

**A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY 7 AUGUST 2007 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	J M Atkin
* A G Hay	* F Biggadike
* G A Hay	* S M Booth
* S A R Markillie	* A Casson
* D Sly	* P A Espin
* S Taylor	S Keeble
* R C Thompson	* P S Przyszlak
* J W Ward	* M R Taylor
* D R Worth	* P M Walls
	* D J Wilkinson
	<b>South Holland D C/ Boston B C</b>
	* Mrs R M Rudkin
	* Present (86%)

Mr S A R Markillie in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr J M Worfolk (Chief Engineer),  
Mr K L J Vines (District Engineer/Health and Safety Officer),  
Mr A D Price (Operations Manager/Health and Safety Supervisor)  
and Mr G R Dann (Planning/Enforcement Officer).

<b>ID</b>	<b>South Holland IDB, Minute</b>	<b>Action</b>
<b>34/07</b>	<b>NEW APPOINTMENTS TO THE BOARD</b>	
<b>34/07/01</b>	Following the local government elections held in May 2007, the Chairman welcomed the newly appointed Members to their first Board meeting, together with welcoming back those Members who had been reappointed to serve on the Board for another term. RESOLVED that this be noted.	
<b>34/07/02</b>	The three new appointees were made known to the Board, namely Messrs A Casson and D J Wilkinson from South Holland District Council and Mrs R M Rudkin as the jointly appointed Member from South Holland District Council and Boston Borough Council. It was	

agreed and thereby RESOLVED to approve the appointments made by the constituent charging authorities in accordance with Schedule 1, Section 5(2) of the Land Drainage Act 1991.

- 34/07/03** On behalf of the Board, the Chairman recorded his thanks to Mrs D P Williams who had not been reappointed to serve on the Board, following the local government elections held in May 2007.

**35/07 APOLOGIES FOR ABSENCE**

- 35/07/01** Apologies for absence were received on behalf of Messrs J M Atkin, N J Grundy and S Keeble. Members were advised that Mr N J Grundy was unwell and that a card wishing him a speedy recovery had been sent to him on behalf of the Board.

**36/07 MINUTES OF THE LAST BOARD MEETING**

- 36/07/01** The Minutes of the last meeting of the Board held on 1 May 2007 were approved and signed as a true record. Arising therefrom:

**36/07/02 Environment Agency Precept for 2007/08 (21/07/03)**

Discussions with the Environment Agency (EA) were continuing in an attempt to resolve the outstanding appeals that had been registered with DEFRA from 7 IDBs in Lincolnshire on the grounds of fairness, in accordance with section 140(1) of the Water Resources Act 1991. Members noted that the Precept had to be paid to the EA until such time as the Board's Appeal was determined.

**36/07/03 Office Space at Marsh Reeves (21/07/05)**

The Chief Executive thanked Mr P A Espin and Mr P S Przyszlak for their efforts in mobilising the Legal Department at Lincolnshire County Council: he confirmed that the 3 year Tenancy Agreement had now been executed with effect from 1 May 2007. RESOLVED that this be noted.

**36/07/04 Employees – Mr S P Hunt (26/07/06)**

It was agreed and thereby RESOLVED to ratify the decision to make an ex-gratia payment of £8,376 to Mr S P Hunt who had recently resigned his position as Engineer, after HM Revenue and Customs had provided the Board with written confirmation of the tax position.

**PJC**

**37/07 JOINT ANNUAL MEETING:  
ANGLING COMMITTEE AND HOLBEACH ANGLING CLUB**

**37/07/01** The Minutes of the last joint meeting of the Board's Angling Committee and representatives of the Holbeach and District Angling Club held on 22 May 2007 at 6 pm were considered in detail and approved. Arising therefrom:

**37/07/02 New Officers of the Club (AC02/07/01)**

The Chief Executive confirmed that he had not received any contact details for the new Officers of the Holbeach and District Angling Club. RESOLVED that this be noted.

**37/07/03 Risk Assessments (AC04/07/01)**

The Chief Executive confirmed that he had not received a copy of the Health and Safety Risk Assessments as prepared by the Holbeach and District Angling Club. RESOLVED that this be noted.

**37/07/04 Heron Cottage (AC04/07/02)**

The District Engineer confirmed that all of the fishing platforms and steps adjacent to Heron Cottage had been refurbished by the proprietor of Heron Cottage apart from one which had been cordoned-off and would be repaired at a later date. RESOLVED that this be noted.

