

## WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and fifth meeting of Witham Third District Internal Drainage Board, incorporating the Annual Public Meeting, held on Tuesday, 27<sup>th</sup> November 2018 at Minting Village Hall, Lincolnshire, LN9 5RX at 10:30am.

### Present:

Cllr. S. M. Avison  
Mr. J. Boyall  
Mr I. M. Clark  
Mr. W. S. Crane  
Cllr. S. England  
Cllr. I. G. Fleetwood  
Mr. R. J. Garner  
Cllr. W. H. Gray  
Cllr. W. Grover  
Mr. R. P. Hairsine  
Cllr. G. Hewson  
Mr. D. C. Hoyes MBE  
Mr. P. R. Hoyes (**Chairman**)  
Mr. D. Jackson  
Cllr. G. McNeill  
Mr. I. Parker  
Mr. M. I. Thomas (**Vice Chairman**)  
Cllr. P. J. Vaughan  
Mr. R. J. Weightman  
Mr. T. Williams

### In attendance:

Miss. Jayne Flower	Executive Assistant
Mrs Jane Froggatt	Chief Executive
Mr Guy Hird	Engineering Services Officer
Mr Steve Larter	Finance Consultant
Mr. Martin Shilling	Director of Operations and Engineering Services

### 2668 Apologies for absence.

Apologies for absence were received from Mr. R. Armstrong, Cllr. T. Ashton, Mr. B. Charlesworth, Cllr. Mrs. S. Gorst, Ms. J. F. Holland and Cllr. Mrs. F. M. Martin MBE.

### 2669 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. Mr T. Williams also declared an interest as a trustee of Dogdyke Pumping Station Preservation Trust.

### 2670 Election of Chairman

The Chief Executive invited nominations for the role of Chairman. Mr. Paul Hoyes, was proposed, seconded and there being no further nominations he was elected unanimously by all members present for the forthcoming year.

### **2671 Chairman's Announcements.**

The Chairman thanked members for re-electing him as Chairman for a further year.

He welcomed members to the November meeting of the Board, the first in the new electoral term of office for directly elected members. This running from 01<sup>st</sup> November 2018 to 31<sup>st</sup> October 2021. A particular welcome was given to Mr. Richard Garner representing the Electoral District of Horncastle & River Bain, following the retirement of his father John Garner who had been a Board member for 44 years.

That left a vacancy for Kirkstead due to the retirement of Mr. John C. Smithson, former member for 46 years and Chairman of the Board for many years.

The Board also carried two vacant seats for Langworth following the departure of Mr. Philip Spilman and David Straw, neither of whom sought re-election. Finally, upon the standing down of Mr Henry Ward, the Chairman confirmed that the Board had a vacancy for the City of Lincoln and Greetwell District.

He asked any members to speak to himself or to Jane at the end of the meeting if they had anyone in mind who may be interested in one of the four vacancies.

### **2672 Election of Vice Chairman.**

Mr. Max Thomas was proposed, seconded and there being no further nominations he was unanimously elected to the role of Vice Chairman for the forthcoming year to November 2019.

The Vice Chairman thanked members for re-electing him.

### **2673 Election of 7 members to the Board's Standing Committee.**

Six members were proposed, seconded and were elected to the Standing Committee for the forthcoming year to November 2019. These were the Chairman (Mr. Paul Hoyes), the Vice Chairman (Mr. Max Thomas), Mr. R. Armstrong, Mr. I. M. Clark, Mr. D. Hoyes and Cllr. I. G. Fleetwood.

There remained one vacant seat on the Committee and it was agreed to increase Committee membership to eight, with two nominations forthcoming being Mr. Terry Williams and Mr. Ian Parker. These nominations were seconded and there being no further nominations, both Mr. Williams and Mr. Parker were duly unanimously elected.

### **2674 Election of 3 members to the Joint Services Committee (& 2 Deputies).**

The three members and two deputies were proposed, seconded and there being no further proposals, were elected to membership of the Joint Services Committee for the forthcoming year. These were the Chairman Mr. P. Hoyes, Vice Chairman Mr. M. Thomas and Mr. I. M. Clark.

Two members were proposed, seconded and there being no further proposals, were elected to deputise on the Committee. These were Cllr. I. Fleetwood and Mr. R. Armstrong.

### **2675 Calendar of proposed 2019 meeting dates.**

A calendar of proposed meeting dates had been circulated, as follows:

Board Meetings (Minting Village Hall at 10.30am):

- Tuesday, 29<sup>th</sup> January.
- Wednesday, 22<sup>nd</sup> May (please note the meeting day of Wednesday and start time of 10am).
- Tuesday, 24<sup>th</sup> September.
- Tuesday, 26<sup>th</sup> November (+Annual Public Meeting).

