

**A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY 3 NOVEMBER 2009 AT 10.30 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* J L van Geest	<b>South Holland D C</b>
N J Grundy	F Biggadike
* A G Hay	* S M Booth
* G A Hay	* A Casson
* S A R Markillie	P A Espin
D Sly	S Keeble
* S Taylor	* P S Przyszlak
* R C Thompson	M R Taylor
* J W Ward	P M Walls
* D R Worth	D J Wilkinson
	A R Woolf
	<b>South Holland D C/ Boston B C</b>
	Mrs R M Rudkin
	* Present (52%)

In attendance:

Mr P J Camamile (Chief Executive),  
 Mr K L J Vines (District Engineer/Health and Safety Officer),  
 Mr A D Price (Operations Manager/Health and Safety Supervisor),  
 Mr G R Dann (Planning/Enforcement Officer), Mrs K M Daft (Finance Officer),  
 Mrs L Mayer (Environmental Officer) and Mrs M E Creasy (minutes)

<b>ID</b>	<b>South Holland IDB, Minute</b>	<b>Action</b>
<b>51/09</b>	<b>MEMBERSHIP OF NEWLY ELECTED BOARD</b>	
<b>51/09/01</b>	The Chief Executive reported that following the recent Election of Drainage Board Members in October 2009, the number of valid nominations received had not exceeded the number of places available. Therefore Board membership remained unchanged.	
<b>52/09</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>52/09/01</b>	Apologies for absence were received on behalf of Messrs F Biggadike, P Espin, N Grundy, S Keeble, D Sly, M R Taylor, P Walls, D Wilkinson, A Woolf and Mrs R M Rudkin.	

**53/09 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

**53/09/01** It was proposed by Mr P Przyszlak, seconded by Mr A Casson, unanimously agreed and thereby RESOLVED to elect Mr S A R Markillie to serve as the Board's Chairman for 3 years until 31 October 2012. RESOLVED that this be noted.

Mr S A R Markillie in the Chair

**53/09/02** It was proposed by Mr S A R Markillie, seconded by Mr G Hay, unanimously agreed and thereby RESOLVED to elect Mr D R Worth to serve as the Board's Vice-Chairman for 3 years until 31 October 2012. RESOLVED that this be noted.

**54/09 ELECTION OF COMMITTEE MEMBERS****54/09/01 Chairman's Committee**

It was agreed and thereby RESOLVED to elect Messrs S M Booth, J L Van Geest, N J Grundy, A G Hay, S A R Markillie, P Przyszlak, D Sly, J W Ward and D R Worth to serve on the Board's Chairman's Committee for 3 years until 31 October 2012.

**54/09/02 Performance Sub-Committee**

It was agreed and thereby RESOLVED to elect Messrs A G Hay, S A R Markillie and D R Worth to serve on the Board's Performance Sub-Committee for 3 years until 31 October 2012.

**54/09/03 Plant & Development Committee**

It was agreed and thereby RESOLVED to elect Messrs F Biggadike, A Casson, J L van Geest, A G Hay, S A R Markillie, S Taylor, R C Thompson, J W Ward and D R Worth to serve on the Board's Plant & Development Committee for 3 years until 31 October 2012.

**54/09/04 Health & Safety Committee**

It was agreed and thereby RESOLVED to elect Messrs N J Grundy, G A Hay, S Keeble, S A R Markillie, Ms R M Rudkin, D Sly, J W Ward, and D R Worth to serve on the Board's Health & Safety Committee for 3 years until 31 October 2012.

**54/09/05 Angling Committee**

It was agreed and thereby RESOLVED to elect Messrs F Biggadike, N J Grundy, S A R Markillie, D Sly and D R Worth to serve on the Board's Angling Committee for 3 years until 31 October 2012.

**54/09/06 Conservation Committee**

It was agreed and thereby RESOLVED to elect Messrs S M Booth, F Biggadike, A G Hay, S A R Markillie, M R Taylor, D J Wilkinson and D R Worth to serve on the Board's Conservation Committee for 3 years until 31 October 2012.

