

## **WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD**

Minutes of the ninety sixth meeting of Witham Third District Internal Drainage Board held on Tuesday, 27<sup>th</sup> September 2016 in Minting Village Hall, Lincolnshire, LN9 5RX at 10.30am.

### **Present:**

Mr. P. R. Hoyes (**Chairman**)  
Mr. M. I. Thomas (**Vice Chairman**)  
Mr. R. Armstrong  
Cllr. S. M. Avison  
Mr. J. Boyall  
Mr. B. Charlesworth  
Mr. I. M. Clark  
Mr. W. S. Crane  
Mr. J. R. Garner  
Mr. R. Hairsine  
Cllr. G. Hewson  
Ms. J. F. Holland  
Mr. D. C. Hoyes MBE  
Mr. D. Jackson  
Cllr. Mrs. F. M. Martin MBE  
Mr. I. Parker  
Mr. J. C. Smithson  
Cllr. P. Vaughan  
Mr. H. Ward  
Mr. R. J. Weightman  
Mr. T. Williams

### **In attendance:**

Mrs. Jane Froggatt	Chief Executive.
Mr. Martin Shilling	Director of Operations & Engineering Services.
Mr. Guy Hird	Engineering Services Officer.
Mrs. Anna Wilson	Finance and Rating Officer.

### **2479 Apologies for absence.**

Apologies for absence were received from Cllr. R. M. Avison, Cllr. S. England, Cllr. I. Fleetwood, Cllr. Mrs. S. Gorst, Cllr. W. H. Gray, Cllr. W. Grover, Mr. P. A. Spilman and Mr. D. J Straw.

### **2480 Declarations of Interest.**

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

## **2481 Chairman's Announcements.**

The Chairman welcomed everyone to the September meeting of the Board and highlighted the following:

- West Lindsey District Council nominated member.  
The Board had been advised that WLDC's nominated member, Cllr. Alex Bridgewood, had now left the Board. This has created a vacancy, which the Council is seeking to resolve as soon as practicable.
- Members' Code of Conduct and Register of members' Interests.  
Members were reminded of the need to complete a 'Members' Interest Form' for the Register annually. These will fall due for renewal at the 15<sup>th</sup> November 2016 AGM but, at present, there are two entries outstanding for this current year. Members were asked to ensure that the Register is complete.
- Development Session on Thursday, 8<sup>th</sup> December 2016.  
Members were advised of a development session to be held at The Pyewipe Inn, Saxilby near Lincoln on Thursday 8<sup>th</sup> December 2016 from 2pm.
- Long Service Award.  
It was noted that Mr. Barry Holland, Working Foreman for the Board since 1<sup>st</sup> August 2013, had completed 20 years' service with the Board on 9<sup>th</sup> September 2016. Arrangements would be made for the Chairman to present his chosen gift and good wishes from members and staff.

## **2482 Minutes of the Board meeting, 07.06.16.**

The Minutes of the Board's previous meeting held on Tuesday, 07<sup>th</sup> June 2016 were proposed, seconded and APPROVED as an accurate record.

### *MATTERS ARISING:*

#### 2582.1 Kirkby on Bain Pumping Station (minute 13.1 refers).

The discussion at the Standing Committee was highlighted and that LCC, as the LLFA and flood risk management authority promoting this scheme, had now asked Mouchel to expedite development of the Business Case for the proposed new pumping station at Kirkby-on-Bain. The Chief Executive had been assured that it was still the intention for the scheme to go ahead in 2017/18, the Board being asked to contribute in due course by agreeing to adopt the completed pumping station (for a commuted sum, yet to be agreed).

## **2483 Minutes of the Standing Committee meeting, 13.09.16.**

The minutes of the Standing Committee meeting held on Tuesday, 13<sup>th</sup> September 2016 were proposed, seconded and APPROVED as an accurate record and the recommendations to the Board were NOTED.

There were no matters arising.

## **2484 Minutes of the Joint Services Committee meeting, 25.07.16.**

The minutes of the Joint Services Committee meeting held on Monday, 25<sup>th</sup> July 2016 were NOTED, together with the recommendations from the Committee to the Board.

### *MATTERS ARISING:*

#### **2484.1 North East Lindsey IDB (minute 8 refers).**

The Chief Executive highlighted her attendance at the North East Lindsey IDB's Board meeting on 06.09.16 and the work to ensure a smooth transition of that Board's data onto the Group of 3 Boards' GIS, DRS and SAGE finance systems by 01.04.17.

It was confirmed that a schedule of 'Excluded costs' had been drawn up. These were those costs which would remain wholly attributable to NEL IDB and outside the joint services arrangement. This included, for example, any tenancy agreement costs and running costs (like NNDR) on office premises if NEL IDB maintains an office separate to Witham House.

