

**A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY, 5 FEBRUARY 2019 AT 10.30 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* S Bartlett	<b>South Holland D C</b>
* C Dring	* F Biggadike
N J Grundy	S M Booth
* A G Hay	Ms T Carter
S A R Markillie	* P Coupland
* J Perowne	* P Foyster
* I Stancer	* M Howard
* S R Taylor	M Seymour
* R C Thompson	Mrs E Sneath
* D R Worth	* J Tyrrell
	P M Walls
	<b>South Holland D C/ Boston B C</b>
	A Casson
	* Present (62%)

Mr D Worth in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr G Brown (Flood and Water Manager),  
Mr K L J Vines (Catchment Engineer/Health and Safety Officer),  
Miss S Jeffrey (Rating and Finance Manager), Mrs C Cocks and Mrs M Creasy (minutes)

<b>ID</b>	<b>South Holland IDB, Minute</b>	<b>Action</b>
<b>01/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/19/01</b>	Apologies for absence were received on behalf of Messrs S Booth, A Casson, N Grundy, S A R Markillie, M Seymour, P Walls, Ms T Carter and Mrs E Sneath.	
<b>02/19</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>02/19/01</b>	Mr J Perowne declared an interest regarding land issues in the confidential minutes. RESOLVED that this be noted.	

ID South Holland IDB, Minute	Action
<p><b>03/19 MINUTES OF THE LAST BOARD MEETING</b></p>	
<p><b>03/19/01</b> The minutes of the last Board meeting held on 6 November 2018 were approved and signed as a true record.</p>	
<p><b>04/19 MATTERS ARISING FROM THE MINUTES</b></p>	
<p><b>04/19/01 Objective 5: To investigate all funding options to finance capital works moving forward (87/18/04)</b></p>	
<p>Members were apprised that the RFCC/IDB funded post to assist in the grant application process for a fixed term of 3 years had now been filled, and that an initial meeting had been held between the new post holder, Nicola McGarry, and the Board's Engineer.</p>	
<p><b>04/19/02 Financial Report (89/18/05)</b></p>	
<p>The Rating and Finance Manager reported that she had met with Mr A Hay, Plant and Development Committee Chairman to discuss various financial issues associated with the mobile plant and the maintenance programme.</p>	<p><b>SJ</b></p>
<p><b>04/19/03 Mobile Plant Requirements 2019/20 (89/18/07)</b></p>	
<p>The Catchment Engineer reported that the Long Reach Excavator had been ordered at a cost of £195,500 including a new 5.5m basket, which was a lower price than previously agreed and budgeted for. RESOLVED that this be noted.</p>	
<p><b>04/19/04 Automatic Weed-screen Cleaners – Estimated Costs (91/18/02)</b></p>	<p><b>KLJV/DW/</b></p>
<p>To be discussed under Confidential Business.</p>	<p><b>SARM/</b></p>
<p><b>04/19/05 Westmere Pumping Station and Sluice Refurbishment (91/18/03)</b></p>	<p><b>KLJV/DW/</b></p>
<p>The Catchment Engineer reported that the new pump for Westmere Pumping Station had been tendered, and tenders returned, and that these would be opened after the meeting. Only two tenders had been sought, due to the difficulty in finding manufacturers of canister type fish friendly pumps. The Chairman, Vice Chairman and Chairman of the Plant and Development Committee had previously been given delegated authority to determine the outcome of the tenders between meetings.</p>	<p><b>SARM/</b></p>
<p><b>04/19/06 18_00754_N: Retrospective request for consent to retain fencing within 9m of a Board maintained drain at Mole Drove, Gedney Hill (93/18/04)</b></p>	<p><b>AGH</b></p>
<p>The Flood and Water Manager reported that the applicant is yet to comply with the request for removal of the fence. Another letter is</p>	<p><b>GBr</b></p>

to be issued today and if the applicant does not respond, the Board will be looking to enforce.

**05/19 PERFORMANCE COMMITTEE**

**05/19/01** The minutes of the Performance Committee meeting (a copy of which is filed in the Report Book) held on 21 January 2019 were considered in detail and approved. Arising therefrom:

**05/19/02 Objectives 2018/19 – Performance Review**

The Performance Review for 2018/19, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**05/19/03** The Objectives for 2018/19 had substantially been achieved. RESOLVED that this be noted.

**05/19/04 Objectives 2019/20**

It was agreed and thereby RESOLVED to approve the objectives for 2019/20 as follows:

- (i) Ensure that total expenditure does not exceed the expenditure budget for 2019/20 and plan for subsequent years' rate increases.
- (ii) Develop a plan for financing capital works when/if Reserves are exhausted.
- (iii) Continue to discuss the Special Levy for each financial year with South Holland District Council.
- (iv) Review the maintenance programme and budget during 2019/20. The maintenance budget (Direct Works) were not to exceed £1.335m unless an extraordinary event occurred. Any costs taking the budget over £1.335m are to be itemised, identified and budgeted for separately.
- (v) Continue to investigate all funding options to finance capital works moving forward and as part of this, review the Asset Management Plan and the Capital Financing, Balances and Reserves Policy.
- (vi) Undertake works on first line sea walls that protect the Board's area on a rechargeable basis for and on behalf of the EA, subject to this being commercially viable for the Board to do so.
- (vii) Continue to work with the Lead Local Flood Authority and the EA to introduce a sustainable investment programme for the second line sea defences (former lines of reclamation) that protect the Boards's area.

**05/19/05 Next meeting date for Performance Committee**

To be confirmed.

**06/19 CHAIRMAN'S COMMITTEE: ESTIMATES 2019/20****06/19/01 Estimates 2019/20**

The detailed estimates (a copy of which is filed in the Report Book), together with the recommendations arising from the minutes of the Chairman's Committee meeting held on 21 January 2019 were considered in detail and approved. Arising therefrom:

**06/19/02 Capital Works Programme 2019/20**

The Capital Works budget of £1,045,000 for 2019/20, as prepared by the Board's Engineer was considered in detail and approved. There were no matters arising.

**06/19/03 Maintenance Programme 2019/20**

The Maintenance Works budget for 2019/20 as prepared by the Operations Manager, totalling £1,335,320 was considered in detail and approved. Arising therefrom:

**06/19/04** The members were informed that the maintenance team will be doing more work on pumping station inspections and servicing this year and that the figure of £1,335,320 was the first increase for about 7-8 years. RESOLVED that this be noted.

**06/19/05 Administrative and Technical Support Costs 2019/20**

The Administration and Technical Support budget for 2019/20, as recommended by the Consortium Management Committee (CMC) on 7 December 2018 was considered in detail and approved. Arising therefrom:

**06/19/06** The Chief Executive apprised the Members that support costs had increased for the first time quite significantly this year. There had been a net increase of 9% to the Board, due to succession planning (a copy of which is filed in the Report Book). The CMC recommended that the group employs a Deputy CEO, and PA following Mrs M Creasy's retirement. The CMC are looking to employ 1.6 additional Full Time Equivalents (FTE); a proportion of the shared costs will be 1/5 each. RESOLVED that this be noted.

**06/19/07** It was agreed and thereby RESOLVED to approve the inclusion of the Technical Support Consortium charge of £152,732 in the Board's Rate Estimates for 2019/20.

**06/19/08** It was agreed and thereby RESOLVED to approve the inclusion of

the Net Administrative Consortium charge of £205,198 (£272,635 less other income of £67,437), in the Board's Rate Estimates for 2019/20.

**07/19 FINANCIAL YEAR 2019/20  
LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES**

**07/19/01** It was agreed and thereby RESOLVED to approve the net requirement of £3,006,473 for 2019/20 (a copy of which is filed in the Report Book). Arising therefrom:

**07/19/02 Annual Values**

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2018, used for the purposes of raising and apportioning net expenditure from drainage rates and special levies for 2019/20.

**07/19/03** It was proposed by the Chairman and unanimously agreed to approve the Chairman's Committee recommendation for approval of Option 3, which equated to a Drainage Rate increase of 3% to 12.654p in the pound.

**Option 3**

Drainage Rate in the Pound: 12.654p

**Financed by:**

Occupiers Drainage Rates	£1,008,687
South Holland District Council	£1,301,870
Boston Borough Council	£917
Reserves	<u>£694,999</u>
	£3,006,473

**07/19/04 Indicative Five Year Forecast**

It was agreed and thereby RESOLVED to approve the indicative 5 year forecast, (a copy of which is filed in the Report Book), showing the estimated annual increase in drainage rates and special levies for the following 5 years. Arising therefrom:

**07/19/05** Considered discussion took place regarding the growth of the funding gap of £517k from last year to £694k this year. The importance of reviewing the level/adequacy of reserves was paramount, moving forward.

**PJC**

ID South Holland IDB, Minute	Action
<p><b>08/19 OPERATIONS REPORT</b></p>	
<p><b>08/19/01</b> The Operations Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p><b>08/19/02 Purchase of New Long Reach Excavator (2019/20 Budget) (2.1)</b></p> <p>The Chairman of the Plant and Development Committee reported that he would work with the Operations Manager to create a 10 year Mobile Plant Replacement Programme, which would then be put to the Board at a future meeting for detailed consideration.</p>	
<p><b>08/19/03 Other Mobile Plant for 2019/20</b></p> <p>Members considered the proposed list (as presented to the Plant and Development Committee in October 2018). It was agreed that the hydraulic grab and roding basket could be purchased for the amounts shown, and that further information regarding the trailer and works van should be provided to the Chairman of the Plant and Development Committee, who would have delegated authority to agree the purchase of these two particular items.</p>	
<p><b>08/19/04 Plant Replacement Policy</b></p> <p>The Plant Replacement Policy (a copy of which is filed in the Report Book) was considered in detail and agreed in principle, subject to a few minor amendments.</p>	<p><b>KLJV</b></p>
<p><b>09/19 ENGINEERING REPORT</b></p>	
<p><b>09/19/01</b> The Engineering Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p><b>09/19/02 Cutting Policy</b></p> <p>The Catchment Engineer presented the discussion paper on proposed changes to the cutting programme with the following outcomes:</p> <ul style="list-style-type: none"> <li>• Discussion took place regarding access to lower priority watercourses for maintenance operations. It was resolved that the current arrangements for accessing lower priority watercourses would remain, but as the Board is officially required to serve notice for access on private land, a generic notice for access to carry out work on lower priority watercourses will, in future, be issued annually.</li> <li>• The Board agreed the proposal of bringing the start date of Medium and Lower Priority watercourse cutting forward to the beginning of August, but for environmental reasons, it was</li> </ul>	

resolved to alter the proposed cutting policy to undertake only partial cutting of the watercourses during August, and to delay any full cuts until the beginning of September, even if this meant that some Medium and Lower Priority watercourses would not receive a full cut annually. It was further discussed that the Board should consider doing even more partial cutting of watercourses and less full cutting. The Catchment Engineer pointed out that as the watercourses were designed to be kept completely clear of vegetation cutting only part of the watercourse would have a detrimental effect on the conveyance of flow, which in the higher return period events would increase flood risk. It was agreed that extending the length of partial cut further should be discussed by the Board's Conservation Committee at the next meeting in June 2019 and a recommendation be brought back to the Board.

The remainder of the policy was agreed and it was thereby RESOLVED that the Catchment Engineer should revise the presented policy in line with the outcome of the discussions. The Chairman, Vice Chairman and Chairman of the Plant and Development Committee were given delegated authority to agree the final version for adoption.

**09/19/03 General – Requested adoption of Watercourse – Stone Gate, Gendney (4.1)**

It was agreed and thereby RESOLVED to approve the adoption of this watercourse subject to the following:

**KLJV  
DW/SARM**

- The adjacent landowner financing some minor re-profiling work on the watercourse, to the Board's specification (anticipated cost £1,000-£1,500).
- These works being completed to the satisfaction of the Board.
- The adjacent landowner being responsible for the cost of any repair works to the watercourse for a period of 24 months following official adoption.

