

**A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY, 7 MAY 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 (67%)

Mr D R 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 Ms M Ward-Ampleford (Minutes)

<b>ID</b>	<b>South Holland IDB, Minute</b>	<b>Action</b>
<b>23/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>23/19/01</b>	Apologies for absence were received on behalf of Messrs S Bartlett, P Foyster, N Grundy, M Howard, J Tyrrell, P Walls and Ms T Carter.	
<b>24/19</b>	<b>INTRODUCTIONS AND WELCOME</b>	
<b>24/19/01</b>	The Chairman welcomed Michele Ward-Ampleford to her first South Holland IDB meeting at Marsh Reeves.	
<b>25/19</b>	<b>DECLARATIONS OF INTEREST</b>	

<b>ID South Holland IDB, Minute</b>	<b>Action</b>
<p><b>25/19/01</b> Mr J Perowne declared an interest regarding matters to be discussed in the confidential business section of the meeting. RESOLVED that this be noted.</p>	
<p><b>26/19 MINUTES OF THE LAST BOARD MEETING</b></p>	
<p><b>26/19/01</b> The minutes of the last Board meeting held on 5 February 2019 were approved and signed as a true record.</p>	
<p><b>27/19 MATTERS ARISING FROM THE MINUTES</b></p>	
<p><b>27/19/01 Automatic Weedscreen Cleaners – Estimated Costs (04/19/04)</b></p> <p>Since the last Board meeting a decision on the tenders had been agreed by the Chairman, Vice Chairman and Chairman of the Plant and Development Committee and as a result an order had been placed with Ovivo Ltd for supplying and installing automatic weed screen cleaners at Fleet Haven, Dawsmere, Holbeach Bank, Gotts and Lords Pumping Stations. RESOLVED that this be noted.</p>	
<p><b>27/19/02 Westmere Pumping Station and Sluice Refurbishment (04/19/05)</b></p> <p>Since the last Board meeting a decision on the pump replacement tenders had been agreed by the Chairman, Vice Chairman and Chairman of the Plant and Development Committee, and, as a result an order had been placed with Bedford Pumps Ltd for supplying and installing a new pump at Westmere Pumping Station. RESOLVED that this be noted.</p>	
<p><b>27/19/03 ADA Governance Workshops (14/19/01)</b></p> <p>Mr S A R Markillie reported that he had attended the ADA Governance Workshop in King’s Lynn on 18 March 2019 where Mr Iain Smith (former Clerk and Chief Executive of the Middle Level Commissioners) had given a very good presentation. Mr S A R Markillie had requested that a recording of the workshop presentations be made available by ADA to Board members for training purposes. RESOLVED that this be noted.</p>	
<p><b>27/19/04 DEFRA Consultation (14/19/02)</b></p> <p>The Chief Executive advised members that he had responded to the Defra consultation on “Improving our management of water in the Environment”. The WMA Group’s response could be accessed here: <a href="https://www.wma.org.uk/uploads/agendas/WMA_Group_Response_to_DEFRA_Consultation_12032019.pdf">https://www.wma.org.uk/uploads/agendas/WMA_Group_Response_to_DEFRA_Consultation_12032019.pdf</a>. RESOLVED that this be noted.</p>	
<p><b>27/19/05 DRS Online (16/19/01)</b></p>	

The Chief Executive advised members that Instructions on how to register to use the new online service had been circulated to all ratepayers with their Annual Rate Demands for 2019/20 and that so far approx. 10% of all Occupiers across the group had registered to use the new service. RESOLVED that this be noted.

**27/19/06 WMA E-Mail Accounts (16/19/02)**

The Chief Executive confirmed that corporate email addresses had been set-up for the elected members to use, to avoid their own personal email addresses being compromised, following any Freedom of Information request. RESOLVED that this be noted.

**28/19 OPERATIONS REPORT**

**28/19/01** The Operations Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**28/19/02 Near Misses (4.2)**

Members were apprised that there was a near miss in the workshop last week where a heater in the drying room had been left on full causing the smoke detector to activate. Fortunately the situation was rectified before serious consequences occurred. The heater had since been removed and would be replaced with a safer type that included an internal thermostat. RESOLVED that this be noted.

**29/19 ENGINEERING REPORT**

**29/19/01** The Engineering Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**29/19/02 Automatic Weedscreen Cleaner Tenders (1.1)**

Members were apprised that installation of the automatic weedscreen cleaners would commence in September 2019 and that the cost of the works would be spread over 3 financial years, as requested.

**29/19/03 Westmere Pumping Station and Sluice Refurbishment (1.2)**

The tender for the new pump at Westmere Pumping Station had been awarded to Bedford Pumps Ltd at a cost of £131k. The pump was due for delivery during October/November 2019. An option of two types of pump were presented to the Environment Agency with regard to fish friendliness. The Agency agreed to the smaller, cheaper pump but as they had little information on this type in terms of fish friendliness, once commissioned they were hoping to be able to review its performance as part of their monitoring programme. RESOLVED that this be noted.

**29/19/04 Fleet Haven Pumping Station Refurbishment (1.3)**

The Engineer reported that the Fleet Haven Pumping Station Refurbishment project was on the Environment Agency's "over programme" list for grant-in-aid during this financial year, which meant that grant would only become available if there was an under spend on other works on the EA's list. ADA's work in lobbying for more grant was discussed, along with the consequences of the additional financial burden for Councils if the money was not forthcoming. The Chairman advised that the lack of grant to fund capital work was a key threat to the drainage industry. RESOLVED that this be noted.

**KLJV/DW/  
SARM/  
AGH**

**29/19/05 Business Case Development for Fleet Haven, Dawsmere, and Lords Pumping Station Refurbishments (1.3)**

The grant applications for Fleet Haven and Dawsmere refurbishments had been considered by the Environment Agency at a national level and received amber status: some additional work was therefore required, but ultimately the applications should be successful. The grant application for Lords refurbishment was being considered at a local level where the amount of benefit claimed was still being queried: additional work would therefore be required on this project to answer these queries. The Engineer reported that Fleet Haven refurbishment was also eligible for a Local Levy contribution, subject to evidence being provided that contributions had been sought from other partnership organisations and no funding had been forthcoming. RESOLVED that this be noted.

**29/19/06 Review of Cutting Policy (2.1)**

The changes agreed by the Board at its last meeting had been incorporated into the new cutting policy, which was now available to members on request.

**29/19/07 Requested Adoption of Watercourse – Stone Gate, Gedney (4.1)**

Since writing the report, the landowner had agreed to the adoption of the watercourse and the conditions that would apply. The Engineer was to have a meeting with the landowner, but it was not envisaged that the improvements to the watercourse would be undertaken by the landowner until Autumn 2019, which was a condition of the adoption.

**29/19/08 Public Sector Cooperation Agreement Work – Cutting of approx. 10 km of Sea Bank for the Environment Agency (4.2)**

The Engineer reported that the Board would be carrying out grass cutting works on a trial length of approx.10 km of tidal sea bank this year on behalf of the Environment Agency, using the Public Sector Cooperation Agreement (PSCA). The 10 km length runs from Fosdyke Bridge to Lawyers outfall, and the cutting will entail a

monthly Health and Safety cut of the top of the bank between April and September and full cuts of the bank from seaward toe to landward toe in July and September. It was hoped that the trial would prove successful for both parties and that further PSCA work could therefore follow.

### **30/19 ENVIRONMENTAL REPORT**

**30/19/01** The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**30/19/02 South Holland Main Drain Banks: downstream of Wisbech Road Bridge (6.2)**

Mr J Fraser of Lincs Wildlife Trust had visited the South Holland Main Drain Banks during March and was pleased with the condition of the grassland and the state of the deposited mud, following the completion of this year's mudding operations. Mr J Fraser also looked at the area in front of the old sluice and advised that it was feasible to do environmental improvements to this area, which would be discussed in detail at the next Conservation Committee meeting in June 2019.

**30/19/03 Pollinators Workshop – 23 April 2019 (6.3)**

The Board's Engineer attended the EA/IDB pollinator's workshop on 23 April 2019. Considered discussion took place and there was an opportunity to try different seed mixes, diversify hedge planting and look at south facing banks on the South Holland Main Drain for ground nesting bees and other pollinators. A general discussion took place regarding the extent of the work that the Board did for the environment, which was thought to be largely unknown and it was agreed that this environmental improvement work should be promoted as much as possible through Facebook, Twitter and the local press. RESOLVED that this be noted.

### **31/19 PLANNING REPORT**

**31/19/01** The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

**31/19/02 19\_01411-C: Application to culvert Board's watercourse for 33m with a 900mm pipe and 19\_01412\_C: Application to undertake works (development of single dwelling) within 9m of a Board's watercourse at 65 Station Road, Long Sutton (2.1)**

Members considered an application to culvert 33 km of the Board's Naylors Gate drain (H32) to facilitate the erection of a single detached cottage at 65 Station Road, Long Sutton, 8 metres from the centreline

of the proposed new culvert. It was agreed and thereby RESOLVED to consent this application, subject to the following conditions:

- Condition C6: Requiring written confirmation of intended foundation design by a suitably qualified independent structural engineer.
- Condition C7: The need for the applicant to enter into the Board's standard Deed of Indemnity.
- Condition C8: Requirement to screen the proposed works for the presence of protected species.
- Condition C9.1: The requirement to pay a commuted maintenance fee as the Board would adopt the culvert being consented.
- A Condition to keep the piped section free from obstruction (from fencing, landscaping etc) and to keep the existing boundary hedge maintained so as not to encroach on the infilled area.
- Specifications regarding construction detail of the culverting such as headwall design, invert levels and manhole design and spacing.
- Informative I5: The need to ensure all riparian owners impacted by the proposal agree to the works.

**31/19/03 19\_01348\_C: Application to culvert Board's watercourse for 135m with a 600mm pipe at Land East of Grimwood Close, Fleet Road, Holbeach (2.2)**

Members considered an application to culvert approximately 135 metres of the Board's Washway Road drain (K23) to facilitate the erection of 13 dwellings. It was agreed and thereby RESOLVED to consent this application, subject to the following conditions:

- Condition C8: Requirement to screen the proposed works for the presence of protected species.
- Condition C9.1: The requirement to pay a commuted maintenance fee as the Board would adopt the culvert being consented.
- A condition to keep the piped section free from obstruction (from fencing, landscaping etc.)
- Specifications regarding construction detail of the culverting such as invert levels, manhole design and spacing.

**31/19/04 19\_01434\_C: Part retrospective application to erect a reservoir bank and boundary fencing less than 9m from a Board's watercourse at Clay Lake Bank, Spalding (2.3)**

Members considered an application to erect a reservoir bank and boundary fencing less than 9 metres from the Board's Old Roft drain (B26). It was agreed and thereby RESOLVED not to consent this application, due to the lack of information that had been provided by the applicant. Detailed plans must be prepared for the Board's

**GBr**

consideration, crucially showing how the additional surface water arising from the development would be managed.

**31/19/05 18\_00754\_N: Byelaw 10 contravention. Erection of fencing within 9m of a Board maintained at Mole Drove, Gedney Hill (2.4)**

In September 2018 Operatives became aware of unconsented fencing and trees erected/planted within 9 metres of the Board's Highstock Drain South (E23) for an approximate length of 88m. This was a high priority watercourse and at least a 7 metre access strip was needed by the Board for machinery access, to safely undertake maintenance of this watercourse. The landowner had erected his fence in line with two fences installed by the Board on the land two years ago. It was agreed and thereby RESOLVED that the Board seek to move the fencing back to 7 metres along the entire drain length.

**GBr**

**31/19/06 Delegated Consents (2.1)**

The delegated consents determined by the Chief Executive's Management Committee in accordance with its delegated authority were considered in detail and approved. There were no matters arising.

**31/19/07 Surface Water Development Contribution Fees**

The Flood and Water Manager reported that the outstanding Invoice for £25,162.80 had still not been paid. However he had just received written assurances from the developer that the Board would receive payment within the next 14 days. RESOLVED that this be noted.

**31/19/08 Planning and Byelaw Strategy**

The revised Planning and Byelaw strategy, together with the summary of consultation responses was considered in detail and approved. It was agreed and thereby RESOLVED to approve the new Planning and Byelaw Policy with immediate effect.

**32/19 INTERNAL AUDIT REPORT FOR 2018/19**

**32/19/01** The Internal Audit Report for 2018/19 as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council's shared Internal Audit Services), together with the Chief Executive's responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. There were no matters arising.

**32/19/02** The Internal Auditor's recording of the substantial level of assurance awarded on conclusion of the audit was noted.

**33/19 APPOINTMENT OF THE INTERNAL AUDITOR FOR 2019/20**

**33/19/01** It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's Internal Audit Service (shared with Fenland District Council) as the Board's Internal Auditor for 2019/20.

**34/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT**

**34/19/01** The Annual Governance Statement shown in Section 1 of the Annual Governance and Accountability Return for the year ended 31 March 2019 was considered in detail and approved by the Board.

**35/19 FINANCIAL REPORT, YEAR ENDING 31 MARCH 2019**

**35/19/01** The Financial Report for the year ending 31 March 2019, was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

**35/19/02** Considered discussion took place around the deficit on the Mobile Plant Operations Account this year, which was largely caused by the residual values on plant being written out, as part of adopting the new reducing balance depreciation policy. This had amounted to additional depreciation charges of £293,500 being applied in 2018/19.