A revised Joint Services Agreement between the 4 Boards would be developed, to replace the April 2009 Joint Administration Agreement between the 3 Boards.

#### **2484.2 Future Office and Depot Provision (minute 9 refers).**

The discussion about the need to provide a replacement depot for Upper Witham and whether or not it was desirable to seek to combine depot functions between the three Boards was highlighted. This had led also to discussion as to whether or not the reprovision of Witham House office accommodation should be included in the brief and the view from the Joint Services Committee that indeed it should.

Members noted the discussions to date and the preference from the Joint Services Committee to have a replacement Upper Witham depot (not a combined one for all Boards) and, subject to Upper Witham's Board supporting this, a joint office at the same location for the four Boards.

The Chief Executive reported that she had met with Andrew Payne, Senior Partner at Sills & Betteridge, on 22.08.16 to commission a revised Joint Services Agreement between the 4 Boards from 01.04.17 (he wrote the existing 01st April 2009 Joint Administration Agreement). He had provided advice on how the issue of Upper Witham owning the site, replacement depot and replacement joint office accommodation might be pursued as fair to all parties.

It was noted that a feasibility discussion would take place initially at Upper Witham's Finance and General Purposes Committee on 09.11.16. The Board would then be briefed on progress.

## **2485 Chief Executive's Report.**

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

#### **2485.1 Efficiency Requirements.**

A common theme emerging is the approach to IDBs from Councils who pay Special Levy seeking assurances of the drive for efficiency savings and seeking an early indication of the penny rate to be set for 2017/18 and beyond. The following meetings had been held across the 3 Boards:

- South Kesteven District Council, Policy & Development Group meeting on 20.05.16 (& subsequent Scrutiny Committee on 13.09.16).
- North Kesteven District Council Officer meeting on 09.06.16.
- City of Lincoln Council, 04.08.16 (regarding all 3 Boards).
- East Lindsey District Council, 16.08.16 (further meeting 12.12.16), regarding Witham Third DIB.

## 2485.2 Insurances 01.07.16 to 30.06.17.

A range of insurance policies had been renewed for the Board for the period 01.07.16 to 30.06.17. The cost of 2015/16 insurance was £23,031.31 compared with the 2016/17 costs totaling £28,485.69. These were set out as follows:

Policy Type	2015 Renewal Premium	2016 Renewal Premium	Provider
Commercial Combined	£10,104.98	£11,163.16	Allianz Insurance plc
Loss Recovery	£318.00	£400.77	Logica at Lloyds
Engineering Inspection	£3,268.84	£3,537.86	Allianz Insurance plc
Engineering Insurance	£435.84	£452.57	Allianz Insurance plc
Hired in Plant	£580.00	£608.45	Allianz Insurance plc
Professional Indemnity	£1,367.00	£1,519.98	Allianz Insurance plc
Directors and Officers	£633.00	£652.25	Allianz Insurance plc
Motor Fleet	£5,987.65	£9,690.75	Allianz Insurance plc
Motor Legal Expenses	£212.00	£350.40	ARAG
Commercial Legal Expenses	£106.00	£109.50	DAS Legal Expenses
Total	£23,031.31	£28,485.69	

Of the £5,454.38 increase to Witham Third in insurance costs for 2016, £840 of that increase is related to the increase in Insurance Premium Tax (IPT).

Some of the issues to highlight from W3's policies included:

- Drainage combined policy (Allianz Insurance) – Employer's Liability, Public & Products Liability, liability in respect of clean-up costs from accidental pollution limit increased to £500,000 in any one claim.
- £2 million Directors' & Officers' liability & corporate liability.
- Professional indemnity cover of £2 million, any one claim (breach of professional duty, loss of documents to £250k, fidelity liability, libel & slander, breach of copyright).
- Motor Policy, for any driver, comprehensive, £250 excess, £75 windscreen excess or £125 if not insurer recommended repairer, all trailers and attachments valued <£50,000.

The most significant element of the increase in insurance costs for W3 is the motor fleet policy which has increased by £3,703.10 (£9,690.75 in 2016,

compared with £5,987.65 in 2015). This reflects changes over the last 12 months such as the addition of 9 new vehicles including a new Atlas Excavator, 2 Isuzu D Max 4 x 4 vehicles, 5 Citroen Berlingo vans and a CAT telehandler. It includes the removal of 1 vehicle which the Board has disposed of. However, set against this is the reduction in travel expenses costs.

