed outfall into the Beck. However, everything could be included on a single application. Any existing maintenance access to the Beck should be retained.</i>		

5 Mile House, High Street, Fiskerton	Sturton Securities Ltd	4no. dwellings
<i>It is noted, as stated in the Flood Risk Assessment, that the surface water drainage system has not yet been designed. Presumably, if the application is approved, it will be appropriately conditioned.</i>		

LINCOLNSHIRE COUNTY COUNCIL

No objections were raised to the following application:-

Woodhall Spa Quarry, Tattershall Thorpe	Aggregate Industries UK Limited	Eastern and western quarry extensions

LINCOLN CITY COUNCIL

No objections were raised to the following applications:-

City Square, Sincil Street, Lincoln	Mr M Armstrong	Temporary ice skating rink 28/11/2015 to 03/01/16
30 -35 Sincil Street, Lincoln	Lincolnshire Cooperative	Alterations to Grade II listed Corn Exchange
416A High Street, Lincoln	D'Arcy International Limited	Infill of archway to form retail unit with a 3 storey development in the rear car park,

In relation to these applications, Mr. Bob Armstrong enquired about the detail on the proposed development of up to 500 houses on land east of Lincoln Road in Horncastle. Mr. Ian Clark similarly raised concern that the Horncastle Flood Alleviation Scheme had been designed to deal with flood problems in Horncastle but that this scale of development may potentially result in more surface water entering the system (from Baumber into Horncastle).

The Director of Operations advised that the proposed development did include attenuation measures, albeit the Board would ideally wish to see some betterment. He confirmed that the proposed development would have drainage to Mark Avenue culvert, currently maintained by AWS. The Board's Engineer and Chief Executive were attending a meeting of Horncastle Town Council on Monday, 06th July and were aware of local residents' concerns which had also been made known to East Lindsey District Council as the Local Planning Authority.

Members received and NOTED the report on planning applications.

2372 Environmental Report for 2014/15 and Action Plan for 2015/16.

A report on environmental initiatives in 2014/15 and setting out plans for this year had been written by the Board's GIS & Environment Officer and circulated with the agenda.

During last year to comply with the duty to 'protect and enhance the environment', the group of 3 Boards:

- Employed an Environmental Intern from February to September 2014 who assisted in a number of Environmental Projects (e.g. recording and mapping of species locations, installation of 5 kingfisher nesting sites at Upper Witham pumping stations, planting of a

'pilot' wildflower site at a pumping station and researched methods of creating otter holts).

- Environmental training morning 24.06.14 for the 3 Boards' Operatives (informing staff about Environmental legislation with which the Boards must comply, invasive species, species recording).
- Environmental training morning for Board members and staff on 25.03.15. Topics included Eel regulations compliance, Countryside Stewardship Schemes, the work of the Greater Lincolnshire Nature Partnership.
- Biodiversity Action Plan, species recording.
- Barn Owls – it was an extremely successful year in 2014 for owl and kestrel populations in the 3 drainage districts. In total, 22 barn owls, 1 tawny owl and 2 kestrels were recorded. In W3rd's 30 boxes 10 barn owls were recorded, 21 barn owl chicks, 0 barn owl eggs, 1 tawny owl, 0 tawny owl eggs, 1 kestrel and 18 kestrel chicks. Good weather enabled the owls to hunt for more prey and they were able to have more broods of greater number.

Members received and NOTED the report.

2373 Environmental Project between the group of 3 Boards and ADA Lincolnshire Branch's Environment Committee.

A copy of the Terms of Reference for the Environment Project, whereby the 3 Boards work with ADA's Environment Committee, had been circulated with the agenda together with the notes of the inaugural meeting held on 20th May 2015.

Members NOTED the report and the project work planned over the next 12 months.

2374 Flood Alleviation Scheme at Stamp End in Lincoln.

Mr. Jonathan Wickham, Senior Project Leader at Lincolnshire Technical Services Partnership, attended the meeting to present detail on a flood alleviation scheme at Stamp End in Lincoln, with a view to seeking the Board's approval to adopt and schedule the new pumping station and existing culvert on completion of the scheme.

