

# TRENT VALLEY INTERNAL DRAINAGE BOARD

Minutes of a Meeting of the Board held at 10.00 a.m. on Thursday, 18th June 2015, at The Showground, Newark.

## *Elected Members*

- \* Messrs W.J. Staunton (Chairman)
- J. Miller (Vice-Chairman)
- \* R. Warburton (Vice-Chairman)
- \* A. Arden
- \* T.H. Farr
- A. Howick
- \* R.J. Jackson
- \* D. Loates
- \* R.R. Oates
- R.N.J.S. Price
- \* S.E. Richardson
- J. Strawson

## \* *Present*

### Staff

- \* Messrs A. McGill (Chief Executive)
- \* D.J. Sisson (Engineer)
- \* S. Thackray (Director of Finance)
- \* R.P. Mitchell (Director of Operations)
- M.S. Everett (Operations Manager)
- \* Mrs L. Parker (Rating Officer)

## \* *In attendance*

## *Nominated Members*

### Bassetlaw District Council

- Cllrs J. Anderson
- D. Challinor
- \* K.H. Isard

### Newark and Sherwood District Council

- \* Cllrs D.R. Payne
- I. Walker
- \* B. Wells
- \* Mrs S. Michael

### Rushcliffe Borough Council

- \* Cllrs R. Hetherington
- M. Suthers
- \* J. Thurman
- Mrs C. Jeffries

### Gedling/Melton Borough Councils

Vacancy

### West Lindsey/North Kesteven District Councils

- \* Cllr Mrs P. Whittaker (NKDC)

### Invited Representatives of Partner Organisations

- \* Messrs A. Wallace (Nottinghamshire County Council)
- R. Marshall (Nottinghamshire County Council)
- \* Miss S. Jaques (Nottinghamshire County Council)
- \* Messrs J. Bowler (Bassetlaw District Council)
- I. Davies (Bassetlaw District Council)
- \* Mrs J. Bradley (Nottinghamshire Wildlife Trust)
- \* Mr D. Gowing (Internal Auditor)

The Chairman welcomed the new council representatives and the Internal Auditor to the meeting.

## 1. APOLOGIES

Apologies for absence were received from Mrs J. Bradley, Messrs J. Miller, R.N.J.S. Price, Cllrs J. Anderson, D. Challinor, M. Suthers and I. Walker.

## 2. DECLARATIONS OF INTEREST

Mr T.H. Farr declared an interest as Chairman of the Regional Flood and Coastal Committee.

## 3. NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

It was agreed to discuss the Girton/Swinderby Catchment Study that was being led by Nottinghamshire County Council under agenda item 12:4.

4. BOARD MINUTES (Pages 199 to 208)

RESOLVED

That the minutes of the meeting of the Board held on 26th March 2015 be confirmed as a correct record.

5. MATTERS ARISING

5:1 Office Accommodation

The Chief Executive reported that investigations to find alternative office accommodation were ongoing with Scape (a local authority owned company acting as a central purchasing body and contracting authority to procure frameworks for use by public bodies). Initially it was thought that the renovation of one of the pumping station buildings would be cost prohibitive, however, following a site visit with Scape to the pumping station it was considered that this might be the cheaper option although detailed figures were not yet available. The pumping station was due for renovation in 2016/17 and there may be grant aid funding available to make the building adjacent to the pumping station wind and water tight; this would reduce the costs of any renovation to largely internal works albeit these would be substantial. This alternative solution and the possibility of early release of any grant was being investigated.

The Chief Executive had also met with Newark and Sherwood District Council to discuss the possibility of sharing office space when they move to new premises in 2016/17 as it was understood that there would be a provision for other customer facing authorities. This would include the use of the reception facilities, meeting rooms, Board meeting room and maintenance, but the cost of this had yet to be agreed.

Full details of all options would be presented to the Board for consideration in November 2015. To date none of the investigative £3,000 budget had been consumed.

Mr R.R. Oates stated that the Board must also take into account security issues if it decided to share facilities.

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6. MEMBERS APPOINTED BY CHARGING AUTHORITIES

It was noted that after the recent elections the following members had been appointed to the Board under the Land Drainage Act 1991, Schedule 1, Part II:

Bassetlaw District Council - Cllrs J. Anderson, D. Challinor and K.H. Isard.