### 2485.3 Horncastle Flood Alleviation Scheme (FAS).

There was discussion about progress on the Horncastle FAS, the Project Board having met on 14.09.16. VBA, the contractor, had reported some considerable pressures on site due to wet ground conditions, particularly in June. Depending on the weather and ground conditions, it was hoped that a completion date of 19.12.16 would still be met. Members' discussed progress on the scheme, the ground conditions being reported by VBA and the challenge of managing public expectations.

Members received and NOTED the report and update and that the next Project Board meeting was on 07.11.16.

### **2486 ADA Lincolnshire Branch's recommended pay settlement for 2015/16 and 2016/17.**

A paper had been circulated with the agenda which set out the background to the ADA Lincolnshire Branch's recommended pay settlement for both 2015/16 and 2016/17.

Members were reminded that last year 1% had been 'paid on account', pending a joint recommendation from staff and management sides of ADA's Pay and Conditions Committee. No joint agreement had been reached in 2015/16 or in 2016/17 and UNISON was proposing to ballot for industrial action. No pay award had been made from 01<sup>st</sup> April 2016.

The ADA Lincolnshire Branch Chairman (Bob Fletcher) and Secretary (Peter Bateson) had organised a meeting of Lincolnshire IDB Chairmen and Chief Executives on 02.06.16 to find a solution acceptable to all parties for both 2015/16 and 2016/17, yet within Treasury guidance to smaller public bodies.

A proposed pay settlement across both financial years, arising from that forum, had been sent to both the Chairman of the Pay & Conditions Committee and to staff side. This proposed settlement had been put to a ballot by staff side, through UNISON, which closed on 15.07.16 and the outcome supported the proposed settlement for both years. ADA's Lincolnshire Branch had supported the pay settlement at its meeting on 14.07.16.

On 18.08.16 ADA's Lincolnshire Branch Chairman issued a letter to all Lincolnshire IDBs recommending the following pay settlement to Boards (it was noted that individual Boards have the discretion as to whether or not to accept the ADA Branch's recommendations):

- *"The pay increase for IDB employees is recommended at 1% for 2015/16 and 1% for 2016/17.*
- *In addition, a one off non-consolidated 0.4% payment be made for 2016/17 but it is accepted that implementing this or otherwise, is a matter for individual Boards to determine".*

Cllr. Lance Pennell (UW Board Member) was the 3 Boards' representative on the Pay and Conditions Committee. The position of the Board's Standing Committee meeting on 13.09.16 was also noted.

The recommended pay settlement was proposed, seconded and AGREED as 1% for 2015/16, 1% for 2016/17 and a one-off, non-consolidated sum of 0.4% to be paid in 2016/17.

### **2487 Health and Safety.**

A Briefing Note on aspects of recent Health and Safety activities across the 3 Boards and recent incidents in the 3 Boards had been circulated with the agenda.

Recent activities included:

- Cope Safety Management Ltd ([www.jwcope.co.uk](http://www.jwcope.co.uk)) are the external provider of a Health & Safety advisory service to all 3 Boards.
- In 2015 the Works Manager (Ian Coupland) successfully completed a Nebosh General Certificate in Health & Safety, supported by the Boards, to enable him to fulfil the 'informed client' lead as part of his role.
- The Works Manager is working with COPE to review 'Risk Assessments' and 'Method Statements', rebranding these to be applicable (but generic) for all 3 Boards. New ones would be undertaken for one off schemes specific to a particular Board.
- The 3 Boards' HR Consultant (Sarah Walden) is reviewing a range of policies for the 3 Boards, including ones which have relevance to Health & Safety, e.g. Lone Working Policy.
- Refresher training for Operatives of all 3 Boards was undertaken 28.06.16.
- A review of training requirements and training records is to be undertaken.
- Availability and use of PPE is constantly under review and re-enforced.
- Recent improvements had been undertaken at Witham Third and Upper Witham Depots, e.g. designated pedestrian walkways at both and level concrete flooring at Upper Witham.

It was noted that there had been incidents on all 3 Boards, as follows:

- **Witham Third DIDB.**

One of the Witham Third's Operatives tripped over the teleporter tines in the workshop area of the depot on 29.06.16. He was taken to Louth M.I.U. where a dislocated finger without fracture was diagnosed. Due to the length of time absent from work (11 days), the incident became reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and the Director of Operations and Engineering Services reported the incident accordingly.

On 06.09.16 the Board was notified that a personal injury claim is being pursued against the Board, which the Board will discuss with Allianz insurers on 05.10.16 and seek to defend.

- **Upper Witham IDB – minor tractor fire.**

One of Upper Witham's Operatives experienced overheating and a small fire on the CLAAS tractor. This was caused due to a build-up of dry grass and dust in a recess around the exhaust system. The fire was successfully extinguished using an on board

fire extinguisher and also water from a nearby house. The cause has been addressed by drilling two large holes in the underplate, to allow debris to fall through or to be expelled using compressor. This had had no detrimental impact on the Operative or the Board's tractor.