**35/19/03** It was agreed and thereby RESOLVED that the Chief Executive and Finance/Rating Manager review the extent of the additional depreciation charge of £293,500 and put a proposal to Mr D R Worth and Mr A G Hay as to how best to fund mobile plant replacement, moving forward. It was noted that any changes made retrospectively to the amount of depreciation charged for the year 2018/19 would not impact on the Board's Statutory Accounts: the figures included in section 2 of the Annual Governance and Accountability Return did not include depreciation.

PJC/SJ

**36/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3 SECTION 2 ACCOUNTING STATEMENTS**

**36/19/01** The Accounting Statements shown in Section 2 of the Annual Governance and Accountability Return for the year ended 31 March 2019 were considered in detail and approved by the Board.

**37/19 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS**



**37/19/01** It was agreed to publish notice on the Board's website and display it in the office reception, that the Accounts year ending 31 March 2019 would be available for inspection for the 30 working day period commencing 3 June 2019 and ending 12 July 2019. RESOLVED that this be noted.

#### **38/19 SCHEDULE OF PAID ACCOUNTS**

**38/19/01** The Schedule of Paid Accounts for the period 1 January 2019 to 31 March 2019, totalling £535,738.06 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

#### **39/19 MATERIAL CHANGES TO THE RISK REGISTER**

**39/19/01** Members considered the risk register for those risks with a risk assessment matrix score of  $\geq 6$ . There were no changes proposed and all risks were duly noted.

#### **40/19 CORRESPONDENCE**

**40/19/01** The Chief Executive advised of an Invitation he had received from the Lincolnshire ADA Chairman for Board members to attend a Reception at the Lincolnshire Show on 19 June 2019. Members were encouraged to attend if they were able. RESOLVED that this be noted.

#### **41/19 DATE OF NEXT MEETING**

**41/19/01** The next meeting was scheduled for 6 August 2019 at 9 am here at Marsh Reeves, followed by a works inspection in the district.

#### **42/19 CONFIRMATION OF COMMITTEES MEETING DATES**

**42/19/01** The meeting dates for the following committees were confirmed:

- Conservation Committee – 10 am, 17 June 2019, confirmed
- Joint meeting of South Holland IDB Angling Committee and Holbeach & District Angling Club – to be confirmed by email
- Performance Committee – to be confirmed by email

#### **43/19 ANY OTHER BUSINESS**

**43/19/01** There was no other business to discuss.

**44/19 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN**

**44/19/01** There were no members of the public present at today's meeting.

**45/19 CONSORTIUM MATTERS****45/19/01 Unconfirmed minutes**

The unconfirmed minutes of the last Consortium Management Committee meeting held on 29 March 2019 were considered in detail and approved. There were no matters arising.

**45/19/02 Schedule of Paid Accounts**

The WMA Schedule of Paid Accounts for the period 1 December 2018 to 28 February 2019 totalling £478,892.17 as approved at the Consortium Management Committee meeting on 29 March 2019, was considered in detail and adopted by the Board. There were no matters arising.

**45/19/03 Financial Report**

The WMA Financial Report for the period 1 April 2018 to 28 February 2019, as approved at the Consortium Management Committee meeting on 29 March 2019 was considered in detail and adopted by the Board. There were no matters arising.

**45/19/04 Issues for discussion at the next CMC Meeting**

There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 6 August 2019.

**46/19 CONFIDENTIAL BUSINESS**

**46/19/01** 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 HAND RODING

The Board's workforce have completed hand roding in all watercourses not accessible by roding machinery.

#### 1.2 MUDDING WATERCOURSES

The following watercourses have been mudded in this reporting period.

LOCATION/DRAIN	LENGTH (M)
Greens Drain	100
Holbeach Old River	2,395
Millars Lane and Turnpike	2,185
Ogdens	360
Hockles Gate Drain	925
Prospect Place Drain	385
Chase Drain	4,765
Hundred Drain	1,129
Lutton Grange – South and Branches	2,795
Lutton Leam	6,280
Main Road Drain - East	200
Main Road Drain - West	690
Roman Bank – East and Branches	2,400
Salt Lake New Sea Bank Soke Dyke	1,445
Welby House Drain	2,030
Woad Lane Drain - East	760
Woad Lane Drain - West	590

#### 1.3 NEW ACCESS WORKS/CULVERT REPAIRS

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

<b>LOCATION/DRAIN</b>	<b>DIAMETER (MM)</b>	<b>LENGTH (M)</b>
Holbeach Old River	300 Plastic	6
Ugly Bridges	900 Plastic	12
Holbeach Old River	900 Plastic	9

#### 1.4 CLEANSING/INSPECTING PIPELINES AND CULVERTS

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

<b>LOCATION</b>	<b>REMARKS</b>
2no. Hundred Drain	Cleaned by SHIDB
5no. Hundred Extension	Cleaned by SHIDB
4no. Holbeach Old River	Cleaned by SHIDB
10no. Chase	Cleaned by SHIDB
5no. Woad Lane West	Cleaned by SHIDB
5no. Woad Lane East	Cleaned by SHIDB
1no. Holbeach Old River	Cleaned by SHIDB
1no. Prospect Place	Cleaned by SHIDB
8no. Millar Lane and Turnpike	Cleaned by SHIDB
2no Welby House	Cleaned by SHIDB
1no. Green Drain	Cleaned by SHIDB
2no. Lutton Leam	Cleaned by SHIDB

#### 1.5 BUSHING/TREE TRIMMING

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

<b>DRAIN</b>	<b>COMMENT</b>
Holbeach Old River	Bushed 133 metres from Fen Road to Further Old Gate
Holbeach Old River	Bushed 295 metres from Further Old Gate to Hither Old Gate
Holbeach Old River	Removed 1no. tree
Chase Drain	Bushed 209 metres Road way to the end of Thompsons
Hundred Drain	Bushed 31 metres at Woad Lane
Washway Road	Bushed 89 metres opposite Council Houses

Torrington East	Bushed 664 metres at Torrington Lane
Holbeach New River	Bushed 154 metres from Northon's Lane to A17
Main Road East	Bushed 240 metres from Hospital Lane to Wisbech
Lambert Drain	Removed 1no. tree
Lutton Eau	Removed 3no. small trees
Old Wooden Bridge	Bushed 202 metres along the track
Sutton Bridge Main	Bushed 40 metres at Railway Lane
Old Leam	Bushed 27 metres along track from Leam
Lutton Leam	Bushed 135 metres from Leamlands Bridge
Millar Lane	Bushed 110 metres between Thorpe Lane and Mill Gate
Millar Lane Branch	Bushed 142 metres along Thorpe Lane
Poor Mans Acre	Bushed 42 metres at the end of Crowdyke Gate Road
Hundred Drain	Bushed 396 metres downstream of Hundred Drain
Coronation Soke Dyke	Bushed 344 metres from Low Road to Childers South Drove
Prospect Place	Bushed 286 metres all of the open drain
Holland Drain	Bushed 107 metres from Langary Gate Road to Gotts Pump
Wragg Marsh Drain	Bushed 311 metres of downstream Hay Road Way
Lutton Road	Bushed 63 metres between Leamlands Bridge & Wooden Bridge
Holbeach River	Bushed 72 metres upstream of Roman Bank
Parsons Dyke	Bushed 50 metres at the Old Station Yard

## 1.6 RUBBISH

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

LOCATION	REMARKS
Sutton Bridge Main Drain (Farm Field Lane)	10no. Black bags
Little Holland (Engine Bank to Whaplode St Catherine Sluice)	115no. Tyres
Hither Old Gate Drain (Road side)	3no. Fridges
Cranesgate Drain (End of Hither Old Gate Road)	4no. Bin bags, 1no. Car bumper
Snaffers Lane Drain (Hale Way down Snaffer Lane)	2no. Big heaps of household rubbish

South Holland Main Drain (Fleet Fen stone heap)	Large fridge
Fosdyke Marsh Main (On Middle Marsh Road)	4no. Black bin bags
Sea Dyke (Road side on Ropers Gate)	24no. Car tyres
Delgate Drain (Delgate Bank off Moulton Chapel Road)	4no. Bags of household rubbish

## 1.7 VERMIN

Vermin activity is medium throughout the Board's area.

## 2 PLANT

### 2.1 PLANT PURCHASES

Weed Basket for the Wheeled Excavator £5,500  
Ford Courier Van £8,990  
10-16tonne Rotating Hydraulic Grab £8,000

### 2.2 PLANT SALES

Volvo wheeled excavator EW160D £34,000 +VAT  
CAT long reach excavator 320EL £50,000 +VAT  
3m Herder weed basket with headstock £900 + VAT  
1.5m arm extension for Volvo excavator with 3m Herder weed basket and headstock £1,100 + VAT

## 3 EMPLOYEES

### 3.1 SICKNESS

A total of 15no working days have been lost in this reporting period due to illness up to the 15 April 2019

## 4 HEALTH AND SAFETY

### 4.1 ACCIDENTS

There have been no accidents in this reporting period.

### 4.2 NEAR MISSES

There have been no near misses in this reporting period.

#### 4.3 LIFTING GEAR

All the Board's lifting gear and lifting equipment has been checked by the Board's Insurance Company.

#### 4.4 MARKER POSTS

The Board have installed 40no. Marker posts highlighting the location of underground services that cross the Board's watercourses. This is on-going.

### 5 RECHARGEABLE WORKS

#### 5.1 JACK BUCK (Farms) Ltd

The Board have installed an access culvert crossing for Jack Bucks (Farms) Ltd amounting to £14,500 +vat in rechargeable works undertaken during this reporting period.

DOM MORRIS  
OPERATIONS MANAGER

# ENGINEERING REPORT

## 1 CAPITAL WORKS

### 1.1 INSTALLATION OF AUTOMATIC WEEDSCREEN CLEANERS

The tenders for the provision and installation of automatic weedscreen cleaners, at the pumping stations listed below, have been discussed with the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee, who were given delegated authority to determine the outcome of the tenders between meetings. The result of this being that the contract has been awarded to Ovivo Ltd.

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

This is to be a phased installation, with Fleet Haven and Dawsmere planned for September 2019, Holbeach Bank and Gotts in October 2019, and Lords in March 2020.

Construction of concrete foundations, and electrical ducting etc. for these weedscreen cleaners is due to commence shortly utilising the Board's infield workforce.

### 1.2 WESTMERE PUMPING STATION AND SLUICE REFURBISHMENT

The tenders for the new pump at Westmere Pumping Station have been discussed with the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee, who were given delegated authority to determine the outcome of the tenders between meetings. The result of this being that the contract has been awarded to Bedford Pumps Ltd. As there is currently a minimum 6 months lead in time on orders, it is anticipated that the pump will be installed during autumn 2019.

Tenders were also received from Peter Brett Associates and Royal Haskoning, (Mott MacDonald having declined to tender), for the design consultancy for the new tidal sheet piling. The contract has been awarded to the lowest of these tenderers, Peter Brett Associates.

Construction of the concrete base for the switchgear, and inspection chambers and ducting for the mains power and control cables to the pump sump will be undertaken by the Board's infield work force.



### 1.3 FLEET HAVEN PUMPING STATION REFURBISHMENT

The design consultancy for the Fleet Haven refurbishment works was tendered in conjunction with the Westmere works, and as such was awarded to the lowest tenderer, Peter Brett Associates.

The latest information released by the Environment Agency shows Fleet Haven Pumping Station Refurbishment on the “over programme” list for 2019/20, i.e. no grant aid will be available in 2019/20 unless there is a general underspend on the grant aid programme and the scheme prioritises high enough to be allocated this underspend. Other funding sources such as Local Levy will be sought, but if this is not forthcoming then the scheme will be deferred in the Board’s capital programme for a year, and the only work undertaken on it will be the design consultancy work previously mentioned.

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

Jacobs have completed the grant aid outline business cases for these schemes and they have been sent to the Environment Agency for initial review.

## 2 MAINTENANCE WORKS

### 2.1 REVIEW OF CUTTING POLICY

The changes agreed by the Board at the last meeting have been incorporated into the new cutting policy. The final version has been agreed by the Chairman and Chairman of the Plant and Development Committee, as per the delegated authority bestowed at the last meeting, and the new policy has been duly adopted. A copy of the new policy can be seen in 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 0.15m ODN, an intermediary level between the winter level and summer retention level.