It was agreed that the Catchment Engineer would write to the adjacent landowner to this effect. If the landowner was not agreeable to the conditions, then the watercourse would remain a riparian drain and would not be adopted by the Board.

**10/19 ENVIRONMENTAL REPORT**

**10/19/01** The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**10/19/02 Review of SHIDB Standard Maintenance Operations (SMO) Policy Document**

ID South Holland IDB, Minute	Action
<p>The Catchment Engineer reported that a review of the Board's Standard Maintenance Operations Policy Document had started and was being undertaken by Diana Ward, Environmental Consultant, under the supervision of the WMA Environmental Manager. RESOLVED that this be noted.</p>	
<p><b>11/19 PLANNING REPORT</b></p>	
<p><b>11/19/01</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>11/19/02</b> The Flood and Water Manager reported that 24 applications had been received during this reporting period, a number of which were progressing or awaiting the submission of further information. The applications determined by officers during the last reporting period have not required referral to the Board. 18 applications are currently being processed, one being a proposed discharge from development of a large scale Food Enterprise Zone. Once all the requested information has been received these applications will be progressed to the point of approval under delegation unless they require determination by the Board's at the next meeting.</p>	
<p><b>11/19/03 Delegated Consents (2.1)</b></p> <p>The delegated consents determined by the Chief Executive's Management Committee in accordance with their delegated authority were considered in detail and approved. There were no matters arising.</p>	
<p><b>11/19/04 Enquiries (3.0)</b></p> <p>The Flood and Water Manager reported on 2 enforcement cases which had been actioned during the reporting period:</p>	
<p><b>11/19/05 18_00918_N Byelaw 10 Garden Waste being Dumped on Board Strip alongside Exeter Drain – North Spalding (3.2)</b></p> <p>The Flood and Water Manager reported that this has now been resolved. RESOLVED that this be noted.</p>	
<p><b>11/19/06 18_00966_N Byelaw 10 Post and Wire Fence line within 9m of Board's Lambert Drain near Main Road, Holbeach Drove (3.2)</b></p> <p>The Flood and Water Manager apprised the Members that this case will be followed up.</p>	<p><b>GBr</b></p>
<p><b>11/19/07 Planning Comments (4)</b></p> <p>Members were apprised that the Planning Department had commented on 30 applications, three of which were highlighted in the Planning Report and one in particular he wished to bring to the</p>	



Board's attention. Arising therefrom:

**11/19/08 H09-0818-18 Discharge of Conditions, Northons Lane, Holbeach (4.1)**

The Flood and Water Manager reported that this application was a discharge of condition application and concerned design detail of the proposed surface water drainage for a proposed residential development of 35 dwellings. This proposed discharging to the Anglian Water sewer network via a pump. The applicant had also applied to discharge a small amount of road surface to the Board's culverted watercourse. He reported that the applicant had already approached Anglian Water directly who had confirmed that they are willing to accept the discharge. The Flood and Water Manager stated he would look to make representation to the planning authority as it did not meet the discharge hierarchy set out in planning practice guidance but highlighted that as Anglian Water have accepted the discharge, this would likely be accepted by the Local Planning Authority. It was agreed that councillors would make representation to the Planning Authority and that the Board would make representation also.

**GBr**

**11/19/09 Surface Water Development Contribution Fees**

It was reported that one fee invoice had been issued for £25,162.80 which is currently unpaid due to technical discussions regarding the costs and proposed discharge rate.

**11/19/10 Planning and Byelaw Policy Document Update**

The Flood and Water Manager apprised the Board that he is looking to consult on the updated document which has consolidated a lot of the existing Board's policy. He is looking to meet with planners to discuss the policy. The document will be brought back to the Board for adoption at a future Board meeting.

**12/19 SCHEDULE OF PAID ACCOUNTS**

**12/19/01** The Schedule of Paid Accounts for the period 1 October 2018 to 31 December 2018, totalling £604,167.33 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

**13/19 MATERIAL CHANGES TO THE RISK REGISTER**

**13/19/01** Members considered the risk register for those risks with a risk assessment matrix score of  $\geq 6$ . Arising therefrom.

**13/19/02** Considered discussion took place regarding the possible mandatory works on Board's infrastructure arising from implementation of Eel

<b>ID South Holland IDB, Minute</b>	<b>Action</b>
<p>Regs 2009 and the cost implications. The Catchment Engineer reported that eel mitigation measures were being incorporated in to the on-going pumping station and sluice refurbishments, but as per the Board's policy, no stand-alone eel mitigation works would be undertaken unless they were fully grant aided.</p>	
<p><b>14/19 CORRESPONDENCE</b></p>	
<p><b>14/19/01 ADA Governance Workshops</b></p>	
<p>The Chief Executive reminded Members of the ADA Good Governance Workshops and encouraged Members to book their places by following the link included on the face of the agenda. He informed Members that the Good Governance Guide was available on both the ADA and WMA websites and could be sent electronically to members if requested. The Workshops' dates are 19 March 2019 in King's Lynn and 28 March 2019 in Peterborough.</p>	
<p><b>14/19/02 Defra Consultation</b></p>	
<p>The Chief Executive advised Members that Defra were consulting on extending IDB boundaries and new methods of valuing non agricultural land. It was important for the Board and the other WMA Boards to respond to this consultation when ADAs views were known. RESOLVED that this be noted.</p>	<b>PJC</b>
<p><b>15/19 DATE OF NEXT MEETING</b></p>	
<p><b>15/19/01</b> The next meeting was scheduled for 7 May 2019 at 10.30 am.</p>	
<p><b>16/19 ANY OTHER BUSINESS</b></p>	
<p><b>16/19/01 DRS Online</b></p>	
<p>Members were apprised that an online portal had been developed which would enable drainage ratepayers to manage their own accounts online. Elected members were encouraged to use this new system and the Chief Executive confirmed that details together with instructions on how to register online and manage accounts would be circulated to all ratepayers with the annual Rate Demands for 2019/20.</p>	<b>PJC</b>
<p><b>16/19/02 WMA Email Accounts</b></p>	
<p>The Chief Executive advised that a corporate email address was being set up for the elected members to use, to avoid any possible compromise of their personal email accounts following any FoI request. Instructions on how to set up the corporate email address on personal PCs would be circulated in due course. Appointed</p>	<b>PJC/MEC</b>

ID South Holland IDB, Minute	Action
<p>Council Members should already have the use of their councils' corporate email system.</p>	
<p><b>17/19 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN</b></p>	
<p>17/19/01 There were no members of the public present at today's meeting.</p>	
<p><b>18/19 CONSORTIUM MATTERS</b></p>	
<p>18/19/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 7 December 2018 were considered in detail and approved. There were no matters arising.</p>	
<p><b>18/19/02 WMA Five Year Succession Plan (46/18/05)</b></p>	
<p>The Chief Executive reminded members that Mary Creasy (his PA) would be retiring after 11 years of service at the end of March 2019 and her work, support and dedication was acknowledged by the Chief Executive and all Board Members present. Mary will be greatly missed by all and was wished a long and happy retirement.</p>	
<p><b>18/19/03 Schedule of Paid Accounts</b></p>	
<p>The WMA Schedule of Paid Accounts for the period 1 August 2018 to 30 November 2018 totalling £425,995.08 as approved at the Consortium Management Committee meeting on 7 December 2018, was considered in detail and adopted by the Board. There were no matters arising.</p>	
<p><b>18/19/04 WMA Estimates 2019/20 and Projected Out Turn for 2018/19</b></p>	
<p>The detailed Consortium Budget and Basis of Apportionment for the financial year 2019/20, as approved at the Consortium Management Committee meeting on 7 December 2018, together with the projected out-turn for year ending 31 March 2019 was considered in detail and approved by the Board. There were no matters arising.</p>	
<p><b>18/19/05 Issues for discussion at the next CMC Meeting</b></p>	
<p>Members were reminded that the South Holland IDB's representatives on the CMC are Mr D Worth (Chairman), Mr S A R Markillie (Vice-Chairman) and Mr P Coupland. There were no items raised by members for discussion at the next Consortium Management Committee meeting on 29 March 2018.</p>	
<p><b>19/19 CONFIDENTIAL BUSINESS</b></p>	
<p>19/19/01 It was agreed and thereby resolved to exclude the public for the</p>	

**ID South Holland IDB, Minute**

**Action**

next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

**A MEETING OF THE SOUTH HOLLAND IDB PERFORMANCE SUB-COMMITTEE WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON MONDAY, 21 JANUARY 2019 at 9.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* S A R Markillie	<b>South Holland D C</b>
* J Perowne	N/A
* D R Worth	

**South Holland D C/  
Boston B C  
N/A**

\* Present (100%)

Mr D R Worth in the Chair

In attendance:

Mr P J Camamile (Chief Executive)

<b>ID</b>	<b>South Holland IDB: Performance Sub Committee, Minute</b>	<b>Action</b>
<b>01/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/19/01</b>	There were no apologies for absence.	
<b>02/19</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>02/19/01</b>	The minutes of the meeting of the Performance Sub-Committee held on 16 July 2018 were considered in detail and approved. There were no matters arising.	
<b>03/19</b>	<b>REVIEW OF OBJECTIVES 2018/19 AND RECOMMENDATIONS TO THE BOARD</b>	
<b>03/19/01</b>	The Performance Review for 2018/19 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:	
<b>03/19/02</b>	The objectives for 2018/19 had substantively been achieved.	
<b>03/19/03</b>	<b>Objective 1(b): Develop a plan for financing capital works when/if Reserves are exhausted</b>	
	(i) This objective would be rolled into 2019/20 for completion. It was agreed that the plan should include using Public Works Loans to part fund capital work.	

**04/19 RECOMMENDATIONS TO THE BOARD FOR OBJECTIVES 2019/20**

**04/19/01** It was agreed to recommend to the Board that the following key objectives be adopted for 2019/20:

- (i)** To ensure that expenditure does not exceed the expenditure budget for 2019/20 and plan for subsequent years' rate increases.
- (ii)** Develop a plan for financing capital works if/when Reserves are exhausted and consider using Public Works Loans to part fund capital works.
- (iii)** Continue to discuss the Special Levy for each financial year with South Holland District Council.
- (iv)** To review the maintenance programme and budget during 2019/20. Maintenance budget (Direct Works) not to exceed £1.335m unless an extraordinary event. Any costs taking budget over £1.335m to be itemised, identified and budgeted separately.
- (v)** To continue to investigate all funding options to finance capital works moving forward and as part of this, review the Asset Management Plan and the Capital Financing, Balances and Reserves Policy.
- (vi)** To undertake works on first line sea walls that protect the board's area on a rechargeable basis for and on behalf of the EA, subject to this being commercially viable for the Board to do so.
- (vii)** To continue to work with the Lead Local Flood Authority and the EA to introduce a sustainable investment programme for the second line sea defences (former lines of reclamation) that protect the Board's area.

