

Minutes of the meeting of the Welland and Deepings Internal Drainage Board held at Deeping House, Welland Terrace, Spalding on Thursday, 2<sup>nd</sup> February 2017 at 11:00 am

G R Aley	* T W Franks
* A J Branton	J F W Holdich OBE
* W D Branton	* Mrs C J Lawton
* M H Bratley	* Mrs A Newton
* R J Broughton	* T C Purllant
* A Casson	* G W Sly
* K C Casswell	Mrs J Smith
R Clark	* Mrs E J Sneath
* M Cooper	* B S Tidswell
P Coupland	* J Ward
* P Dilks	* P N Watts MBE
* S J Dobney	* E J Whitfield
	* Ms R Woolley
* Present	

In Attendance:	Mrs K Daft	Chief Executive
	N Morris	Operations Engineer
	J Boden	Assistant Engineer

#### **01/17 APOLOGIES**

Apologies were received from Mr Aley, Mr Coupland, Mr Holdich and Mrs Smith.

#### **02/17 DECLARATIONS OF INTEREST**

Messrs W D Branton and A J Branton declared an interest in an alteration consent and planning application H03-1410-16 on pages 15 and 20 of the Engineering Report respectively.

Mrs Sneath declared an interest in planning application H16-1245-16 on page 16 of the Engineering Report.

Mrs Lawton declared an interest in planning application H16-1245-16 on page 16 of the Engineering Report.

Mr Watts declared an interest in planning application H03-1291-16 on page 17 of the Engineering Report.

Mr Casswell declared an interest in Sutterton – item 04/17/02 (previously reported in the minutes of Board Meeting held on 6<sup>th</sup> October 2016 and ongoing).

#### **03/17 TO CONFIRM MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on the 6<sup>th</sup> October 2016, a copy of which had been circulated, required an amendment to point 37/16, i.e. Mr A J Branton also declared an interest in planning applications H03-0410-16 and

H03-0500-16. It was agreed that this amendment be appended to the minutes. The minutes were signed by the Chairman as a true record.

## **04/17 MATTERS ARISING FROM THE MINUTES**

### **04/17/01 Cross Drain 0.3586 ha Agreement no 500068 Change of Use – Mr Baxter**

The Chief Executive advised that this matter was almost completed.

### **04/17/02 Sutterton**

The Operations Engineer advised that meetings had been held with the land agent and the land owner and agreements to start are very close to completion.

### **04/17/03 Vernatts Sluice**

The Chief Executive reported that our Environment Agency Flood Defence Grant in Aid (FDGiA) application in the sum of £235,000 had been successful and payment of the full sum had been received.

## **05/17 TO CONSIDER THE RECOMMENDATIONS ARISING FROM THE MINUTES OF THE FINANCE COMMITTEE HELD ON FRIDAY, 1<sup>ST</sup> DECEMBER 2016**

The Chief Executive extended apologies to the Board in that the Finance Committee minutes of the 1<sup>st</sup> December 2016 had not been included in the papers sent out on the 25<sup>th</sup> January 2017. It was proposed by both the Chairman and Vice Chairman that the members be allowed time to read through the said minutes; the majority of members agreed this could be executed.

The Vice Chairman presented the unconfirmed minutes of the Finance Meeting of the 1<sup>st</sup> December 2016 and reported on the following:

### **05/17/01 Plant – Tractor and Grenadier**

The old tractor and Grenadier attachment, together with the weedbasket and flail head, had been sold by tender for the sum of £16,350; it was agreed this was a good price. It was requested by members that any future sale of plant should be also advertised on the Board's website.

### **05/17/02 Rents of the Board's Properties**

It was recommended that no increases be implemented for 2017/18.

### **05/17/03 To receive Estimates for 2017/18**

It was proposed to increase the rate to 11.30p, an increase of 1.8%. The Chief Executive explained that this rise would be essential to continue to maintain the assets within the Board's area.

The current projected out-turn for 2016/17 showed a deficit of £110,522 compared to a budgeted deficit of £31,320.

Two major factors contributed to the revised position:

- Vernatts Sluice. Emergency works were undertaken in June 2016 to repair damage to the base of the structure, at a cost of £235,000. Grant Aid from the Environment Agency for the full sum had been applied for and received.
- Wygate Park. Phase 4 of the pipe lining had been undertaken in October 2016, at a cost of £171,000. Grant Aid from the Environment Agency for the whole of the works had been applied for and we were awaiting approval.