Newark and Sherwood District Council - Cllrs B. Wells, Mrs S. Michael, D.R. Payne and I. Walker.

West Lindsey/North Kesteven District Councils - Cllrs Mrs P. Whittaker from North Kesteven.

Rushcliffe Borough Council - Cllrs R. Hetherington, Mrs C. Jeffries, M. Suthers and J. Thurman.

Gedling/Melton Borough Councils - awaiting confirmation of appointment of Officer.

A tour of the Board's area for new members was scheduled for the morning of 27th August 2015 subject to their availability.

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## 7. APPOINTMENT TO COMMITTEES

The Chief Executive reported that following the above change in membership there were two vacancies on the Standards Committee.

For clarification, membership of all Committees was reported as below. The Chief Executive explained that the number of members recommended on each Committee according to the Terms of Reference was shown in brackets; this should equally reflect nominated and elected membership wherever possible.

(a) Standards Committee (eight including Chairman)

Chairman, Messrs A. Howick, R.J. Jackson, J. Strawson, R.R. Oates, Cllr R. Hetherington - two vacancies.

(b) Finance and Plant Committee (eight including Chairman and Vice-Chairmen)

Chairman and Vice-Chairmen of the Board, Messrs R.N.J.S. Price, S.E. Richardson, Cllrs K.H. Isard, D.R. Payne and Mrs S. Michael.

(c) Consortium Committee (two - Chairman and one Vice-Chairman, with one substitute)

Chairman and Mr J. Miller with Mr R. Warburton as substitute.

RESOLVED

(a) That Cllrs M. Suthers and B. Wells be appointed to fill the two vacancies on the Standards Committee (subject to Cllr Suthers agreement as he was not at the meeting).

(b) That a meeting of the Standards Committee be held at 2.00 p.m. on 24th September following the Board meeting.

## 8. DRAINAGE RATES AND SPECIAL LEVIES

The Chairman introduced and welcomed the new Rating Officer, Mrs L. Parker.

It was noted that drainage rates outstanding at 31st March 2015 totalled £2,392.34; special levies had been paid in full. Demands for drainage rates and special levies for 2015/16 had been issued and at the date of the report 49.06% had been collected (since the report was issued this had increased to 63.5%). The Director of Finance stated that £242 of the balance outstanding for last year had been collected and the remainder would be passed to the bailiff for collection; the cost of the bailiff would be met by the debtor.

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## 9. FINANCE

The Director of Finance presented the attached report and accompanying documents.

The Internal Auditor presented his report and Action Plan which gave the Board 'adequate assurance' on the system of control. It was noted that the current staffing levels were not sufficient to enable the degree of separation necessary to achieve a 'substantial assurance'.

Mr R.J. Jackson queried the risk to the Board from the pension and asked whether it was necessary to have something in place to cover the deficit. The Director of Finance reported that although there was always a risk, the contributions would be increased by the Actuary to meet the deficit.

Mr T.H. Farr was pleased to see from the accounts that the Board had undertaken more work for the money over the last year. He suggested that a comparison over the last few years be drawn up to see the difference and that it would also be useful to compare this at a national level to see how the Board was performing. The Chairman reported that in future the Board's performance would be measured in the new KPI reports. The Chief Executive reported that although there had an increase in the work undertaken, more hours had been worked. Regarding a comparison with other boards, he explained that the differences in the areas affected the speed in which work was undertaken therefore this would not give an accurate record of the cost per metre; even in the Board's area the cost per metre differed between catchments. The Chief Executive agreed to investigate further how this information could be presented and stated that it would also be useful for the employees to see how they were performing in the different areas. The Director of Finance reported that this should also take into account the weather conditions which could affect progress.

#### RESOLVED

- (a) That the Internal Auditor's report be noted and the recommendations adopted by the Board.
- (b) That the Internal Auditor be reappointed for the year 2015/16.
- (c) That the Annual Governance Statement be approved and signed by the Chairman.
- (d) That the accounts for the year ended 31st March 2015 be approved.
- (e) That the Board's financial position as detailed in the report be noted.
- (f) That the attached schedule of payments greater than £500 be approved.