**05/19 NEXT MEETING**

**05/19/01** To be confirmed.

**06/19 ANY OTHER BUSINESS**

**06/19/01** There was no other business to discuss.

## South Holland Internal Drainage Board Objectives 2018/19 – Performance Review

	<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
1.	<p>Ensure total expenditure does not exceed the expenditure budget for 2018/19 and plan for subsequent years' rate increases.</p> <p>Develop a plan for financing capital works when/if Reserves are exhausted.</p>	<p>Chief Executive/ Budget Holders: Catchment Eng., Operations Manager</p> <p>Chief Executive/ Catchment Engineer</p>	<p>Achieved.</p> <p>To be completed.</p>
2.	<p>Continue to discuss the Special Levy for each financial year with South Holland District Council.</p>	<p>Chief Executive/Board Chairman</p>	<p>Achieved. Chairman and Chief Executive met with SHDC's Deputy S151 Officer Samantha Knowles and Cllr P Coupland on 31 October 2018. Deputy S151 Officer to be invited to join the Board's tour of works inspection on 6 August 2019.</p>
3.	<p>Introduce new front office structure effective 1 April 2018.</p>	<p>Chief Executive/Board</p>	<p>Achieved. The Performance Committee met on 26 September 2018 for a six-month review of the effectiveness of the new front office structure and concluded that it was working very well. Reported to Board at its 6 November 2018 meeting.</p> <p>Completion of the recruitment of a Land Drainage Operative to fill the vacancy arising from the restructure is in progress.</p>

## South Holland Internal Drainage Board Objectives 2018/19 – Performance Review

4.	To review the maintenance programme and budget during 2018/19. Maintenance budget (Direct Works) not to exceed £1.3m unless an extraordinary event. Any costs taking budget over £1.3m to be itemised, identified and budgeted separately.	Operations Manager	Achieved.
5.	To investigate all funding options to finance capital work moving forward.	Catchment Engineer/ Chief Executive	<p>In the June 2018 annual refresh of the EA administered plan of future risk management authority capital schemes, provision was included for the Board's schemes to be considered for Local Levy.</p> <p>In addition to contractual support from EA consultant for help producing outline business cases for FDGiA, the Board has also signed a Memorandum of Understanding with Black Sluice IDB and other Lincolnshire IDBs that will provide the Board with input from a shared FCERM officer, (50% funded by Anglian Northern RFCC), to support the increased delivery of capital projects during the current EA CSR period ending March 2021.</p>
6.	To consider the pros and cons of undertaking works on first line sea walls that protect the Board's area, on a rechargeable basis for and on behalf of the EA.	Catchment Engineer/ Chief Executive/Board	Catchment Engineer has contacted EA to open discussion but has yet to receive a response as to whether this is/is not a feasible option for the EA.
7.	To work with the Lead Local Flood Authority and the EA to introduce a sustainable investment programme for the second line sea defences that protect the Board's area.	Catchment Engineer/ Chief Executive/ Board	Meetings have taken place with the EA to discuss the



## South Holland Internal Drainage Board Objectives 2018/19 – Performance Review

			<p>way forward. EA have proposed that the Environmental Permitting route may be the way forward to control any future changes to the relic line of reclamation. A joint EA/IDB letter to affected landowners has been circulated by the EA to introduce this concept, as well as inform of the baseline condition surveys that the EA plan to undertake.</p>
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14 January 2019

P J CAMAMILE  
CHIEF EXECUTIVE

**A MEETING OF THE SOUTH HOLLAND IDB CHAIRMAN'S COMMITTEE WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON MONDAY 21 JANUARY 2019 AT 10.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* S Bartlett	<b>South Holland D C</b>
* N J Grundy	* S M Booth
* A G Hay	* P Coupland
* S A R Markillie	
* J Perowne	<b>South Holland D C/</b>
* I Stancer	<b>Boston B C</b>
* D R Worth	N/A
	* Present (100%)

Mr D R Worth in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Miss S Jeffrey (Finance Manager)  
Mr D Morris (Operations Manager/Health and Safety Supervisor) and  
Mr K L J Vines (Catchment Engineer/Health and Safety Officer)

<b>ID</b>	<b>South Holland IDB: Chairman's Committee, Minute</b>	<b>Action</b>
<b>01/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/19/01</b>	There were no apologies to record.	
<b>02/19</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>02/19/01</b>	The minutes of the Chairman's Committee meeting held on 11 January 2018 were considered in detail and approved. There were no matters arising.	
<b>03/19</b>	<b>RECOMMENDATIONS TO THE BOARD CAPITAL PROGRAMME 2019/20</b>	
<b>03/19/01</b>	The detailed Capital Works Estimate for 2019/20 as prepared by the Catchment Engineer, totalling £1,045,000 was considered in detail and approved. Arising therefrom:	
<b>03/19/02</b>	The Catchment Engineer reported that following completion of the tender process for the automatic weedscreen cleaners, it was expected that the 2019/20 cost for these would be less than the £260,000 estimated budget.	
<b>03/19/03</b>	The Catchment Engineer apprised members that the £87,500 estimated cost of works in 2020/21 financial year for SCH54, (joint	

ID South Holland IDB: Chairman's Committee, Minute	Action
<p>scheme with LCC) may rise substantially if LCC are unable to meet their share of the cost of these works on the Exeter Drain between Halmer Gate to Albert Street.</p>	
<p><b>03/19/04</b> It was agreed to recommend that the Board approves the Capital Works Programme for 2019/20.</p>	
<p><b>04/19 RECOMMENDATIONS TO THE BOARD MAINTENANCE PROGRAMME 2019/20</b></p>	
<p><b>04/19/01</b> The detailed Maintenance Works Estimate for 2019/20 as prepared by the Operations Manager, totalling £1,335,320 was considered in detail and approved. Arising therefrom:</p>	
<p><b>04/19/02</b> Members considered the increase of c.£35,000 for the proposed maintenance budget for 2019/20, taking the budget over £1.3million, which was in the main due to the increased insurance cost for pumping stations. Discussion ensued about claims experience and if there may be merit in underinsuring. It was agreed to in future report claims experience for South Holland IDB as a percentage of the WMA Group claims experience to the Chairman's Committee. RESOLVED that this be noted.</p>	<p><b>PJC</b></p>
<p><b>04/19/03</b> It was agreed to recommend that the Board approves the Maintenance Works Programme for 2019/20.</p>	
<p><b>05/19 RECOMMENDATIONS TO THE BOARD ADMINISTRATION AND TECHNICAL SUPPORT COSTS 2019/20</b></p>	
<p><b>05/19/01</b> The Estimate of Administration and Technical Support Costs for 2019/20 as recommended by the Consortium Management Committee on 7 December 2018 was considered in detail and approved. Arising therefrom:</p>	
<p><b>05/19/02</b> It was agreed to recommend to the Board that the Technical Support Consortium charge of £152,732 be included in the Board's Rate Estimates for 2019/20.</p>	
<p><b>05/19/03</b> It was agreed to recommend to the Board that the Administrative Consortium charge of £272,635, (including implementation of the Succession Plan), be included in the Board's Rate Estimates for 2019/20.</p>	
<p><b>06/19 RECOMMENDATIONS TO THE BOARD ESTIMATES AND RATE REQUIREMENT 2019/20</b></p>	
<p><b>06/19/01</b> The draft Annual Estimates and net Rate Requirement for 2019/20,</p>	

totalling £3,006,473 was considered in detail and approved. Arising therefrom:

**06/19/02** Members considered Mr P Coupland's verbal update on South Holland District Council's affirmation that it could accommodate a 3% increase in the Special Levy for 2019/20; 1% more than had been discussed with the Board Chairman and Chief Executive when they had met with South Holland District Council on 31 October 2018. Taking into consideration the 5-year indicative forecast, it was agreed to recommend that the Board approves option 2 as presented, to increase the agricultural drainage rate and special levy by 3% for the 2019/20 financial year instead of the 2%, (option 3), currently proposed in the Estimates.

**06/19/03** It was therefore unanimously agreed to recommend that the Board approves an increase equating to 3% in the Agricultural Drainage Rates and Special Levies for 2019/20:

Drainage Rate in the Pound: 12.654p

Occupiers' Drainage Rates:	£1,008,687
South Holland District Council	£1,301,870
Boston Borough Council	£917
Reserves:	<u>£694,999</u>
	£3,006,473

**06/19/04** It was agreed that the Chief Executive would update the Estimates 2019/20 accordingly to reflect the Chairman's Committee recommendation of a 3% increase and identify this as option 3 within the Estimates 2019/20 to be presented at the Board meeting on 5 February 2019.

**06/19/05** It was unanimously agreed to recommend that the Board revises the 5-Year Indicative Forecast to show annual increases of 3% pa during the 5-Year period. It was important to note that the 5-Year Indicative Forecast would continue to be subject to annual review and that the actual increases in rates and levies during this period may therefore actually be greater than 3%. RESOLVED that this be noted.

**07/19 ANY OTHER BUSINESS**

**07/19/01** The Chief Executive/Finance Manager was asked to provide for the Chairman's Committee consideration, a rationale for a Total Reserves figure.

**PJC/SJ**

**08/19 CONFIDENTIAL BUSINESS**

**08/19/01** It was agreed and thereby resolved to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

## OPERATIONS REPORT

### 1 MAINTENANCE WORKS

#### 1.1 FLAIL MOWING

The annual flailing programme is now complete, a total of 3,232km of flail cut having been undertaken during the cutting season.

<b>Cutting unit</b>	<b>Start date (week ending)</b>	<b>Finish date (week ending)</b>	<b>Length of flail cut (km)</b>	<b>Cost (£/km)</b>
Claas Arion tractor (7444), rear mounted Herder Rapier flail (7551), and front mounted Herder flail (7550)	6 Jul 2018	20 Jan 2019	2,065	26.89
Claas Arion tractor (7443), rear mounted Herder Rapier flail (7548), and front mounted Herder flail (7549)	15 Jul 2018	23 Dec 2018	1,130	39.96
New Holland tractor (7440), Herder Grenadier and flail (7547)	7 Oct 2018	18 Nov 2018	37	54.33

#### 1.2 RODING BASKETS

The annual basket cutting programme is nearing completion with only approx. 3 km of cut still to complete. It is anticipated this will be finished by the end of February 2019.

<b>Cutting unit</b>	<b>Start date (week ending)</b>	<b>Finish date (week ending)</b>	<b>Length of basket cut (km)</b>	<b>Cost (£/km)</b>
Volvo medium reach excavator (7119) with 8.6m roding basket (7916)	22 Jul 2018	16 Dec 2018	168	198.49
Volvo wheeled medium reach excavator (7120) with 4.2m roding basket (7918)	15 Jul 2018	23 Dec 2018	127	207.41
Caterpillar long reach excavator (7121) with 5.5m roding basket (7920)	15 Jul 2018	20 Jan 2019	142	474.94

Caterpillar medium reach excavator (7122) with 8.6m roding basket (7921)	22 Jul 2018	9 Dec 2018	175	183.43
Caterpillar medium reach excavator (7123) with 8.6m roding basket (7922)	22 Jul 2018	9 Dec 2018	124	197.14
New Holland tractor (7440) with Herder Grenadier medium reach (7547) and 4.2m roding basket (7917)	15 Jul 2018	6 Jan 2019	164.3	291.48

### 1.3 HAND RODING

Hand mowing will commence in February 2019.

### 1.4 NEW ACCESS WORKS/PIPELINES

The following culverts/pipelines have been constructed in private side dyke and Board's drains to improve access for mechanical roding equipment and Health and Safety.

LOCATION/DRAIN	DIAMETER (mm)	LENGTH (m)
Salt Lake	450 plastic	12
Salt Lake	450 plastic	9
Roman Bank East & Branches	450 plastic	18

### 1.5 CLEANSING/INSPECTING PIPELINES AND CULVERTS

The following culverts and pipelines have been cleansed/jettted/surveying in this reporting period.

LOCATION	REMARKS
3no various piped culverts on Roman Bank East & Branches and Luton Grange South & Branches	Cleaned out by SHIDB
2no Holbeach Old River	Cleaned out by SHIDB
3no Main Road East	Cleaned out by SHIDB

1.6 BUSHING/TREE TRIMMING

Bushing and tree trimming has taken place along the following watercourses.

<b>DRAIN</b>	<b>COMMENT</b>
Little Holland	Trimmed 1no. tree
Holbeach Old River	Bushed 407metres adjacent to track near cattle sheds
Scarlet Gate	Bushed 123 metres from A17 upstream
Half Mile	Bushed 297 metres along pipeline
Exeter Drain North	Bushed 137 metres from the Academy to Halmergate
Holbeach Old River	Bushed 356 metres from Fen Road down stream

1.7 RUBBISH CLEARANCE

The following list shows the amount of rubbish removed from the Board's drains during this reporting period.