#### **05/17/04 Capital Expenditure**

It was proposed and resolved to purchase the below-mentioned capital items during 2017/18:

- Replacement tracked excavator, together with attachments, at a cost of £131,000.
- Replacement light commercial fleet vehicle, at a cost of £16,860.
- Replacement Mitsubishi Shogun, at a cost of £26,800.
- Second-hand reconditioned 6" mobile pump, at a cost of £14,000.

#### **05/17/05 Employment Restructuring**

It was proposed and resolved to restructure certain employees' roles with effect from the 1<sup>st</sup> April 2017:

- The Junior Engineer to undertake more training on outside works; with the intention of entering further data on the Board's GIS system to replace paper records.
- The secretary's hours be permanently increased from 25 hours per week to 35 hours per week, and the salary of this position be increased from spine point 9 to spine point 12.
- The Planning & Enforcement Officer's hours be permanently increased from 19 hours to 37 hours per week.
- The excavator driver who retired during the summer had been replaced internally with one of the boat drivers. The boat driver had, in turn, been replaced by one of the construction team whose position will not be filled.

#### **06/17 TO RECEIVE THE HEALTH AND SAFETY REPORT**

The Operations Engineer presented the Board's Health and Safety Report, and explained to members how our Health and Safety policy is implemented.

Due to the varied nature of the tasks that are undertaken, a wide range of risks exist. Through the implementation of our Health and Safety policy, the Board,

Officers, Supervisors and Employees should ensure that all risks to health are addressed at the lowest level reasonably practicable. Methods by which this is achieved are:

- Risk Assessments and Method Assessments are produced for each task as required (in addition to the COSHH and Generic Risk Assessment booklets).
- Our Health and Safety Policy is monitored and reviewed as required and takes into account legislative changes or if best practice suggests improvements can be made.
- The participation of all employees is sought to ensure that any changes to policy or procedures are brought to the attention of all staff.
- Any issues relating to health and safety are brought to the attention of supervisors as soon as possible so that an early remedy can be sought.
- Employees are reminded of their own statutory duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions.

The Operations Engineer advised that he is secretary to the Cablesafe Forum, which is made up of representatives from local IDBs and the local power company, Western Power Distribution. Bi-annual meetings are held to discuss any issues, changes in legislation of working procedures particularly in relation to safe working around the overhead and underground powerline network.

The Operations Engineer also reported that the Board subscribe to Croner, a company who supplies specialist advice on health and safety including new legislation, changes to existing legislation, case studies and rulings.

Finally, the Operations Engineer mentioned that all staff receive training relating to their health and safety responsibilities and that we were very fortunate to have a workforce that received a high level of training in many varied disciplines.

The Chairman thanked the Operations Engineer for his presentation and mentioned to members that ADA are driving the issue of health and safety to the forefront; indeed, health and safety is to be one of the key themes at this year's Floodex conference.

## **07/17 TO SEAL THE RATE FOR 2017/18**

The Chief Executive extended apologies to the Board in that incorrect paperwork had been included in the papers sent out on the 25<sup>th</sup> January 2017. However, the Chief Executive advised that the papers presented to the Finance Committee on the 1<sup>st</sup> December 2016 were now out of date due to the following:

- Phase Four Wygate Park. The fourth phase of pipe relining took place during October 2016 at a cost of £171,000. On the 18<sup>th</sup> January 2017, we unexpectedly received confirmation from Defra that we would be granted the full amount of £700,000 for the works at Wygate Park. The sum of £360,000 for phases one to four had been received on the 1<sup>st</sup> February, with the remaining £340,000 being payable once the final two phases were complete.

The Chief Executive explained that whilst the Finance Committee at their meeting on the 1<sup>st</sup> December 2016 had proposed an increase of 1.8% to the current rate of 11.10p, resulting in a rate of 11.30p, due to the Grant Aid being received for Wygate Park, the Board could decide if this should be revised.

Lengthy discussion took place amongst Board members with regard to whether an increase should be effected. The Finance Committee Chairman moved that the recommendation of the Finance Committee of a 1.8% increase be implemented. The motion was put to vote and was unanimously carried, with two abstentions.

Mr Casswell requested his comment, "It [the rating] might be frozen next year." be minuted.

It was RESOLVED that the rate be set at 11.30p in the pound (1.8% increase).

## **08/17 ENGINEERING REPORT**

The Operations Engineer and Assistant Engineer presented the report to the Board.