It was explained that there was a history of internal flooding to properties in the Stamp End area, with in 2007 up to 110 properties experiencing internal flooding. The partnership, on behalf of Lincolnshire County Council, had submitted an FDGiA grant application to the EA based on 77 properties at continued risk of internal flooding. In the 2007 flood event, it was highlighted that City of Lincoln Council had incurred £0.5 million recovery costs and Shuttleworth House (of circa 200 flats) had been classified as only one residential property. AWS had assisted with the flood risk modelling on the proposed scheme, looking at both 1:20 and 1:50 return periods. Two drainage systems operate here and the location is a low spot.

The scheme introduces a new pumping station as the drainage system runs under the railway line and through the Bifranggi yard. In the system is a 600 metres long sump where silt collects and the purpose of introducing a pumped system is to drain down the culvert and to link the 2 drainage systems via a chamber which, at times of high water levels, will allow water into the North Delph. The scheme also puts improved flap valves on the River Witham, to prevent water flowing back as it did in 2007.

The £811k scheme was outlined as a partnership between LCC, City of Lincoln Council, AWS and Bifranggi which it was hoped Witham Third DIDB would also join. Each party's contribution was outlined, e.g. Bifranggi were providing land, fencing works and both day-to-day access and an emergency access facility. City of Lincoln Council was raising grass verges, adopting some of the defences around Shuttleworth House.

Members discussed the scheme, which had now been allocated 2015/16 FDGiA grant monies.

Cllr. Denis Hoyes was in favour of flood alleviation schemes to protect property but had understood the Washlands Flood Alleviation Scheme at Aurbourn was envisaged to protect Lincoln, so he queried the necessity for the scheme.

Mr. Clive Mason, a retired EA Engineer, suggested that flooding at Stamp End had been a long standing problem for over 20 years. His only concern was whether the additional flood protection may increase housing development potential and whether this was appropriate.

Mr. Max Thomas wished to know the Director of Operations' perspective on the scheme and the Board's potential adoption of the new pumping station and existing culvert.

The Director of Operations suggested that ideally he would wish to see a gravity only solution but he accepted that the site is so congested that re-routing the existing culvert to an alternative route (which had been considered as an option) was not practicable. There were, for example, some very large power cables, a factory site and the main raised flood defence of the River Witham. In terms of operational pressures, the pumping station had a comparatively small pump, of 50 litres per second capacity, and the two vehicle accesses the Board would require were available (one for day-to day access down the bank and one in extremis via Bifrang's yard). In addition, the commuted sum payment to the Board proposed at £75k had been calculated and agreed as reasonable. Jonathan Wickham confirmed that invitations to tender for the scheme would be sent out at the end of June and works were scheduled to start in September or October 2015. The works were estimated at 3 months.

Members AGREED to support in principle the scheme and that the Board would adopt and schedule maintenance, on completion of the scheme, at the proposed commuted sum payment to the Board of £75,000.

2375 Policy Statement on Flood Protection and Water Level Management.

An updated version of the 2009 approved Policy Statement on Flood Protection and Water Levels Management had been circulated.

This was merely an update, to take into account changes which had happened since 2009 (e.g. legislative changes, the Board's website, the Greater Lincolnshire Nature Partnership now having been established etc).

Members APPROVED the updated Policy Statement, it being a Defra requirement that the Board has such and publicises it. It will be uploaded to the Board's website.

2376 Any Other Business

2376.1 ADA White Book Pay Settlement 2015/16.

Cllr. Gary Hewson enquired whether an agreed pay settlement had yet been reached for 2015/16, from 01.04.15.

The Chief Executive confirmed that although several Boards had now paid 1% 'on account' for 2015/16, in anticipation that this would be the pay settlement, there was as yet no agreement. The Pay Committee was intending to meet with staff side after the budget on 08.07.15.

2377 Date, Time and Place of the Board's Next Meeting

The Board's next meeting was confirmed for **Tuesday, 29th September 2015 at 10.30am in Minting Village Hall.**

.....Chairman.....Date
W3rd BM 16.06.15