- Witham First DIDB staff issue.

A member of Witham First DIDB staff raised his concerns about neck and chest pain, allegedly from the operating of a rear mounted flail whilst constantly looking over his shoulder from the tractor cab.

An independent assessment of the Operative's working position was undertaken by COPE in early August. Whilst it is acknowledged that the issue cannot be completely resolved unless the rear mounted flail is replaced by a side mounted version, a couple of recommendations were made to considerably reduce the impact. The recommendation to install cameras with an in-cab screen hence reducing the amount of time looking backwards over the shoulder was implemented.

Members received and NOTED the position in respect of health and safety.

### **2488 External Auditor's Notice of Closure on the IDB Annual Return 2015/16.**

A paper had been circulated with the agenda which reported that, following the Board approving its Annual Return for 2015/16 (subject to External Audit) at its 07.06.16 meeting and this being subsequently submitted to the External Auditor Grant Thornton, the Auditor had completed the audit and issued on 07.09.16 an unqualified Audit Opinion on the Annual Return 2015/16 (received on 12.09.16).

It was reported that, although there was no issue affecting this year's clean audit opinion, the External Auditor had issued a report on "Other matters not affecting our opinion which we wish to draw to the attention of the Board for the year ended 31<sup>st</sup> March 2016", as follows:

#### **"Order of signing the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2).**

The body has considered, approved and signed the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on the same day and under the same minute reference. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting Statements at Section 2 by resolution of members of the authority meeting as a whole. In future, the body should ensure that the minute references clearly demonstrate the Annual Governance Statement was considered, approved and signed before the Accounting statements".

Whilst the Board does consider and approve the Annual Governance Statement before considering the Accounting Statements and this is recorded as such in the Minutes, the recommendation that the Board ACCEPTS the 'other matters not affecting our audit opinion was approved and it was RESOLVED to have the two separate minute numbers accordingly next year for the 2016/17 Annual Governance Statement and the Accounting Statements, and in future years.

It was noted that the Board had issued the Notice of Conclusion of Audit on 14.09.16 and this had been advertised accordingly at both the depot (in the drainage district) and on the Board's website ([www.witham3idb.gov.uk](http://www.witham3idb.gov.uk)).

It was noted that this audit opinion and publication of the 'Notice of Conclusion of Audit' concludes 2015/16.

### **2489 Financial Performance Report to 31st August 2016, Month 5 of 2016/17.**

A financial performance report for the first five months of 2016/17 to 31<sup>st</sup> August 2016 had been circulated with the agenda.

In summary, this showed that against a 31<sup>st</sup> August profiled deficit position of £16,320, the actual position was a slightly higher deficit position of £85,315, i.e. a variance between profile and actual of £65,995.

However, it was outlined that whilst the Board is currently showing a £68,995 negative variance against budget profile, this includes £42,170 expenditure on 3 catchment studies which the Board has agreed to fund from 2015/16 underspend, via reserves. These are currently in the 2016/17 revenue position but, if reserves were deployed it would reduce the negative variance as at 31.08.16 to £26,825. Members were advised to assess later in this financial year whether to utilise reserves or contain catchment studies within this year's estimates.

On income, this was a small (£6k) ahead of profile. The first tranche of Special Levies had been paid by the 3 Councils and the second tranche is due by 01st November 2016.

Rechargeable works income is currently (£11k) ahead of profile, largely due to the way in which the EA is this year paying the Board for the PSCA works monthly on account rather than on completion of works. Sundry income was also marginally ahead of budget profile at £8k and this comprised largely recharges to the other two IDBs (in the Group).

Also on income, as at 07.09.16, Drainage Rates collection was at 96.0%, with £154,742.56 having been collected. After adjustments, there was a closing balance of £5,281.58 still to be collected. It was noted that final reminders had been posted to account holders on 12.07.16 and a court date set for 30.11.16.

Finally on income, Highland Water claims had been submitted to the EA. This comprised two elements. Firstly, the balance between 2015/16 estimated and actual claim, with a balance of £80,053 due to the Board. Secondly, of the total estimated claim for 2016/17 of £165,000 the arrangement is that the EA pays 80% of the claim, i.e £132,000. The payment to the Board is due by 30.09.16.

On expenditure, the 3 catchment studies were highlighted as:

- Bardney Manor Farm, Duckpool, Southrey, Stixwould and Woodhall Catchment
- Dogdyke, park Beck and Marsh Lane Catchment
- Kirkstead Catchment

The total cost of these is £69k, with £15k paid in the last financial year. Therefore, there is £54k to be spent this year, of which £42k had been spent to date. Whilst this was to be resourced from last year's underspend, we will wait until later in the financial year to see how this year is trading before making the transfer from reserves should it be required.