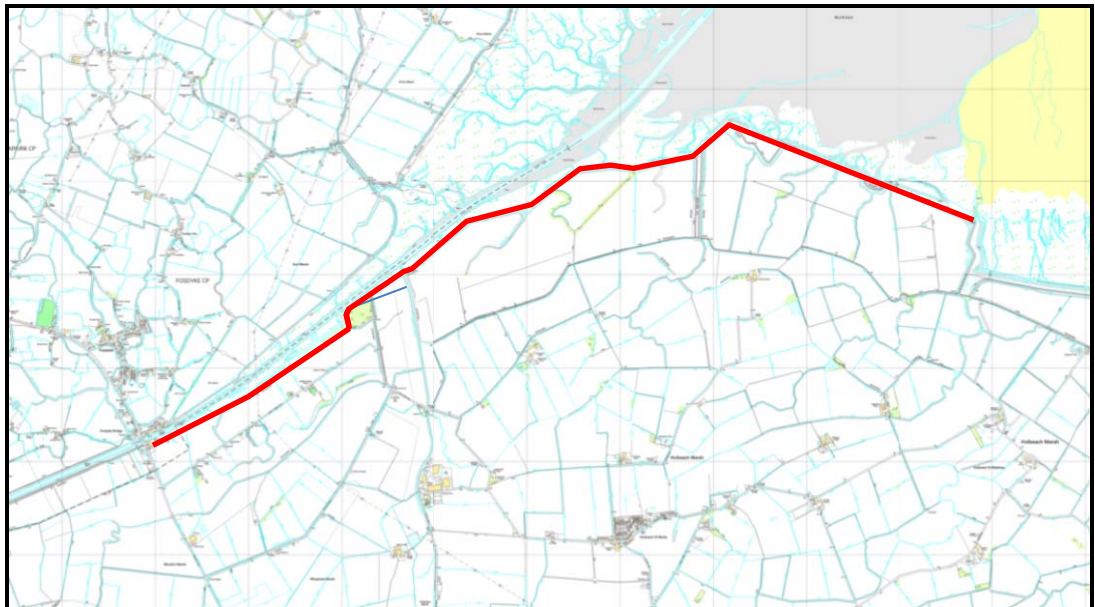
## 4 GENERAL

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

Further to the Board's decision at the last meeting to offer to adopt this watercourse, subject to the riparian landowner entering in to certain conditions, the landowner was made aware of the decision and associated conditions but no agreement to these terms has been received. As such, the watercourse remains a private riparian maintained drain.

### 4.2 PUBLIC SECTOR COOPERATION AGREEMENT WORK – CUTTING OF 10KM OF SEA BANK FOR THE ENVIRONMENT AGENCY

Having enquired for many years with the Environment Agency over the possibility of the Board carrying out grass cutting works on the tidal sea banks, this year an agreement has been reached for the Board to carry out maintenance on a trial basis for the 10km length from Fosdyke Bridge to Lawyers outfall. The work will entail a monthly Health and Safety cut of the top of the bank between April and September inclusive, and full cuts of the bank from seaward toe to inland toe in July and September.



**Length of trial sea bank to be cut for 2019/20. 10km from Fosdyke Bridge to Lawyers outfall**

5

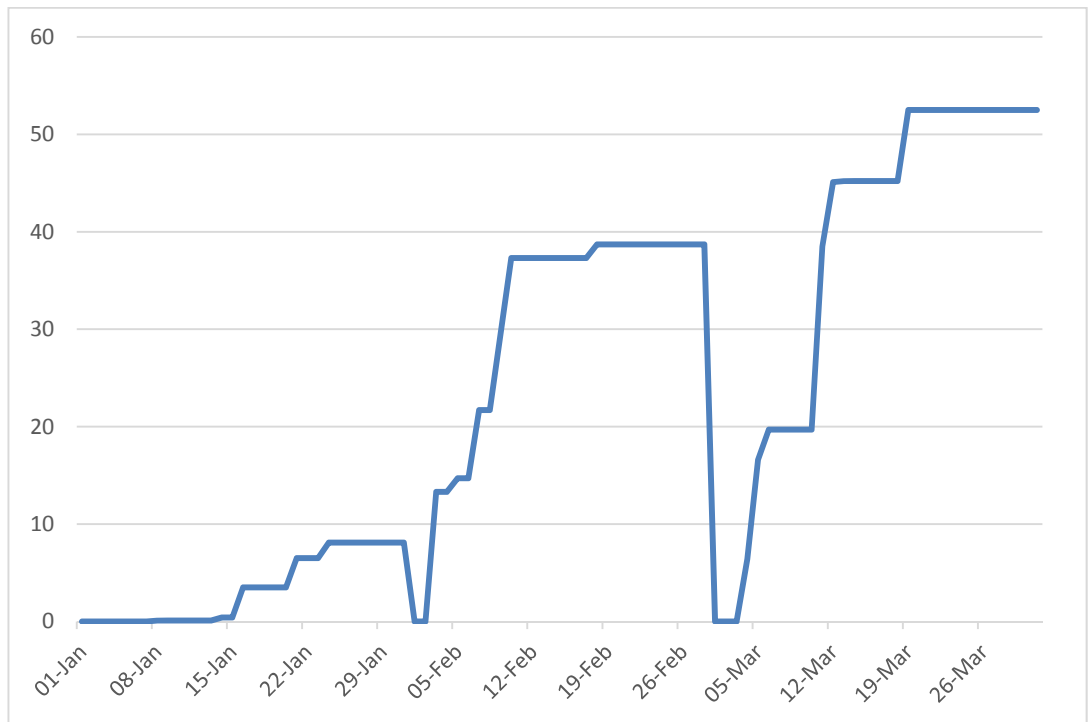
**RAINFALL**

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

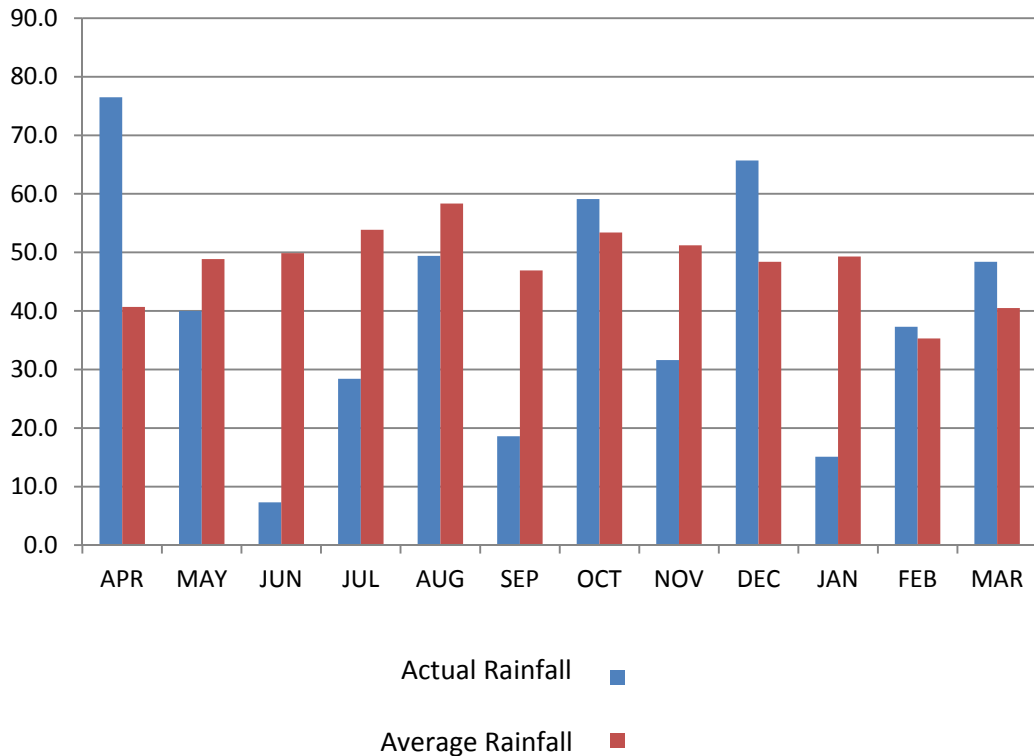
LOCATION	JANUARY		FEBRUARY		MARCH		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	15.1	49.3	37.3	35.3	48.4	40.5	60
Holbeach – Marsh Reeves	8.1	48.8	38.7	33.3	52.5	35.0	34

Note: Average Soil Moisture Deficit value for South Holland IDB District for week ending 9 April 2019 was 37.0mm

**CUMULATIVE RAINFALL READINGS (MM)  
MARSH REEVES, HOLBEACH – JANUARY, FEBRUARY, AND MARCH 2019**



**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)  
NORFOLK HOUSE APRIL 2018 – MARCH 2019**



**6 ENVIRONMENTAL REPORT**

**6.1 MINK CONTROL**

Five mink platforms continue to be used at strategic locations in the vicinity of the South Holland Main Drain and Little Holland Drain. However, to date no mink have been caught.

**6.2 SOUTH HOLLAND MAIN DRAIN BANKS DOWNSTREAM OF WISBECH ROAD BRIDGE**

Mr J Fraser of Lincs Wildlife Trust, acting as consultant to the Board, made one of his regular visits to the South Holland Main Drain banks during March to view the site following the completion of this year’s mudding operations. There had been certain areas of particular environmental interest which he had asked to remain free of deposited mud and he was pleased to see that this had been achieved. It was also generally felt that the condition of the grassland had been much improved by the Board’s late season flailing operations which had removed the overgrown and rank vegetation which had been prevalent during the last couple of seasons since the grazing had been disrupted by the mudding works.

There was also a discussion about the old outfall basin in front of the old outfall sluice and options for improving this environmentally. Further information regarding these proposals will be presented to the Board's Conservation Committee in June.

### 6.3 POLLINATORS WORKSHOP – 23 APRIL 2019

The Board's Engineer is due to attend a pollinators workshop to be held at North Level IDB office on 23 April 2019. If it transpires that this is something the Board can become involved in, it can be taken to the Board's Conservation Committee for further discussion.

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

**ENGINEERS REPORT – APPENDIX A**

**SOUTH HOLLAND IDB  
ANNUAL WATERCOURSE MAINTENANCE POLICY**

**1 ADOPTION OF POLICY**

This policy was adopted by the Board following discussions over a Maintenance Policy Review paper presented at the February 2019 Board meeting. It replaces the previous policy adopted in August 2011.

**2 PRIORITISATION OF WATERCOURSES**

The Board’s watercourses are prioritised in to High, Medium, and Lower Priority categories. For further information see the South Holland IDB Infrastructure Asset Prioritisation Criteria Policy, a copy of which can be found on the Board’s website.

The proportion of High, Medium, and Lower Priority drains within the Board’s district are as follows:

<b>Priority Category</b>	<b>Percentage of total length of Board maintained watercourse (%)</b>
High	57
Medium	5
Lower	38

**3 ACCESS FOR MAINTENANCE**

The Board’s policy for maintenance access is as follows:

- **On High Priority Drains:-**

The Board issues notice annually and pays 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 can be 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 issue a generic notice annually for the cutting of Medium and Lower Priority Drains, but do not pay compensation for access as the Board do not generally travel through standing crop on these drains, and hence access 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 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 can be 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.

#### **4 TIMINGS AND EXTENT OF CUT**

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

- The commencement date of flailing and basket cutting operations is 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: mid-June if very wet, through to mid-July if very dry)
- To reduce environmental impact, only High Priority Drains are cut before the beginning of August. Cutting of Medium and Lower Priority Drains can commence from 1 August.
- All cutting prior to the 1 September (whether in High, Medium, or Lower Priority Drain) is only partial cut, i.e. near side bank, bed, and far side toe / lower batter just above water level. The far side bank is left un-cut for environmental purposes. During this period, operatives will remain vigilant for the presence of nests and work around these, recording details and locations of all nests that are found.
- All cutting from 1 September onwards is attempted full cut, i.e. both banks and bed, although due to lack of dedicated access on one side of High Priority Drains, and both sides of Medium and Lower Priority Drains, it is likely that full cut will not be achieved on all watercourses during this period due to lack of access. The Board

will endeavour to cut any lengths of bank that have been missed the following year, or if not at least every three years, to prevent the encroachment of bushes, rank vegetation, etc. on the bank.

- As the cutting of High Priority Drains commences earlier in the season, there is provision for a second cut of these watercourses later in the season. Medium and Lower Priority Drains will be cut only once a year. The cutting season will run through to the end of January / early February each year.

### **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.

**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 can be a certain proportion of far side bank 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:**

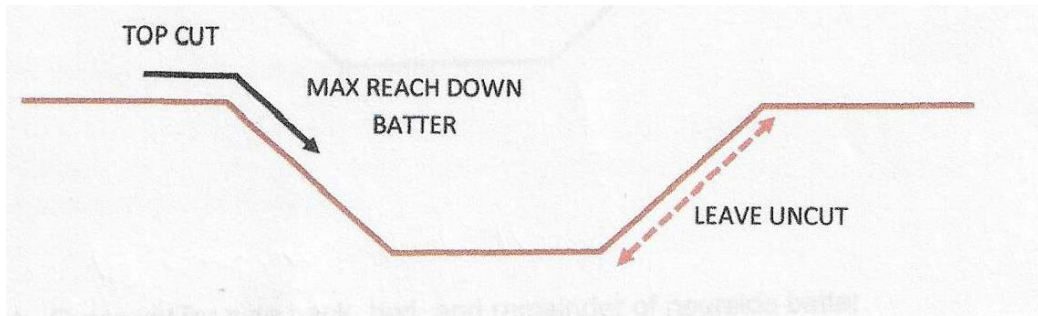
**First and only cut up to 1 September – Partial cut** – Working from one side, the nearside bank, bed, and lower bank on the far side (if there is sufficient reach on the machine) is cleared of vegetation. The main part of the far side batter is left uncut for environmental benefit. If there is the opportunity to cut the batter later in the season, after 1 September, it will be cut, but 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.