Standing Committee Meetings (Depot at 10am):

- Tuesday, 15<sup>th</sup> January.
- Tuesday, 07<sup>th</sup> May.
- Tuesday, 10<sup>th</sup> September.
- Tuesday, 12<sup>th</sup> November.

The meeting dates were APPROVED as set out and it was also NOTED that the four IDBs' joint Summer Inspection was planned for Thursday, 19th September 2019.

**2676 Register of Members' Interests.**

A copy of the Register of Members' Interests form had been circulated with the agenda. Members were requested to complete this and return to Officers present at the meeting or to Witham House, so that an up-to-date Register for November 2018 to November 2019 was maintained. Members were advised of the importance of this being an accurate record. The information in the Register may be subject, for example, to an FOI request and public disclosure and the Register serves as both protection for the Board and for individual members.

**2678 ADA Member Communication Form.**

Members were advised that with the implementation of the new General Data Protection Regulation (GDPR) and Data Protection Act 2018, ADA had launched a new Members' Communication form, which they requested all individuals associated with IDBs to complete, including staff and Board members. ADA would need to receive a completed form from each individual in order for them to continue to receive communications from ADA in 2019.

Members were invited to hand in completed forms and these would be submitted to ADA.

**2679 Minutes of the Board Meeting, 25.09.18.**

The Minutes of the Board's previous meeting held on Tuesday, 25<sup>th</sup> September 2018 were proposed by Cllr. P. J. Vaughan, seconded by Mr. T. Williams and APPROVED as an accurate record.

***MATTERS ARISING:***

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

**2680 Minutes of the Standing Committee meeting, 13.11.18.**

The minutes of the Standing Committee meeting held on Tuesday, 13<sup>th</sup> November 2018 were proposed by Mr I. M. Clark, seconded by Cllr. I. Fleetwood and APPROVED as an accurate record and the recommendations to the Board were NOTED.

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

## **2681 Chief Executive's Report.**

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

### 2681.1 Elections 2018.

In keeping with the approved Election Timetable for all four Boards' 2018 Elections, the Chief Executive confirmed that there were not more candidates than available seats in any of the four Boards' Electoral districts and therefore a "Notice of No Poll" for each Board was advertised on Thursday 04<sup>th</sup> October. The new term of office for elected members runs from 01<sup>st</sup> November 2018 to 31<sup>st</sup> October 2021.

That concluded the 2018 Elections process. Members were asked to note the vacant seats as follows:

- Vacant seat for Langworth.
- (second) vacant seat for Langworth.
- Vacant seat for City of Lincoln and Greetwell.
- Vacant seat for Kirkstead.

### 2681.2 Proposed replacement depot for Upper Witham IDB and joint office accommodation for the four Boards, replacing Witham House.

Through the Joint Services Committee, it was agreed that Upper Witham would lead a project to redevelop its Meadow Lane depot site and include within the brief not only a replacement UW Depot but also a joint office facility as first floor accommodation above the depot, enabling the sale of Witham House.

Approval was obtained at the September Board meetings for the three Chairmen to have delegated authority to sign up to the implications of the joint office element of the scheme for their individual Boards.

A meeting with all four Chairmen to discuss the Business Case for the scheme took place on Wednesday 17<sup>th</sup> October, with Martin Shilling, Steve Larter, Garry Winterton and Jane Froggatt.

Following this meeting, the Upper Witham Finance and General Purposes Depot sub-committee met on Friday, 19<sup>th</sup> October 2018 with Steve Larter and Garry Winterton in attendance to discuss the Business Case.

A further meeting was held with the NELDB Chairman and Vice Chairman on Tuesday, 06<sup>th</sup> November.

The Chairmen of NELDB, Witham Third DIDB and Witham First DIDB are now content to agree the implications of the Business Case for their Boards.

On 07<sup>th</sup> November Upper Witham's Finance & General Purposes committee met to review the Business Case and confirmed that it was content to recommend approval by the Board on 19<sup>th</sup> November and appointment of the preferred contractor (subject to a contractor meeting to be held on 15<sup>th</sup> November) and application via Defra for a Public Works Loan Board loan to finance the scheme, which will be led by Upper Witham IDB.

It was confirmed that Upper Witham's Board had approved the Business Case on 19<sup>th</sup> November 2018.



2681.3 Dogdyke Pumping Station Preservation Trust.

As advised previously, on 15.08.18 the Director of Operations and Engineering Services and the Chief Executive had attended the Trust's open evening, meeting with Trustees and agreeing to support the Trust as follows.