#### 10. REVIEW OF SUPPORT COSTS

The Director of Finance reported on support services for the Board which were provided by a combination of directly employed staff (direct labour organisation, Operations Manager and Administration Assistant) based at Newark and services provided by the Water Management Consortium (Chief Executive, engineering, finance, rating, environmental, IT, health and safety, and secretarial staff) based at Manby. The Chief Executive and his PA were allocated on an income percentage basis and all other Consortium employees were recharged for actual time spent. The estimated cost for Consortium support staff for 2015/16 was £107,668 and for the directly employed staff £104,621; a total of £212,289.

Members compared this to the cost of directly employing all staff with specialist services being hired in as and when required (estimated cost £298,458). It was agreed that as well as being the cheaper option, the current arrangement provided a depth of resilience, skills and knowledge available to call on at all times at a lower cost as well as enabling the boards to share other resources such as plant and equipment.

Mr R.R. Oates stated that this reiterated the decision made at the last Board meeting to continue with the Consortium arrangement for a further three years.

The Chairman confirmed that the arrangement and the costs were monitored regularly by the Consortium Committee and a formal review would be undertaken by the Board in another three years.

RESOLVED

That the estimated cost for Support Services for 2015/16 be noted.

## 11. OPERATIONS REPORT

The Director of Operations reported that drain maintenance for the year 2015/16 had commenced, with 7% complete at a cost to date of £38,436 (6% of the budget). Construction works included access improvements and bank repairs on 14 watercourses and reforming work of one watercourse had been completed and was well underway on another; all work was within budget.

It was noted that no work had been undertaken for individuals or other authorities since the last report but the Environment Agency had received funding for maintenance work and it was expected that this would be undertaken by the Board under the Public Sector Cooperation Agreement as in previous years.

The new JCB JS130 excavator had been delivered and the new Energreen was expected towards the end of June.

Rainfall figures were reported as below:

	<i>March</i>	<i>April</i>
Sturton	22.2mm	11.8mm
Torksey	22.9mm	8.0mm

Mr T.H. Farr would provide rainfall figures for Southwell for the next meeting.

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## 12. ASSET RENEWAL AND REFURBISHMENT PROJECTS

### 12:1 Beckingham Pumping Station Re-development

A visit to the site for Board members had taken place on the 21st May 2015 and a further visit was planned for 17th September 2015 at 9.30 a.m. The Engineer gave a slideshow presentation showing progress of the works. He reported that the sump works were nearing completion, all pipework was now on site and work on the discharge bay and laying of pipelines would commence shortly. Designs for the automatic weedscreen cleaner and pump/panel contracts had been approved and were being manufactured.

Members were pleased to hear that the project was currently two weeks ahead of schedule and within budget. The Chairman would sign the necessary documents for the land purchase after the meeting.

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12:2 Strategy 2025 – Pumping Station Refurbishments

(a) Burton Round Pumping Station

The Engineer confirmed that written quotations had been sought for the two motor refurbishments at Burton Round Pumping Station with orders expected to be placed in July. The estimated cost of the works was £25,000.

RESOLVED

That the Chief Executive and Engineer be given delegated authority to accept the most suitable quotation up to a cost of £25,250.

(b) Cottam Pumping Station

The Engineer reported that over the past two years, Shoebridge Engineering Ltd had refurbished two of the three pumps at Cottam as emergency repairs.

The Board was reminded that the Financial Regulations required three written quotations to be obtained, however, given their recent experience of the station and pumps, Officers recommended that Shoebridge Engineering Ltd be appointed to undertake the third and final refurbishment provided that the cost was the same as or below the last refurbishment cost with an allowance of 3% made for inflation.

RESOLVED

That the contract for refurbishment of the third pump be awarded to Shoebridge Engineering Ltd at a cost of £16,505.

12:3 Egmanton Village Flood Relief Scheme

Investigations to find a suitable solution to alleviate flooding in the village had confirmed that the most suitable option would be to create a flood storage area on the Beck upstream of the village and to undertake surface water management improvements in the village. The Board was leading this project on behalf of a partnership involving Nottinghamshire County Council (NCC), the Environment Agency and the villagers through their Parish Meeting.