**54/09/07 Appeals Committee**

It was agreed and thereby RESOLVED to elect Messrs F Biggadike, P A Espin, S A R Markillie and D R Worth to serve on the Board's Appeals Committee for 3 years until 31 October 2012.

**55/09 MINUTES OF THE LAST BOARD MEETING**

**55/09/01** The minutes of the last Board meeting held on the 4 August 2009 were approved and signed as a true record. Arising therefrom:

**55/09/02 Audit Opinion 2007/08 and 2008/09 (42/09/02 a)**

The audit opinions for the financial years ending 31 March 2008 and 31 March 2009 had not been received from the external auditor, Grant Thornton UK LLP. The Chief Executive remained optimistic and hoped that it would be possible to present the opinions at the next Board meeting.

**56/09 MINUTES OF THE LAST CONSERVATION COMMITTEE MEETING**

**56/09/01** The minutes of the last Conservation Committee meeting held on the 21 August 2009 were approved and signed as a true record. Arising therefrom:

**56/09/02 Biodiversity Action Plan (08/09)**

- (a) It was agreed and thereby RESOLVED that the aims of the Biodiversity Action Plan (BAP) would be secondary to the core function of the Board, which was to reduce the risk of flooding to people, property and critical public infrastructure.
- (b) It was agreed and thereby RESOLVED that the actions arising from the BAP must be realistic and affordable.
- (c) It was agreed and thereby RESOLVED that the actions arising from the BAP must be within the control of the Board to deliver, otherwise there was a risk that many of the targets would not be achieved and the Board would be perceived as having failed to implement its BAP.
- (d) It was agreed and thereby RESOLVED that the BAP, together with a fully costed 5-year action plan and budget would be presented for consideration at the next Board meeting.

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<b>57/09 OPERATIONS REPORT</b>	
<b>57/09/01</b> The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
<b>57/09/02 Maintenance Works (1)</b>	
At the Plant and Development Committee meeting held on 26 October 2009, the impact of the recent heavy rainfall event had been discussed and in particular the problems encountered by some landowners in Holbeach Marsh. It was agreed and thereby RESOLVED to review the maintenance programme and consider the implications of starting the weed cutting earlier in May each year, and, reviewing the priority assigned to each drainage channel within each sub catchment. The cost of additional access strips and details of what machinery would be required to facilitate a more aggressive maintenance programme would be considered at a further meeting of the Plant and Development Committee on 3 December 2009, following which recommendations would be made to the next Board meeting on 9 February 2010. RESOLVED that this be noted.	<b>AP/KLJV/ P&amp;D COM</b>
<b>58/09 ENGINEERING REPORT</b>	
<b>58/09/01</b> The Engineering Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
<b>58/09/02 Capital Works Sutton Bridge Sluice Door Refurbishment (1.1)</b>	
The District Engineer had received revised tenders for refurbishing the Sutton Bridge Sluice doors on site, together with additional information quoting prices to refurbish the doors off site or alternatively to provide new doors. It was agreed and thereby RESOLVED to delegate authority to the Plant and Development Sub Committee to decide whether to refurbish, either on or off site, or whether to have new doors and to award the contract accordingly.	<b>KLJV/ P&amp;D COM</b>
<b>58/09/03 Emergency Power Back-up Generator/Connections Facility at Pumping Stations</b>	
It was agreed and thereby RESOLVED to provide generator connections at the seven sites where currently this facility was unavailable, and to use the services of the Board's in-house electrician, at a cost to the Board of £13,355, which was £6,825 cheaper than the quote received from Paktronic Engineering Co Ltd.	<b>KLJV</b>
<b>58/09/04 Catchment Modelling (1.4)</b>	
It was agreed and thereby RESOLVED that in addition to contacting	<b>KLJV</b>