The quotation from Darren Maltby for electrical works at Dogdyke [£1,612.83 plus £322.57 VAT = £1,935.40 total] was somewhat more significant than the Trust originally envisaged, and Witham Third will support a £1,000 contribution.

The Trust confirmed they had not originally realised that the safety works included moving the consumer unit nearer to eye level, nor that an external as well as an internal emergency light was required. However, some of the cost related to Historic England requirements, because of the protected status of the building. This was largely due to using galvanised instead of plastic conduit which is more work. The Trust had chosen to install a new bank of appropriately old looking switches to avoid disturbing the existing ones because of a possible risk of asbestos. They were trying to keep the '1940s' look as far as possible, though the Trust, and Historic England, recognised the need to be up to date with H&S requirements.

2681.4 Risk Management Workshop, 03.10.18.

The four Boards' Internal Auditor, Chris Harris of TIAA, hosted a Risk Management Workshop at Riseholme College on Wednesday 03.10.18.

Arising from the workshop, a revised Risk Register will be submitted to the January Board meetings of the four IDBs.

2681.5 ADA Lincolnshire Branch's Pay & Conditions Committee, 29.10.18.

Cllr. Lance Pennell, Upper Witham Board member, had agreed to represent all four Boards on the ADA Lincolnshire Branch's Pay & Conditions Committee, supported by the Chief Executive.

The Committee has been re-negotiating 13 areas of the ADA Lincolnshire White Book of Terms and Conditions during 2018/19, with the aim of agreeing and issuing a revised White Book from 01.04.19,

Ten of those areas had now been revised and agreed by both parties, staff side are considering proposed revisions to the other three.

On 29.10.18 the Committee's focus was the pay settlement for 2019/20 from 01.04.19.

Staff side tabled a pay claim of 3.3% or 100% of the increase in average weekly earnings (AWE) as will be published in the Sunday Times in the third week of January 2019 (all sectors), whichever is the greater. Staff side also wished the Committee to address the 'historical pay freeze impact' of several years of a 1% pay cap in the public sector, which it was suggested had eroded pay by 8-14% (depending on whether RPI, CPI etc was used).

Management side accepted the principle that 100% of the increase in AWE be applied, rather than the previous pay formula of 90% of the increase in AWE. However, management proposed that as IDBs are smaller public bodies we should not use the 'whole sector' increase in AWE but use instead the 'public sector' increase in AWE and that we should use the latest published data of 16.10.18 to enable the pay settlement to be agreed and included in January 2019 IDB budget setting for 2019/20. Management also felt it was not within the scope of the Committee to address perceived historical pay erosion and any discretion on this front would be for individual Boards in local pay agreements. Management

side rejected the pay claim of 3.3% or 100% of whole sector increase in AWE as per January 2019 and counter offered 100% of the increase in AWE for the public sector, as published on 16.10.18, which was 2.7%.

After discussion, staff side agreed to put the management side offer of 2.7% cost of living pay uplift for 2019/20 (based on 100% of the increase in AWE in the public sector, as published on 16.10.18) to members in a consultative ballot. It is anticipated the Committee will be advised by mid-December 2018 whether or not the proposed pay settlement is agreed.

Should the pay deal as proposed be agreed, this will be the Committee's recommended pay settlement to the ADA Lincolnshire Branch, which individual IDBs then adopt or not at their discretion.

For the purposes of budget setting for 2019/20 (draft budgets are prepared for the four Boards between November and January), a cost of living pay uplift of 2.7% will be assumed.

#### 2681.6 Local Pay Negotiations

The Lincolnshire Pay & Conditions Committee has agreed that one of the areas to be removed from the ADA White Book of Terms and Conditions is the current broadbanding structure.

Three of the four Boards' Land Drainage Operatives are currently on the broadbanding structure, as 'Craftsman B' Operatives, and this will no longer exist from 01.04.19 when a new ADA White Book is issued.

Local discussion started on 12.11.18 on arrangements for assimilating the three Boards' Operatives on to ADA White Book spine points (all Lincolnshire IDBs have pledged to do this).

#### 2681.7 Staffing Issues

A new Land Drainage Operative (Wayne Bourne) joined on 22.10.18, on a six month Fixed Term Contract. Although his contract is held by Witham Third, he will be deployed throughout other Boards as required and the work recharged accordingly. He has already spent considerable time at Upper Witham on the tractor / paddock flail combination, as Upper Witham had one vacant LDO post (filled 19.11.18) and two LDOs on long-term sick leave (out of the workforce of nine LDOs).

A new LDO, Neil Maddison, joined Witham Third on 01<sup>st</sup> October. Neil joins the Board from more than 30 years with Rainthorpe Farms and will initially work predominantly on an excavator.