<b>LOCATION</b>	<b>REMARKS</b>
Main Drain (End of Sly's roadway)	Old TV
Main Drain (Tydd side of the Sluice)	Large heap of fences and wood
King John's (200m from the corner of New Road)	3no car petrol tanks, 1no gas bottle, 4no bags of rubbish and 1no Hi-Fi with speakers
Main Drain (Between Holland House & Sharps Bridge)	1 tonne bag of plaster board
Main Drain (Downstream from Wisemans)	1no tent & old house insulation
High Prior Drain (Road side on Jekil's Bank)	4no car tyres
King's Creek Branch (Next to culvert on Rookery Road)	3no car tyres & 1no. washing basket
Main Drain (Upstream of Quick Lane)	4no car tyres
Main Drain (Next to Donnington Pump)	1no car tyre & 1no sign
Postland Drain (top end of drain next to Beet pad)	1no car tyre
Gedney Marsh Outfall (Road side near outfall)	1no car tyre
Delgate (Between Austen Dyke & West Gate Road)	1no car tyre
Lutton Grange South (Half way down South Drove)	3no car tyres
King John's (Next to culvert on Guys Head Road)	2no reclining chairs, 1no TV cabinet and 1no microwave
Cranesgate Drain (All along Snuffers Lane)	25no car tyres



Main Drain (Red House Bridge)	1no car tyre
Sutton Bridge Main (Road Side A17)	48no black bags
Main Drain	8no black bags

## 1.8 MUDDING WATERCOURSES

The following watercourses have been mudded in this reporting period.

<b>LOCATION/DRAIN</b>	<b>LENGTH (M)</b>
Main Drain (Wisbech Road Bridge to Sluice)	2,650 x 2
Ogdens	1,485
Scarlet Gate	465
Washway Road	30
Hundred Drain Lane	756
Salt Lake New Sea Bank Soke Dyke	670
Holbeach Old River	1260
Hundred Drain	270
Main Road East	600



## **De-silting of South Holland Main Drain**

### **1.9 VERMIN**

Vermin activity is high throughout the Board's area.

### **2 PLANT**

#### **2.1 PURCHASE OF NEW LONG REACH EXCAVATOR (2019/20 BUDGET)**

Further to the Board's approval at the last meeting, a new long reach machine has been ordered from Volvo at a cost of £195,500 + VAT (including a new 5.5m weed basket, and a mudding bucket). Delivery of the machine is expected in May 2019.

#### **2.2 PROPOSED PLANT STILL TO BE AGREED FOR 2019/20**

Approval is still to be confirmed by the Board for the following items of plant in the 2019/20 plant renewals budget (as presented to the Plant and Development Committee in October 2018).

<b>PLANT</b>	<b>PROPOSED COSTS</b>	<b>COMMENTS</b>
3.5m basket for new Wheeled Excavator	£5,768	The new wheeled excavator will require a weed cutting basket to replace the existing one which is worn out.
Trailer for the Wheeled Excavator basket	£10,043	A new trailer is required to transport the basket with the new wheeled excavator to replace the existing lightweight trailer.
Hydraulic Grab for Excavators	£14,668	To remove debris/rubbish from watercourses for Health and Safety purpose.
2 <sup>nd</sup> Hand Van	£10,300	To assist with transporting plant operatives around site

### 2.3 PLANT REPLACEMENT POLICY

In the Plant and Development meeting held in October 2018 it was requested that a Plant Replacement Policy was created for approval by the Board, please see Appendix 1 of this report.

## 3 **EMPLOYEES**

### 3.1 SICKNESS

A total of 15no working days have been lost in this reporting period due to illness up to the 28<sup>th</sup> January 2019

## 4 **HEALTH AND SAFETY**

### 4.1 ACCIDENTS

- A cutting blade slipped off the riveter and caught the operative's hand causing a slight cut to their left hand. The operative has been instructed to wear PPE gloves at all times and ensure materials/equipment are securely placed. The operative had no time off work.
- An operative injured his head/neck when accidentally making contact with the headstock on the arm of the excavator during a culvert cleaning operation. He was wearing a safety helmet at the time which prevented the injury from being more serious. Witness testimonies have been taken from both parties involved in the incident, to ascertain a conclusion on what actually occurred. This will allow sufficient safety measures/training to be put in place ensuring such an incident is prevented in the future. At the time of writing the operative remains off work and as such the incident will likely be reportable to RIDDOR.

## 4.2 NEAR MISSES

There have been no near misses reported during the reporting period.

## 4.3 TRAINING

<b>COURSE</b>	<b>DATE ATTENDED</b>	<b>NUMBER OF OPERATIVES ATTENDED</b>
Site Management Safety Training Scheme	28/01/19 to 01/02/19	1No. Operative
Banksman, Slings and Signalling	08/01/2019 09/01/2019	4No. Operatives 4No. Operatives
Roads and Street Works	15-18/01/2019	3No. Operatives
Dumper	12/12/2018	4No. Operatives
Ride on Roller	11/12/2018	4No. Operatives
Site Management Safety Training Scheme	10-14/12/2018	1No. Operative
Forklift Conversion to Telehandler	15/11/2018	3No. Operatives
Powered Pole Pruners	22/10/2018 23/10/2018	4No. Operatives 4No. Operatives
Confined Spaces	25/07/2018	9No. Operatives

## 5 **RE-CHARGEABLE WORKS**

### 5.1 WHITTLESEY DRAINAGE BOARD

Whittlesey Drainage Board have paid the Board £2,996.15 + VAT for basket cutting works within their drainage district.

### 5.2 ENVIRONMENT AGENCY

The Environment Agency have paid the Board £2,500 + VAT for basket cutting the Coronation Channel Soke Dyke (eastern bank of Coronation Channel).

### 5.3 J W TYRREL & SON

Mr Tyrrel has been invoiced by the Board for £60 + VAT for some private maintenance works.

DOM MORRIS  
OPERATIONS MANAGER

## **SOUTH HOLLAND IDB PLANT REPLACEMENT POLICY – 2018**

### **Policy Objectives:**

The objective of this policy is to ensure South Holland IDB's plant, vehicles and other mechanical equipment are available in good working order so as to achieve the best cost benefits for South Holland IDB. The aim of the Plant and Equipment Replacement Policy is to;

- Follow replacement guidelines and principle of life cycle costs to assess replacement of the plant and equipment.
- Maximize inputs from operators & maintenance team to prepare plant replacement requisition
- Optimize the vehicle maintenance program to have longer replacement cycle.
- Avoid repeated & time consuming evaluation for plant and equipment that is in good working order.
- Project a 5 year replacement program for high value plant and equipment & review the Replacement Program to act in accordance with South Holland IDB's needs.

### **Policy Statement:**

Replacement Requisition:

- Replacement request must include following:
  - a. Reference to standard replacement cycle
  - b. Specific reasons (if doesn't match with standard replacement cycle)
  - c. Number of hours/ kilometers/miles & Years
  - d. Annual maintenance cost since procurement
  - e. Life cycle cost
  - f. Safety related concern (if any)
  - g. Major maintenance requirements (if any)
  - h. New purchase price/quotes

### **Replacement Periods:**

- Replacement periods will be set to provide the best economic turnover result for South Holland IDB whilst also taking into account of South Holland IDB's operational requirements and financial resources. The following plant replacement cycle has been adopted and is based on discussions with the Catchment Engineer, Operations Manager, Working Foreman, Plant Engineer and the Board. This replacement cycle can be reviewed annually or as per the discretion of the Board.
- All plant (excluding small plant), should be reviewed at least 12 months prior to the Recommended Replacement Cycle or if usage/condition dictates an earlier review.
- Plant and equipment with occasional, limited usage will be individually assessed and recommended for replacement where their one-time maintenance cost reaches 60% of the current value.
- The replacement cycles are to be considered as a guide and plant and vehicles may be replaced earlier or later depending on market value, condition and requirements. The overriding objective is to ensure the maximum return and value for the Board.
- The Catchment Engineer, in consultation with the Operations Manager, will review replacement cycles as outlined below on a case by case basis as part of the Board's 5 year replacement projections, and make appropriate recommendations to the Board for the replacement.
- Consideration may also be given to machines that experience high levels of maintenance and repair costs.
- Consider extended warranties.

### **Plant Replacement Cycles by Plant Category:**

#### **Group A - Very High value, hours based work, minimal visible wear and tear, high repair cost.**

All plant in group A, are deemed as very high value. The work these machines undertake are repetitive and hardworking, cost can be high when maintaining these machines and it is advisable to replace these items of plant as shown below to ensure the Board get the operational best out of the items of plant. Where applicable it would be advantageous to the Board to agree a buy back deal with the suppliers of the plant to ensure the Board received the best deal, however

this would only be applicable if a replacement item of plant is purchased from the same supplier/manufacturers as that being sold.

1. The Board have only 1no. Long reach excavator which limits the Board to maintain the larger deeper watercourses. If this excavator fails/breakdowns then this will limit the maintenance carried out on these larger watercourses, that is why the proposed replacement on the Long reach excavator should be every 5 years/7000 hours to ensure this excavator is always running efficiently.
2. The Board have 3no. Short reach excavators, these carry out the majority of the maintenance on the standard reach watercourses. If one of these excavators fails/breakdown the Board will be able to cover the standard reach watercourses. The proposed replacement for these excavators is 7 years/7000 hours. It has been noted from previous repair and maintenance costs, that the maintenance costs start to accelerate once 7000hours are reached. The tracks, hydraulic rams, expensive parts etc, tend to need replacing.
3. The Board have only 1no. Wheeled excavator which is versatile for picking up the difficult/hard to reach/roadside watercourses. This excavator covers many miles which may affect the maintenance of this machine which is generally used for localized site based work. It is proposed the replacement on the Wheeled excavator should be every 5 years/5000 hours to ensure this excavator is running efficiently and more in line with the tractors. The wheeled excavator is currently nearly 7 years old and has had significant expenditure on it in the last two years to keep it operating efficiently.
4. The Board have 5no. Tractors. These cover a vast amount of miles in their flailing and carting duties and are key to ensuring the maintenance of the watercourses are carried out. The Tractor should be change every 5 years/5000 hours to ensure the tractors are running efficiently. The oldest tractors will be part exchanged for the new and the next oldest will be handed down for general duties. Repair costs for the Boards tractors over 4 years old have accelerated in the last 6months. Any new tractors purchased by the Board should try to get a 5 year extended warranty.
5. Ideally the tractor mounted/ self-propelled cutter will be replaced every 7 years/5000 hours.
6. Ideally the weed baskets will be replaced when the machinery is replaced, however a condition survey will be undertaken to decide if it is necessary to change the item of plant at that time or not.

7. Ideally the flails will be replaced when the machinery is replaced, however a condition survey will be undertaken to decide if it is necessary to change the item of plant at that time or not.

**Group B - Medium value, visible wear and tear, moderate repair cost, used as site support.**

All plant in group B, are deemed as medium value. These vehicles and items of plant assist with transporting, maintenance, and operational duties.

1. Heavy trailers that are used for carting silt, soil, stone, all materials etc. are used to transport materials across the drainage district, assisting with various operations. These trailers are more frequently used in the winter months, the general maintenance costs for these trailers are minor, with mainly replacement tyres being the biggest cost. Providing the state of the trailer is in suitable condition, and there is no damage to the trailer, the replacement will be as and when required but a minimum of 10years as a guide.
2. The light trailers are used for carting all materials and small plant. These trailers are more susceptible to damage and may require more repairs and maintenance works carried out to them rather than the heavier trailers. Providing the state of the trailer is in suitable condition, and there is no damage to the trailer, the replacement will be as and when required but a minimum of 8 years as a guide.
3. The 4x4 Trucks are used for site transport for supervision and maintenance purposes. These vehicles will be passed down every 3/4 years or 100,000 miles depending on condition, to the workshop or onsite. The old workshop and onsite vehicles will then be part exchanged as and when the vehicles are passed down.
4. The site vans are for the operatives on the tracked excavators during the cutting season and then outside of the cutting season the vans will be used for general duties and maintenance for the Pumping Station's, hand roding, spraying, etc. These vans will have a minimum usage of 10years/200,000 miles and will be replaced as and when required, with only a scrappage allowance value at disposal.