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<p>those stakeholders already identified in the District Engineer's report, to ask for their comments in respect of the catchment modelling study, the District Engineer should also contact the NFU and Lincolnshire County Council.</p>	
<p><b>58/09/05 Sluice Inspections (3.2) Decoy Sluice</b></p> <p>(a) Members considered the report prepared by the District Engineer looking at options for the future of Decoy Sluice, which had been out of use for four years and was now in poor condition. It was agreed and thereby RESOLVED to approve the Plant and Development Committee's recommendation to remove the structure completely and no longer have a water control facility, at a cost to the Board of £10,000, (option 2 of the District Engineer's Report on Decoy Sluice).</p> <p>(b) It was agreed and thereby RESOLVED to approve the Plant and Development Committee's recommendation that should it become necessary in the future, the Board could construct a new structure with weir penstocks and reinstate the water control facility, at an estimated cost of £355,000 (including a risk allowance of £75,000 since the Main Drain would have to be dammed off during the construction period).</p>	<p><b>KLJV</b></p>
<p><b>58/09/06 Maintenance Policy (5.1)</b></p> <p>The Operations Manager would investigate the possibility of using extra temporary labour to enable increased maintenance of the watercourses that had to be maintained by hand because of access issues and would also look at the possibility of replacing hand maintenance with specialist smaller machinery. RESOLVED that this be noted.</p>	<p><b>AP</b></p>
<p><b>58/09/07 Scarlet Gate Drain, Saracens Head (5.1.1)</b></p> <p>Members considered how long term improvements could be made to the Board's Scarlet Gate Drain to reduce the risk of flooding at Saracens Head. It was agreed and thereby RESOLVED to pipe a 60m upstream section of the drain with a 300mm diameter twin wall plastic pipe, and to partially fill in the open channel with gravel, which would be left low to aid local drainage. The works would also include the construction of two inspection chambers; one to the gully pipe and the second for the change in direction on a curve in the drain, at a total estimated cost to the Board of £4,750.</p>	<p><b>KLJV/AP</b></p>
<p><b>58/09/08 Station Drain, Fen Road, Holbeach (5.1.3)</b></p> <p>The heavy rainfall event of 6/7 August 2009 had resulted in some flooding in Fen Road, Holbeach. The Lincolnshire County Council Highways Department had subsequently carried out jetting operations on their road gullies in the vicinity. These gullies discharge into the Board's Station Drain pipeline and the Highways Department had requested that the Board jetted the 130m length of Station Drain pipeline to improve the flow from the road gullies into the system.</p>	<p><b>KLJV/AP</b></p>

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<p>Since this section of piping was in poor condition and consisting of only a 225 mm diameter single wall plastic land drain pipe, it was agreed and thereby RESOLVED to replace this section of pipeline rather than jet the existing pipeline, as this would be more cost effective in the long term. The replacement pipe would be a 450 mm diameter twin wall plastic pipe and would cost approximately £7,400, including installation.</p>	
<p><b>58/09/09 Settlement of Bungalow Adjacent Moulton Mere Drain (5.2)</b></p> <p>Members considered the claim made by Mr Maher, owner of the bungalow known as Ashville in Moulton Chapel Road, Moulton Chapel, that the cracks in his bungalow were allegedly attributable to settlement caused by the Board's Moulton Mere Drain, which was adjacent to his bungalow. It was agreed and thereby RESOLVED that the Board would, without prejudice, pipe the 18m length of Moulton Mere Drain alongside Mr Maher's bungalow using 1.0m diameter corrugated steel pipes, at an approximate cost to the Board of £6,450.</p>	<b>AP/PJC</b>
<p><b>58/09/10 Drainage Problem (5.3)</b>  <b>Arable Field off High Road, Moulton</b>  <b>Owner: Mr M O Lyon; Occupier: Mr C G Beba</b></p> <p>The District Engineer had not received any response to the Board's offer to conduct an alternative survey on a rechargeable basis to affected landowners.</p>	
<p><b>58/09/11 Replacement Fencing – Board's Access Strip adjacent to Battlefields Drain, Holbeach (5.4)</b></p> <p>Members considered whether or not to replace the timber fencing between the public open space adjacent to the A17 on the Raceground field estate off Park Road, Holbeach, and the Board's access strip on the Board's Battlefields Drain, which had been targeted by vandals. It was agreed and thereby RESOLVED to remove the fence entirely, including the posts, and that the District Engineer should monitor how this may or may not affect the Board. If the removal of the fence proved not to impede maintenance of the Board's Battlefields Drain it was agreed and thereby RESOLVED to leave the area unfenced.</p>	<b>KLJV/AP</b>
<p><b>58/09/12 Kingfishers Model Boat Club</b>  <b>Request to use stretch of Board's Drain (5.5)</b></p> <p>Members considered a request from the Kingfishers Model Boat Club to use approx. a 100 metre length of Board drain for sailing when their pond was unusable during certain times of the year. It was agreed and thereby RESOLVED not to consent to this request because of potential health and safety issues.</p>	<b>KLJV</b>
<p><b>59/09 ENVIRONMENTAL REPORT</b></p>	
<p><b>59/09/01</b> The Environmental Report was considered in detail and approved (a</p>	