**37/07/05 Forman's Bridge (AC04/07/03)**

Forman's Bridge Caravan Park Club had confirmed that they did not wish to take responsibility for the additional steps, which had not been consented by the Board. The Holbeach and District Angling Club had not confirmed whether or not they would agree to absolve the Board of all liability howsoever arising. RESOLVED that this be noted.

**37/07/06 Rusty Bridge (AC06/07/01)**

The Chief Executive confirmed that the Police were now involved, following numerous complaints of criminal damage that had been made by various landowners adjacent to the fishery. RESOLVED that this be noted.

**37/07/07 Bubble Curtain (AC09/07/02)**

Representatives from the Holbeach and District Angling Club had requested the Board not to run the bubble curtain during the coming season, in an attempt to reduce the Board's costs and hence the

Licence Fee payable to the Board next year. The District Engineer was still waiting for confirmation from the Environment Agency as to whether this would be an acceptable course of action. RESOLVED that this be noted.

### **38/07 PLANT AND DEVELOPMENT COMMITTEE MEETING**

**38/07/01** The Minutes of the Plant and Development Committee held on 19 June 2007 were considered in detail and approved. Arising therefrom:

#### **38/07/02 Plant Operating Account deficit for 2006/07 (PDC03/07)**

It was agreed and thereby RESOLVED not to increase further the mobile plant charge out rates for the financial year 2007/08.

#### **38/07/03 Fixed Plant Refurbishment Programme (PDC04/07)**

(a) It was agreed and thereby RESOLVED to adopt the Pump Renewals Programme as presented by the District Engineer (a copy of which is filed in the Report Book).

(b) It was agreed and thereby RESOLVED to request the Water Management Alliance to consider employing an individual to undertake hydrological modelling of the drainage catchments for Member Boards, providing the cost of this can be financed from developers.

(c) It was agreed and thereby RESOLVED to budget for £100,000, year on year, to finance the Pump Renewals Programme, provided this could be accommodated without unduly increasing Drainage Rates and Special Levies above the headline rate of inflation.

PJC

PJC

#### **38/07/04 Marsh Reeves, Foxes Lowe Road, Holbeach (PDC05/07)**

(a) Members considered the advice given by Longstaff Chartered Surveyors regarding the possible value of the Board's premises at Marsh Reeves, assuming that planning permission would be forthcoming for residential development: the site had been valued at between £1 million and £1.2 million. RESOLVED that this be noted.

(b) The Chief Executive advised Members that the offer from the Kler Group to buy Marsh Reeves for £1.26 million was still on the table and DGM Properties Ltd had also expressed an interest in purchasing the premises for the same price, subject to the Board entering into an Option Agreement.

(c) It was agreed and thereby RESOLVED for the Plant and Development Committee to consider this issue in greater detail and make a

recommendation to the Board accordingly.

### **38/07/05 Sluice Keeper's Bungalow, Sutton Bridge (PDC06/07)**

- (a) Members noted that the Sluice Keeper's bungalow was unoccupied, following the relocation of the Sluice Keeper to 83 Bridge Road in Sutton Bridge.
- (b) The Chief Executive advised Members that the Board's legal advisor had confirmed that the Board could build another property on the existing site, in place of the old bungalow. RESOLVED that this be noted.
- (c) The District Engineer confirmed that it would cost approximately £2,000 to secure the Sluice Keeper's Bungalow site from unauthorised vehicular access at Sutton Bridge, by building an earth embankment along the roadside and provide a new gate, all of which was in the process of being done. RESOLVED that this be noted.

### **38/07/06 Security/Public Safety at Pumping Stations (PDC07/07)**

- (a) It was agreed and thereby RESOLVED to start the Security/Public Safety Programme as soon as possible, beginning with Clay Lake Pumping Station.
- (b) The Chief Executive confirmed that it may be possible to reduce Insurance premiums in future if the policy excess was increased from £250 per claim. This would be negotiated on renewal. RESOLVED that this be noted.

**KLJV**

### **39/07 CONSORTIUM MANAGEMENT COMMITTEE MEETING**

**39/07/01** The unconfirmed Minutes of the last Consortium Management Committee meeting held on 2 July 2007 were considered in detail and adopted by the Board. Arising therefrom:

#### **39/07/02 Formation of East Suffolk IDB and application to join the WMA (15/07/05)**

The Chief Executive advised Members that he would be attending a further meeting with representatives from East Suffolk Group of IDBs on 11 September 2007, and that the proposed amalgamation and constitution of the new East Suffolk IDB appeared to be underway. It was envisaged that the new Board may then wish to apply to join the Alliance with effect from 1 April 2008 and each Member Board would then need to consider the application. RESOLVED that this be noted.