On the expenditure headings of drains, pumping stations, wages and plant there was an overall net negative variance of £8k. Expenditure on pumping station repairs was £4k less than budget, plant repairs were £5k greater than budget. There followed some discussion about hydraulic repairs on plant during the weed cutting season (and overhead tree canopies). It



was noted that the cost of electricity at pumping stations, a big cost determinant for the Board, was on profile at this point in the year.

Joint Administration and Witham House costs were showing a £18k negative variance, which incorporated the first quarter invoices. Recharges to 30.09.16 would address some of this variance. The main source of variance was ICT purchases for the new server and infrastructure changes at £8k and the HR support of £15k.

On the Plant and Machinery programme for 2016/17, this included a new rear mounted paddock mower. This had been purchased in July 2016 at a cost of £8.4k, against a budget of £10k. the old mower had been traded in at (£1.5k) income to the Board against a plant programme annual disposal income of (£2k). So, overall the plant programme was (£1.1k) better than planned

Bank balances and investments as at 07.09.16 were detailed as:

Natwest	£151,782.31
Co-op	£258.79
Nationwide Instant Access	£229,230.72
Nationwide 90 Day Notice	£507,299.28
<b>TOTAL</b>	<b>£888,571.10</b>

Members received and NOTED the financial performance report for the first five months of 2016/17.

#### **2490 Statement of Expenditure for the period 1<sup>st</sup> May 2016 to 31<sup>st</sup> August 2016.**

The Statement of Expenditure incurred for 4 months from 01<sup>st</sup> May to 31<sup>st</sup> August 2016 had been circulated with the agenda and was presented by the Finance & Ratings Officer.

Expenditure totalled £545,228.04 gross or £506,307.41 net of £38,920.63 VAT. Of this, £45,279.76 was rechargeable to other bodies.

The following items or queries were highlighted:

- Items 266 to 278. Payments (13) to Towergate Risk Solutions totalling £27,980.81 for insurances (net cost).
- Item 110. Payment to Ireland's Farm Machinery Ltd of £8,400.00 (net) for the replacement Magnum Mower.
- Items 117 to 120. Interim payments 2 to 5 to Jeremey Benn Associates Ltd for the catchment studies (totalling £42,170.00 net of VAT).

Members received and NOTED the report on expenditure incurred for the four months to 31<sup>st</sup> August 2016.

**2491 Report on an approach (in June) from East Lindsey District Council to IDBs regarding efficiency measures to 2019/20 and a subsequent joint meeting held on 16.08.16.**

It was reported that East Lindsey District Council's Chief Executive (Stuart Davy) had written to all those IDBs to whom ELDC pay Special Levy. The letter set out the Council's financial position and challenges to 2019/20 and asked for IDBs to look for efficiencies and ways of limiting increases/freezing the penny rate.

A joint meeting had been held on 16.08.16 with representatives of IDBs and ELDC (including the Council's Leader, Chief Executive, Deputy Chief Executive and two portfolio holders) and Boston Borough Council.

A subsequent meeting had been arranged, to discuss IDBs' early positions in setting 2017/18 budgets, for 12.12.16.

Members NOTED the approach.

**2492 Director of Operations & Engineering Services' Report.**

The Director of Operations and Engineering Services' Report had been circulated with the agenda and was presented, together with a verbal update.

- Planned Maintenance Programme.  
The planned summer maintenance programme had progressed well and was well advanced compared to progress in 2015. This was due to fine weather and dry ground conditions and the timing of various crop harvests.
- Plant.  
A new rear mounted paddock flail had been purchased to replace an existing piece of equipment that failed during use. This new mower was purchased in July from Ireland's Farm Machinery Ltd. at a net price of £8,400. The alternative quotes received were listed for Members' information:

<b>Supplier</b>	<b>Model</b>	<b>Purchase Price Tendered</b>
Chandlers	Kuhn TBE262	£8,838
Chandlers	Kuhn TBE242	£8,700
Crawford & Son	Concept US220	£6,750
J.T.Friskney	Muthing MU-L/S	£8,250
J.T.Friskney	Vigolo SGR2500	£6,995

The tender accepted had provided the best over-all package considering the period of warranty offered and elements it covered, the technical specification (compared to that specified) and the compatibility with the Board's Claas tractor, on which the mower would be mounted.

- Pumping Stations.  
The automatic weed screen cleaner had been installed at Greetwell Pumping Station. Installation began on 19<sup>th</sup> July and was substantially completed on 22<sup>nd</sup> August. Whilst the site is operational, there were 3 small snagging issues currently being resolved with the supplier.