copy of which is filed in the Report Book). There were no matters arising.

### 60/09 PLANNING REPORT

60/09/01 The Planning Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

60/09/02 **Application for relaxation of Byelaw 10 (2.1)  
Full Planning Application – H10-0625-09  
Two Storey and Single Storey Extensions and Alterations  
Hope House, Hundreds Lane, Long Sutton**

Members considered an application to construct a new part single storey and part two storey extension, no closer than 6.10 metres from the centre line of the Board maintained Hundred Lane Drain Pipeline. It was agreed and thereby RESOLVED to consent to this application subject to the following conditions:

- (i) The applicant entering into the Board's standard Deed of Indemnity, including paying all costs incurred by the Board in preparing and executing the Deed.
- (ii) The foundations of the new extension must be designed by a suitably qualified, independent structural engineer to ensure the structure would not have any adverse impact on the Board's culvert, or vice-versa, and the construction of the extension must be in accordance with that foundation design.

60/09/03 **Application for relaxation of Byelaw 10 (2.2)  
Outline Planning Application – H13-0964-08  
Proposed Detached Bungalow adjacent to 90 and 92 Church Lane,  
Moulton**

Members considered an application for the construction of a new dwelling 6 metres from the centre line of the Board's culvert in the Moulton River. It was agreed and thereby RESOLVED to consent to this application, subject to the following conditions:

- (i) The applicant or developer entering into the Board's standard Deed of Indemnity, and paying the Board's costs of preparation and execution of that Deed.
- (ii) An additional clause would be included in the Deed of Indemnity, absolving the Board from all liabilities howsoever arising from trees on the Board's land.
- (iii) The foundations of the new dwelling being designed by a suitably qualified, independent structural engineer to ensure the structure would not have an adverse affect on the Board's culvert, (or vice-versa) and the construction must be in accordance with that foundation design.

GRD

**60/09/04 Application for relaxation of Byelaw 10 (2.3)  
Full Planning Application – H09-0468-09  
Conversion and extension of former reading rooms to create  
dwelling at Roman Bank, Holbeach Bank**

