

WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and seventh meeting of Witham First District Internal Drainage Board, incorporating the Annual Public Meeting, held on Tuesday, 27th November 2018 in Branston Booths Village Hall at 2pm.

Present:

Mr. P. Gilbert **Chairman**
Mr. E. Applewhite
Cllr. I. Carrington
Cllr. M. Clarke
Mr. S. F. Cobb
Mr. M. Harrison
Mr. D. Jackson
Dr. B. Maplethorpe
Cllr. C. R. Oxby
Dr. V. Stanton
Cllr. P. Vaughan

In attendance:

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

2236 Apologies for absence.

Apologies for absence were received from Mr. D. C. Armstrong (Vice Chairman), Mr. D. K. Busby, Mr. P. Carrott, Mr. J. R. Crust, Mr. R.A. Fletcher, Mr. W. Grantham, Cllr. G. Hewson, Mr. R. Hickling, Mr. A.G. Hodgson, Mr. D.G. Leggate, Mr. S. B. Leggate, Mr. I.J. Mair, Mr. S. Maplethorpe, Mr. A.R. Means and Cllr. J. F. Money.

2237 Declarations of Interest.

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

2238 Election of Chairman.

The Chief Executive invited nominations for the role of Chairman. Mr. Peter Gilbert was proposed, seconded and there being no further nominations he was elected unanimously for the forthcoming year.

2239 Chairman's Announcements.

The Chairman thanked members for electing him for a further year and welcomed members and Officers to the November meeting of the Board, the first in the new electoral term of office for directly elected members. This term running from 01st November 2018 to 31st October 2021.

A particular welcome was given to new member Bridget Maplethorpe, representing the electoral district of Digby. Bridget stood for membership of the Board replacing her father-in-law Len Maplethorpe, who left the Board after 28 years' service. The Board's Executive Committee had dined out Len the previous Thursday evening to say thank you for his long service to the Board.

Members were informed that Tom Gilbert had also decided not to seek re-election to the Board. Tom had served as a Board Member for nine years, having joined on 03rd November 2009. The Chairman wished Tom well for the future and advised that this left the Board with a vacant seat for Walcott and Dales Fen.

There remains a second vacancy, the long standing vacant seat for the electoral district of Sleaford. This has been vacant since Adrian Whitehead left the Board.

Members were reminded that they had received with the papers for this meeting Members' Interest forms. The Chairman encouraged members to complete the form and hand to Officers before leaving the meeting. This would be held in the Register of Members' Interests, which the Board is obliged to maintain, for the period November 2018 to November 2019.

2240 Election of Vice Chairman.

Mr. David Armstrong was proposed, seconded and there being no further nominations he was elected to the role for the forthcoming year to November 2019.

2241 Election of members to the Executive Committee.

Eight members were proposed, seconded and were elected en-bloc to the Executive Committee for the forthcoming year to November 2019. These were the Chairman (Mr. Peter Gilbert), the Vice Chairman (Mr. David Armstrong), Mr. Steve Cobb, Mr. Bob Fletcher, Mr. David Jackson, Cllr. Ron Oxby, Mr. Mark Harrison and Mr. Simon Maplethorpe.

It was agreed to vary from the usual eight members of the Committee and to nominate a ninth member to the committee. Mr. Ed Applewhite was proposed, seconded and there being no further nominations, was duly elected to the Committee to November 2019.

2242 Election of members and deputies to the Joint Services Committee.

Three members 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. Peter Gilbert), Vice Chairman (Mr. David Armstrong) and Mr. Bob Fletcher.

Two members were proposed, seconded and there being no further proposals, were elected to deputise on the Committee. These were Mr. Steve Cobb and Mr. Mark Harrison.

2243 Calendar of Proposed meeting dates for 2019.

A Calendar of proposed meeting dates for 2019 had been circulated as follows:

Board Meetings (Branston Booths Village Hall at 2pm):

- Tuesday, 29th January.