- Public Sector Co-operation Agreement.

The Board had received written orders from the Environment Agency to undertake a programme of PSCA work in 2016/17, similar to that requested in 2015/16. In total, the value of the work allocated to the Board had been estimated at £30,812.

- Workforce.

On 28<sup>th</sup> June, the Board's workforce participated in a joint training session organised by Sam Ireland, GIS and Environment Officer. This session, attended by all 3 Boards' workforces included items on Biodiversity Action Plans and the importance of species reporting, Health & Safety as well as seeking feedback on the use of the fleet vehicles. All were invited to ask the Chief Executive questions.

An accident occurred on 29<sup>th</sup> June within the workshop area of the main depot building that resulted in a member of the workforce suffering a dislocated finger (see minute on Health and Safety). Due to the length of time off work (11 days) required to recuperate from the injury, this incident was reportable to the Health & Safety Executive.

- Joint IDBs' Summer Inspection 2016.

Members of the Board attended the joint inspection on 20<sup>th</sup> July, along with members from Witham First and Upper Witham Boards and their guests. As well as a close look at recent improvements to the Meadow Lane depot, the Witham Control site of the Lincoln FAS, Branston Fen PS and Lincoln University were visited. Plant, recently purchased by the Boards, was also on display, with a working demonstration for members.

- Public Shows and engagement.

The Board had participated in the display that promoted the work of the Association of Drainage Authorities, our professional partners, and most importantly, the local Drainage Boards at the Lincolnshire Show on 22 & 23 June. The Board's Atlas 150W wheeled excavator was used as part of the display of equipment to the public.

The Chief Executive & Director of Operations & Engineering Services were invited and attended the Dogdyke Pumping Station Preservation Trust's evening pumping session on 18<sup>th</sup> August. The Board was thanked for its support during the previous year.

- Catchment Studies.

As reported in April 2016, 3 catchment studies were commissioned from JBA Consulting of Skipton. The work to survey all the drains within the catchments of Marsh Lane & Park Beck, Kirkstead, and Bardney Manor Farm, Duckpool, Southrey, Stixwould and Woodhall had now been completed. This survey information had then been used to construct a computer based hydraulic model. This model is being used to confirm the present standard of service provided by the Board's maintained systems and pumping stations. This information will be used in any future applications for Grant in Aid funding from Defra towards the replacement and improvement of system or structures operated by the Board.

The modelled water levels are of commercial value to developers who may wish to develop areas adjacent to a Board's maintained watercourse. There are currently 2 developers who are considering proposals adjacent to Woodhall Sewer, Croft Drain and Manse Drain in the Woodhall Spa area.

There was a progress meeting with JBA Consulting on 22<sup>nd</sup> September to discuss progress, initial modelling results and their draft report. In due course, on completion of the studies, a summary of the models will be demonstrated to the Board.

- Cherry Willingham Marina Development.

The Board had previously been advised of a proposal to construct a marina and residential property development adjacent to the North Delph. We have now received details of options being considered as part of the marina proposal near Cherry Willingham. These were summarised as follows:

1. Divert the North Delph around the marina development.
2. Culvert the North Delph for a distance of some 400m adjacent to the marina and residential development.
3. Construct a syphon to carry the North Delph under the entrance of the marina.
4. Stop up the North Delph either side of the marina development and provide a new pumping station in the south west corner of the site that will have the capacity to accommodate flows emanating from upstream. This station would replace the existing Greetwell Pumping Station.

The developer and land owner continue to undertake work in advance of submitting a planning application later this year. In the meantime, they had requested the Board's initial thoughts on these options.

It would appear that their preferred option is option 4. This would provide the Board with a new pumping station that would have the capacity to deal with all flows coming from Lincoln. Considering this in its draft form, it has the following advantages and disadvantages:

Advantages	Disadvantages
1. A new pumping station is provided at no cost to the Board	It splits an established catchment in which there is some flexibility between the points of discharge
2. A new station would have a free and un-fettered access un-like the existing Greetwell Station	
3. The station would be designed with a more flexible pumping regime than is currently possible at Greetwell PS	

- Winter 2016/17 Programme.

<b>Watercourse</b>	<b>Length (m)</b>	<b>Miles</b>	<b>Completed</b>
Abbey Fen Drain	592	0.37	0%
Barlings River	1,021	0.63	0%
Claybridge/Torrington Beck	2,116	1.31	0%
Horncastle Canal	743	0.46	0%
Little Swine Syke Drain	1,230	0.76	0%
Snakeholme	983	0.61	0%
Stainfield Engine Drain	2,111	1.31	0%
Stixwould Engine Drain	1,638	1.02	0%
Swine Syke/Reeds Beck	675	0.42	0%
<b>Total</b>	<b>11,109</b>	<b>6.90</b>	<b>0%</b>

Members received and NOTED the report and presentation.