- (a) Members considered an application for the demolition of an existing metal extension and the construction of a replacement brick structure. The proposed extension would be approximately 2 metres from the edge of the Board's open watercourse, and as Officers had suggested this was unlikely to be acceptable to the Board, a further application had been made to pipe approximately 25 – 30 metres of the adjacent watercourse, which would result in the new extension being at least 6 metres from the centre line of the pipe, or remaining open watercourse at all points. It was agreed and thereby RESOLVED to consent to the piping of the open drain subject to :
- (i) The pipe specifications, together with any required inspection chamber, (should it not be possible to connect the new pipe directly to the existing culvert), and the design of the new headwall at the end of the piping must be specified in writing by the Board's District Engineer.
  - (ii) As part of the works, all incoming pipes will need to be diverted and extended to ensure that no existing drainage routes are blocked off.
  - (iii) Approval from all affected riparian owners of the watercourse, for it to be culverted and a new fence erected will have to be provided to the Board by the applicant before piping can commence.
  - (iv) An environmental survey will have to be undertaken by the Board's Environmental Officer at the applicant's expense, and any mitigation measures that are deemed necessary will be paid for by the applicant.
- (b) It was agreed and thereby RESOLVED to consent to the erection of a replacement brick extension no closer than 6 metres from the centre line of the culvert, plus a de-mountable post and rail fence above the pipeline, a new block-paved driveway/turning area, patio and footpaths no closer than 3 metres from the culvert and shrubs and a hawthorn hedge provided these are at least 6 metres from the pipe centre line or brink of the open watercourse, all subject to the following conditions:
- (i) The applicant entering into the Board's standard Deed of Indemnity and paying all costs incurred by the Board in the preparation and execution of that Deed.
  - (ii) The foundations of the new extension to be designed by a suitably qualified, independent structural engineer to ensure the structure would not have an adverse impact on the Board's culvert, or vice-versa, and that the construction is in accordance with the foundation design.

**60/09/05 Surface Water Development Contribution Rate (3.1)**

It was agreed and thereby RESOLVED to accept the WMA Consortium Management Committee's recommendation to approve the phased increases in the rate of development contribution, from the current £42,705 per impermeable hectare to £45,000 with immediate effect, followed by quarterly increases to £63,000 per impermeable hectare by January 2012. From April 2012 the rate would be reviewed and set on an annual basis. It was noted that the Board would need to work closely with the District Councils to ensure that the IDB development contribution was incorporated into the proposed Community Infrastructure Levy. It was agreed and thereby RESOLVED to request ADA to take this up nationally with the LGA.

**61/09 FINANCE REPORT**

**61/09/01** The Financial Report for the year to 30 September 2009 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

**62/09 SCHEDULE OF PAID ACCOUNTS**

**62/09/01** The Schedule of Paid Accounts for the period 16 July 2009 to 30 September 2009, totalling £397,647.04 was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.

**63/09 INTERNAL AUDIT PLAN 2009/10**

**63/09/01** The Internal Audit Plan for 2009/10 prepared by the Internal Auditor was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

**63/09/02** The Chief Executive would seek to ensure that the Internal Auditor complied with the requirements of the External Auditor and that the External Auditor took account of the work undertaken by the Internal Auditor. This should reduce the time spent conducting an external audit of the Board's Accounts and therefore the cost to the Board in future. RESOLVED that this be noted.

**64/09 DEFRA's PROPOSED WELAND SUB CATCHMENT INDEPENDENT REVIEW: MR D NOBLE OBE**

**64/09/01** The Report prepared by David Noble OBE, following his Review of the proposed Welland Sub Catchment was considered in detail (a copy of which is filed in the Report Book). Arising therefrom:

**64/09/02** It was agreed and thereby RESOLVED to approve the recommendation

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<p>that there was no benefit to the Board of amalgamating with the Welland and Deepings IDB despite the obvious shortcomings of the Report itself, which had failed wholly and completely to address the issues raised by DEFRA's Review of IDBs.</p>	
<p><b>64/09/03</b> The Chief Executive advised Members that he had sent a copy of David Noble's Report to ADA seeking their views because if the Report was accepted by DEFRA it would set a precedent for the other larger Sub Catchments that were being proposed. It was agreed and thereby RESOLVED to respond to DEFRA accordingly after receiving ADAs advice.</p>	<b>PJC</b>
<p><b>65/09 CALENDAR OF MEETING DATES 2010</b></p>	
<p><b>65/09/01</b> The calendar of Board meeting dates and Inspections for 2010 was considered in detail and approved:</p> <p>09 February 2010, 09.00 am (followed by a Winter Inspection)  15 June 2010, 10.30 am  03 August 2010, 09.00 am (followed by a Summer Inspection)  02 November 2010, 10.30 am</p>	
<p><b>66/09 PERFORMANCE SUB COMMITTEE MEETING CHAIRMAN'S COMMITTEE MEETING</b></p>	
<p><b>66/09/01</b> It was agreed and thereby RESOLVED to arrange a meeting of the Performance Sub Committee to take place on 12 January 2010 at 9.00 am, here at the Board's office, Marsh Reeves, Foxes Lowe Road, Holbeach. The purpose of the meeting would be to review objectives for 2009/10 and to establish new objectives of 2010/11, in the context of the Board's Business Plan.</p>	
<p><b>66/09/02</b> It was agreed and thereby RESOLVED to arrange a meeting of the Chairman's Committee to take place on 12 January 2010 at 10.00 am, here at the Board's office, Marsh Reeves, Foxes Lowe Road, Holbeach. The purpose of the meeting would be to consider the draft Estimates prepared by the Chief Executive and make recommendations to the Board accordingly.</p>	
<p><b>67/09 CONSORTIUM MATTERS</b></p>	
<p><b>67/09/01 Unconfirmed Minutes</b></p> <p>The unconfirmed minutes of the last Consortium Management Committee meeting held on 19 October 2009 were considered in detail and approved. There were no matters arising.</p>	