- Wednesday, 22nd May (please note the change of day to Wednesday).
- Tuesday, 24th September.
- Tuesday, 26th November (+Annual Public Meeting).

Executive Committee Meetings (Tilney Dales Depot at 2pm):

- Tuesday, 15th January.
- Tuesday, 07th May.
- Tuesday, 10th September.
- Tuesday, 12th November.

It was also NOTED that the four IDBs' joint Summer Inspection was planned for Thursday, 19th September 2019.

Members APPROVED the meeting dates, as set out.

2244 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.

2245 ADA Member Communications 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 for onwards submission to ADA.

2246 Minutes of the Board Meeting, 25.09.18.

The Minutes of the Board's previous meeting held on Tuesday, 25th September 2018 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

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

2247 Minutes of the Executive Committee meeting, 13.11.18.

The minutes of the Executive Committee meeting held on Tuesday, 13th November 2018 were proposed by Mr. Mark Harrison, seconded by Cllr. David Jackson and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

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

2248 Chief Executive's Report.

The Chief Executive's report had been circulated with the agenda. The following items were highlighted:

2248.1 Elections 2018

In keeping with the approved Election Timetable for all four Boards' 2018 Elections, it was confirmed that there were not more candidates than available seats in the four Boards' Electoral districts and therefore a "Notice of No Poll" was advertised on Thursday 04th October for each of the Boards.

The new term of office for elected members runs from 01st November 2018 to 31st October 2021.

That concluded the 2018 Elections process and members were asked to note vacant seats as follows and to speak to the Chairman / Chief Executive if they were aware of interested candidates:

- Vacant seat for Sleaford.
- Vacant seat for Walcott & Dales Fen.

2248.2 Proposed replacement depot for Upper Witham IDB and joint office accommodation for the four Boards, replacing Witham House.

Through the Joint Services Committee, it had been 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 17th 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, 19th 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, 06th November.

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

On 07.11.18 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 19.11.18 and appointment of the preferred contractor (subject to a contractor meeting held on 15.11.18) and application via Defra for

a Public Works Loan Board loan to finance the scheme, which will be led by Upper Witham IDB.

An update was provided as Upper Witham's Board had approved the Business Case on 19th November 2018.

2248.3 Risk Management Workshop, Wednesday 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 for the four IDBs will be submitted to the January Board meetings.

2248.4 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 had 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 were 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 was anticipated the Committee would be advised by mid-December 2018 whether or not the proposed pay settlement is agreed.

Should the pay deal as proposed be agreed, this would 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.

2248.5 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).

2248.6 Staffing Issues

A new Land Drainage Operative (Wayne Bourn) had joined Witham Third 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 had 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). He is likely to be deployed to assist with the Board's winter works programme in January 2019.

The Chief Executive's report and update was noted.

2249 Financial Performance Report to 31st October, month 7 of 2018/19.

The Finance Consultant presented the Financial Performance Report to 31.10.18, month seven of 2018/19, which had been circulated with the agenda. The summary position was as follows:

Profiled Budget P7 £	Actual (Surplus)/Deficit £	Variance £
(387,694)	(419,632)	(31,938)

The Board had anticipated a surplus position of (£387,694) as at 31.10.18 and the actual surplus was (£419,632), which was a (£31,938) positive variance at this stage in the year. Members were reminded that it was still early in the financial year and some of the 'high risk' spend areas had not yet been incurred (e.g. further overtime costs during the weed cutting

season, electricity during winter months, etc). However, there were no significant issues of concern.