**39/07/03** The Chief Executive's Report which was approved at the last

<b>ID South Holland IDB, Minute</b>	<b>Action</b>
<p>Consortium Management Committee meeting held on 2 July 2007 was considered in detail and adopted by the Board (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>39/07/04</b> The Chief Executive advised Members that Mr S P Hunt who had recently retired as one of the Board's Engineers' would be replaced and based at Holbeach in due course. RESOLVED that this be noted.</p>	<b>PJC/KLJV</b>
<p><b>39/07/05</b> The Financial Report from 1 April 2007 to 31 May 2007 which was approved at the last Consortium Management Committee meeting held on 2 July 2007 was considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising therefrom.</p>	
<p><b>39/07/06</b> The Schedule of Paid Accounts from 1 April 2007 to 30 June 2007, totalling £343,665.46, which was approved at the last Consortium Management Committee meeting held on 2 July 2007 was considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising therefrom.</p>	
<p><b>40/07 OPERATIONS REPORT</b></p>	
<p><b>40/07/01</b> The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>40/07/02</b> Members congratulated the Operations Manager, the District Engineer and all of the Board's operatives who had worked long hours to prevent flooding in the Drainage District, following the recent period of high rainfall. RESOLVED that this be noted.</p>	
<p><b>40/07/03</b> Members requested that thanks be given to King's Lynn IDB for making available to the Board additional Plant and Labour, in order to prevent flooding in the Drainage District. RESOLVED that this be noted.</p>	<b>PJC</b>
<p><b>40/07/04</b> The main cause of concern during the period of high rainfall was that all of the Board's drains were choked up with weed growth because the cutting season had not started due to environmental constraints. It was agreed and thereby RESOLVED to review the starting times of the weed cutting programme as soon as possible.</p>	<b>KLJV</b>
<p><b>40/07/05</b> The Chief Executive tabled two letters of complaint from H Waltham &amp; Co of Oak Lodge, Fleet and Mr &amp; Mrs P L Ely of The Old Homestead, Whaplode, together with his responses to these complaints. The complaints reinforced the need to start weed cutting operations earlier in future. It was agreed and thereby RESOLVED to approve the Chief Executive's responses.</p>	

<b>ID South Holland IDB, Minute</b>	<b>Action</b>
<b>41/07 ENGINEERING REPORT</b>	
41/07/01 The Engineering Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom: -	
<b>41/07/02 Pump Renewals Programme (1.2)</b>  It was agreed and thereby RESOLVED to start the pump renewal programme immediately, utilising monies from the Fixed Plant Renewals Fund.	<b>KLJV</b>
<b>41/07/03 De-Commissioning of Lawyers Sluice (1.4)</b>  The District Engineer reported that a written response had now been received from Natural England, confirming that a full scale environmental impact assessment would not be necessary. RESOLVED that this be noted.	
<b>41/07/04 Mr J Elms (5.1)</b>  It was agreed and thereby RESOLVED to write a letter to Mr John Elms thanking him for the considerable contribution, commitment and loyalty he had given to the Board since retiring as their Senior Assistant Engineer in 1996.	<b>PJC</b>
<b>42/07 ENVIRONMENTAL REPORT</b>	
42/07/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
<b>42/07/02 Soil Sampling (1.1.2)</b>  <b>(a)</b> It was agreed and thereby RESOLVED to undertake selective testing for pollutants prior to carrying out cleansing operations on watercourses serving agricultural areas.  <b>(b)</b> It was agreed and thereby RESOLVED to always undertake testing for pollutants prior to carrying out cleansing operations on watercourses serving urban areas.	<b>LM</b>  <b>LM</b>
<b>42/07/03 Conservation Committee (1.8)</b>  <b>(a)</b> It was agreed and thereby RESOLVED to arrange a meeting of the Conservation Committee on 18 September 2007 at 9 am here at the Board's offices, Marsh Reeves, Foxes Lowe Road, Holbeach, Spalding, Lincolnshire.	<b>LM</b>