The Engineer reported that negotiations were underway with the owners of the land on which the flood storage area would be constructed. He stated that the construction of a flood storage area would significantly increase the cost of the scheme from an estimated £115,000 to £231,286 (this included a provision for the payment of flood compensation). The Board's contribution to this partnership which was originally agreed at £42,000 would increase by £38,762. The Engineer explained that the allowance for compensation had been calculated in accordance with the national average for flood storage for the 8/10 acres of land that would be affected. The options were to purchase the land outright or to pay compensation. In response to Mr R.R. Oates, the Engineer reported that in a flood event the land would remain waterlogged for between 12 and 24 hours. The Chairman emphasised that the new proposal relied entirely on getting the agreement of the landowners. Mr R.R. Oates stated that if the land was purchased it could still be let out for grazing to raise a small income.

Mr A. Wallace confirmed that NCC had noted the increased cost of the proposed scheme and he was confident that it would agree to fund its percentage of the increase. The Engineer reported that the subject would be discussed by the Regional Flood and

Coastal Committee (RFCC) in July and the Engineer was confident that there was a very robust financial case because of the number of properties affected. Mr T.H. Farr could not foresee any objection to a contribution from the RFCC.

RESOLVED

- (a) That the revised plans for the Egmonton Village Flood Relief Scheme be approved to include a Flood Storage Area upstream of the village.
- (b) That a request for additional funding for the scheme be sought from NCC and the Environment Agency (approximately £38,762 per authority).
- (b) That the Board increase its share of the additional costs by up to £38,762 (to be funded from the Partnership Funding Budget).

12:4 Girton Catchment (Swinderby)

Officers reported that following flooding in winter 2012/2013 the Board had undertaken surveys of the Swinderby area to assess the current standard of protection afforded to the area by the Board's systems and to identify potential improvement works that would increase the standard of protection. Hydraulic modelling of the catchment was scheduled to be undertaken in 2017/18.

The Engineer reported that the catchment was predominantly rural but included sizeable settlements of Swinderby, North Scarle and Girton. Discharge from the catchment was by gravity into the tidal River Trent which, when in flood, regularly caused issues in and around Girton and North Scarle especially. Locally there were also concerns arising from run-off from the A46 and proposed extraction of sand and gravel on the former Swinderby Airfield.

Nottinghamshire County Council (NCC) was investigating the feasibility of providing flood defences for the village of Girton and had contacted the Board's officers for advice. The initial proposals would require the diversion of the lower reach of the Swinderby Catchment outfall watercourse known locally as the Mill Dam Dyke. The Engineer reported that as these areas were so closely linked it would be beneficial to the Board to contribute towards the study. NCC was aware of the Board's initial timescale for this project and had indicated that it would be prepared to fund the majority of the costs of the study with the Board making whatever contribution it could towards the project.

An allowance of £3,450 had been made in the 2015/16 budget to carry out survey works in preparation for the major study in 2017/2018 and Officers suggested that the Board contribute a proportion towards the study to be undertaken by NCC. The remainder of the budget would be used to cover staff costs.

Mr A. Wallace stated that NCC would welcome the Board's support and he hoped that the Environment Agency and Newark and Sherwood District Council would also be involved as well as the local villagers. Mr T.H. Farr suggested that money may be available from the Regional Flood and Coastal Committee if Flood Defence Grant in Aid was not available.

Mr R.R. Oates reported that there had been flooding problems in the Girton and Scarle area for many years and he would therefore support this initiative.

RESOLVED

That the Board contribute £2,500 towards a review of the Swinderby catchment to be undertaken by NCC and that the Board's Officers offer advice as required.

13. BYELAW APPLICATION - PROPOSED CULVERTING OF UNNAMED DRAIN 41, MISTERTON

Application had been made to extend an existing culvert in the Board's Unnamed Drain 41 in the parish of Misterton by 45 metres to allow for the improvement of the garden of Station Cottage. The Board's Environmental Officer had visited the site and confirmed that there was sufficient water within the drain and the possibility of water vole habitat. Investigations on site identified a rise in the bed level due to sediment and partial blockage of the existing culvert which could be the cause of the water within the drain. These obstructions had been cleared by the Board's Direct Labour Organisation and the Environmental Officer was due to revisit to determine the requirements of a water vole survey. Should a water vole habitat be identified within the watercourse the applicant would be required to provide compensatory habitat.