**First and only cut after 1 September – 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.

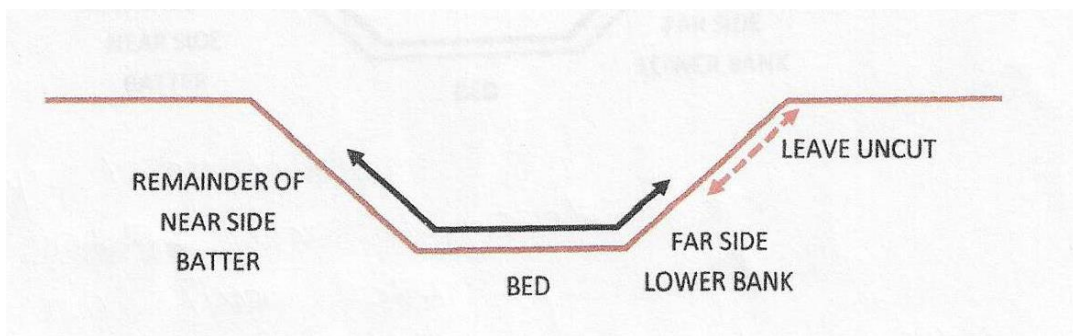


**Partial cut before 1 September**

**Flail:**

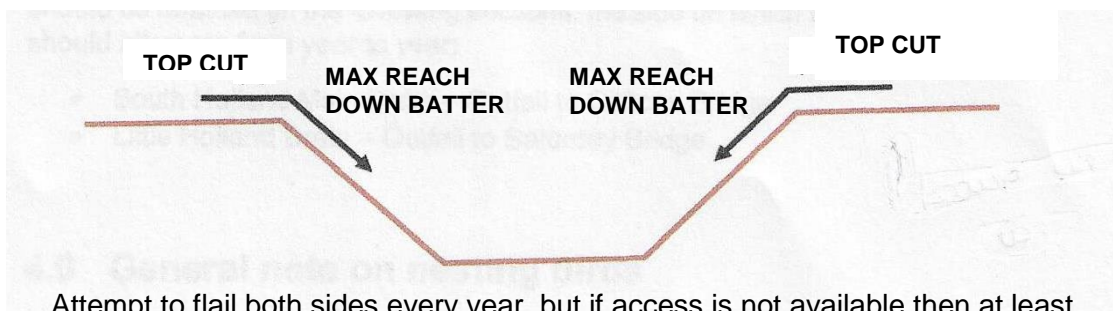


**Basket:**



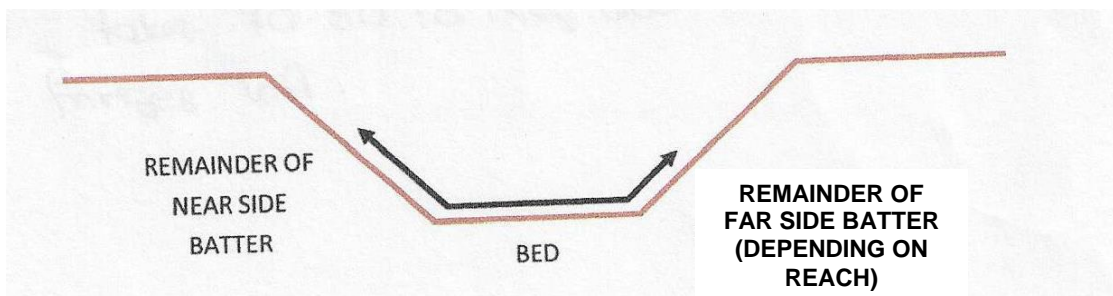
**Full cut 1 September onwards**

**Flail:**



Attempt to flail both sides every year, but if access is not available then at least one side to be flailed every year, and the other side at least once every 3 years.

**Basket:**



## 5 EXCEPTIONS





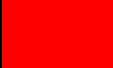

There are some watercourses where the maintenance regime differs from that described above for environmental or logistical reasons. These situations are shown below:

Watercourse	Cutting regime
H38 South Holland Main Drain (length from Wisemans PS to Sutton Bridge Sluice)	<p>The <b>first cut</b> is undertaken using the weedboat, or long reach excavator and basket, from mid-June onwards (to minimise disturbance during the fish spawning season). Only the channel is cut, leaving the vegetation on both banks, and the reed fringes along both toes, which are left undisturbed throughout the bird nesting season. Care is taken, if using the long reach machine, to ensure that no damage occurs to the bank vegetation.</p> <p>The <b>second cut</b> is with the flail and excavator and basket after September. The bed and banks are cut, but a reed fringe is retained along the water's edge on one side of the watercourse. Where possible, the side on which the reed fringe is retained is alternated to prevent the build-up of sediment on one side of the channel.</p>
F42 Little Holland Drain (length from Saturday Bridge to Little Holland PS)	<p>As above for H38 South Holland Main Drain (length from Wisemans PS to Sutton Bridge Sluice). However, on the road side section of drain, the reed fringe retained on the second cut will always be on the roadside toe, as it is not possible to alternate sides due to working constraints created by the proximity of the road.</p>
N6 New Sea Bank Soke Dyke (length of borrow pit section behind first line sea bank)	<p>This section of watercourse is of sufficient size to allow one side to be left un-cut as it is oversized for flow requirements, its vast width resulting from its original use as a borrow pit for the bank construction, rather than a necessity for flow.</p>
All lengths of hand roding drain	<p>The mowing of hand maintained lengths of drain is not undertaken during the time slots for respective High, Medium, and Lower Priority Drains. Instead, the hand roding lengths are treated with chemical application earlier in the season to retard vegetation growth in the bed of the watercourse, and then manually cut during February and March when the mechanised cutting comes to an end, and operatives become available for hand roding operations.</p>

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

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
South Holland Main Drain (D/S Wisemans PS), Little Holland Drain (D/S Saturday Bridge). 1 <sup>st</sup> cut - bed only with weedboat or basket												
South Holland Main Drain (D/S Wisemans PS), Little Holland Drain (D/S Saturday Bridge). 2 <sup>nd</sup> cut - full cut with flail & basket, but leave reed fringe on one side												
1 <sup>st</sup> cut High Priority drains – flail and basket cut												
Medium and Lower Priority drains – flail and basket cut												
2 <sup>nd</sup> cut High Priority drains – flail and basket cut												
Hand Roding Drains - High, Medium, and Lower Priority												

**Key:**

-  Partial cut with weedboat or long reach machine and basket (bed only)
-  Attempted full cut (limited by access availability), but a reed fringe retained along water's edge on one side of watercourse
-  Potential Partial cut (nearside bank, bed, and far side toe/lower bank) 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/lower bank)
-  Attempted full cut (limited by access availability)
-  Chemical application to bed of watercourse

## PLANNING REPORT

### 1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 29 January 2019 to 25 April 2019. Within this period 82 cases have been determined or responded to. These include the determination of 26 consents under delegated authority, the commenting on 39 planning consultations, the responding to 14 enquiries and the processing of 3 legal cases. There are currently 35 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):	7
Byelaw 3 (B3) – Discharge of Surface Water (SW):	11
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	5
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	12
Total:	35

- 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	2	1	6	9
Awaiting applicants acceptance of conditions:	0	2	0	0	2
Being processed by officers:	7	7	2	4	20
To be determined by the Board in this report:	0	0	2	2	4
Total:	7	11	5	12	35

- 1.3 As highlighted in the table immediately above there are 4 consent applications in this report that require consideration by the Board in this report. There is also 1 enforcement case to be considered. These 5 cases are;

- 19\_01411\_C and 19\_01412\_C: One application to culvert Board's watercourse for 33m with a 900mm pipe (19\_01411\_C) and one application to undertake works (development of single dwelling) within 9m of a Board's watercourse (19\_01412\_C) at 65 Station Road, Long Sutton
- 19\_01348\_C: Application to culvert Board's watercourse for 135m with a 600mm pipe at Land East of Grimwood Close, Fleet Road, Holbeach
- 19\_01434\_C: Part retrospective application to erect a reservoir bank and boundary fencing less than 9m from a Board's watercourse at Clay Lake Bank, Spalding.
- 18\_00754\_N: Byelaw 10 contravention. Erection of fencing within 9 m of a Board maintained drain at Mole Drove, Gedney Hill

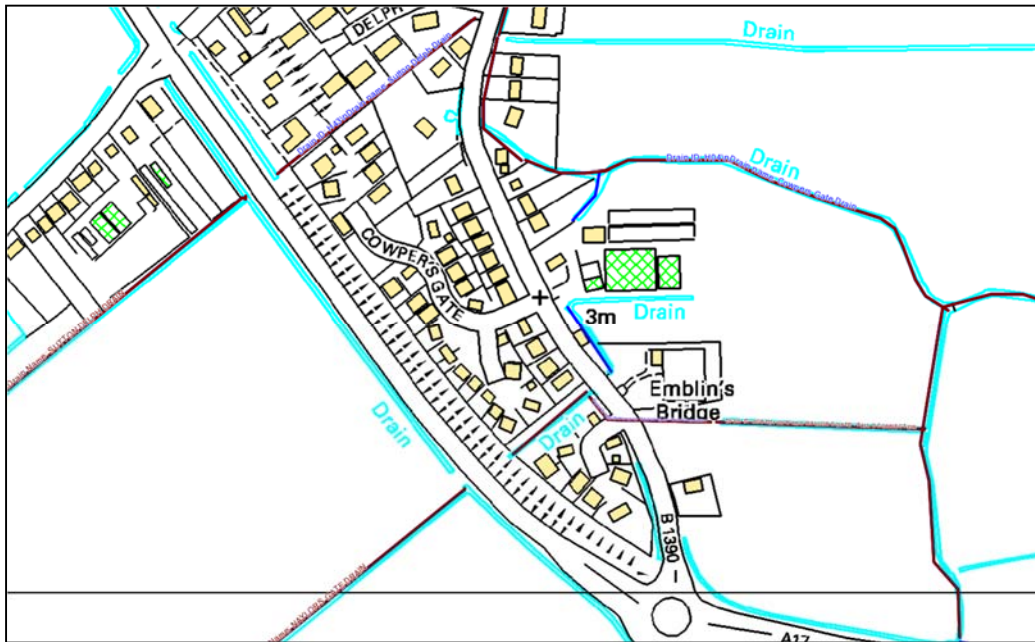
- 1.4 These are detailed in section 2 below along with officer recommendation for determination. Also included in Section 7 of this report is the updated Planning and Byelaw Strategy document for consideration, comment and adoption.

## 2. ITEMS REQUIRING THE BOARD'S CONSIDERATION

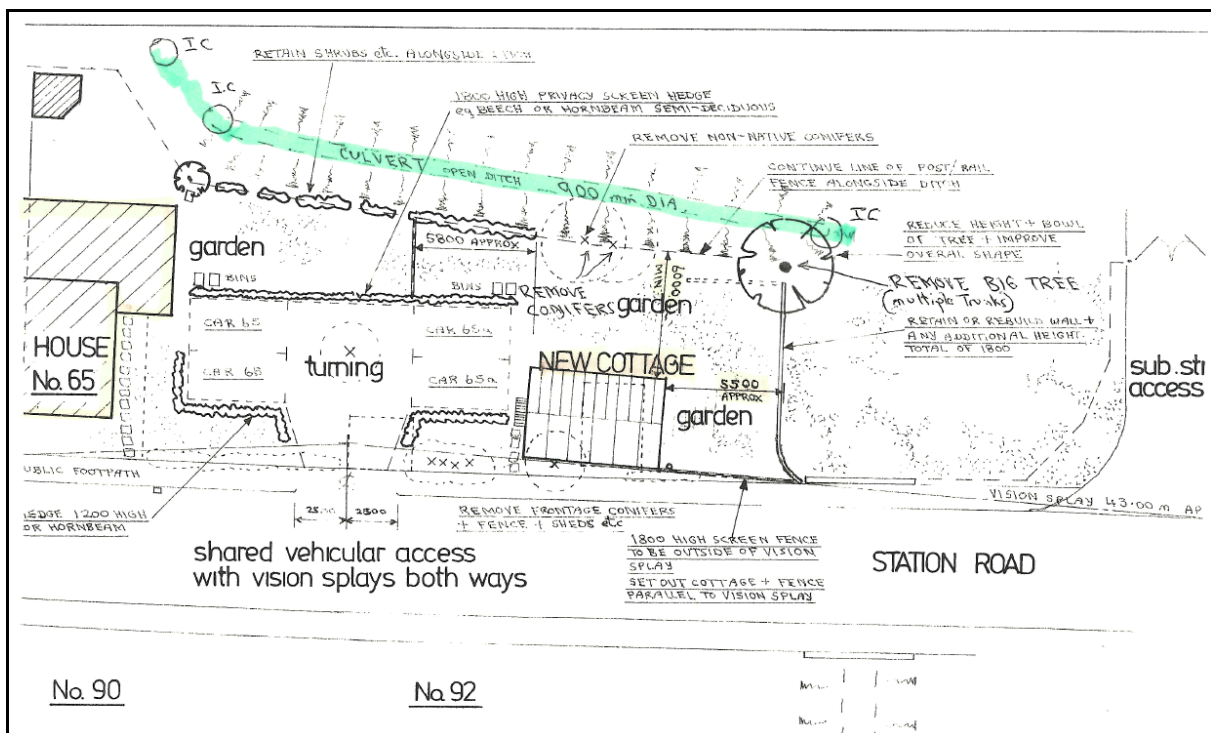
### 2.1 19\_01411\_C: Application to culvert Board's watercourse for 33m with a 900mm pipe and 19\_01412\_C: Application to undertake works (development of single dwelling) within 9m of a Board's watercourse at 65 Station Road, Long Sutton