**Group C - Hours based work, low use, low repair cost, frequent maintenance required. High lump sum value to replace.**



All the plant in group C, is more specialist plant that will not necessary be used for long periods of time, but are essential for the operational procedures to be delivered as part of the maintenance programme. This plant will have an annual conditional assessment and it will be reassessed as to whether it may require changing in the next financial plant renewal year, or it will be replaced if there are unforeseen circumstances why it is not suitable for operational works. Indicative replacement cycle of at least 10 years.

## SUMMARY OF PLANT REPLACEMENT CYCLES

<b>GROUP A</b>	<b>Very High value, hours based work, minimal visible wear and tear, high repair cost.</b>		
ASSET TYPE	YEARS	HOURS	COMMENTS
Long Reach Excavator	5	7000	SHIDB only have 1no. Long reach machine, need to have a 5year service agreement with a buy back option.
Short Reach Excavator	7	7000	SHIDB have 3no. Short reach machines, need to have a 5year service agreement with a buy back option.
Wheeled Excavator 16t	5	5000	SHIDB only have 1no. Wheeled excavator machine, need to have a 5year service agreement with a buy back option.
Tractors	5	5000	SHIDB have 5no. Tractors, the oldest one is part exchanged and the next oldest is passed down every time we replace one. Need to have a 5year service agreement with a buy back option.
Tractor mounted/self-propelled cutter	7	5000	
Weed Baskets	5	Replace when excavator or tractors is replaced	
Flails	6	As and when required	

<b>GROUP B</b>	<b>Medium value, visible wear and tear, moderate repair cost, used as site support.</b>	
ASSET TYPE	YEARS	MILES

Heavy Trailer	10	Annually inspected and reviewed
Light Trailer	8	Annually inspected and reviewed
4x4 Truck	3/4	100,000
Site Van	10	200,000

<b>GROUP C</b>	<b>Hours based work, low use, low repair cost, frequent maintenance required. High lump sum value to replace.</b>	
ASSET TYPE	YEARS	
Tree cutters	10	Annually inspected and reviewed
Pumps	10	Annually inspected and reviewed
JCB	10	Annually inspected and reviewed
Forklift	10	Annually inspected and reviewed
Plant Transport trailer	10	Annually inspected and reviewed
Various Specialist Plant	10	Annually inspected and reviewed

# ENGINEERING REPORT

## 1 CAPITAL WORKS

### 1.1 AUTOMATIC WEEDSCREEN CLEANER TENDERS

Tenders have been obtained for automatic weedscreen cleaners at the following pumping stations:

- Fleet Haven
- Dawsmere
- Lords
- Holbeach Bank
- Gotts

Delegated authority has been given to the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to decide the results of these tenders between Board meetings.

### 1.2 WESTMERE PUMPING STATION AND SLUICE REFURBISHMENT

Tenders have been sought for:

- the pump and switchgear replacement
- structural design consultancy for the new tidal sheet piling

Delegated authority has been given to the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to decide the results of these tenders between Board meetings.

### 1.3 FLEET HAVEN PUMPING STATION REFURBISHMENT

Tenders have been sought for the design consultancy for the refurbishment works. It is recommended that delegated authority be given to the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to decide the results of these tenders between Board meetings.

### 1.4 BUSINESS CASE DEVELOPMENT FOR FLEET HAVEN, DAWSMERE, AND LORDS PUMPING STATION REFURBISHMENTS

Work continues with Jacobs to produce the business cases for the refurbishment schemes at Fleet Haven, Dawsmere, and Lords Pumping Stations to ascertain the amount of grant-in-aid each scheme will attract.

## **2 MAINTENANCE WORKS**

### **2.1 REVIEW OF CUTTING POLICY**

Following discussions in the August and November 2018 Board meetings it was decided that a review of the annual cutting policy should be carried out and a report prepared for this meeting, see Appendix A of this report.

## **3 SLUICES**

### **3.1 SUTTON BRIDGE SLUICE**

Sutton Bridge Sluice is currently being operated to maintain the water level in the South Holland Main Drain at the winter level of 0.00m ODN.

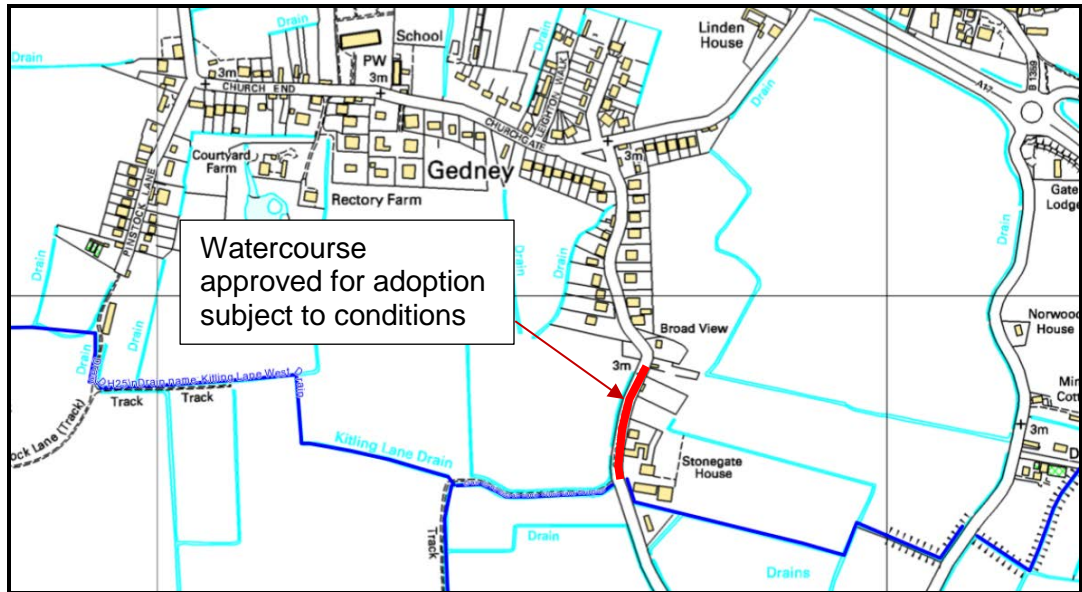
## **4 GENERAL**

### **4.1 REQUESTED ADOPTION OF WATERCOURSE – STONE GATE, GEDNEY**

Further to the request discussed at the last Board meeting, for the Board to adopt the 170m of watercourse shown red on the plan below, the condition of the piped section of the watercourse has been investigated and found to be in good condition. Delegated authority was given to the Chairman and Vice Chairman to decide the outcome of the adoption request following the outcome of the pipeline investigation, and the decision has been made to adopt the watercourse subject to the following:

- The adjacent landowner financing some minor re-profiling work on the watercourse, to the Board's specification (anticipated cost £1,000 - £1,500).
- These works being completed to the satisfaction of the Board.
- The adjacent landowner being responsible for the cost of any repair works to the watercourse for a period of 24 months following the official adoption.

A letter will now be written to the adjacent landowner, who has requested the adoption, to inform him of the decision. If the landowner does not agree with the above conditions then the watercourse will remain a private riparian maintained drain.



**LOCATION PLAN**

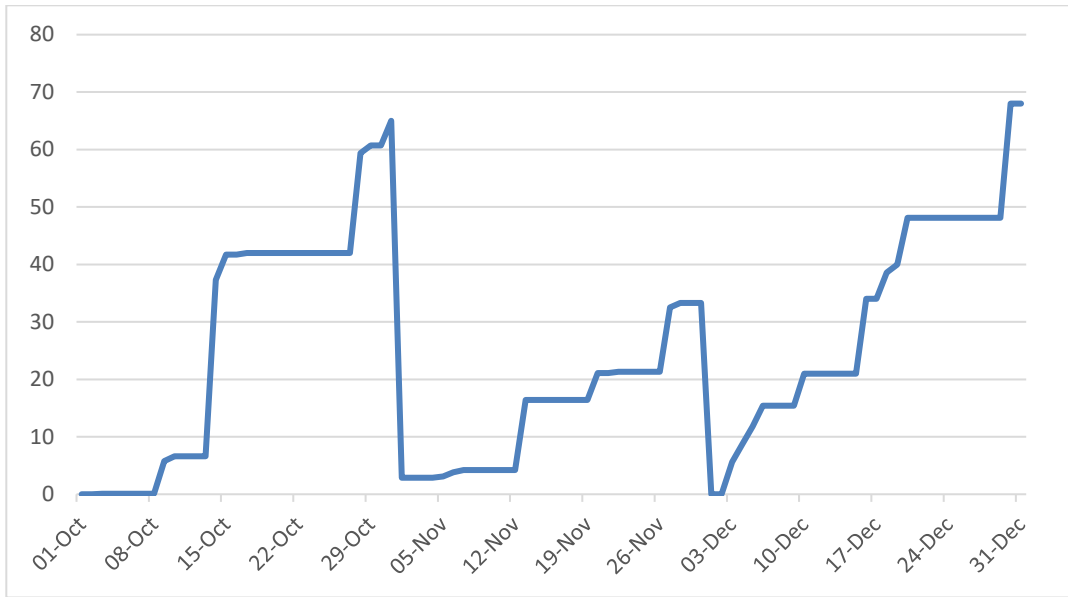
**5 RAINFALL**

Rainfall statistics relating to stations in the Board's area for the months of October, November, and December are as follows: (recordings in mm)

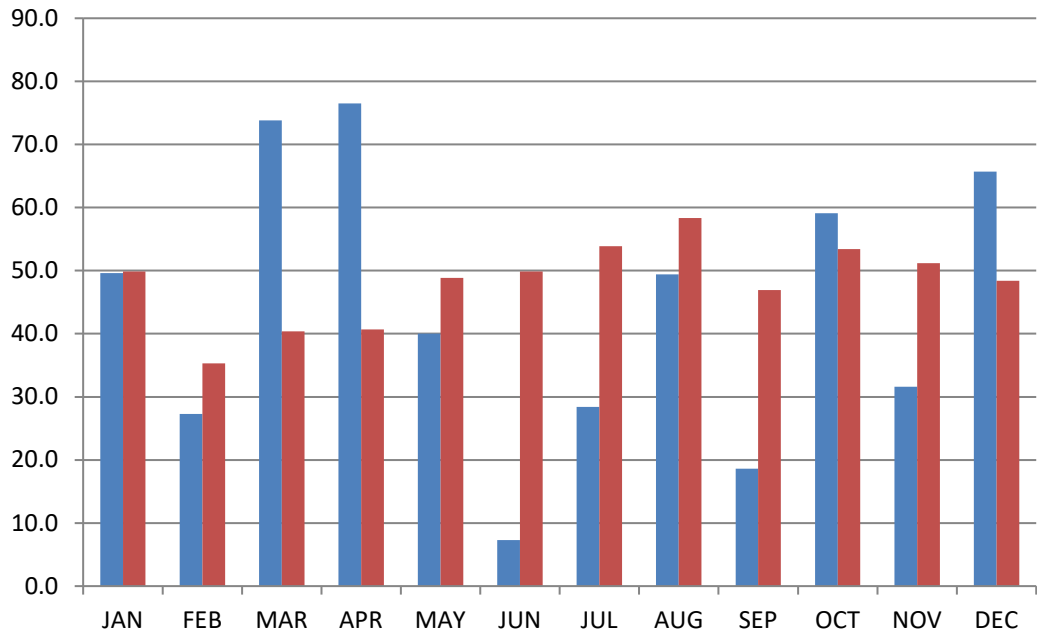
LOCATION	OCTOBER		NOVEMBER		DECEMBER		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	59.1	53.4	31.6	51.2	65.7	48.4	59
Holbeach – Marsh Reeves	65.0	54.7	33.3	48.9	68.0	40.2	33

Note: Average Soil Moisture Deficit value for South Holland IDB District for week ending 22 January 2019 was 40.7mm

**CUMULATIVE RAINFALL READINGS (MM)  
MARSH REEVES, HOLBEACH – OCTOBER, NOVEMBER, AND DECEMBER 2018**



**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)  
NORFOLK HOUSE JANUARY – DECEMBER 2018**



Actual Rainfall ■  
Average Rainfall ■

## 6 ENVIRONMENTAL REPORT

### 6.1 MINK CONTROL

Five mink platforms have been in use at strategic locations in the vicinity of the South Holland Main Drain and Little Holland Drain since November 2018. On five occasions these platforms have shown signs of mink activity and traps have been deployed. However, to date no mink have been caught.