A summary table of the overall income and expenditure position was presented as follows:

	2018/19 Budget	Profiled Budget	Actual	Variance
	£	£	£	£
Income	(868,536)	(845,189)	(898,894)	(53,705)
Board & General Admin	16,653	6,453	3,524	(2,929)
One Off Schemes	25,000	8,750	17,674	8,924
Conservation	1,750	1,286	418	(868)
Depot	12,396	9,408	17,108	7,700
Drains	323,660	218,798	214,740	(4,058)
Pumping Stations	182,346	71,541	65,280	(6,261)
Joint Admin/Witham House	81,792	42,640	48,026	5,386
Consents & Enforcement	10,083	0	0	0
Director of Operations/Engineers	62,337	42,211	40,251	(1,960)
Contrib to Reserves/Pay Contingency	17,500	0	0	0
PWLB	30,327	13,560	13,427	(133)
Rechargeable Works	20,000	12,882	20,573	7,691
EA Precept	84,692	42,346	41,516	(831)
FRS17 Pension Adjustment (net)	0	0	0	0
Wages & Plant Holding Account	0	(12,380)	(3,274)	9,106
(Surplus)/Deficit	0	(387,694)	(419,632)	(31,938)

The main income streams posted were in terms of Drainage Rates raised (not necessarily paid) and Special Levies actually received (£166k) for the first half year payment. The second Special Levy half year payments due from City of Lincoln Council and NKDC on 01.11.18 had been paid and were included in this 31.10.18 month seven position. Ongoing action had taken place against unpaid drainage rate accounts. Income to the Board was (£53,705) ahead of profile.

Rechargeable Works were undertaken for the Environment Agency, with income being received monthly 'on account' rather than in lump sums when works are completed. Therefore, the Rechargeable works income was (£32k) ahead of profile, a significant proportion of the income profile positive variance of (£53.7k).

Highland Water claims had been submitted to the Environment Agency for the balance on the 2017/18 actual claim, with a further balance of (£1,912) due. For the 2018/19 Claim Estimate (£13,700), 80% of the estimated claim for 2018/19 (£10,960) was also paid in September 2018 along with the balance for 2017/18 actual (£1,912). A total of (£12,872) was therefore paid by the Environment Agency to the Board in September.

The Claas tractor and Bomford flail had been traded in when the new John Deere / Herder tractor/flail was delivered on 13.08.18. This achieved a net book surplus of (£22k), i.e. (£34k) sale value less the (£12k) assumed residual values.

Budgets had been earmarked for 'one-off' schemes at £15k and a contribution to Billingham Pumping Station project of £10k. The planned de-silting works undertaken for the Board by ADC at Sleaford Drove, costing £17k, were completed in June.

Electricity expenditure was £12k ahead of budget profile, following the heavy rains over the Easter period. The exceptionally dry summer would balance this, as Pumping Station electricity bills show a reduction in expenditure.

Insurances expenditure were lower, due to the previously reported savings at renewal of (£5k) on 2017. Fuel was (£7k) and depreciation was (£2k) better than profile, due to the delay in the delivery of the new plant.

The EA IDB precept was on target, with the first half yearly amount of £41,516 paid to the EA in July 2018 and the second payment paid in November 2018. The 2018/19 budget included a 2% increase, but the Precept was not increased for 2018/19, so there was a (£1.6k) saving on the budget heading.

For Drainage Rates, the collection rate as at 31.10.18 was 98.7%, just slightly below the previous year at the same point (99.0% at 31.10.17). First reminders were despatched on 01st August 2018 and final reminders sent on 25th September 2018. A court date was set for 03rd December 2018. All historical outstanding rating queries were resolved and only land transfers from in-year were now being actioned.

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

Natwest		£	309,236.99
Co-op (Closed)		£	-
Nationwide Instant Access		£	379,915.02
Nationwide 90 Day Notice		£	-
	Total		£ 689,152.01
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PWLB Loan - Balance Outstanding	2.41%		£ 220,021.72
<i>Original loan £354,480. Loan period 14.5 years from 17/12/2012. Maturity date 17th June 2027</i>			
<i>Renovments made 17th June and 17th December each year</i>			

It was highlighted that at this point in the year bank balances were at a high point but that these will reduce over the next few months, with no further significant income due before May 2019.

Members noted the financial performance to 31st October 2018, month seven of 2018/19.