- a. An application was made on 15 April 2019 for the culverting of a Board's watercourse (H32 – Naylor's Gate) to facilitate the erection of a single detached cottage within 9 metres of a Board adopted watercourse. Initial plans for the development were submitted as part of a previous consent application (18\_00636\_C) which proposed the building to be 6 metres from the brink of the adopted watercourse. This consent was considered at the 6 November 2018 Board meeting and was refused by the Board.
- b. At the time of the previous submission officers highlighted that the applicant may wish to explore the possibility of culverting the watercourse to determine if this would be of benefit to the layout of the development. Following the Board's determination of the original submission, new applications for consent (which include a proposal to culverting 33m of the watercourse) have now been received. If culverted this would mean the dwelling would now be approximately 8m from the outside edge of the culvert.
- c. This application is required to be determined by the Board, instead of by officers under delegated authority as the applicant is proposing a permanent above ground structure within 9 metres of a Board adopted watercourse and the length to be culverted is 33m. The watercourse (H32 - Naylor's Gate Drain) is not owned by the Board, and is designated as a low priority watercourse. An existing row of trees means that this watercourse is currently cleared by hand from the opposite side of the drain, due to a row of mature trees obstructing access from the south-west bank.
- d. The detail of the application has been considered by officers against the Board's current Planning and Byelaw Policy adopted in 2012. This policy states that the construction of a new single dwelling should ideally be sited a minimum of 9 m from the Board's drain but should be no closer than 6m. Any approval would be subject to the board's standard conditions and specifications. In this instance these would include;
  - Condition C6: Requiring written confirmation of intended foundation design by a suitably qualified independent structural engineer.
  - Condition C7: The need for the applicant to enter into the Board's standard Deed of Indemnity
  - Condition C8: Requirement to screen the proposed works for the presence of protected species
  - Condition C9.1: The requirement to pay a commuted maintenance fee as the Board would adopt the culvert being consented
  - A condition to keep the piped section free from obstruction (from fencing, landscaping etc.) and to keep the existing boundary hedge maintained so as not to encroach on the infilled area.
  - Specifications regarding construction detail of the culverting such as headwall design, invert levels and manhole design and spacing.
  - Informative I5: The need to ensure all riparian owners impacted by the proposal agree to the works
- e. **Recommendation:** The officer recommendation is for the application to be approved subject to the conditions outlined above.

f. **Supporting maps and photos: Map 1 – Location map**



Map 2: Proposed development



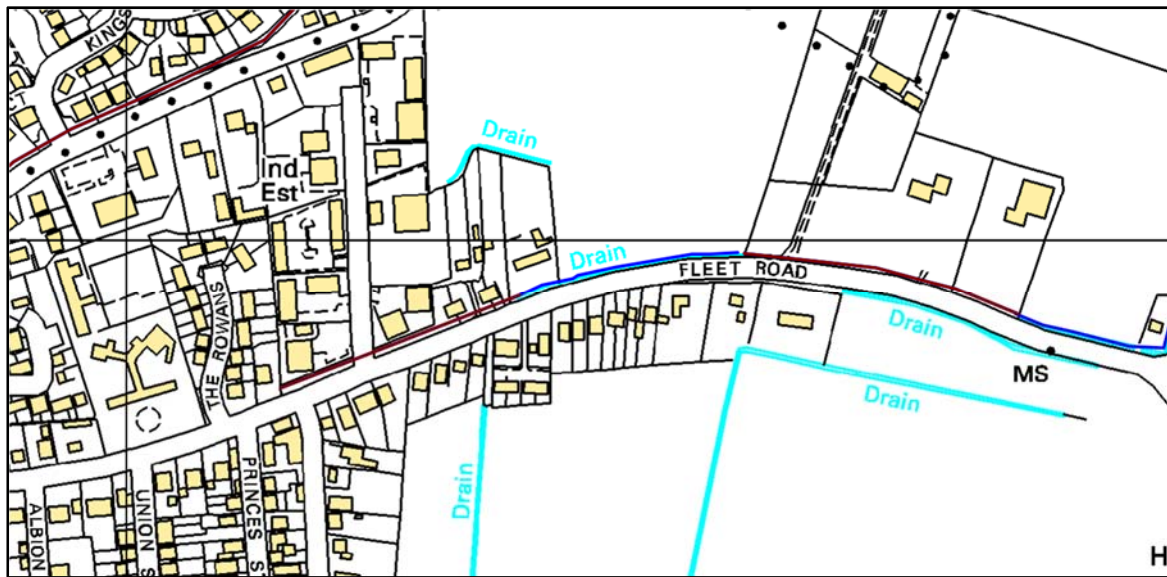
## **2.2 19\_01348\_C: Application to culvert Board's watercourse for 135m with a 600mm pipe at Land East of Grimwood Close, Fleet Road, Holbeach**

- a. An application was made on 21 March 2019 for the culverting of a Board's watercourse (K23 – Washway Road Drain) to facilitate the erection of five dwellings.
- b. Initial plans for this development were submitted as part of a previous consent application in July 2016 (SH BYELAW 103) which sought to erect 13 dwellings on the site and to culvert the watercourse in 3 places for access. This application was considered at the 2 August 2016 Board meeting and was refused as no dedicated access strip within the layout was provided.
- c. Three further applications for consent were submitted in January 2018 (SH-BYELAW-155, SH-DISCHARGE-46, SH-60). The new proposal sought to erect only 5 dwellings, install 3 access culverts but importantly provided a 7.5m clear maintenance strip. It was noted at the time that re-profiling the watercourse was under consideration by the Board and would likely result in a 1.5m loss of the suggested maintenance strip. However, in lieu of this loss the proposal still represented a 6m minimum distance as set out in the Board's adopted policy. The Byelaw 10 application was considered at the 6 February 2018 Board meeting and was approved subject to detailed conditions. It should be noted that the Board issued notice to the landowners in January 2019 for the Board to undertake the widening works on the open length of drain in June 2018.
- d. The current proposal is materially different from the previous proposals in that it proposes to culvert approximately 135m of the Board's watercourse. This represents the entire length of the existing open watercourse that runs between two long culverted sections both upstream and downstream of the site. This can be seen on Map 1 below. The development proposal remains for 5 dwellings which have all been located outside of the 9m byelaw distance.
- e. The applicant has indicated that if the culverting proposal is approved then the current plan (see map 2 below) showing only one access road crossing the to-be-culverted watercourse and the main estate road (located 6m away from the current brink of the watercourse), would be replaced by a new plan. This new plan would include five separate accesses, removing the need for the estate road. The applicant has indicated that details of this and other issues, such as boundary treatment, will only be forthcoming once (and if) the culverting proposal is approved. The applicant has also stated that the principle driver for seeking to culvert the entire watercourse is due to health and safety concerns they have for children and the elderly living in close proximity to a to-be-widened watercourse. If the culverting is approved then the drain widening work planned for June 2019 will not be carried out by the Board.
- f. This application is required to be determined by the Board, instead of by officers under delegated authority as the applicant is proposing to culvert 135m of Board's watercourse. The watercourse (K23 – Washway Road Drain) is not owned by the Board and is designated as a high priority watercourse. The watercourse is currently maintained by machine from the agricultural field side (North bank).
- g. The detail of the application has been considered by officers against the Board's current Planning and Byelaw Policy adopted in 2012. Any approval would be subject to the board's standard conditions and specifications. In this instance these would include;
  - Condition C8: Requirement to screen the proposed works for the presence of protected species

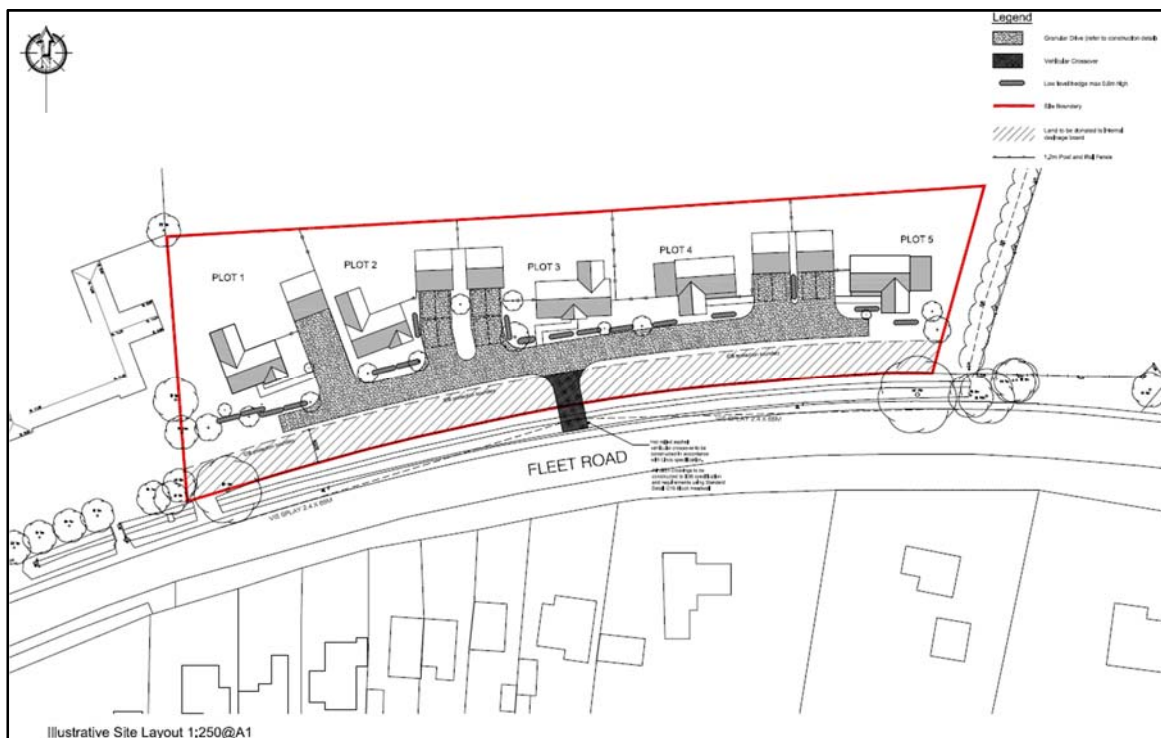
- Condition C9.1: The requirement to pay a commuted maintenance fee as the Board would adopt the culvert being consented
- A condition to keep the piped section free from obstruction (from fencing, landscaping etc.)
- Specifications regarding construction detail of the culverting such as invert levels, manhole design and spacing.

h. **Recommendation:** The officer recommendation is for the application to be approved subject to the conditions outlined above. Operations officers are mindful of the difficulties of maintaining short sections of open watercourse adjacent to residential development.