### 6.2 REVIEW OF SHIDB STANDARD MAINTENANCE OPERATIONS (SMO) DOCUMENT

The review of the Board's Standard Maintenance Operations (SMO) document has commenced. The Environmental Consultant, Diana Ward, is undertaking the review under the supervision of the WMA Environmental Manager.

### 6.3 REPLACEMENT OWL BOXES

Three new owl boxes have been ordered to replace the following boxes, which are now in poor condition, as agreed previously by the Board. These will be erected in the next few weeks prior to the commencement of the nesting season.

<b>Box No</b>	<b>Grid Ref</b>	<b>Location</b>
1531	TF464199	South Holland Main Drain
2054	TF363173	Leedsgate Bridge (Gotts)
2052	TF302155	Moulton East Fen (Wisemans)

**K L J VINES**  
**CATCHMENT ENGINEER**

# REVIEW OF ANNUAL DRAIN MAINTENANCE POLICY

## 1 BACKGROUND

At the August 2018 Board meeting, a review of the annual drain maintenance policy was requested following reports that the current maintenance regime was not entirely aligned with the current policy in respect of the timing of maintenance operations on some Medium and Lower Priority Watercourses.

## 2 EVOLUTION OF THE POLICY

The heavy rainfall events of the summers of 2007 and 2009 led the Board to seek changes to the annual maintenance programme. A review of the programme was requested, and at the February 2010 Board meeting it was resolved to trial, for the 2010/11 cutting season, Option 1a of the “Revision of Priority Watercourse Designations and Maintenance Programme” dated 3 December 2009. This option entailed:

- Flailing High Priority channels on a monthly basis between the beginning of March and the beginning of June.
- Cutting High Priority Channels between the beginning of June and the beginning of August (partial cut only – nearside batter, bed, and far side toe).
- Cutting Lower Priority Channels from the beginning of August (full cut where possible, limited by access issues).
- Second cut on High Priority Channels between the beginning of October and the end of December (full cut where possible, limited by access issues).

A second report “Review of Changes to Watercourse Maintenance Programme following 2010/11 trials” was produced in October 2010 which suggested further alterations to the maintenance programme for trials in the 2011/12 cutting season.

In July 2011 a further report was produced “Review of Trial Annual Maintenance Programme”. This made recommendations resulting from lessons learned in the earlier trials. These centred mainly around the negative impact on habitat of the early repeated cutting and the complaints that had been received in this regard, along with timings of maintenance activities in general. These recommendations were agreed by the Board at the August 2011 meeting:

- There will be no repeated early flailing.
- The first cut in the Little Holland Drain downstream of Saturday Bridge, and in the South Holland Main Drain downstream of Wiseman’s Pumping Station will be done using the weedboat from May onwards. Only the channel is to be cut, leaving reed fringes intact until the second cut with the basket after October.



- The commencement date of the maintenance programme will be determined annually in conjunction with the Chairman and Chief Executive, based on an annual risk assessment undertaken by the Operations Manager, taking account of the level of growth, rainfall, and environmental impact.
- The flailing and basket cutting of High Priority drains will aim to be completed by the end of August. Operatives will remain vigilant for the presence of nests and work around these, recording details and locations of all nests that are found.
- The flailing and basket cutting of Lower Priority drains will start at the beginning of September and aim to be completed by the end of October.
- The second cut of High Priority drains will start after the completion of the Lower Priority drains and aim to be completed by the end of January.

The policy resulting from these changes was trialled in the 2012/13 cutting season and, following a satisfactory result, has remained in force since that date.

### **3 COMMENTS ON EXISTING POLICY**

With regard to the existing policy, the following comments are thought to be pertinent for consideration as part of the current review:

- It may be beneficial to delay the commencement of weedboat activity in the South Holland Main Drain and Little Holland Drain until mid-June to avoid disturbance during the fish spawning season.
- As the majority of Medium and Lower Priority Drains have to be cut in the window of opportunity between harvest and the land being re-worked for the next crop, this window commences during August yet under the existing policy the cutting of Medium and Lower Priority watercourses cannot commence until 1 September.
- Being able to cut Medium and Lower Priority Drains concurrently with High Priority Drains during August is a more efficient way of achieving the cutting programme as Medium and Lower Priority drains in the vicinity can be cut at the same time as the High Priority Drains, and hence future machine moves and additional travelling can be reduced.
- As part of the Standard Maintenance Operations Review which is currently on-going, the Environmental Consultant undertaking the review, and the WMA Environmental Manager who is managing the review, have both stated that they are comfortable with the current start date for Medium and Lower Priority Drain cutting being brought forward from 1 September to 1 August as by this date the bird nesting season is nearing its end and the risk of causing damage to a nest is significantly reduced.
- Due to lack of availability of hand labour, the mowing of hand maintained lengths of drain during the time slots for respective High, Medium, and Lower Priority Drains has not been undertaken for a number of years. Instead, the hand roding lengths are treated with chemical application early in the season to retard vegetation growth, and are then manually cut during February and March when the mechanised cutting comes to an end, and operatives thus become available for hand roding.

### **4 ACCESS FOR MAINTENANCE AND EFFECT ON TIMINGS**

The Board's policy for maintenance access is currently as follows:

- **On High Priority Drains:-**

The Board issue notice annually and pay compensation for an access strip on one side of High Priority Drains. This allows all year round access on that side of the watercourse. On the other side, access is available when the land is clear. This can be a very narrow window of opportunity between harvest and the preparation of land for the next crop. The Board do not generally travel through standing crop on the side of the watercourse that does not have an annual access strip.

The access strip allows the Board to cut these High Priority Drains early in the cutting season, before crops are generally clear, and again for a second cut later in the season when the land is generally set up for the next crop. The access strips therefore allow the Board to cut the parts of these drains that are important to be kept clear for conveyance of flow, i.e. the bed and lower banks, in a methodical and efficient way with the benefit of unhindered access, starting at one end of the drain and working through in a logical manner. The cutting of the far side bank, without the access strip, is undertaken on an ad-hoc basis, depending on where and when land is clear. Inevitably, there are certain lengths that do not get cut in the narrow window of opportunity available, but every attempt is made to make sure every bank is cut, if not every year, at least once every three years, to prevent deterioration of the bank, increased vermin activity, and the build-up of rank vegetation, bushes etc.

- **On Medium and Lower Priority Drains:-**

The Board do not issue notice annually or pay compensation for an access strip on Medium and Lower Priority Drains. Access on these drains is only available when the land is clear, which can be a very narrow window of opportunity between harvest and the preparation of land for the next crop. The Board do not travel through standing crop.

The cutting is undertaken on an ad-hoc basis, depending on where and when land is clear. The Medium and Lower Priority Drains only receive one cut per year. Inevitably however, there are certain lengths that do not get cut in the narrow window of opportunity available, but every attempt is made to make sure every bank is cut, if not every year, at least once every three years, to prevent deterioration of the bank, increased vermin activity, and the build-up of rank vegetation, bushes etc.

**Discussion point:** Do the Board wish to continue with the current policy regarding access, or are changes required? Some points to consider:

- Should the Board issue annual access notices to all adjacent occupiers for Medium and Lower Priority drains?
- The idea of compensating for annual access strips on Medium and Lower Priority Drains has already been discussed by the Plant and Development Committee and ruled out due to the extra annual costs that would be generated. If annual access notices are issued for these drains, would the Board consider running through crops without paying any compensation?

## 5 EXTENT OF CUT – FULL CUT VS PARTIAL CUT

The Board currently operate the following policy with regard to extent of cut:

### High Priority Drains:

**First cut up to 1 September – Partial cut** – Working from the access strip, the nearside bank, bed, and lower bank on the far side (if there is sufficient reach on the machine) is cleared of vegetation. The main part of the far side batter is left uncut until the second cut, thereby leaving the vegetation on this bank in place for environmental benefit. In the case of the South Holland Main Drain and the Little Holland Drain, due to the size of these watercourses, the first cut on the lower reaches of these watercourses is done with the weedboat so that the channel can be cleared of weed growth without disturbing the vegetation on the banks, and the reed fringes along the toe, which are left undisturbed throughout the bird nesting season.

**First cut after 1 September – Full cut** – Working from the access strip, the nearside bank, bed, and lower bank on the far side (if there is sufficient reach on the machine) is cleared of vegetation. Working from the far side (if access is available) the other batter is cut. Due to access restrictions there is a certain proportion which remains uncut in any one year, although every effort is made to ensure that all banks are cut at least once every three years.

**Second cut – Full cut** – Same as “First cut after 1 September”, above.

### Medium and Lower Priority Drains:

**First and only cut – Full cut** – Working from both sides if possible, both banks and the bed are cleared of vegetation. Due to access restrictions there are inevitably some lengths of bank which remain uncut in any one year, although every effort is made to ensure that all banks are cut at least once every three years.

It should be noted that full cut is attempted in all Board’s watercourses every year because the design of these watercourses is based on a roughness coefficient indicative of a maintained watercourse. Allowing growth to remain or build up in a watercourse would not therefore allow the watercourse to perform to design standard and would increase theoretical flood risk.

In recent years the Board has come under pressure from the environmental lobby to leave more lengths of drain partially uncut for environmental benefit. The Board’s reed cutting policy currently allows for reed fringes to be left on one side of the lower reaches of the South Holland Main Drain and Little Holland Drain every year as it is felt that these watercourses are of sufficient size to be able to accommodate these fringes without unduly affecting flow capacity. Also, New Sea Bank Soke Dyke, which runs along the sea bank from Andersons to Lawyers is of sufficient size to allow growth to be left on one side as it is oversized for flow requirements, its vast width resulting from its use as a borrow pit for the

bank construction, rather than a necessity for flow. In all other Board's drains however, a full cut is attempted every year.

**Discussion point:** Do the Board wish to continue with the current policy of attempted full cut in all Board's watercourses every year, or would more partial cuts be preferred?

## 6 RECOMMENDATIONS






The currently recommended revised annual maintenance policy is shown below, however this may change subject to the outcome of the discussion points above.

- Little Holland Drain downstream of Saturday Bridge, and in the South Holland Main Drain downstream of Wiseman's Pumping Station: –  
First cut will be undertaken using the weedboat from mid-June onwards. Only the channel is to be cut, leaving the vegetation on the banks.  
Second cut with flail and basket after September, bed and banks will be cut but a reed fringe will be retained on wide side of the watercourse. (This will require an update of the Reed Cutting Policy, and will result in an additional 9km of reed fringe being left in the South Holland Main Drain compared to the current policy).
- The commencement date of flailing and basket cutting operations will be determined annually in conjunction with the Chairman and Chief Executive, based on an annual risk assessment undertaken by the Operations Manager, taking account of the level of vegetation growth in the watercourses, amount of rainfall, and catchment saturation based on soil moisture deficit readings. (Typical start dates: beginning of June if very wet, through to mid-July if very dry)
- The first cut, flailing and basket cutting, of High Priority drains will commence in line with the start of the maintenance programme as determined on a risk based basis (typically between June to mid-July) and aim to be completed by mid-October. During the early part of the cutting season (before August), operatives will remain vigilant for the presence of nests and work around these, recording details and locations of all nests that are found. (partial cut up to 1 Aug then full cut)
- The flailing and basket cutting of Medium and Lower Priority drains will start at the beginning of August and aim to be completed by the end of January. (full cut)
- The second cut, flailing and basket cutting, of High Priority drains will commence around mid-October and will run concurrently with the Medium and Lower Priority cutting, and aim to be completed by the end of January. (full cut)
- Hand roding drains will be cut during February and March when labour becomes available for such works. Chemical applications will be made to these lengths of drain earlier in the season to retard vegetation growth in the bed of the watercourse.
- A table showing the proposed timings and extent of cut is shown below.