Members received and NOTED the report and verbal update.

#### **2682 Financial Performance Report to 31<sup>st</sup> October 2018, month 7 of 2018/19.**

The Finance Consultant presented the summary financial position as at 31<sup>st</sup> October, which had been circulated with the agenda:

Profiled Budget P7 £	Actual (Surplus)/Deficit £	Variance £
(389,859)	(427,828)	(37,969)

The Board had anticipated a surplus position of (£389,859) as at 31<sup>st</sup> October, but the actual month seven position was a surplus of (£427,828), being a positive variance at this point in the year of (£37,969). Members were reminded that it had been a very dry summer and if there was a wet autumn / winter high spend areas like electricity usage at pumping stations could change the current spend pattern.

The main income streams had been posted in terms of Drainage Rates raised (not necessarily paid) and Special Levies actually received (£85k) for the first half year payment. The second Special Levy half year payment due from the three Councils in November had now been paid.

Rechargeable PCSA Works were undertaken again for the EA, with income received monthly 'on account' rather than in lump sums when works were completed. Therefore, the Rechargeable works income was currently (£15k) ahead of profile based on the invoice profile being followed. Sundry Income was (£9k) ahead, being mainly recharges to the other Boards.

Highland Water claims were submitted to the Environment Agency for the 2017/18 actual claim balance of (£40,340) and for the 2018/19 Estimate of (£185,000). Of the estimated claim for 2018/19, 80% (£148,000) was paid in September 2018 along with the balance for 2017/18 actual (£40,340), i.e. a total of £188,340 had been received by the Board.

The Massey Ferguson tractor and Herder flail had been traded in, as the new John Deere tractor/flail combination was delivered on 13.08.18. This achieved a net book surplus of (£13k) (i.e. (£38k) sale value less (£25k) assumed residual values).

The EA IDB precept budget was on target. The first half yearly amount of £52,577 was paid to the EA in July 2018 and the second and final payment was paid in November 2018. The 2018/19 budget included a 2% increase, but the Precept was not increased for 2018/19.

The overall position on income and expenditure was summarised as follows:

	<b>2018/19 Estimate</b>	<b>Profiled Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income	(1,134,976)	(1,071,619)	(1,156,648)	(85,029)
Board & General Admin	24,310	14,003	14,171	168
One Off Schemes	9,000	0	28,247	28,247
Conservation	2,000	1,105	555	(551)
Depot	30,769	23,317	22,882	(435)
Drains	519,257	283,174	283,811	637
Pumping Stations	211,902	92,348	97,818	5,470
Joint Admin/Witham House	114,274	91,116	113,465	22,349
Consents & Enforcement	14,115	23,541	24,775	1,234
Director of Operations/Engineers	87,092	50,081	46,700	(3,381)
Contrib to/from Reserves	0	0	(28,247)	(28,247)
PWLB	0	0	0	0
Rechargeable Works	15,000	9,425	59,473	50,048
EA Precept	107,257	53,629	52,577	(1,052)
FRS17 Pension Adjustment (net)	0	0	0	0
Wages & Plant Holding Account	0	40,021	12,592	(27,429)
<b>(Surplus) / Deficit</b>	<b>0</b>	<b>(389,859)</b>	<b>(427,828)</b>	<b>(37,969)</b>

On Drainage rates, the collection rate was a very positive 99.5%, being a slight increase on the previous year (which was 98.1% at the same point in 2017/18). First reminders were

despatched on 01<sup>st</sup> August 2018 and final reminders were despatched in September. A court date was set for 03<sup>rd</sup> December 2018. All historical outstanding rating queries were resolved and only land transfers from in-year were now being actioned.

Bank balances and investments as at 31.10.18 were set out as follows:

Natwest	£	657,082.57
Co-op (Closed)	£	-
Nationwide Instant Access	£	233,570.80
Nationwide 95 Day Notice	£	514,434.91
<b>Total</b>	<b>£</b>	<b>1,405,088.28</b>

It was highlighted that these balances were at a high point in the year as the bulk of drainage rates income, PSCA works income, all Special Levy income from the three Councils had been received and was no significant further income due to the Board until May 2019. Balances would therefore reduce over the next six months.

Members noted the financial performance for month seven of 2018/19, as at 31<sup>st</sup> October 2018.

### **2683 Schedule of Expenditure, 01.09.18 to 31.10.18.**

The Schedule of Expenditure for the two months' period 01<sup>st</sup> September to 31<sup>st</sup> October 2018 had been circulated with the agenda and was presented by the Finance Consultant.

Gross expenditure totalled £264,290.99 or, net of £19,590.57 VAT, £244,700.42. Of this, £21,679.52 was recharged to other bodies.