2250 Schedule of Expenditure, 01.09.18 to 31.10.18.

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

Gross expenditure totalled £172,201.84 or, net of £15,310.06 VAT, £156,629.42. Of this, £3,330.76 was recharged to other bodies.

Items highlighted to or raised by members included:

- Items 30 – 38: Payments to Haven Power. The monthly payments for pumping station electricity charges demonstrated the continued low payments over the dry summer.
- Item 41: £5,200.00 (net) to John W. Doubleday. This payment was for the front flail also fitted to the John Deere / Herder tractor combination.
- Item 69: £1,600.00 (net) to PKF Littlejohn LLP. External Audit fees in respect of the AGAR for the year ended 31.03.18. This closed the financial year 2017/18.
- Items 73 to 80: Various. These charges were all one off annual charges for communications link for the meter readings at Pumping Stations on half hour readings.

Members received and NOTED the expenditure incurred between 01.09.18 and 31.10.18.

2251 Health and Safety Update.

An update on Health and Safety matters prepared by the Operations Manager had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Cope Health and Safety, the current external contractor visited Witham House on Thursday, 22 November to undertake the Annual Review.

Pleasingly no Near Misses had been reported since the last Health & Safety Report to September Board meetings. Officers were encouraging the reporting of Near Misses as good practice and to ensure identification of any trends.

The Board continued with training with employees from all four Boards and North East Lindsey DB's Contractor attending refresher training on Avoidance of Overhead Cables, held on 16.10.18. A beginners' course date is being sought for new starters for this. First Aid Training was due in January for all Operatives.

As reported previously, Witham First access bridge to Ringmoor Pumping Station was still being investigated (ascertaining ownership via the Environment Agency). Once this was clarified Officers could start a project to improve access to the Pumping Station.

On Faraway pumping station weed screen platform, the access track was completed during the week ended 09.11.18. This has proceeded 'at risk', due to the timing of when the landowner wanted spoil depositing on the land. The Board has instructed solicitors, as has the landowner, for the Board's purchase of the land concerned to form the access track. Once the land purchase is complete, the weed screen platform design (and steps etc) will be finalised and works undertaken.

Members received and NOTED the update on health and safety.

2252 Environment Report.

A report prepared by the GIS & Environment Officer had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Five of the Witham First boxes contained Barn Owls, all of whom were breeding. The only Tawny Owl throughout the four Districts was located at Timberland Fen, also including a chick. Jackdaws were a common sight in the owl boxes this year. This did not necessarily equate to a decrease in barn owl numbers within the District, but rather a successful year for jackdaw breeding. Jackdaws can be discouraged from nesting in owl boxes by consistent removal of sticks brought in for nests. A new owl box camera for Blankney pumping station had been purchased and was due to be replaced before Christmas.

Planted in 2016, Metherringham Pumping Station wildflower meadow was successful this year and was cut in late summer to prepare for next season. Species included, but not limited to, were Common poppy (*Papaver rhoeas*), Ox-eye daisy (*Leucanthemum vulgare*), and Viper's-bugloss (*Echium vulgare*). In Spring 2018, two wildflower meadows were planted at Digby and Chapel Hill pumping stations, using 100% UK wildflower mix.

Cllr. Mike Clarke asked how many owl boxes there were in each Board and what percentage were active. This information would be provided directly to the member following the meeting.

Cllr. Ian Carrington asked where these results would be publicised, and it was confirmed that social media (Twitter) was the platform used in addition to the capturing of data in species data sheets and inclusion in the Board's Annual bio-diversity report and submission to the GLNP.

Members noted the report.

2253 Reprovision of 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 the 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 UW should consider incorporating a joint office facility, to be utilised by the four Boards via the Joint Services Agreement, enabling Upper Witham IDB to sell its current asset of Witham House.

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 via the Joint Services Agreement.

Delegated authority was given to the Chairman at the September 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 too and would support the scheme.