**2493 Report on Consents & Enforcements.**

A report outlining the current position on consents and enforcement cases, both within the drainage district and in the extended rainfall catchment where the Board acts for and on behalf of Lincolnshire County Council as the Lead Local Flood Authority, had been circulated. Detail was as follows:

- Byelaw Consent Applications.

Reference	Location	Applicant	Details	Date
TD-2665-2016-CON	The Green, Cherry Willingham	Mr D Sempers	Reroute maintained watercourse	11-07-16
TD-2781-2016-CON	Goulceby Beck	Go Camping UK Ltd	Cattle ford	31-05-16
TD-2797-2016-CON	Sudbrooke Beck	Truelove Property & Construction	Box culvert for access to new development	01-06-16
TD-2830-2016-CON	Scothern Fen Drain	Bastien Jack (Scothern) Ltd	Stormwater outfall, foul drainage pipe crossing	28-06-16

- Section 23 Land Drainage Act Consent Applications within drainage District.

Reference	Location	Applicant	Details	Date
TD-2782-2016-CON	Goulceby	Go Camping UK Ltd	Access culvert	31-05-16

- Section 23 Land Drainage Act Consent Applications within extended area.

The Board acts as Agent for Lincolnshire County Council, the Lead Local Flood Authority

Reference	Location	Applicant	Details	Date
TE-2862-2016-CON	Cherry Willingham	Network Rail	Lining of culvert	11-07-16
TE-2884-2016-CON	Cherry Willingham	Network Rail	Lining of culvert	02-08-16
TE-2943-2016-CON	Market Rasen	Network Rail	Lining of culvert	15-08-16

- Enforcement Issues within drainage District.

Reference	Location	Description / Comments	Actions
TD-2688-2016-ENF	Willow Farm, Bardney Rd, Tupholme	Road flooding	Road gullies and culvert may be blocked contacted LCC. No response

TD-2799-2016-ENF	Sleaford Rd, Tattershall	Road flooding	Under investigation
TD-2813-2016-ENF	35 Holme Drive, Sudbrook	Erosion of bank	Under investigation
TD-2874-2016-ENF	Gravel Pit Culverts, Tattershall Thorpe	Obstruction in road culvert	Awaiting response from land owner
TD-2935-2016-ENF	Bennett's Mill, Albany Road, Woodhall	Culvert not installed as part of Planning Requirements	Contacted developer awaiting response.

- Enforcement Issues within Extended Area.

Reference	Location	Description / Comments	Actions
TE-1916-2015-ENF	Mill Street Scamblesby	Possible maintenance to watercourse	Case closed 17-8-2916
TE-2532-2016-ENF	A 158 Crowders Cottages	Bank slip into watercourse	Contacted owner awaiting response
TE-2872-2016-ENF	Roaring Meg, Lincoln	Possible maintenance to water course required	Under investigation

#### **2494 Engineering Services' Report.**

The Engineering Services Report had been circulated and was presented by the Engineering Services Officer.

Members received and NOTED the report and the comments submitted to Local Planning Authorities.

#### **2495 Sustainable drainage systems (SuDs Adoption Policy).**

A report had been circulated with the agenda which set out the background to the development of Sustainable Drainage Systems (SuDs) since the summer floods in 2007, largely as a result of surface water flooding following intense short duration rainfall events on local catchments causing overland flows exceeding the capacity of local drainage systems. The Engineering Services Officer (Guy Hird) presented the report and provided a more detailed presentation on the approach to SuDs across Lincolnshire.

It was highlighted that a SuDs aims to mimic the natural catchment processes, reduce run-off, encourage natural groundwater recharge, reduce pollution, enhance amenity and promote diversity. This was in contrast to the traditional piped system. SuDs features need to be maintained for the life of the development, this being a responsibility of the Local Planning Authority to deliver since April 2015, for new developments in general and specifically for major developments of over 10 properties. The LLFA (in Lincolnshire this being Lincolnshire County Council) became the statutory consultee for the 7 LPAs and the Lincolnshire IDBs act as secondary consultees. Typical SuDs features include:

- permeable pavements.
- swales.
- filter strips.
- dry attenuation areas.
- wet attenuation areas.

The Engineering Services Officer outlined the position in Lincolnshire. Collectively the authorities would prefer that the assets are adopted and maintained by a responsible authority. To this end, Lincolnshire County Council Highways have developed and published a "Development Road Specification and Construction Manual" (August 2016), available on the Council's website. The specification incorporates the SuDs features. LCC Highways will adopt a number of features, including permeable pavements, providing these are adjacent to the highway and are constructed to the specification set out in the manual.