Items highlighted to or raised by members included:

- Items 13-16: £1,579.59, £2,145.07, £2,947.50, and £3,048.11 all net to Certas Energy UK for fuel. Payments for fuel indicated the higher usage during the summer maintenance season and also the rising costs.
- Item 37: £248.00 net to DAS Services (Lincoln) Ltd. Mr. Ian Parker queried this recovery of vehicle from the river bank. It was confirmed that this was a machine, Massey Tractor FX09 EJE being operated by a relatively new member of staff, which had become stuck on the river bank next to North Delph.
- Items 55 to 62: Payments to Haven Power Limited. As previously reported to the Board, the trend of low payments for electricity at Pumping Stations continued due to the very dry summer.
- Item 130: £2,000.00 net to PKF Littlejohn LLP. External audit fees in respect of return for the year ended 31.03.18. This concluded the audit period for 2017/18.

Members received and NOTED the expenditure incurred between 01.04.18 and 31.08.18.

### **2684 Health and Safety Report.**

A report on Health and Safety updates across the group of four IDBs had been circulated with the agenda. There were no near misses or issues to report relating to Witham Third.

Training for all employees across the four Boards continued during the period, including Risk Assessment training. Overhead Cable Awareness courses had taken place on 16.10.18.



Mr. Max Thomas asked if new Operatives were required to take an Excavator Test. The Director of Operations and Engineering confirmed that this was not required. However, the Operations Manager had been tasked with investigating the possibility of training for competency and accreditation for this although it was not a legal requirement.

Discussion took place with regard to the specialist nature of IDB work and machinery and it was generally agreed that many examiners and centres were not always as experienced as the Board's own Operatives when it came to such specialist equipment.

A brief discussion took place on the possibility of providing a defibrillator at Depots, as Unison had made an offer of a £500 financial contribution per site for the provision. This was being further explored.

Members received and noted the report on Health and Safety.

### **2685 Environment Report.**

A report prepared by Fiona Scott, GIS & Environment Officer, had been circulated with the agenda and was presented by the Engineering Services Officer.

The Board had experienced a surge in Jackdaw presence compared to 2017, much the same as all other Boards. However, two Little Owl chicks and three small Kestrel chicks were present at Bardney Abbey Pump. The wildlife site at Southrey remained successful. After spraying, a wildflower meadow was originally planted in spring close to the shed. However, due to the persistence of broad-leaved dock (*Remux obtusifolius*), it appeared many of the wildflowers had been outcompeted. Operatives had been advised to turn the soil and dislodge the deep-set roots, as well as continuing to use sprays containing glyphosate. There had been further sightings of the otter in Stixwould Engine Drain and Turners Soke Dyke, and the first sighting of what was believed to be the 'partner' of the original otter. It was unknown whether they were a breeding pair.

Members NOTED the report.

### **2686 Reprovision of the Upper Witham Depot and joint office facility for the four IDBs at Meadow Lane, North Hykeham.**

A report had been circulated with the agenda and the Chief Executive advised that this was a summary report. If any member would like a copy of the full detailed Business Case, then an electronic copy would be supplied on request.

As discussed at the last Board meeting, Upper Witham IDB was looking at a major project to provide a new depot facility at that Board's Meadow Lane site to replace the current depot facility, which was no longer fit for purpose. As part of the project brief, it was agreed by the Joint Services Committee that Upper Witham should consider incorporating a joint office facility, to be utilised by the four Boards via the Joint Services Agreement, enabling Upper Witham to sell its current asset of Witham House office base.

Whilst the replacement of the depot was a matter solely for Upper Witham IDB, the inclusion of the office facility in the capital scheme was a consideration for this Board, due to the impact it would have on the recharges relating to the office provision.

Delegated authority was given to the Chairman at the September 2018 Board meeting to consider the financial impact upon this Board from any revised arrangement in order that Upper Witham IDB could be provided with some level of comfort that should the scheme

proceed, the three other Boards would be willing to accept the impact on them and would support the scheme.

A meeting of the four Chairmen was held on 17<sup>th</sup> October 2018 to discuss the outline business case for the proposal and the potential financial impact upon the four Boards. The business case is based upon a 'worst case' scenario of a total scheme cost of £1.43m (including a 10% contingency) with a broad allocation of one third of the build costs being related to the office accommodation and two thirds to the operational depot element (this latter element being fully charged to Upper Witham IDB). The scheme would be funded by borrowing from the Public Works Loans Board (PWLb) via an Annuity Loan over a 30 year period at an indicative interest rate of just over 3%.