i. **Supporting maps and photos:** Map 1 – Location map



Map 2: Proposed development

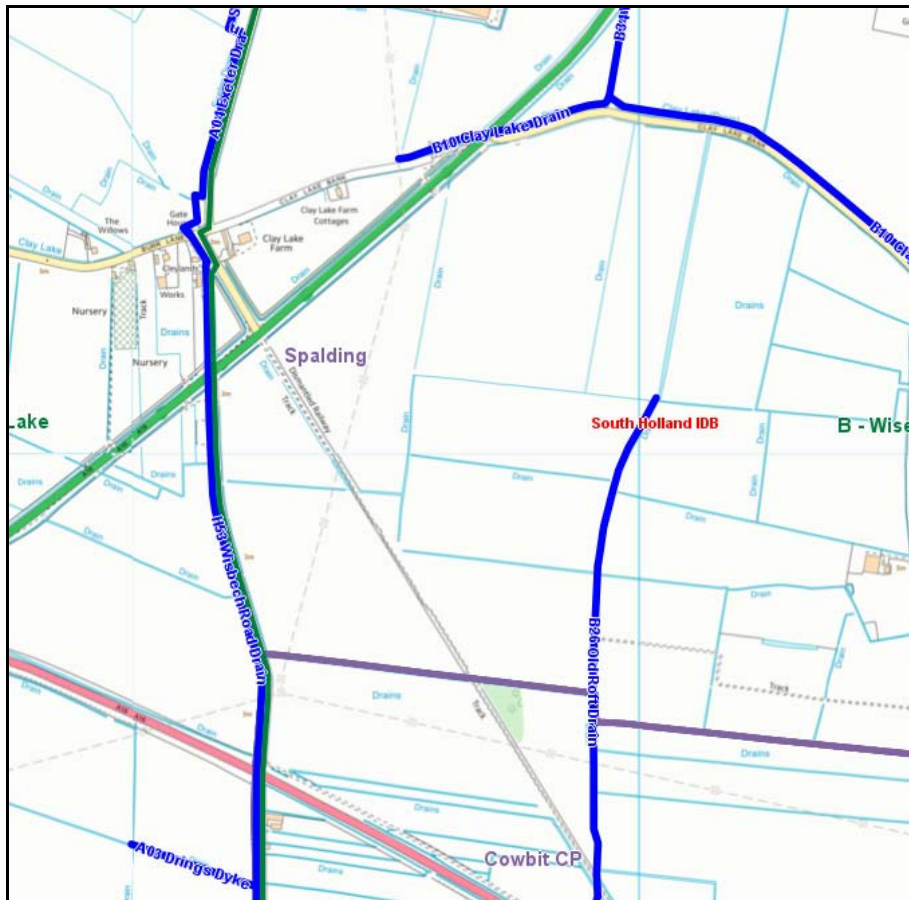




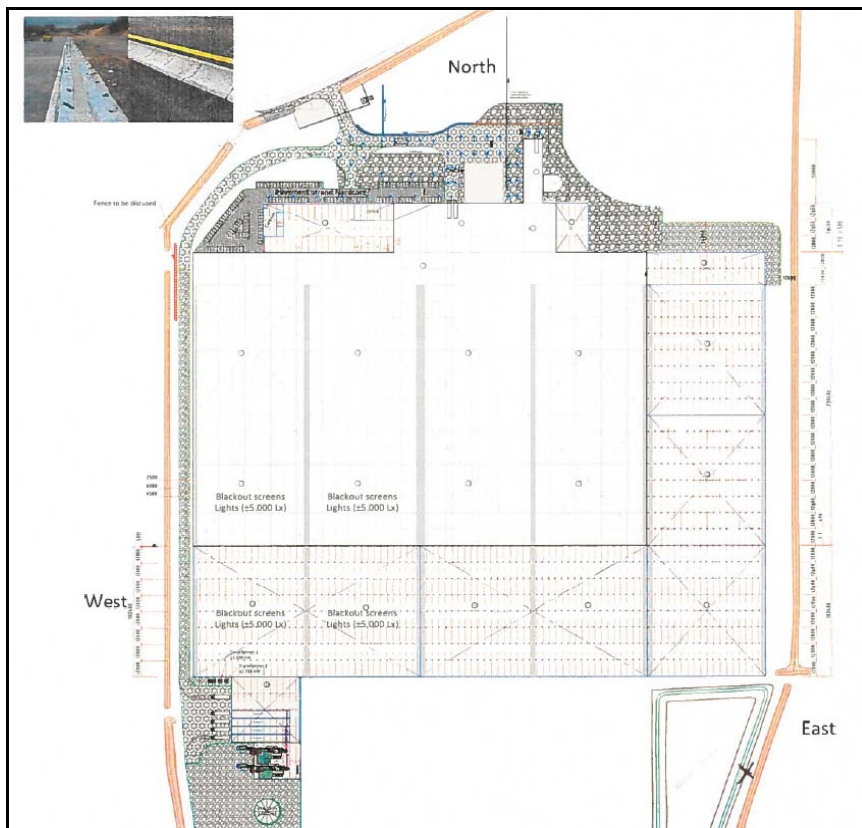
**2.3 19\_01434\_C: Part retrospective application to erect a reservoir bank and boundary fencing less than 9m from a Board's watercourse at Clay Lake Bank, Spalding.**

- a. The site at Clay Lake Bank is the subject of a phased development of approximately 30 ha of glasshouse. Meetings have been held at the IDB offices with the developer and their consultants to discuss this site with the earliest occurring in June 2018 and the latest on 12 April 2019. A number of consents have also been issued under delegated authority for minor amendments to existing roads junctions that form part of the scheme.
- b. An application was made on 16 April 2019 for [i] retrospective consent following the erection of a reservoir bank less than 9m from a Board's watercourse (B26 – Old Roft Drain) and [ii] the proposed installation of a perimeter fence to secure the site. The minimum distance of the reservoir bank from the brink of the drain is 7.3m. The proposed minimum distance of the perimeter fence from the brink of the drain is 6.5m.
- c. This application is required to be determined by the Board, instead of by officers under delegated authority as the application concerns some works that have already been undertaken. The consent also relates to permanent above ground features within the Board's 9m byelaw distance. The watercourse (B26 – Old Roft Drain) is not owned by the Board and is designated as a low priority watercourse. The watercourse is currently maintained by machine from the glasshouse/reservoir side (West bank).
- d. IDB officers had asked for an explanation from the developer as to why elements of the works had already been undertaken prior to obtaining consent from the Board. The need for consent had previously been relayed to the developer at meetings and by email, raising some concerns as the developer was well aware consent was required following consent approval for other aspects of the development. The explanation offered was that an error had been made by a contractor when surveying/setting out the reservoir on site during construction.
- e. The detail of the application has been considered by officers against the Board's current Planning and Byelaw Policy adopted in 2012. Any approval would be subject to the board's standard conditions and specifications. In this instance these would include;
  - Condition C6: Requiring written confirmation by a suitably qualified independent structural engineer that the design of the reservoir bank does not impact on the integrity of the watercourse bank.
  - Condition C7: The need for the applicant to enter into the Board's standard Deed of Indemnity
  - Informative I10.2: The need to ensure clearly defined responsibilities for the maintenance of the reservoir and fencing.
  - A condition that stipulates the minimum distance of the perimeter fence from the brink of the drain is kept to 7m.
- f. **Recommendation:** The officer recommendation is for the application to be approved subject to the conditions outlined above.

g. Supporting maps and photos: Map 1 – Location map



Map 2 – Phase 1 site layout plan



Map 3 – Reservoir location and plan view



#### 2.4 18\_00754\_N: Byelaw 10 contravention. Erection of fencing within 9 m of a Board maintained drain at Mole Drove, Gedney Hill

- a. In early September 2018 operations staff became aware of unconsented fencing and trees erected/planted within 9m of the Board maintained high priority watercourse (E23 Highstock Drain South) for an approximate length of 88m. The bank on which the fencing has been erected is currently used by the Board for machinery access to undertake maintenance of the watercourse.
- b. On 13 September 2018 officers sent a letter regarding unconsented works to the landowner. At the time the landowner asked to retain the fencing and trees in their current form and location. The fencing is approximately 4.5m to 5m from the brink of the watercourse with the trees approximately 6m. The applicant states that there was previously a fence line on his land which was closer to the watercourse than the new fence line he has installed. He provided photographic evidence of this at the time to the Board's catchment engineer.
- c. The applicant requested that his position be considered by the Board. As such the matter was considered at the 16 November 2018 Board meeting. It was presented at this meeting that the location of the fencing 4.5-5m from the brink presents an obstruction to the Boards machinery in so far that there is less than a hands width between the machines balance weights and the new fence. It was felt highly likely that the new fencing and future tree growth restricted the ability for the Board to undertake work using its permissive powers. The officer recommendation was for the request to be refused and the works to be removed enabling maintenance of the watercourse. The Board resolution was to refuse the request seeking to retain the fencing and supported the officer recommendation for the removal of the works.
- d. Following the meeting the Board's determination of the request and the applicant's right of appeal was communicated to the owner. This communication was followed up with a site visit at the request of the owner. At this site visit it became clear that the landowner had erected his fence broadly in line with 2 fences installed by the Board on neighbouring land 2 years ago. The fencing installed by the Board was undertaken at the Boards cost and is set at a distance of 4.5m to 4.6m from the brink. The complainant's fence is installed at 4.5m to 5m from the brink. A search of consent documentation has not identified a formal consent for the presence of the fences within 9m of the brink of the watercourse installed by the Board. Following this revelation an IDB officer walked the drain and detailed all the fencing within 9m of the brink of E23 Highstock Drain South. The results of this survey are presented as Map 1 overleaf. The fencing that the Board installed is noted as lines 1 and 2 on the map and the complainant's fence is noted as line 4 on the map.
- e. It is clear from the walkover that there are 6 fences along this drain within the 9m byelaw distance with 1 further fence on a Board's watercourse that adjoins the Highstock Drain South. The 6 fences on the Highstock Drain South total a length of 615m of fencing. Of this, 189m is erected on the brink of the watercourse and the remaining 426m is between 4.2m and 5m from the brink. Therefore, to maintain a safe working distance for the Board's operatives the Board is faced with a number of options. These are;
  - **Option 1: Do nothing** – This would allow the status quo to persist, making it difficult for the Board's operatives to undertake work using recommended safe working distances and may weaken the Board's regulatory position in the future.
  - **Option 2: Continue enforcement proceedings on the applicant.** This enforcement action is likely to be appealed and given the Boards recent

installation of fencing closer to the brink than that being enforced against, the appeal it is likely to be successful. Appeals under the Land Drainage Act 1991 and the Board's byelaws is to an independent arbitrator accredited to the Institute of Civil Engineers. The cost of arbitration is approximately £25,000 as usually the costs of the party found against bears the costs of the successful party. It is also a time-consuming and length process.

- **Option 3: Seek a compromise where the Board seeks to achieve the desired 7m clear strip along the entire drain length.** This would likely require the Board to contribute financially or in kind through the provision of labour and machinery to the moving of the complainant's fence. This approach would necessitate moving the recently installed fences on nearby land which is unlikely to be undertaken at the landowners expense given its age and the Board's previous involvement in its provision. The cost of supporting the complainant's works is judged to be approximately £3,000, the additional cost of moving the Board installed fencing is approximately £4,800 if an average cost of £26/m is used (This figure takes into account the need for the installation of a number of replacement access gates). If all fencing that is not on the brink of the watercourse had to be moved this would incur a total cost of approximately £11-12,000.

f. **Recommendation:** The officer recommendation is for the Board to follow Option 3. Whilst this may incur a total cost of £11-12,000 it achieves the desired outcome of ensuring that the Boards operatives can maintain the high priority watercourse in line within safe operating tolerances. It is accepted that there are many obstructions along the Boards network of high priority watercourses within the 9m byelaw distance due to historic development that has not been regulated under the modern approach adopted by the Board in the last 8 years. The Board's recent direct involvement in setting a precedent to the placement of fencing at an undesirable distance is the principle factor that has led officers to conclude Option 3 is the most likely approach to secure the desired outcome on this specific watercourse.

g. **Supporting maps and photos:** Picture 1: Picture of unconsented fencing and trees



Map 1 – Walkover survey results



### 3. DELEGATED CONSENTS DETERMINED

3.1 During this reporting period, the following 26 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):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	8
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	4
Byelaw 6 (B6) – Diversion or stopping up of Drainage/Flood Risk Management Infrastructure (including alteration of water levels)	1
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	13
<b>Total:</b>	<b>26</b>

3.2 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_00580_C	10 - Byelaw 10	Whaplode	The Sycamores, Farmyard, Church Gate, Whaplode	Proposal to upgrade existing access road to serve residential development of 8 dwellings.	Granted 29/03/2019
18_00585_C	10 - Byelaw 10	Little Sutton	7 Bridge Road, Little Sutton, Spalding, PE12 9EG	Proposed installation of vehicular access across Board's watercourse	Granted 27/03/2019
18_00586_C	23 - Section 23, LDA 1991	Little Sutton	7 Bridge Road, Little Sutton, Spalding, PE12 9EG	Proposed culverting of Board's watercourse for 6m with 600mm dia. pipe to facilitate vehicular access	Granted 27/03/2019

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
18_00706_C	23 - Section 23, LDA 1991	Whaplode	138 Broadgate, Whaplode Drove, PE12 0TW	The piping of a private watercourse using a 300mm dia. pipe to create a new access crossing to the property	Granted 05/03/2019
18_00759_C	3S - Byelaw 3 Surface Water	Weston	Land Adjacent 62 Austendyke Road, Weston Hills, Spalding, PE12 6BX	Proposed unrestricted discharge of 800m <sup>2</sup> of impermeable surface from residential development of 5 properties and new adopted footpath	Granted 19/03/2019
18_00769_C	3S - Byelaw 3 Surface Water	Gedney Hill	Plot 1, North Road, Gedney Hill, Lincolnshire, PE12 0NS	Unrestricted discharge of surface water from 250m <sup>2</sup> of new impermeable surface via 150mm outfall pipe into private watercourse	Granted 03/04/2019
18_00814_C	10 - Byelaw 10	Weston	Land Adjacent 62 Austendyke Road, Weston Hills, Spalding, PE12 6BX	Byelaw 10 consent to lay a pipe and outfall within 9m of Delgate Drain - North	Granted 19/03/2019
18_00830_C	10 - Byelaw 10	Gedney	Leedsgate Bridge, North Road, Gedney	Refurbish Leedsgate Bridge - including replacing parapets/concrete edge beams by hydro-demolition; re-waterproofing and resurfacing the deck; re-laying water-mains and BT cables; Installation of sheet piles for bank stabilisation; concrete repairs; infilling between piles for scour protection with concrete fill bags and any other maintenance issues that arise.	Granted 31/01/2019
18_00927_C	3S - Byelaw 3 Surface Water	Cowbit	Mill View, Phase 2, Back Gate, Cowbit	Proposal by Anglian Water Services Ltd to utilise newly constructed surface water outfall and headwall	Consent not required 14/03/2019
18_01010_C	3S - Byelaw 3 Surface Water	Gedney Hill	Plot 2, North Road, Gedney Hill, Spalding, PE12 0NL	Unrestricted discharge of surface water from 290m <sup>2</sup> of new impermeable surface via 150mm outfall pipe into private watercourse	Granted 12/03/2019
18_01020_C	3S - Byelaw 3 Surface Water	Holbeach	Penny Hill Road, Holbeach, Lincs.	Discharge of surface water at a maximum rate of 20l/s from 1,620m <sup>2</sup> of new impermeable surface created as part of new adoptable roadway	Granted 18/04/2019



Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
18_01021_C	10 - Byelaw 10	Holbeach	Penny Hill Road, Holbeach, Lincs.	Installation of headwall in the bank of the IDB drain and placing of a 300mm diameter storm pipe within the 9m easement	Granted 18/04/2019
18_01024_C	10 - Byelaw 10	Holbeach	Churchfields, Main Road, Hobeach Drove, Spalding, PE12 0PS	Retrospective application for fence within 9m of Board maintained drain	Refused 01/04/2019
19_01126_E	10 - Byelaw 10	Holbeach	Sluice Road, Saracens Head, Holbeach, PE12 8BH	Installation of approx. 80m of underground cable between Holbeach River brink and Sluice Road in grass verge	Granted 20/02/2019
19_01134_C	10 - Byelaw 10	Spalding	Land off Clay Lake Bank	Road widening scheme to include culvert approx 25 of open watercourse. Also 23m of existing watercourse to be filled.	Granted 19/02/2019
19_01135_C	23 - Section 23, LDA 1991	Spalding	Land off Clay Lake Bank	Road widening scheme to include culvert approx 25 of open watercourse. Also 23m of existing watercourse to be filled.	Granted 19/02/2019
19_01136_C	3S - Byelaw 3 Surface Water	Spalding	Land off Clay Lake Bank	Discharge of surface water from 610m <sup>2</sup> of impermeable road surface at a maximum discharge rate of 10 l/s as part of a new road widening and junction improvement scheme	Granted 21/02/2019
19_01145_C	10 - Byelaw 10	Whaplode	Land adjoining Quick Lane, part of Jiggles House, Jekils Bank, Moulton Eaugate, PE12 0SY	Post and chain across entrance from Quick Lane. Hardcore roadway track from Quick Lane to paddock, thorn hedge along paddock fencing	Granted 05/02/2019
19_01168_C	3S - Byelaw 3 Surface Water	Holbeach	Land off Wignals Gate Holbeach Spalding	Discharge of surface water from 4600m <sup>2</sup> of new impermeable area that is part of residential development via 2 No. 150mm outfalls at a combined maximum rate of 10 l/s	Granted 04/03/2019
18_01175_C	23 - Section 23, LDA 1991	Gedney	Leedsgate Bridge, North Road, Gedney	Temporary (12 weeks from 31/01/19) working platform to be located within the Board's drain	Granted 31/01/2019

<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>
19_01195_E	EX - Exemption	Whaplode	Holland's Bridge Cottage, Gull Bank, Whaplode Drove, Spalding PE12 0SS	Excavation of approx. 300mm and 100mm diameter hole to expose water main to allow replacement of an existing flow meter	Granted 14/03/2019
19_01300_C	10 - Byelaw 10	Holbeach	Land at Northons Lane	Installation of 225mm diameter pipe within 9 metres of culverted Board-maintained watercourse including connection of pipe to existing manhole chamber.	Granted 13/03/2019
19_01301_C	3S - Byelaw 3 Surface Water	Holbeach	Land at Northons Lane	Discharge of surface water run-off from 320m <sup>2</sup> of impermeable area at 3.9 l/s into Board-maintained culverted watercourse	Granted 19/03/2019
19_01312_C	06 - Byelaw 6 Water Levels	Gedney	Land off Lowgate, Gedney, Spalding	The installation of 1 No. temporary water level control structure required to impound water within the drainage network (raising water levels by approximately 300mm) to enable abstraction to be effected.	Granted 21/03/2019
19_01389_E	EX - Exemption	Fleet	Torrington Lane, From Ben's Gate Road to near to Torrington Lodge	Tree works including side prune of all trees on ditch side that are encroaching on cables/poles and removal of ivy on pole on Ben's Gate Road and side prune of sycamore in drain bank on Ben's Gate Road	Granted 11/04/2019
19_01242_C	10 - Byelaw 10	Fleet	Raven's Bank, Fleet	Land Tile Consent - installation of 1 No. 160mm diameter pipe with pre-cast headwall	Granted 25/04/2019

## 4. ENQUIRIES

4.1 Officers have responded to 14 enquires during the reporting period, outlined below;

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Description</b>
19_01200_Q	QI - About Infrastructure	Whaplode	Enquiry regarding possibility of trickle irrigation from Board's drain
19_01234_Q	QI - About Infrastructure	Gedney Hill	Enquiry regarding extent of infrastructure impacting development site
19_01252_Q	QR - About Regulation	Cowbit	Enquiry regarding need for consent to lower road culvert
19_01260_Q	QP - About Planning	Spalding	Enquiry regarding FRA for proposed National Farmers Union Building
19_01289_Q	QI - About Infrastructure	Weston	Query regarding if watercourse was within IDD or not
19_01294_Q	QW - About works	Long Sutton	Enquiry regarding relocation of garage where no change in distance from drain
19_01317_Q	QR - About Regulation	Long Sutton	Query regarding proposed vehicular access
19_01320_Q	QR - About Regulation	Spalding	Query regarding re-development of site
19_01338_Q	QW - About works	Fleet	Query re culverting of 3rd party land
19_01342_Q	QP - About Planning	Holbeach	Enquiry about feasibility of proposed bungalow 5m from a Board maintained watercourse
19_01346_Q	QW - About works	Cowbit	Query regarding culverting a section of watercourse
19_01392_Q	QR - About Regulation	Whaplode	Enquiry regarding condition of private watercourse
19_01401_Q	QR - About Regulation	Moulton	Enquiry regarding the smell of sewerage in the watercourse.
19_01424_Q	QI - About Infrastructure	Holbeach	Query regarding IDB culverting works and the possibility of piping of a private watercourse

## 5. PLANNING COMMENTS

5.1 Officers have provided comments on 39 applications that are either in or could impact on the Boards Internal Drainage District. 8 of these applications are for major developments and are summarised below;

<b>Planning App. Ref.</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Stage of Planning</b>	<b>Description</b>
17_00962_P	Holbeach	Land off Northons Lane, Holbeach, Spalding	RM - Reserved Matters	Erection of 35 dwellings and associated works - outline approval H09-0844-14
19_01130_P	Long Sutton	Land off Lime Walk, Long Sutton, PE12 9HG	OU - Outline	Proposed residential development
19_01159_P	Holbeach	Northons Lane Holbeach PE12 7PZ	DC - Discharge of Condition	Details of boundary treatment/materials, contamination, management plan, refuse points, existing and proposed levels and surface water drainage (Conditions 5, 6, 8, 9, 10 and 16 of H09-0844-14)
19_01216_P	Sutton Bridge	Former Greenworld site, Greenworld Park, Sutton Bridge, Spalding, PE12 9RN	FU - Full	Change of use of former Greenworld site to storage and distribution (use class B8), including security fencing
19_01244_P		Land North: Withington Street, Sutton Bridge, Spalding	OU - Outline	Sustainable development of up to 70 dwellings
19_01335_P	Fleet	Land to West of Langary Gate Road, Gedney Hill, Spalding	FU - Full	Change of use of field to grazing land for horses, including post and rail fencing, 3 storage containers and field shelters (all on metal skids) and turn out area and hardstanding for vehicles
19_01372_P	Holbeach	Land rear: Fen Road, Holbeach, Spalding	FU - Full	Erection of 84 dwellings with associated garaging, roads and sewers
19_01379_P	Walsoken	East Wisbech Urban Extension, Wisbech, Cambridgeshire	SS - Screening and Scoping	Scoping opinion - Residential development with associated public open space, infrastructure, local centre and school

## 6. FEES ASSOCIATED WITH CONSENTS GRANTED

6.1 There have been 6 fees invoiced and/or received during the reporting period. These fees are detailed below;

Type of charge	Case ref.	Developer	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	"Trigger" and reason for payment
Surface Water Development Contribution	19_001136_C	Bridge Farm Nurseries	Land off Clay Lake Bank	£ 7,143.10	21/02/2019	No	Granting of consent for discharge of surface water from 610m <sup>2</sup> of impermeable road surface at a maximum discharge rate of 10 l/s as part of a new road widening and junction improvement scheme
Surface Water Development Contribution	19_01168_C	Mr P Pitt, Loosegate	Land off Wignals Gate Holbeach Spalding	£ 16,159.80	28/02/2019	No	Granting of consent for discharge of surface water from 4600m <sup>2</sup> of new impermeable area that is part of residential development via 2 No. 150mm outfalls at a combined maximum rate of 10 l/s
Surface Water Development Contribution	18_01010_C	Mr N Smith	Plot 2, North Road, Gedney Hill, Spalding, PE12 0NL	£ 2,256.20	12/03/2019	No	Granting of consent for unrestricted discharge of surface water from 290m <sup>2</sup> of new impermeable surface via 150mm outfall pipe into private watercourse
Surface Water Development Contribution	18_00759_C	Highgrove Homes Ltd	Land Adjacent 62 Austendyke Road, Weston Hills, Spalding, PE12 6BX	£ 5,093.85	19/03/2019	Yes 21/03/2019	Granting of consent for unrestricted discharge of 800m <sup>2</sup> of impermeable surface from residential development of 5 properties and new adopted footpath
Surface Water Development Contribution	19_01301_C	Jelson Ltd	Land at Northons Lane, Holbeach	£ 3,747.20	19/03/2019	Yes 25/03/2019	Granting of consent for discharge of surface water run-off from 320m <sup>2</sup> of impermeable area at 3.9 l/s into Board-maintained culverted watercourse
Surface Water Development Contribution	18_000769_C	Mr B Dawson	Plot 1, North Road, Gedney Hill, Lincolnshire, PE12 0NS	£ 1,945.00	25/10/2018	Yes 23/04/2019	Granting of consent for unrestricted discharge of surface water from 250m <sup>2</sup> of new impermeable surface via 150mm outfall pipe into private watercourse
<b>Total:</b>				<b>£ 36,345.15</b>			

## **7. DRAFT PLANNING AND BYELAW STRATEGY**

### **7.1 Introduction**

- a. 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.
- b. 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 also initiated a review of its approach. This review is the subject of this report.

### **7.2 Intention and Results of the Review**

- a. The intention of the current review of the Planning and Byelaw Policy was to compile a single document that;
  - Communicated the vision and mission of the WMA member IDBs
  - Promotes the role of our regulatory powers and how they link to planning considerations.
  - Set out clearly the local instances where IDBs should be consulted on new development proposals and at what stage (Outline, Reserved Matters etc.)
  - Communicates the circumstances where the IDB would object to technical aspects of development proposals and at what planning stage
  - Sets out the IDB approach to determination of our regulatory matters (consents and enforcement)
  - Provides other Risk Management Authorities with an opportunity to comment on our approach via consultation
  - Highlights the link between planning, regulation, IDB evidence base and operational matters.
- b. The approach to regulation as set out under the previous April 2012 Planning and Byelaw Policy is summarised as follows;
  - Applications for discharge consent are determined under delegation unless they are contested or the significance of the discharge rate/volume would not be accommodated.
  - Applications for altering non-Board watercourses are determined under delegation.
  - Applications for altering Board watercourses (where they are not a replacement or the minimum length for access) are considered by the Board.
  - Applications for works within 9m are generally considered by the Board where permeant above ground works are proposed.
- c. In our review and assessment of the current Planning and Byelaw Policy it has become clear that over the last 6 years each WMA member Board has faced challenges in applying this approach to regulation. As such this historically led to a variance in the consideration and outcome of regulatory cases between Boards. The creation of a single Planning Team in 2018 has enabled the creation of common systems of work, the standardisation of forms, letters, consents and the conditions of consent. This has

gone a long way in ensuring the consistency of application of the current byelaws and policy.

### 7.3 The Draft Planning and Regulatory Strategy

- a. A new draft Planning and Regulatory Strategy has been drafted, a link to which is provided in the agenda. In addition to the previous WMA Planning and Byelaw Policy the new draft document has drawn on, and sought to consolidate, the following WMA / IDB Policy documents;
  - WMA Group Vision, Mission and Values (as presented on the [website](#))
  - WMA [Drought Policy](#), Version 1
  - WMA Operations - [Sustainability Policy](#) – Version 1, 25/09/2015
  - Individual Board's [Fly Tipping Policy](#)
  - Individual Board's [Ragwort Control Policy](#)
  - Individual Board's [Supplementary Guidance for Adoption and Abandonment of Watercourses](#), 2009
  - Individual Board's [SuDS Adoption Policy](#)
- b. The rationale for incorporating these wider documents within the proposed document (for consultation) has been to recognise the cross over that these policies have to regulation and to reduce the number of documents that customers have to find or cross reference.
- c. The focus of the new draft Planning and Regulatory Strategy is to;
  - Seek attenuated discharges to maintain the capacity of the Board's drainage network and pumping stations
  - Seek to maintain and regularise the current levels of access to the Boards adopted network
  - Seek to only allow culverting based on the minimum need for access to retain as much volumetric capacity within the network as possible
  - Meet all legal requirements for the recording of consents
  - Seek the timely reporting of contraventions to enable enforcement action to be pursued
- d. It should be noted that, in aiming to realise the outcomes set out above, the approach to regulation articulated in the new document does not vary greatly from the previous policy. However some elements do differ, and these are set out below;
  - The financial stipulations relating to commuted maintenance fees have been included within Boards [Charging Policy](#).
  - The complexity of activities allowable under Byelaw 10 has been simplified significantly.
  - The delegation of decision making requires clarification through minor amendments to each Board's Schedule of Reserved Matters to ensure consistency in how the policies are to be applied
  - Explanations detailing the independence of the IDB regulatory process and the links to other regulatory regimes (such as planning and environmental matters) and the use of our evidence base have been included.
- e. The planning section now also clearly states when officers believe that the WMA member IDBs should be consulted on planning. These include;

- Applications for development located wholly or partly within the Internal Drainage District where;
  - The site is within 9 metres of a Board-maintained watercourse, or
  - The proposal includes works within Board-maintained or privately-maintained watercourses that require consent under the Boards Byelaws or the Land Drainage Act 1991, or
  - The proposal includes the alteration of site levels that may lead to displacement of flood water
  - The means of surface water disposal is indirect or direct positive discharge into a Board-maintained or privately-maintained watercourse and the increase in the site's impermeable area is significant, or
  - The site is in an area known to suffer from poor drainage
- Applications for development within the Board's catchment that has the potential to increase surface run-off - For these sites the Board's officers will assess the significance of the proposed volume of surface water runoff to be discharged and whether to respond to the consultation

#### **7.4 Consultation with Local Planning Authorities**

- a. Following approval from the Consortium Management Committee on 7 December 2018, a working copy of the Draft Planning and Byelaw Strategy was circulated for comment to the 20 Local Planning Authorities (including Lead Local Flood Authorities) who operate within the 5 Internal Drainage Districts. As these authorities are amongst the potential end users of the document and as such it was considered imperative to involve their officers in the development of the document.
- b. While the circulation email clearly acknowledged that the document is under continual development, it was requested that comments were submitted to the planning team before 5pm on the 22<sup>nd</sup> March 2019. Only 6 responses were received to this consultation. The Flood and Water Manager will provide a verbal update on the scope and nature of these responses.