As the next Board meeting was not until September (after the statutory determination period) the Engineer asked the Board to consider granting consent for the extension of the existing culvert subject to all works being carried out in accordance with the required environmental legislation.

RESOLVED

That consent be granted to extend the existing culvert on Unnamed Drain 41 by 45 metres from national grid reference SK 477594 394350 in the parish of Misterton subject to all works being carried out to the specification and satisfaction of the Engineer and in accordance with the required environmental legislation.

14. RISK MANAGEMENT STATEMENT, STRATEGY AND REGISTER

The Chief Executive presented the Risk Management Statement, Strategy and Register for consideration. The Chairman stated that the Standards Committee would review the implementation of the action plan at its meeting in September.

RESOLVED

That the attached Risk Management Statement, Strategy and Register be approved.

15. ENVIRONMENTAL MATTERS

15:1 Conservation Advisory Group

The Engineer presented the attached notes of a meeting held on 28th April 2015.

In response to Mr R.R. Oates, the Engineer reported that investigations were being undertaken to find a chemical suitable for use in watercourses to control submergent and emergent weed although it was not envisaged that anything would be available in the near future. It was also thought that the use of Glyphosate may be stopped due to the carcinogenic influence.

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15:2 The Eels (England and Wales) Regulations 2009

The Environment Agency had stated it was “still considering the challenges presented by the need to implement measures to protect eels at pumping stations across the country”. The Engineer reported that current investigations funded by grant in aid were being undertaken and included the formation of a national Eel Group to seek pragmatic and cost effective solutions for Eel Regulation compliance. It was noted that the Association of Drainage Authorities was representing IDBs on this and would provide regular updates.

Mr T.H. Farr stated that the cost of implementing the Eel Regulations was prohibitive to most internal drainage boards and he was therefore pleased to see a more pragmatic approach being undertaken.

A press release on European Eel Recovery (Flood and Coastal Risk Management) issued by the Environment Agency on 1st June 2015 was circulated.

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15:3 Water Voles - Class Licencing

It was reported to the January Board meeting that a “legal opinion” obtained on behalf of a group of Cambridgeshire IDBs, had questioned if a Class Licence was an appropriate mechanism for Natural England to support the Board’s works with water voles. Natural England had now considered the legal opinion and believed that displacement activities as undertaken by IDBs using the 2007 ADA/Natural England Guidance would require licencing. The Engineer reported that a Class Licence was expected to be available for 2016 and full details of the licence requirements were expected in September 2015.

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16. HEALTH AND SAFETY

The Director of Operations reported on incidents across the Consortium since the last Board meeting. No major injuries were reported.

There was no new or amended legislation likely to affect the Board.

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17. DELEGATED MATTERS - PLANNING, BYELAWS AND SUPERVISORY ROLE

17:1 Byelaw Applications

The following consents had been granted under delegated authority since the last Board meeting:

B004-2015 Installation of one 225mm diameter foul sewer crossing the Board maintained Old Trent Dyke at national grid reference SK 79377 54330 in the parish of Newark.

B005-2015 Installation of an electricity supply crossing the Board maintained Torksey Main Drain at national grid reference SK 84384 - 74326 in the parish of Newton on Trent.

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17:2 Section 23 Applications

The following consent had been issued under Section 23 of the Land Drainage Act 1991 since the last Board meeting.

TVIDB/LDC/2015/002 Installation of a 11mm thick UV liner within an existing 600mm diameter culvert under track crossing on the railway north west of Cottam at national grid reference NGR SK 79612 81149.

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17:3 Planning Applications

The Engineer reported on 18 planning applications that had been reviewed by Officers since the last Board meeting. No objections had been raised.

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17:4 Byelaw Contravention - Egmanton

The Board's Officers confirmed that the fence had been moved back to the required nine metres and now complied with the Board's requirements.

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18. OPERATIONAL EFFICIENCIES

Due to the confidential nature of this item details were recorded separately on Pink Paper.

19. ANY OTHER BUSINESS

Mr A. Wallace reported that this would be his last Board meeting and members joined the Chairman in thanking him for his help and engagement over the last few years.

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CHAIRMAN