**Table summarising timings and extent of cut in the proposed annual maintenance programme**

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
South Holland Main Drain (D/S Wisemans), Little Holland Drain (D/S Saturday Bridge) – 1 <sup>st</sup> cut with weedboat												
South Holland Main Drain and Little Holland Drain – 2 <sup>nd</sup> cut with flail and basket												
1 <sup>st</sup> cut High Priority drains – flail and basket												
Medium and Lower Priority drains – flail and basket cut												
2 <sup>nd</sup> cut High Priority drains – flail and basket												
Hand Roding Drains - High, Medium, and Lower Priority												

**Key:**

-  Partial cut with weedboat (bed only)
-  Potential Partial cut (nearside bank, bed, and far side toe) depending on start date of flailing and basket cutting operations – assessed annually on a risk based basis
-  Partial cut (nearside bank, bed, and far side toe)
-  Attempted full cut (limited by access availability)
-  Chemical application to drain bed

**K L J VINES**  
**CATCHMENT ENGINEER**  
**21 JANUARY 2019**

## PLANNING REPORT

### 1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 30<sup>th</sup> October 2018 to 28<sup>th</sup> January 2019. There are currently 24 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	10
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	3
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	11
Total:	24

- 1.2 The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	1	1	4	6
Awaiting applicants acceptance of conditions:	0	5	0	1	6
Being processed by officers:	0	4	2	6	12
To be determined by the Board in this report:	0	0	0	0	0
Total:	0	10	3	11	24

1.3 The 18 applications currently being processed by officers (12) or awaiting further information from the applicant (6) are detailed below;

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Proposal</b>	<b>Stage of Application</b>
18_00585_C	Byelaw 10	Little Sutton	Bridge Road, Little Sutton, Spalding	Proposed vehicular access across Board watercourse	Being processed by officers
18_00586_C	Section 23, LDA 1991	Little Sutton	Bridge Road, Little Sutton, Spalding	Proposed culverting of Board watercourse to enable vehicular access	Being processed by officers
18_00958_C	Byelaw 3 Surface Water	Holbeach	Peppermint Park Junction of A17 / A151, Holbeach	Proposed discharge from development of a Food Enterprise Zone (4.7ha)	Being processed by officers
18_01020_C	Byelaw 3 Surface Water	Holbeach	Penny Hill Road, Holbeach	Proposed discharge of storm water from new adoptable roadway	Being processed by officers
18_01021_C	Byelaw 10	Holbeach	Penny Hill Road, Holbeach	Proposed installation of headwall in the bank of the IDB drain and placing of a 300mm diameter storm pipe within the 9m easement	Being processed by officers
18_01024_C	Byelaw 10	Holbeach	Churchfields, Main Road, Hobeach Drove	Retrospective application to relax Byelaw 10 for a fence within 9m of a Board maintained drain	Being processed by officers
19_01134_C	Byelaw 10	Spalding	Land off Clay Lake Bank, Spalding	Application to relax Byelaw 10 consent for road widening scheme to include culverting of approximately 25m of open watercourse.	Being processed by officers
19_01135_C	Section 23, LDA 1991	Spalding	Land off Clay Lake Bank	Application to culvert approximately 25m of open watercourse	Being processed by officers
19_01136_C	Byelaw 3 Surface Water	Spalding	Land off Clay Lake Bank	Application to discharge surface water run-off into private watercourse from 360m <sup>2</sup> of new roadway	Being processed by officers

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Proposal</b>	<b>Stage of Application</b>
19_01145_C	10 - Byelaw 10	Whaplode	Jekils Bank, Moulton, Eaugate	Proposal for post and chain entrance to maintenance strip and small element of hardcore on track	Being processed by officers
19_01167_C	Byelaw 10	Holbeach	Land off Wignals Gate, Holbeach	Proposal for construction of 2no. pre-cast concrete outfall units in bank of Board's watercourse	Being processed by officers
19_01168_C	Byelaw 3 Surface Water	Holbeach	Land off Wignals Gate, Holbeach	Proposal for surface water discharge from 4,600m2 using 2 no 5 l/s outfalls	Being processed by officers
18_00580_C	Byelaw 10	Whaplode	Church Gate, Whaplode	Proposal to upgrade existing access road to serve residential development of 8 dwellings.	Awaiting further information
18_00646_C	Byelaw 3 Surface Water	Holbeach	Land off Fen Road, Holbeach	Proposal to discharge surface water from development of 10 dwellings, 3,220 m2 at a rate of 7 l/s to main drain	Awaiting further information
18_00647_C	Byelaw 10	Holbeach	Land off Fen Road, Holbeach	Proposal for private driveway within 9m of Board's watercourse (redesign underway)	Awaiting further information
18_00783_C	Byelaw 10	Whaplode	Church Gate, Whaplode	Proposal for gates, driveway and soakaways within 9m of culverted watercourse	Awaiting further information
18_00830_C	Byelaw 10	Gedney	North Road, Gedney	Proposed refurbishment of Leedsgate Bridge	Awaiting further information
18_01175_C	Section 23, LDA 1991	Gedney	North Road, Gedney	Proposed temporary working platform within the main drain	Awaiting further information



## 2. DELEGATED CONSENTS DETERMINED

2.1 During this reporting period, the following 10 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	3
Byelaw 3 (B3) – Discharge of Surface Water (SW):	0
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	3
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	4
Total:	10

2.2 These determined consents are listed in more detail in the table overleaf.

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Description of Application or Proposal</b>	<b>Determination</b>
18_00629_C	Byelaw 10	Holbeach	Land at New River Gate, Holbeach St Johns	Proposed new access and concrete parking/vehicle turning area, 2m high wire mesh fence with laurel/hawthorn hedge and underground rainwater drainage all within board maintenance strip	Application withdrawn by applicant 18/01/2019
18_00706_C	Section 23, Land Drainage Act 1991	Whaplode	Broadgate, Whaplode Drove	Proposed culverting of 9m of private watercourse	Application withdrawn by applicant 24/01/2019
18_00798_C	Section 23, Land Drainage Act 1991	Gedney Hill	West Drove South, Gedney Hill, Spalding	Proposed culverting of 135m of private watercourse with 300mm diameter pipe	Granted 13/12/2018

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Description of Application or Proposal</b>	<b>Determination</b>
18_00827_C	Byelaw 3 Treated Foul Water	Gedney Hill	Gedney Hill C of E Primary School, North Road, Gedney Hill, Spalding	Proposed discharge of treated foul water at max 6.21m3 daily rate into private watercourse	Granted 12/11/2018
18_00900_C	Byelaw 10	Holbeach	Fen Road, Holbeach	Location of discharge outlet and headwall from treatment plant within Board's 9m maintenance strip	Granted 13/11/2018
18_00901_C	Byelaw 3 Treated Foul Water	Holbeach	Fen Road, Holbeach	Proposed discharge of treated foul water at max 5m3 daily rate into Board maintained watercourse known as Holbeach Old River	Granted 13/11/2018
18_00967_C	Byelaw 10	Holbeach	Off Fen Road, Holbeach	Proposed feather-board fence line 6m from Board watercourse	Granted 24/01/2019
18_01011_C	Byelaw 3 Treated Foul Water	Gedney Hill	North Road, Gedney Hill	Proposed treated foul water discharge from property with a maximum daily rate of 0.75 m3	Granted 13/12/2018
18_01032_C	Byelaw 10	Whaplode	Cross Street, Whaplode	Amendments to previously consented post and rail fence. Now to be clad and made into a feather board fence with increase in height from 1.2metres to 1.65metres.	Granted 05/12/2018
18_01058_C	Section 23, Land Drainage Act 1991	Holbeach	Dog Drove, Holbeach Drove	Proposal to culvert a 12 metre section of private watercourse with a 450mm diameter pipe to create a new access to land	Granted 09/01/2019

### 3. ENQUIRIES

3.1 There have been 10 enquires received during the reporting period, outlined below;

Case. Ref.	Case File Sub-type	Parish	Description
18_00869_Q	QP - About Planning	Whaplode	Estate Agents enquiring about drainage issues near a building plot in Shepeau Stow
18_00882_Q	QP - About Planning	Holbeach	Enquiry regarding possible residential development of house and garage within 9m of Board maintained watercourse
18_00926_Q	QP - About Planning	Cowbit	Enquiry regarding residents issues with private drainage associated with new development of 72 dwellings
18_00941_Q	QP - About Planning	Long Sutton	Enquiry regarding proposed boundary fence
18_00965_Q	QI - About Infrastructure	Holbeach	Enquiry regarding ownership and maintenance of culverted watercourse
18_00968_Q	QR - About Regulation	Holbeach	Enquiry regarding drainage ditch on south-east boundary of site
18_01018_Q	QW - About works	Whaplode	Enquiry regarding excavation of hole to replace a leakage detector meter.
19_01128_Q	QI - About Infrastructure	Holbeach	Enquiry regarding nearest suitable discharge point
19_01144_Q	QI - About Infrastructure	Moulton	Solicitors enquiring about any watercourses that abutting the site and if any are Board maintained watercourses
19_01146_Q	QR - About Regulation	Sutton Bridge	Enquiry regarding development discharging into open ditch to north of site

3.2 In addition to the above there have been 2 enforcement cases actioned during the reporting period. These are;

Case. Ref.	Case File Sub-type	Parish	Description
18_00918_N	10 - Byelaw 10	Spalding	Garden waste being dumped on Board strip alongside Exeter Drain - North
18_00966_N	10 - Byelaw 10	Holbeach	Post and wire fence line within 9m of Board's Lambert Drain near Main Road, Holbeach Drove

#### 4. PLANNING COMMENTS

- 4.1 Officers have provided comments on 30 applications that are either in or could impact on the Boards Internal Drainage District. 3 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Stage of Planning	Description
H09-0818-18	Holbeach	Northons Lane, Holbeach	Discharge of Conditions	Discharge of Conditions including surface water drainage relating to a residential development of 35 dwellings
H06-1043-18	Gedney	Land to East of Durhams Road, Wiles Farm	Full	Proposed irrigation reservoir
H16-0008-19	Spalding	108 Halmer Gate, Spalding	Full	Proposed 61 bedroom care home

#### 5. FEES ASSOCIATED WITH CONSENTS GRANTED

- 5.1 There has been 1 fee invoiced during the reporting period as detailed below. This is a Surface Water Development Contribution and is currently unpaid

Case ref.	Developer	Site	Amount (no VAT)	Date invoiced	"Trigger" and reason for payment
18_00477_C	T.F. Bowman and Son Ltd	Marsh Road, Spalding	£ 25,162.08	25/11/2018	Discharge consent for surface water from development of 16,171 m2 additional impermeable area into private watercourse at 6 l/s

#### 6. UPDATE ON REPLACEMENT OF CURRENT PLANNING AND BYELAW POLICY DOCUMENT

- 6.1. The member Internal Drainage Boards ("IDBs") of the Water Management Alliance ("WMA") have been guided in their application of statutory regulatory powers under the Land Drainage Act 1991 and each Board's Byelaws by a [Planning and Byelaw Policy document](#) adopted in April 2012.
- 6.2. Following the inception of the new Planning Team within the WMA, officers have continued to be guided by this document. In light of their experiences using the document, and also in response to wider Government legislative and policy changes, officers have initiated a review of its approach.