A meeting of the four Chairmen was held on 17th 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 via an Annuity Loan over a 30 year period at an indicative 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 had been 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

the total borrowing costs for Upper Witham IDB (principal and interest) of the office element, the asset will be wholly owned by Upper Witham IDB and therefore it will receive any future benefit. This is the Officer recommended option as discussed with the four 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 Officer recommended option. The impact for the four Boards was set out in following table below (this also included some minor budget adjustments for running costs):

Impact on Recharges		Current	Option 1	Option 2	Option 3	Option 4
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
		23,840	43,038	53,040	45,373	57,290
Cash Increase per Board						
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
Total			£ 19,198	£ 29,200	£ 21,533	£ 33,450

A further meeting took place on 06th 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 establish a comparable 'like for like' review. Based upon this evaluation, a recommendation was made to Upper Witham's Board on 19.11.18 of approval of the Business Case and appointment of a preferred provider, Taylor Pearson. 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 was assessed in the context of the Board's overall budget. The paper included a summary of the Budget 2014/15 and the latest approved budget 2018/19.

Members discussed the additional resources of over (£123k) per annum being generated for the Board as well as efficiency savings particularly in administrative functions of (£30k) per annum and how these are being deployed into 'front line' service delivery, summarised as:

- Staffing, overtime, vehicles & training costs £61k
- Plant depreciation £29k
- Plant maintenance £5k
- Pump lift budget increased by £5k to £25k
- One off schemes £25k.
- Contribution to reserves £17.5k

Whilst there will be a modest increase in the annual cost to the Board, this is set against a background of ongoing efficiencies being delivered and additional income generation to the Board.

Members were updated that, since the report was written, Upper Witham's Board had approved the Business Case on 19.11.18 and appointment of Taylor Pearson as the preferred provider.

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 scheme.

2254 Director of Operations & Engineering Services' Report.

The Operations 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 was expected to be completed early in the New Year.

The following watercourses had been identified as requiring de-silting and were included in 2018/19 winter work programme:

Watercourse	Length m	Miles	% Completed
Metheringham Main Drain	430	0.3 mile	0% complete
Water Dyke	3100	1.9 miles	0% complete
Metheringham Fen Drain	1410	0.9 mile	0% complete
Dunns Dyke	1040	0.6 mile	0% complete
Ulyatts Drain	1200	0.7 miles	0% complete
Parsons Drain	710	0.4 mile	0% complete
Bottom Twelve Foot Drain	1890	1.2 miles	0% complete
Brook Drain	1350	0.8 mile	0% complete
Mill Drain	2510	1.6 miles	0% complete
Metheringham Delphside	1210	0.8 mile	0% complete
Coppings Yard Drain	680	0.4 mile	0% complete
Totals	15533m	9.6 miles	0 % completed

- **Pumping Stations**

A motor and pump had been removed from Chapel Hill pumping station, as part of the planned maintenance programme. It was removed from the station on 06th November and was programmed for replacement in six weeks.

An access track had been constructed to enable vehicular access to Ruskington Fen weed screen. This weed screen is vital as it enables the slow moving water to reach the pumping station. This structure had failed and urgently required replacement. The project had an estimated value of £16,738. Once the access track was completed, tenders would be sought for the replacement of the weed screen. Solicitors had been appointed by the Board and the land owner to effect the Board's purchase of the land concerned.

The Environment Agency confirmed that neither they nor their predecessors had 'any interest' in the access bridge over the Billingham Skirth that leads to Ringmoor Pumping Station. Investigations into responsibilities and liabilities continued. It was understood that the bridge was built in 1951 by the National Rivers Authority (NRA), the EA's predecessor body. Once this issue of title was established the Board's Officers could look at design options.

- **Grant in Aid Schemes**

Work continued on the catchment study of the Timberland & Billingham Fen area. The computer based model had been constructed and various simulations had been undertaken to assess the current standard of protection. The project had an estimated value of £50,000 and was fully funded by the Environment Agency's FDGiA programme. The Board's officers were meeting consultants, Jeremy Benn Associates, on 28th November to discuss the draft outcomes and confirm any amendments to the model that may be required. They will also confirm the need for the modelling of any amendments of the maintained system or pumping regime.