Legal advice received suggested that in order to fairly service the debt repayments, a 'rental' charge to all four IDB's should be made by Upper Witham IDB into a holding account along with the running costs of the office element only. The total of this holding account should then be recharged on the agreed percentages as per the Joint Services Agreement.

Four options were considered for this 'rental charge' as follows:

- Option 1 As a minimum, the rental value must cover the additional interest cost that UWIDB will incur from borrowing the amount for the office element. Based on current rates this will be around 3%.
- Option 2 This option covered the interest and principal repayments for the office element. Based on current rates this will be just over 5%. Whilst this option recoups UWIDB for the total borrowing costs (principal and interest) of the office element it should be remembered that the asset will be wholly owned by Upper Witham IDB and therefore it will receive any future benefit. This was the Officer recommended option as discussed with the 4 Boards' Chairmen on 17.10.18.
- Option 3 3.5% - this is based on the 'nominal asset value' used in Local Government for recharging assets to services.
- Option 4 6% - this is based on a more commercial market return.

Option 2 was the recommend option. The impact for the four Boards was set out in the table below. This also included some minor budget adjustments for running costs:

<b>Impact on Recharges</b>		<b>Current</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
Recharged to NEL	16.5%	£ 3,934	£ 7,101	£ 8,752	£ 7,487	£ 9,453
Recharged to W1st	20.9%	£ 4,983	£ 8,995	£ 11,085	£ 9,483	£ 11,974
Recharged to W3rd	29.2%	£ 6,961	£ 12,567	£ 15,488	£ 13,249	£ 16,729
Recharged to UW	33.4%	£ 7,962	£ 14,375	£ 17,715	£ 15,154	£ 19,134
		<b>23,840</b>	<b>43,038</b>	<b>53,040</b>	<b>45,373</b>	<b>57,290</b>
<b>Cash Increase per Board</b>						
Recharged to NEL			£ 3,167	£ 4,818	£ 3,553	£ 5,519
Recharged to W1st			£ 4,012	£ 6,102	£ 4,500	£ 6,991
Recharged to W3rd			£ 5,606	£ 8,527	£ 6,288	£ 9,768
Recharged to UW			£ 6,413	£ 9,753	£ 7,192	£ 11,172
<b>Total</b>			<b>£ 19,198</b>	<b>£ 29,200</b>	<b>£ 21,533</b>	<b>£ 33,450</b>

A further meeting took place on 06<sup>th</sup> November 2018 between the Chair and Vice Chair of North East Lindsey DB to be briefed upon the latest position regarding the proposed scheme and the financial impact.

Over the last few weeks the tenders had been evaluated to ensure a 'like for like' basis of comparison. Based upon this evaluation, a recommendation was made to Upper Witham's Board on 19.11.18 of approval and appointment of Taylor Pearson as preferred contractor. Pleasingly, the recommended value was lower than that assumed in the business case and therefore it was stressed the stated impact was 'worst case' scenario.

The financial impact for Witham Third had been assessed in the context of the Board's overall budget. Members noted the additional resources of over (£99k) per annum being generated for the Board and how this was being deployed into 'front line' service delivery as summarised below:

- Staffing, overtime, vehicles & training costs £41k
- Plant costs including depreciation for new equipment £24k
- Pump lift budget increased by £5k to £25k
- Engineering support £27k.

Whilst there would be a modest increase in the annual cost to the Board, this was set against a background of ongoing efficiencies and additional income generation which continued to be made.

An update was provided, as on 19.11.18 Upper Witham's Board had approved the Business Case and the appointment of a preferred contractor, Taylor Pearson.

Following discussion members:

- noted the updated position regarding the reprovision of the Upper Witham Depot and a joint office facility for the four IDBs at Meadow Lane, North Hykeham and agreed to incorporate the financial impact into future budgets.
- ratified Chairman's action to support the impact on the Board of the joint office element of the Upper Witham IDB depot/office Business Case, as now approved by Upper Witham's Board on 19.11.18.

### **2687 Director of Operations & Engineering Services' Report.**

The Director's report had been circulated with the agenda and was presented, together with an update:

- **Planned Maintenance Programme**

The summer maintenance work continued and despite the thick, heavy vegetation it is expected to be completed by the New Year. The 2018/19 Winter Work programme is as follows and will start early in January:

Watercourse	Length of work
Viking Drain	490m
Stainfield Fen Drain (part)	760m
Southrey Catchwater (part)	1460m
Pingle Drain (part)	155m
North Delph Phase II (part)	4400m
Monks Drain (part)	1760m
Stixwould Engine Drain (part)	180m
<b>Total</b>	<b>9205m</b>

- **Pumping Stations**

New bushes had been fitted to motor no.2 at Southrey PS. This work was identified at a recent inspection of both motors. Motor no.1 was removed to be re-wound at the beginning of October and had been re-commissioned during November.