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<b>67/09/02 Chief Executive's Report</b>	
<p>The Chief Executive's Report which was approved at the last Consortium Management Committee meeting held on 19 October 2009 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<b>67/09/03 Finance Report</b>	
<p>The Finance Report for the year to 30 September 2009 which was approved at the last Consortium Management Committee meeting held on 19 October 2009 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<b>67/09/04 Schedule of Paid Accounts</b>	
<p>The Schedule of Paid Accounts for the period from 1 July 2009 to 30 September 2009, totalling £241,327.53 which was approved at the last Consortium Management Committee meeting held on 19 October 2009 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<b>67/09/05 3 Year Business Plan 1 April 2010 – 31 March 2013</b>	
<p>The 3 Year Business Plan was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<b>67/09/06</b> It was agreed and thereby RESOLVED to continue to set and prioritise SMART objectives annually, which aim to deliver the Business Plan over the 3 year period (Specific, Measurable, Achievable, Realistic and Timely). Where possible a responsible officer/member would also be assigned to every objective.	<b>PJC</b>
<b>67/09/07</b> It was agreed and thereby RESOLVED to review the Business Plan every year to ensure that the objectives remain both relevant and realistic.	<b>PJC</b>
<b>67/09/08</b> It was agreed and thereby RESOLVED to monitor the Board's performance against these objectives at each Board meeting and take action accordingly.	<b>PJC</b>
<b>67/09/09</b> It was agreed and thereby RESOLVED to ensure that the staff are well motivated to help the Board achieve its objectives.	<b>Board</b>
<b>67/09/10 Issues for discussion at next CMC meeting</b>	
<p>There were no specific issues raised by members that would require discussion at the next Consortium Management Committee meeting on 10 December 2009. The Chief Executive reminded members that this was their opportunity to scrutinise the workings of the consortium and</p>	

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<p>to raise any issues or concerns with their representatives and the staff.</p>	
<p><b>68/09 ANY OTHER BUSINESS</b></p>	
<p><b>68/09/01</b> Anglian Water have a permit from the Environment Agency allowing them to pump sewerage into the Board's drain, in emergency situations, and, during the heavy rainfall event in August 2009 when the volume of water was unable to get to the pumps, this resulted in sewerage coming onto the road and gardens at Small Drove, Weston, which had also affected the Weston School. Anglian Water had since agreed to upgrade its pump and valve, so that sewerage would be pumped into a private dyke before then entering the Board's drain, which should resolve the problem. It was agreed and thereby <b>RESOLVED</b> to contact the Environment Agency asking them to review the conditions of the licence that had been issued to Anglian Water some years ago.</p>	<p><b>GRD</b></p>
<p><b>68/09/02 Countryside Stewardship Scheme</b></p> <p>Members considered a request for the countryside stewardship site to be used as winter grazing for sheep. It was agreed and thereby <b>RESOLVED</b> to consent to this request, subject to the appropriate fencing being put in place at the applicant's expense.</p>	<p><b>ADP</b></p>