- **Public Sector Co-operation Agreement [PSCA]**

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.

The Chief Executive and Director of Operations will meet the Environment Agency on 28th November to discuss work programmes for next year. The five year PSCA Agreement between the Board and the EA was due for renewal from 01.12.18.

- **Plant**

Plant specifications inviting tenders for the provision of a new tracked excavator, with 12m reach, had been sent out to seven suppliers as part of the 2019/20 plant programme approved by the Board in September 2018. Completed tenders were returned on 09th November. The provisional values are set out below:

Tenderer	Make & Model	Tender Value	Trade-In Value	Net Value
Marubeni Komatsu	Komatsu	£ No tender returned		
EP Industries Ltd.	Hyundai	£ No tender returned		
Hitachi CE [UK] Ltd.	Hitachi ZX130LCN-6	£135,950	None offered	£135,950
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 JS180LR	£122,000	£28,000	£94,000
SMT	Volvo EC160EL	£149,950	£22,000	£127,950
SMT	Volvo EC180EL	£157,450	£22,000	£135,450

The submissions were being evaluated for specification compliance, operational suitability, financial value and life-time costs with a view to placing an order in early December 2018.

Members were advised that an invasive species, Azolla Pinnata had been identified at Roberts Drain in Timberland Fen. Native to much of Africa, Asia and parts of Australia, it is an aquatic plant, its frond floating upon the surface of the water. It grows in quiet and slow-moving water bodies, because swift currents and waves break up the plant. It has been

assumed that it has arrived on a visiting duck or swan and at the moment the Board will allow nature to take its course, with any frost hopefully clearing it.

Mr. Steve Cobb asked if the tree and bushing works on last year's winter maintenance programme in Ruskington Fen had been completed and if not, when would it be prioritised.

The Director of Operations and Engineering confirmed it had not been completed, as this considerable work probably needs to be phased over 2-3 winters, but some further works would be included as an addition to this winter's programme.

Members received and noted the Operations report and presentation.

2255 Consents and Enforcements

A Consents and Enforcements report had been circulated with the agenda. Cases were summarised as follows:

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
FD-4315-2018-CON	Bristol Way Sleaford / Sleaford Drove Dyke	Roy Fraser	Extension to dwelling	09-11-18

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.
None received

Enforcement Issues – District

Reference	Location	Description /Comments	Actions
FD-3835-2018-ENF	Sleaford Rugby Club	Blocked watercourse	Awaiting response from Network Rail
FD-3880-2018-ENF	Leasingham beck field	Issue with watercourse	Suggested course of action awaiting response.

Enforcement Issues – Extended Area

Reference	Location	Description /Comments	Actions
FE-3913-2018-ENF	A607 & Mill Lane	Flooding of road	Awaiting maintenance work on watercourses
FE-3960-2018-ENF	The Jungle Conservation Area, Branston	Breach in bank	Awaiting response from owner, only their land affected.
FE-4212-2018-ENF	Drayton Welding & Tool Connections. Unit 9, Woodbridge Road, Sleaford.	Unauthorised work in a watercourse	Awaiting confirmation of ownership
FE-4335-2018-ENF	Fen Road Washingborough	Maintenance to watercourse	Awaiting response from owner

Members noted the report on Consents and Enforcements.

2256 Engineering Services Report.

The Engineering Services Report had been circulated with the agenda and was presented by the Director of Operations and Engineering Services.

There were no general planning matters to report and no issues to highlight to members on this occasion.

Members received and NOTED the report.

2257 Any Other Business.

There were no further items of business and the meeting closed at 4pm.

2258 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting was confirmed for Tuesday, 29th January 2019 at 2pm in Branston Booths Village Hall.

Peter Aulken
..... Chairman *29.01.2019* Date
W1st BM 27.11.18