The Board had commenced the daily operation of the new pumping station at Stamp End PS ahead of the formal hand-over and receipt of a commuted sum. Any significant expenditure of time or resources during this period was recharged to Lincolnshire County Council.

The intake pipe to Horncastle Ings pumping station had been replaced to ensure sufficient water is delivered to the two submersible pumps. Its use demonstrated that at times it 'hunted' for water resulting in multiple 'stop starts' during operation rather than continuous operation. This work was completed on 14<sup>th</sup> November at an estimated value of £8,873. The opportunity was taken to improve the weed screen on the intake structure itself.

- **Kirkstead Mill Pumping Station**

Estimated costs for the options were received from the consulting engineers, Siddie Grimley Hage Ltd. and were being evaluated for suitability and costs. The options ranged for replacing on a like-for-like basis or replacement with either reinforced concrete or steel sheet piling.

- **Asset Management**

CCTV survey work had been undertaken on two culverts maintained by the Board at Snakeholme Drain and Chestnut Drain, both in the Bardney area. This survey work was periodically undertaken by the Board to identify any faults or obstructions with culverts and pipelines under responsibility of the Board. Both surveys identified obstructions to flows within the pipes. Remedial work was commissioned with the survey company, ADC [East Anglia] Ltd.

In a similar vein, British Sugar had undertaken survey work of the piped system within their site at Bardney. It was undertaken as part of their site redevelopment and may be beneficial to the Board should it establish a link between the Abbey Fen and Manor Farm catchments. British Sugar proposed to open part of the Engine Drain system that was culverted by them as part of the construction of the refinery site in the period 1930-60's.

- **Plant**

The new John Deere tractor & flail combination delivered on 13.08.18 was fully commissioned and in operation across the district, having both the side flail and the front paddock flail.

Following the Board's approval in September 2018 of the 2019/20 plant programme, tender documents inviting submissions for the provision of a new tracked excavator with 12m reach, with delivery by June 2019 [with sliding dipper extended], were sent out to seven suppliers. Completed tenders were returned on 09<sup>th</sup> November. The provisional values were set out as follows:



<u>Tenderer</u>	<u>Make &amp; Model</u>	<u>Tender Value</u>	<u>Trade-In Value</u>	<u>Net Cost</u>
Marubeni Komatsu	Komatsu	£ No tender returned		
EP Industries Ltd.	Hyundai	£ No tender returned		
Hitachi CE [UK] Ltd.	Hitachi	£ No tender returned		
Terex Distribution Ltd.	Sany	£ No tender returned		
Terex Distribution Ltd.	Atlas	£ No tender returned		
Liebherr BG Ltd.	Liebherr	£ No tender returned		
TC Harrison Ltd.	JCB JS160LC	£122,000	£35,000	£87,000
SMT	Volvo EC160EL	£145,950	£26,000	£119,950
SMT	Volvo EC180EL	£152,950	£26,000	£126,950

The submissions were being evaluated for specification compliance, operational suitability, financial value and life-time costs with the objective of placing an order by mid-December.

- **Public Sector Co-operation Agreement.**

The Board continued to undertake work on behalf of the Environment Agency. The bulk of the summer maintenance work was completed in late October and early November. There were elements of work that included the completion of monthly inspections that continued throughout the year to 31.03.19.

- **Catchment Studies – Dogdyke, Kirkstead & Woodhall.**

The Board's officers had agreed to meet with the consultant engineers, Jeremy Benn Associates on 28<sup>th</sup> November to sign-off this set of three catchment studies (Dogdyke, Kirkstead and Woodhall) and discuss any further work required. Given that the initial computer simulations indicated a lower than desired standard of protection, amendments may be made to the model to reflect changes in the operation of the system improving the systems performance. These changes would include how penstocks were operated at certain locations and confirming the use of the diesel powered pumps.

- **Workforce.**

The Board's workforce had changed recently but was up to a full complement on 01<sup>st</sup> October. Neil Maddison joined at the beginning of October and would be employed during the summer maintenance programme to operate a tracked excavator.

Wayne Bourne joined the Board's workforce on 22<sup>nd</sup> October on a fixed term contract of six months duration. He would be used to operate plant as required across Witham Third, Witham First and Upper Witham districts (his time being recharged to Boards). This resource would assist all Boards to complete their planned summer and winter maintenance programmes in an appropriate timescale and to complete PSCA work for the EA by providing additional capacity, flexibility and plant usage.