A further potential SuDs adopting body is Anglian Water Services, whose Board has confirmed it is committed to so doing. However, Health & Safety requirements have made it difficult for SuDs to be designed that fit into the development proposals for AWS to adopt and maintain. It is hoped these can be addressed such that AWS become the default adopting authority for the majority of SuDs in Lincolnshire (Severn Trent potentially to follow the precedent set by AWS).

SuD features are often incorporated into amenity space to provide dual use. As the District Councils are typically not adopting open spaces, it is unlikely they will adopt SuD features. The position of Parish Councils is unknown.

Within LCC's manual for "Development Road Specification and Construction", the provision for IDBs to adopt SuDs is included. The expectation is that any SuDs to be adopted by Boards would be of a type that can be maintained with existing plant and resources.

There followed discussion about a proposed SuDs adoption policy for IDBs in Lincolnshire, which was included as an Appendix to the report, drafted by Karl Vines, District Engineer to South Holland IDB. The intent behind this SuDs adoption policy is that individual Boards maintain the flexibility and freedom to determine whether to adopt assets on a case by case basis and upon receipt of an appropriate commuted sum but, in the interest of a consistent approach, all Boards are asked to agree a common framework within which these decisions are taken in a drainage district (and within an extended catchment, where there is a benefit to the drainage district).

The key features of the proposed SuDs adoption policy for IDBs within the ADA Lincolnshire Branch were stated in the policy as:

#### 2495.1 Adoption of SUDS within each IDB's respective Drainage District.

IDBs will consider the adoption of SUDS within their respective Drainage Districts, where the SUDS cater for more than one property owner. The decision whether to adopt will be made:

- On a site specific basis
- Dependant on the IDB having had input to the design from an early stage so that:

- Adequate access and working space is allowed around the SUDS for future maintenance with machinery.
- Landscaping designs consider the future maintenance and access to the SUDS.
- Space is allowed within the site design for deposition of arisings from the SUDS, whether it be annual weed cutting material, or more infrequent mudding material, so that this did not have to be removed, but instead accommodated on site.

Generally, for guidance, IDBs may only consider adopting the type of SUDS which:

- Are above ground and can be maintained using the equipment commonly used by IDBs, such as flails, basket cutters etc. for example storage ponds, swales, and flood storage areas (it is felt that other types of SUDS may better be suited for adoption by another authority).
- Have a maintenance regime similar to the rest of the IDB's infrastructure, eg. cutting once or twice a year, (it is generally felt that SUDS infrastructure that needs maintaining much more frequently such as public open space or swales in front of properties may better be suited for adoption by another authority, but check first with the IDB concerned).

#### 2495.2 Adoption of SUDS within each IDB's respective "extended area".

Those IDBs with "extended areas" may also consider adopting SUDS outside of their Drainage District, but within their "extended area", if doing so will be of a benefit to their Drainage District, subject to the same conditions as shown above.

#### 2495.3 Adoption charges for IDBs to adopt SUDS.

A one-off upfront Adoption Charge will be payable, by the developer, to the IDB as part of the IDB's adoption procedure. This charge is based on the present value of the total maintenance cost associated with the SUDS over the design life of the development (usually 100 years unless it can be demonstrated to be less). The annual maintenance costs used to calculate this charge will be based on an agreed maintenance programme agreed as part of the SUDS consenting and adoption process".

Following discussion, it was proposed, seconded and AGREED to approve the Sustainable Drainage Systems (SuDs) Adoption Policy, noting that this would provide a consistency across IDBs in the discussion with developers whilst maintaining the flexibility for individual Boards to determine whether or not to adopt SuDs on a case by case basis.

### **2496 Any Other Business.**

#### 2496.1 Request to purchase a parcel of land near Southrey Pumping Station.

The Chief Executive advised that the Board has in place a tenancy agreement for the letting out of a parcel of land (to a Mr. Damon Felipes), close to Southrey Pumping Station adjacent to the old railway line. The tenant had approached the Board with a request to purchase the land, for a sum to be agreed on valuation.

Having discussed the potential land sale with the Director of Operations and Engineering Services and the Works manager, for reasons of maintaining ease



of plant access (albeit an easement agreement could be out in place), the advice to the Board was to retain the land in the Board's ownership.

Members RESOLVED to retain the land in question in the Board's ownership and declined the purchase offer accordingly.

**2497 Date, Time and Place of the Board's Next Meeting.**

The Board's next meeting and AGM was confirmed for Tuesday, 15<sup>th</sup> November 2016 at 10.30am in Minting Village Hall.

..... Chairman ..... Date  
W3rd BM 27.09.16