- 6.3. As such a [draft Planning and Byelaw Strategy](#) has been produced and was considered by the WMA Consortia Management Committee (“CMC”) on the 7 December 2018. At this meeting CMC supported a recommendation to undertake a limited 4 week consultation with Local Planning Authorities and Risk Management Authorities prior to amendment and submission to each WMA member Board for comment, approval and adoption.

**C.H. BRADY – FLOOD AND WATER OFFICER**  
**E.C. ROBERTS – FLOOD AND WATER OFFICER**  
**G.R. BROWN – FLOOD AND WATER MANAGER**  
**J.F. NOBBS – FLOOD AND WATER OFFICER**  
**R. YEOWELL – TECHNICAL ASSISTANT**

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/10/2018

Payment Date To : 31/12/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AB0001	Abbey Print Ltd	Business Cards	49.20
AD0101	ADC (East Anglia) Ltd	Pipe Jetting Services	1,020.00
AN0100	Anglia Farmers Ltd	Electricity	20,820.01
AU0001	Autoglass	Windscreen excess	5.00
BE0201	Beacon UK	PPE	457.76
BE0206	Bethel Rhodes & Sons	Mink traps/otter guards	118.02
BO0205	BOC Ltd	Oxygen/Acetylene	259.78
BR0200	Breedon Aggregates England Ltd	Aggregates supplier	3,359.86
BR0211	BT Payment Services Ltd	Telephone Bill	2,971.29
BU0201	Bunn Engineering Services	Repairs	424.38
BU0204	Bupa	Bupa	215.74
CA0302	Fred Campling & Sons	Excavator Transport	1,344.00
CA0306	The Canadian Fencing Company	Fencing	2,428.30
CH0301	Chisletts (Spalding) Ltd	Plant/Tool Hire	90.00
CH0303	Chandlers (Farm Equipment) Ltd	Cutting Equipment	296.41
CL0001	CLAAS Eastern Ltd	CLAAS Tractor Arion 630 CIS	105,753.60
CO0301	Coles Quality Drycleaners	Dry Cleaning	100.00
CO0303	CITB	Training Courses	595.00
CR0001	Crowland Cranes Ltd	Plant Hire	792.00
CR0003	Croftlea General Works Ltd	Construction of footings and wall	5,323.45
DO0401	John W Doubleday Ltd	Repairs/Serviceing	2,329.70
EA0501	East Coast Industries	Shot Blast & Painting	3,600.00
EA0505	East Midlands Diamond Drilling Ltd	Diesel floor sawing	420.00
EN0520	Engineering & Welding Supplies Ltd	Gas cylinders	169.53
EN0521	Enforcement Bailiffs Ltd	Bailiffs Fees	15.00
EN0528	Environment Agency	Precept	72,917.50
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	902.98
FE0003	Towergate Insurance Brokers Ltd	Insurance	232.77
FI0002	Finning (UK) Ltd	Caterpillar Servicing	769.50
FR0001	Frazer	Building materials	1,850.09
GD0701	G & D Engineering (Moulton) Ltd	Trailing Gutter/Steel Plate	240.90
GM0101	GMB National Administration Unit	Union Subscriptions	287.70
GO0701	C G Godfrey Ltd	Vehicular Access Crossing/Labour	15,281.12
HA0823	Hardy Craske Fuels	Fuel	29,092.32
HA0826	Hargrave Agriculture Ltd	Assorted Components	3,794.50
HI0802	R J H Supplies Ltd	Assorted Components	697.94
HM0102	HMRC CIS	Subcontractor Payments	1,250.00
HO0811	Hortech Systems Ltd	Assorted Components	396.21
HO0825	Hook's of Holbeach	Builders Merchants	45.97
IN0002	Inform (UK) Ltd	Concrete Accessories	788.94
IN0901	Inland Revenue	PAYE	25,891.37
KL0001	Kloeckner Metals UK	Metals	241.20

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/10/2018

Payment Date To : 31/12/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
LE1201	HSBC Invoice Finance (UK) Ltd	Telemetry Annual Service Contract	12,343.20
LI0001	Listers	Toyota Parts/Serviceing	402.20
LO0002	Longwater Construction Supplies	Construction supplies	6,610.76
LR0001	L R Signs & Designs Ltd	Signs	516.00
MA1303	Arthur Markillie Ltd	Mudding, clearing debris	1,826.14
MA1309	Mastenbroek Ltd	Machinery/Spares	4,228.58
MV0001	M V S Fencing Ltd	Fencing	1,380.00
O20001	O2 UK Limited	Telemetry/Mobile Phones	1,724.46
OF1501	Ofcom	Radio Licence Fees	75.00
OV0001	Ovivo UK Ltd	Retention/Mesh Inlays	14,226.97
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	1,119.23
PE1633	G & J Peck Ltd	JCB Parts	2,077.86
PO0101	Post Office Ltd	Vehicle Licences	250.00
PR1663	R Price Plastering	Drainage Operative	6,250.00
PR1668	Prudential Local Government AVC	AVC	735.57
RI0001	Rix Petroleum (East Anglia) Ltd	Fuel	9,268.12
SC0003	Scott Trailers Ltd	Ifor Williams Tipping Trailer	4,227.60
SH1902	Fenflow Ltd	Overhauls/Serviceing	4,950.00
SO1940	South Lincs Plant Hire & Sales Ltd	Plant Hire	201.60
SP1910	Spalding Auto Electrical Ltd	Tow bar	385.00
SP1913	Spaldings (UK) Ltd	Assorted components	134.21
ST1988	E Sterma & Son	Tree Works	2,880.00
TB2001	T.B.C. Ltd	Engineering Supplies	201.27
TE0001	Tennyson Tyres Ltd	Tyres	68.40
TH1001	P J Thory Ltd	Aggregates	1,811.51
TM2001	T.M.C. Lifting & Engineering	Wire Rope	208.80
TO2030	Town & County Engineering	Small Stores Equipment	398.77
TO2032	Tonwood Home Hardware	Tools	104.28
TR2003	The Training Association (WEST)	Training	1,170.00
VE0101	Veolia ES (UK) plc	Rubbish Collection	610.73
VI0002	Vision Plus	Window Film	252.00
VO2201	SMT GB Ltd	Excavator parts/serviceing	12,533.59
WA2302	Walton Loo Hire	Loo hire	1,386.00
WA2310	Watling JCB Ltd	JCB Parts	23.06
WA2345	Water Management Alliance	Staff Recharges/Onebill	54,395.44
WC2301	WCF Chandlers	Fuel	152.64
WE2330	West End Garage	Fuel	71.00
WE2332	Western Power Distribution plc	Pull fuses	75.95
WI2306	T Wilkinson	Rat & mole control	4,359.54
WO2310	D W Woods Landscaping Ltd	Grass Cutting	9,297.59
WO2311	A Woods	Sundry parts/repairs	224.21
WR2311	Philip G Wright Excavations Ltd	Excavator Hire	4,308.00

**South Holland IDB**  
**Schedule of Paid Accounts**

Payment Date From : 01/10/2018

Payment Date To : 31/12/2018

<b><u>Account ID</u></b>	<b><u>Name</u></b>	<b><u>Details</u></b>	<b><u>Amount Paid This Period</u></b>
WY0001	West Yorkshire Pension Fund	Superannuation	129,063.01

Please note that the amounts shown above include Vat £ **604,167.33**



**SOUTH HOLLAND INTERNAL DRAINAGE BOARD  
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).</p>	<p>(1) Reduction in, or insufficient finance, grant and income.</p>	<p>Erosion of the Board's capital and general reserves.</p> <p>Reduction in standard of FCERM services the Board is able to provide.</p> <p>Inability to replace assets as scheduled in the Board's asset management plan and EA MTP.</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Plant &amp; Development Committee to investigate new ways of working.</p> <p>Local Drainage Group meetings with LCC/SHDC/BC and IDBs to facilitate access to funding for schemes in Common Works Programme were restarted on 11 May 2017 and usually meet annually.</p> <p>The EA MTP refresh in June 2018 has made provision for IDB capital schemes to be considered for receipt of Local Levy funding.</p> <p>Anglia (Northern) RFCC has approved 50% funding contribution towards employment of 1 FTE FCERM officer to support Lincs IDBs' FDGiA applications.</p>
	<p>(2) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects the Internal Drainage</p>	<p>Potential for overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing the increase in</p>	<p>2</p>	<p>3</p>	<p>High 6 ↑</p>	<p>Anglia (Northern) RFCC has agreed funding for retention and designation of the second line sea defences. Assignment of those designations is an ongoing work in progress with the EA. EA undertaking baseline surveys during 2018/19.</p> <p>The Board supports local</p>

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD  
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	District, or continues to maintain these defences but to a reduced standard.	water and potential damage to the Board's infrastructure.				<p>stakeholder groups seeking to develop strategies for the reinstatement of sea walls (Wash Frontage Group).</p> <p>The Board has entered into a PSCA with the EA but has elected to only undertake works under this agreement where there is a benefit to the Board.</p> <p>The Board is looking to take on maintenance of the earth defences in the first line sea defences in lieu of its precept. The Catchment Engineer is awaiting a response from the EA following his discussions about this with G Szomi (EA).</p>
	(3) Possible enforced works on Board's infrastructure arising from implementation of Eel Regs 2009	Huge cost implications if works are not grant funded.	2	3	High 6 →	<p>Engineer has worked with EA to assess and prioritise sites. EA has given derogation until end of 2020.</p> <p>Apply for grant aid.</p>
To enable and facilitate land use for residential, commercial, recreational and	(4) Planning Authorities ignore advice provided by	Increased flood risk.  Potential for	2	3	High 6 →	<p>Planning/Enforcement is undertaken by the Board's Flood and Water Officers and issues are raised at Board and Committee meetings.</p>

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD  
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>environmental purposes by guiding and regulating activities, which have the potential to increase flood risk.</p>	<p>Board (5) SUDs managed by private companies who allow them to fall into disrepair by lack of long term maintenance .</p>	<p>lost income from SWDCs and commuted sums.  Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.</p>				<p>Officers' comments on planning applications are available on Local Authority website.</p> <p>Officers have a good relationship with statutory consultee, LCC.</p> <p>A SUDs adoption and charging policy was adopted by the Board at its 1 November 2016 meeting to promote IDB services for adoption of SUDs to ensure these are properly maintained in perpetuity.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken in conjunction with WMA Flood and Water Manager. New rates and banding introduced 1 October 2018.</p>

**Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 1 November 2016)**

**Risk Assessment Matrix**

<b>Likelihood</b>			
Highly Likely	<b>Medium (3)</b>	<b>High (6)</b>	<b>High (9)</b>
Possible	<b>Low (2)</b>	<b>Medium (4)</b>	<b>High (6)</b>
Unlikely	<b>Low (1)</b>	<b>Low (2)</b>	<b>Medium (3)</b>
	Negligible	Moderate	Severe
	<b>Impact</b>		

The categories for impact and likelihood are defined as follows:

**IMPACT**

- Severe – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- Moderate – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- Negligible – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

**LIKELIHOOD**

- Highly likely: very likely to happen
- Possible: likely to happen infrequently
- Unlikely: unlikely to happen.

South Holland IDB

**Distributed to :**

**Members**

Bartlett S  
Biggadike F  
Booth S M  
Carter T Miss  
Casson A  
Coupland P  
Dring C  
Foyster P  
Grundy N J  
Hay A G  
Howard M  
Markillie S A R (Vice-Chairman)  
Perowne J  
Seymour M D  
Sneath Mrs E  
Stancer I  
Taylor S R  
Thompson R C  
Tyrrell J  
Walls P  
Worth D R (Chairman)

**Officers**

Brown G  
Camamile P J  
Jeffrey Miss S  
Morris D  
Vines K L J

South Holland IDB Meeting 5 February 2019 at 10.30 am