ID South Holland IDB, Minute	Action
<p>(b) It was agreed and thereby RESOLVED to elect Mr D J Wilkinson to serve as a Member of the Conservation Committee until 31 October 2009.</p>	
<p><b>43/07 PLANNING REPORT</b></p>	
<p><b>43/07/01</b> The Planning Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom: -</p>	
<p><b>43/07/02 Application to erect a single-storey extension at 47 Hocklesgate, Fleet Hargate – H05/0513/07 (1.1.1)</b></p> <p>Members considered an application for consent to demolish a kitchen 2 metres from the brink of the Board's Hocklesgate drain and replace it with a larger kitchen and shower room no closer than 2 metres from the said drain, in line with the edge of the main house. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant entering into the Board's Standard Deed of Indemnity and the foundations of the new extension being constructed to the depth of the adjacent watercourse.</p>	<p><b>GRD</b></p>
<p><b>47/07/03 Application to erect a detached house with integral garage adjacent to Mill Lane, Whaplode – H23/0848/07 (1.1.2)</b></p> <p>Members considered an application for consent to allow the erection of a new dwelling 6 metres from the centreline of the Board's Whaplode Village pipeline. The application also included the erection of fencing, construction of a gravel drive and installation of domestic services across the Board's pipeline. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant entering into the Board's Standard Deed of Indemnity and the foundations of the new dwelling being designed and constructed to take account of the depth of the Board's pipeline.</p>	<p><b>GRD</b></p>
<p><b>47/07/04 Retrospective Application for construction of access roads at Holbeach Cemetery, Hallgate, Holbeach (1.1.3)</b></p> <p>Members were asked to consider retrospectively an amendment to a previous application for consent to construct a tarmac roadway no closer than 4 metres from the respective brinks of the two Board-maintained watercourses bordering the new cemetery in Holbeach. It was agreed and thereby RESOLVED to consent to this retrospective application, subject to the following conditions:</p> <p>(i) The Board shall not be held liable for any damage to the road or vehicles using the road howsoever arising.</p> <p>(ii) The applicant must maintain the roadway as an impermeable surface</p>	<p><b>GRD</b></p>

and it must be free from obstruction at all times.

**47/07/05 Application for a two-storey side extension to dwelling at 20 Pipwell Gate, Mounton Seas End (1.1.4)**

Further to the Board's previous decision to refuse consent to permit the applicants to construct a garage to within 5 metres from the centreline of the Board's Ugly Bridges drain, consent had now been requested for the extension to be constructed along the line of the old car port 5.50 metres from the centreline of the said watercourse. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant entering into the Board's Standard Deed of Indemnity and agreeing not to appeal against the previous refusal (Minute Number 28/07/05).

GRD

**48/07 PLANNING/BYELAW POLICY REVIEW**

**48/07/01** The Planning/Byelaw Policy Review was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

**48/07/02** It was agreed and thereby RESOLVED to adopt the Planning/Byelaw Policies as recommended by the Consortium Management Committee (a copy of which is annexed to the Minutes in the Minute Book).

**48/07/03** It was agreed and thereby RESOLVED to empower the Chairman's Committee to consider urgent Planning and Byelaw applications that require a decision between Scheduled Board Meetings and amend the Board's Reserved Matters accordingly (section 5.3 of the Planning and Byelaw Policy).

**48/07/04** It was agreed and thereby RESOLVED to consent Byelaw relaxations subject to the works being completed within five years from the date of consent, which cannot be sold, inherited or otherwise passed on without prior written agreement from the Board (section 5.6).

**48/07/05** It was agreed and thereby RESOLVED to formalise major Byelaw consents in a Standard Deed of Indemnity, which seeks to protect the Boards rights in perpetuity (section 6.2).

**48/07/06** Where an easement strip is specified by the Board as a pre-condition of granting consent, it was agreed and thereby RESOLVED that the strip shall be conveyed to the Board where this is considered advantageous (section 7.2).

**48/07/07** It was agreed and thereby RESOLVED that Surface Water Development Contributions due to the Board are to be levied at the rate of £40,500 per impermeable hectare from 1 October 2007 to 31

March 2008. This figure shall be reviewed with effect from 1 April 2008, and thereafter on an annual basis (section 8.4).