Discussion followed with regard to the retirement of the Board's Foreman, Mr. Barry Holland, his retirement date having recently been confirmed for 31.01.19. Ian Parker asked if his replacement would have sufficient JCB excavator experience, as Barry Holland was a very experienced Operative for the Board. The Chief Executive confirmed that training and opportunities for current staff would be reviewed.

Members received and NOTED the report and presentation.

*At 12.00 Mr. R. Hairsine, Cllr. S England, Cllr. G. McNeil and Mr. T. Williams left the meeting.*

## **2688 Consents and Enforcements Report**

The Consents and Enforcements Report had been circulated with the agenda and was presented by the Engineering Services Officer.

### **Byelaw Consent Applications**

Reference	Location	Applicant	Details	Date
TD-4310-2018-CON	Stainfield Engine Drain Top Farm	Annakin Farms Ltd	Transformer pole, Old River Witham bank widening	23-10-18
TD-4318-2018-CON	Woodhall Sewer outfall	Jackson Hyder	Structure refurbishment	

### **Section 23 Land Drainage Act Consent Applications – District**

None received

### **Section 23 Land Drainage Act Consent Applications – Extended Area**

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

Reference	Location	Applicant	Details	Date
TE-4311-2018-CON	Biscathorpe	Egdon Resources UK Ltd	Replacement culvert	

### **Enforcement Issues – District**

Reference	Location	Description / Comments	Actions
TD3439-2017-ENF	32 Hunters Lane Coningsby	Possible maintenance required in watercourse	Awaiting work to be completed
TD-3701-2017-ENF	Claybridge/Torrington Beck. A158	Bank slip	Awaiting remedial works
TD-3980-2018-ENF	Chapel House, Legsby	Flooding in garden	Awaiting LCC to jet road culvert
TD-4002-2018-ENF	Linwood Drain, Friesthorpe	Saplings on watercourse	Ian to look at this and carry out work if necessary
TD-4213-2018-ENF	5 Suffolk Ave, Coningsby	Slip in bank	Case Closed 04-10-18

### **Enforcement Issues – Extended Area**

Reference	Location	Description / Comments	Actions
TE-3250-2017-ENF	Doddington Road, South Willingham, Louth	Overgrown watercourse & blocked road culvert	Case Closed 01-09-18
TE-3322-2017-ENF	Lincoln Road, East Barkwith	Possible maintenance to watercourse	Case closed 01-11-18
TE-3359-2017-ENF	Lemar, North Road, Tattershall Thorpe	Stagnant water in watercourse	Investigations on going
TE-3658-2017-ENF	The Sewer Woodhall	Fallen tree	Awaiting response from land owner
TE-3823-2018-ENF	New Apley, Market Rasen	Blocked culvert	Awaiting LCC to confirm work completed
TE-3908-2018-ENF	Woodhall Spa Road, Stixwold	Road flooding	Awaiting LCC to jet culvert
TE-3911-2018-ENF	Badgers Holt, Bushlingthorpe	Flooding in garden	Awaiting LCC to jet culvert
TE-3938-2018-ENF	Great Sturton, Horncastle	Property flooding	Remedial works ongoing
TE-3981-2018-ENF	Bleasby, Market Rasen	Road flooding	Awaiting response

TE-4169-2018-ENF	3 Manor Court Nettleham	Branches in watercourse	Complete 09-08-18
TE-4319-2018-ENF	1 The Cottage Wispington	Flooding in garden	Complete 19-10-18
TE-4331-2018-ENF	Willow Farm Ashlin Lane, Dunholme	Maintenance required to water course	Complete 31-10-18

Members received and noted the report.

**2688 Engineering Services Report.**

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

The Board received a number of consultations and had commented on planning applications to the various planning authorities, with particular cases highlighted for members:

A potential development in Woodhall Spa for 200 houses had come to pre-planning stage only. The proposed water flow was to go to Viking Drain before reaching Woodhall Spa so there would be no impact and no issues were predicted at this stage.

Various routes for the outfall from the development would give a secure outfall, however the route to Manse Drain would give the most secure option. The outfall did not currently flow this way but it was considered to be the wise option if this was to be the chosen route. The Board may then want to adopt the watercourse, once the works were completed.

It was confirmed that this was a provisional development at pre-application stage at the moment. The positive steps of search and early interaction with the Board by the ELDC planners was appreciated.

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

*At 12.10 Mr R. Garner left the meeting.*

**2666 Any Other Business.**

There being no further items of business, the meeting closed at 12:15.

**2667 Date, Time and Place of the Board's Next Meeting.**

The Board's next meeting was confirmed for Tuesday, 29<sup>th</sup> January 2019 at 10.30am in Minting Village Hall.

.......... Chairman 29-1-19 Date

W3rd BM 27.11.18.