Matters arising from the report:

### **08/17/01 Riddington's Pumping Station, Pinchbeck Marsh**

Repairs to both pumps had recently been undertaken, and the contractors believe that there are some fundamental issues with the design of the pumps, thus causing cavitation problems. Expert advice has been sought and site inspections held to determine a way forward. Our pump advisor believes that the design of the intake chamber to the pumps is too large for the pumps when they run individually; this then causes turbulent flow meaning the pump cannot run efficiently. Modification works are to start shortly.

### **08/17/02 Bourne South Fen Pumping Station**

The new 24" penstock for Pump No 1 has been installed.

### **08/17/03 Crowland and Cowbit Pumping Station**

A replacement weedscreen is due for installation in mid-March.

An investigation has been instigated to look at the possibility of altering the weedscreen cleaner, so that it can place removed weed nearer to the access gate rather than its current drop point on the other side of the weedscreen deck.

#### **08/17/04 Wygate Park – Pennygate Drain Re-lining Work**

The fourth phase of the re-lining of the Board's Pennygate Drain commenced on Friday, 21<sup>st</sup> October 2016, and was completed within three weeks.

The operation ran reasonably smoothly and without any major breakdowns, and, as a result, the work was completed ahead of schedule.

#### **08/17/05 Pennygate Drain Slip Repairs and Repairs after Anglian Water Mains Burst**

Following a severe rainstorm last August, the final section of the Pennygate Drain that joins the Westlode Drain (Bourne Road, Spalding) suffered serious bank slips which threatened the Board's outfall and the security of the Trojan Wood works' building nearby. Work commenced early October, with the installation of 40 metres of 2m diameter pipe, leaving a 10m section open between the road culvert and the new piped section.

Shortly after the works were completed, on 11<sup>th</sup> November the Anglian Water 4" main that runs parallel to the road in the embankment failed and washed away large sections of the banks, which threatened property and the integrity of the channel. Remedial work started upon return from the Christmas break, with both sides of the channel being reinstated using an innovative 'Porcupine Blocks' system.

#### **08/17/06 Health & Safety**

The Board has continued with its proactive approach to Health & Safety training, with eight training courses being attended.

A comprehensive review of the Board's Risk Assessments has been made, checked and subsequently issued to the workforce.

#### **08/17/07 Tidal Surge on East Coast – January 2017**

On the 13<sup>th</sup> January, the East Coast prepared for a predicted tidal surge, which was due to a number of factors including high astronomic tide, low pressure system and a strong north westerly wind.

Preparations began early in the preceding week with teleconferences held between all the emergency responders, the Environment Agency and the Met Office. Emergency procedures were put in place, flood alerts and later flood warnings were issued by the Environment Agency. Fortunately, due to slight changes in the weather, sea levels did not reach the heights which had been predicted. However, this had been a valuable exercise and debriefs will follow to see if any procedures need to be changed or refined.

#### **08/17/08 Conservation**

Hull University in collaboration with the Environment Agency have been carrying out eel study work at Five Towns Pumping Station and Pode Hole Pumping Station. The findings will hopefully give a better scientific evidence

base to inform decision-making and how the drainage industry can comply with the Eel Regulations.

#### **09/17 TO RECEIVE THE FINANCIAL REPORT**

The Chief Executive presented the Finance Report for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> December 2016.

It was RESOLVED that the Finance Report be adopted.

#### **10/17 TO RECEIVE AND APPROVE THE RISK REGISTER**

The Chief Executive presented the Risk Register, and advised that two small amendments had been made to the document.

It was RESOLVED that the revised Risk Register be adopted.

#### **11/17 ADA UPDATES**

The Chairman mentioned that meetings in relation to Policy & Finance and Technical & Environment had been held on the 10<sup>th</sup> January.

The Chairman advised the ADA board meeting is to be held on Tuesday, 14<sup>th</sup> February, with the Floodex conference being held on the 17<sup>th</sup> and 18<sup>th</sup> May.

The Chairman also mentioned that a new member of staff had joined the team at ADA HQ. Aimee Scanlon's role is Communications and PR Officer and she is covering for Heather Bailey who is currently on maternity leave.

#### **12/17 ANY OTHER BUSINESS**

It is anticipated the Annual Inspection will take place on the 29<sup>th</sup> June. The theme for the day would be looking towards the next generation of Board members. Further details would follow in due course.

The Chairman advised that the Witham 4<sup>th</sup> IDB is intending to organise a trip to Holland to coincide with International Water Week, during which Floodex Europe takes place, at the end of October/beginning of November, and had asked if any our members would be interested in attending.

There being no further business, the meeting was closed at 1:12pm.

Chairman