- 48/07/08** It was agreed and thereby RESOLVED to approve the schedule of fees for different types of application (section 9), which shall be reviewed on an annual basis.
- 48/07/09** It was agreed and thereby RESOLVED to adopt the procedure for dealing with Byelaw Infringements, Retrospective Applications and Enforcement (section 10).
- 48/07/10** It was agreed and thereby RESOLVED to adopt the various policies covering culverting, fencing and landscaping (Appendices A, B and C).
- 48/07/11** It was agreed and thereby RESOLVED to include in future meeting papers the details of all relevant planning/byelaw applications made both inside and outside the area, where increased flows into the area could adversely impact on the performance of the Board's drainage system.
- 48/07/12** It was agreed and thereby RESOLVED to delegate authority to the Board's Officers to make decisions on planning/byelaw applications for the following features and amend the Board's Reserved Matters accordingly (only where they are adjacent to, or affect, an adopted watercourse – unless otherwise specified):
- (i)** Treatment plant outfalls (to private or Board-maintained drains) (5.1 a). Land tile outfalls (5.1 b).
  - (ii)** Fences, unless the proposals contravene the adopted "Fencing Policy" (5.1 c).
  - (iii)** Drain crossings for electricity or telephone cables or gas or water pipes (5.1 f).
  - (iv)** Temporary, sectional garages or buildings (5.1 g i).
  - (v)** Landscaping, unless the proposals contravene the adopted "Landscaping Policy" (5.1 h).
  - (vi)** Roads or driveways surfaced with gravel or tarmac-chippings (5.1 i i).
  - (vii)** Culverting or bridging of privately-maintained drains (5.1 j).
  - (viii)** Culverting or bridging of Board's drains where one of the following criteria is fulfilled (5.1 k):
    - (a)** The piping is for the sole access to a field, property, building plot or estate development, and the total length of piping or width of the

bridge is the minimum required for the access, or

- (b) The piping is to form an access for the Board's maintenance operations, or
- (c) The total length of drain to be piped is 12 metres or less.
- (ix) Surface water discharges and outfalls to any watercourse (5.11).
- (x) Two-storey or ground-floor extensions (including conservatories) where the closest point of the extension is at least 6 metres from the drain, and where the extension will result in a footprint increase of less than 50% of the initial area of the main dwelling (5.1 p).
- (xi) Other works, e.g. proposals to abstract water (5.1 t).

#### **49/07 FINANCIAL REPORT**

**49/07/01** The Financial Report from 1 April 2007 to 15 July 2007 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising therefrom.

#### **50/07 SCHEDULE OF PAID ACCOUNTS**

**50/07/01** The Schedule of Paid Accounts from 1 April 2007 to 15 July 2007, totalling £484,575.89 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising therefrom.

#### **51/07 CODE OF AUDIT PRACTICE 2005: VARIOUS POLICIES**

**51/07/01** The Anti Fraud and Corruption Policy as required by the Audit Commission was considered in detail and approved (a copy of which is filed in the Report Book).

**51/07/02** The Whistle Blowing Confidential Reporting Code as required by the Audit Commission was considered in detail and approved (a copy of which is filed in the Report Book).

**51/07/03** The Chief Executive advised that the Board may also have to adopt a Members Code of Conduct, as requested by the Audit Commission. RESOLVED that this be noted.

<b>ID South Holland IDB, Minute</b>	<b>Action</b>
<p><b>52/07 FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2007</b></p>	
<p><b>52/07/01</b> The Financial Statements for the year ending 31 March 2007 were considered in detail and approved. There were no matters arising therefrom.</p>	
<p><b>53/07 VALUATION OF MARSH REEVES</b></p>	
<p><b>53/07/01</b> Members considered the advice given by Longstaff Chartered Surveyors regarding the current valuation of the Board's offices, buildings, yard and premises at Marsh Reeves, Foxes Lowe Road, Holbeach, Lincolnshire. It was agreed and thereby RESOLVED to approve the valuation for accountancy purposes and include the revised figures for this asset class in the Financial Statements for year ending 31 March 2008, in accordance with FRSSE (2007) and UK GAAP.</p>	<b>PJC</b>
<p><b>54/07 MEMBERSHIP OF COMMITTEES</b></p>	
<p><b>54/07/01</b> It was agreed and thereby RESOLVED to elect Mrs R M Rudkin to serve as a Member of the Health and Safety Committee until 31 October 2009.</p>	
<p><b>55/07 NEW INTAKE AT GEDNEY DROVE END</b></p>	
<p><b>55/07/01</b> It was agreed and thereby RESOLVED to investigate serious deterioration of the river bank caused by cattle at the new intake at Gedney Drove end.</p>	<b>KLJV</b>