#### **7.5 Recommendation**

- a. The views of Board members is sought on the draft document. The officer recommendation is that subject to the implementation of any suggested amendments by members that the Strategy is adopted by the Board to help guide Officers in the implementation of the Boards regulatory approach.

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



From: 01 April 2018  
To: 31 March 2019

Period To: 12  
Year Ended: 31 March 2019

Notes	Income and Expenditure	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
	<b><u>Income</u></b>						
	Occupiers Drainage Rates	979,700	979,700	0	979,700	979,700	0
1	Special Levies issued by the Board	1,264,462	1,264,462	0	1,264,462	1,264,462	0
	Grants Applied	0	140,798	140,798	0	140,798	140,798
	Rental Income	1,200	778	-422	1,200	778	-422
	Income from Rechargeable Works	2,000	23,271	21,271	2,000	23,271	21,271
	Investment Interest	20,000	21,453	1,453	20,000	21,453	1,453
	Development Contributions	0	61,609	61,609	0	61,609	61,609
2	Other Income	73,289	54,135	-19,154	73,289	54,135	-19,154
	<b>Total Income</b>	<b>£2,340,651</b>	<b>£2,546,206</b>	<b>£205,555</b>	<b>£2,340,651</b>	<b>£2,546,206</b>	<b>£205,555</b>
	<b><u>Less Expenditure</u></b>						
4	Capital Works	910,000	413,894	496,106	910,000	413,894	496,106
	Environment Agency Precept	148,023	145,835	2,188	148,023	145,835	2,188
5	Maintenance Works	1,452,404	1,386,413	65,991	1,452,404	1,386,413	65,991
6	Administration Charges	348,089	342,041	6,048	348,089	342,041	6,048
	Cost of Rechargeable Works	0	23,725	-23,725	0	23,725	-23,725
	Development Expenditure	0	9,226	-9,226	0	9,226	-9,226
3	Net Deficit/(Surplus) on Operating Accounts	0	372,235	-372,235	0	372,235	-372,235
	<b>Total Expenditure</b>	<b>£2,858,516</b>	<b>£2,693,370</b>	<b>£165,147</b>	<b>£2,858,516</b>	<b>£2,693,370</b>	<b>£165,147</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	£11,541	£11,541	£0	£11,541	£11,541
7	<b>Net Surplus/(Deficit)</b>	<b>-£517,865</b>	<b>-£135,623</b>	<b>£382,242</b>	<b>-£517,865</b>	<b>-£135,623</b>	<b>£382,242</b>

From: 01 April 2018  
To: 31 March 2019

Period To: 12  
Year Ended: 31 March 2019

Notes	Balance Sheet as at 31-3-2019	Opening Balance £	Movement This Year £	Closing Balance £
<b>8</b>	<b>Fixed Assets</b>			
	Land and Buildings	519,343	-12,904	506,439
	Plant and Equipment	634,289	-160,511	473,778
	Office and RT Equipment	0	0	0
	Pumping Stations	31,351	-15,675	15,676
	Shared Consortium Assets	0	0	0
		<b>1,184,983</b>	<b>-189,090</b>	<b>995,893</b>
	<b>Current Assets</b>			
9	Bank Account	177,869	651,598	829,467
	Stock	6,416	-1,550	4,866
10.	Trade Debtors	42,113	27,872	69,985
11.	Work in Progress	220	2,588	2,808
12.	Term Deposits	3,500,000	-700,000	2,800,000
13.	Drainage Rates and Special Levies Due	2,190	-96	2,094
	Prepayments	4,504	1,648	6,152
	Prepayments to WMA	-14,922	17,362	2,440
	Accrued Interest	0	0	0
	VAT Due	15,131	46,574	61,705
14.	Grants Due	0	0	0
		<b>3,733,521</b>	<b>45,996</b>	<b>3,779,517</b>
	<b>Less Current Liabilities</b>			
	Trade Creditors	27,069	-26,522	547
15.	Holiday Entitlement	2,853	-2,853	0
	Accruals	0	5,495	5,495
	Payroll Controls	0	0	0
	Drainage Rates Paid in Advance	143	-118	25
		<b>30,065</b>	<b>-23,998</b>	<b>6,067</b>
	<b>Net Current Assets</b>	<b>3,703,456</b>	<b>69,994</b>	<b>3,773,450</b>
	<b>Less Long Term Liabilities</b>			
22.	Pension Liability	5,452,000	259,000	5,711,000
	<b>Net Assets</b>	<b>-£563,561</b>	<b>-£378,096</b>	<b>-£941,657</b>
	<b>Reserves</b>			
	<b>Earmarked</b>			
16.	General Reserve	962,739	-684,384	278,355
17.	Development Reserve	633,231	52,383	685,614
18.	Plant Reserve	1,545,688	0	1,545,688
19.	Capital Works Reserve	1,059,685	496,378	1,556,063
21.	Grants Reserve	241,032	32,202	273,234
		<b>4,442,375</b>	<b>-103,421</b>	<b>4,338,954</b>
	<b>Non-Distributable</b>			
20.	Revaluation Reserve	446,064	-15,675	430,389
22.	Pension Reserve	-5,452,000	-259,000	-5,711,000
		<b>-5,005,936</b>	<b>-274,675</b>	<b>-5,280,611</b>
	<b>Total Reserves</b>	<b>-£563,561</b>	<b>-£378,096</b>	<b>-£941,657</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

**From:** 01 April 2018  
**To:** 31 March 2019

**Period To:** 12  
**Year Ended:** 31 March 2019

### **Note Notes to the Accounts**

1. Special Levies collected from constituent Billing Authorities were as follows:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
South Holland District Council	1,263,572	1,263,572
Boston Borough Council	890	890
	<b>1,264,462</b>	<b>1,264,462</b>

2. Other Income is made up as follows:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Shared Income from WMA	73,289	45,815
Insurance Claims	0	0
Sundry Income	0	4,495
Summons Costs	0	3,825
	<b>73,289</b>	<b>54,135</b>

3. The Net Operating Deficit/(Surplus) for this year is made up as follows:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Labour Operations Account	0	10,915
Mobile Plant Operations Account	0	361,321
	<b>0</b>	<b>372,235</b>

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of mobile plant are shown in the Labour Operations and Mobile Plant Operations Reports, which can be made available to members on request.

The deficit on the Mobile Plant Operations Account this year is largely made up of the Residual Values on plant being written down to zero, in accordance with the new reducing balance depreciation policy the Board has adopted in 2018/19. This amounted to additional depreciation charges of £293,500 in 2018/19. All residual values are now removed from the Fixed Assets Register in accordance with this policy.

4. The gross cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works as managed by the District Engineer, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Plant and Development Committee scrutinise this Report every year.
5. The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works as controlled by the Operations Manager, which can be made available to members on request. Expenditure is summarised as follows:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Labour Charges	466,350	455,272
Plant Charges	273,740	267,237
Out-sourced work	242,161	236,409
Materials	101,266	98,861
Electricity	68,891	67,255
Telemetry	10,897	10,638
Depreciation	7,456	7,279
Insurance	38,286	37,377
Compensation	57,330	55,968
<b>Direct Works</b>	<b>1,266,377</b>	<b>1,236,295</b>
Technical Support Staff Costs	171,965	136,760
Other Technical Support Costs	4,512	3,610
Biodiversity Action Plan Costs	9,550	9,749
Asset Refurbishment Provision	0	0
<b>Maintenance Works</b>	<b>1,452,404</b>	<b>1,386,413</b>

6. Administration charges reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Administration Staff Costs	98,160	99,197
Other Administration Costs	124,729	119,482
Depreciation - Marsh Reeves Refurbishment	12,000	12,904
Drainage Rates AV (Increases)/Decreases	5,000	2,029



From: 01 April 2018  
To: 31 March 2019

Period To: 12  
Year Ended: 31 March 2019

**Note Notes to the Accounts**

Sundry Expenses	0	73
Pension Deficit Recovery Payments	100,000	100,000
Sundry Debtors written off	0	0
Settlement Discount taken	8,200	8,356
	<b>348,089</b>	<b>342,041</b>

7. At the time of preparing the Estimates for 2018/19, the Board planned to finance the estimated net deficit as follows:

	<b>Budget</b>
Transfer from the Capital Works Reserve	280,000
Transfer from the Development Reserve	0
Transfer from the Plant Reserve	200,000
Transfer from the Partnership Working Reserve	0
Reducing/(inc.) the Balance of the General Reserve	37,865
(=) Original Estimated Net Deficit	<b>517,865</b>
(-) FDGiA subsequently awarded by EA	
(=) Estimated Net Deficit	<b>517,865</b>

8. **TANGIBLE FIXED ASSETS**

	<b>Pumping Stations</b>	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Office &amp; RT Equipment</b>	<b>Total</b>
<b>Cost</b>					
Opening Balance as at 1-4-2018	156,750	871,257	1,731,619	72,771	2,832,397
(+) Additions	0	0	336,334	0	336,334
(-) Disposals	0	0	-113,421	0	-113,421
Closing Balance as at 31-3-2019	<b>156,750</b>	<b>871,257</b>	<b>1,954,532</b>	<b>72,771</b>	<b>3,055,311</b>
<b>Depreciation</b>					
Opening Balance as at 1-4-2018	125,399	351,913	1,097,330	72,771	1,647,414
(+) Depreciation Charge for year	15,675	12,905	465,845	0	494,425
(-) Accumulated depreciation written out on disposal	0	0	-82,421	0	-82,421
Closing Balance as at 31-3-2019	<b>141,074</b>	<b>364,818</b>	<b>1,480,754</b>	<b>72,771</b>	<b>2,059,418</b>
Net Book Value at 1-4-2018	<b>31,351</b>	<b>519,344</b>	<b>634,289</b>	<b>0</b>	<b>1,184,984</b>
Net Book Value at 31-3-2019	<b>15,676</b>	<b>506,439</b>	<b>473,778</b>	<b>0</b>	<b>995,893</b>

Full details of all movements during this year are recorded in the Board's Fixed Asset Register. The Board also shares ownership of a proportion of the WMA Office Equipment, which is recorded in the WMA's Fixed Asset Register.

9. Additional sums are now being invested on the short term money market to maximise the return on the working balances, in accordance with the Board's Investment Policy. The Bank Current Account is reconciled as follows:

	<b>2017/18</b>	<b>2018/19</b>
Opening Balance as at 1-4-2018	342,995	177,869
Receipts	4,808,587	4,820,677
Payments	-4,973,714	-4,169,079
Closing Balance as at 31-3-2019	<b>177,869</b>	<b>829,467</b>
Balance on Statement as at 31-3-2019	213,412	853421.72
Less: Unpresented Payments	-35,734	-23,955
Add: Unpresented Receipts	191	0
Closing Balance as at 31-3-2019	<b>177,869</b>	<b>829,467</b>

10. The Aged Debtor profile is currently as follows:

<b>Debt period</b>	<b>Amount</b>	<b>Number of Debtors</b>
<=30 days	19,778	3
>30 days and <=60 days	23,303	2
>60 days and <=90 days	0	0
>90 days	26,904	5
	<b>48</b>	



From: 01 April 2018  
To: 31 March 2019

Period To: 12  
Year Ended: 31 March 2019

**Note Notes to the Accounts**

69,985 10

>90 days	Amount	Inv. Date	Originator
BO0003	25,162	22/11/2018	Planning Department
KI0002	-290	31/07/2015	Planning Department
CA0002	57	25/05/2017	Annual Rent
DA0003	1,945	25/10/2018	Planning Department
FL0001	5	01/07/2018	Annual Rent
GR0006	25	01/07/2018	Annual Rent
	<u>26,904</u>		

11. Work in Progress (WIP) is currently made up of the following jobs:

Customer	Amount
RSM0001	2,808.00
	<u>2,808.00</u>

12. Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Natwest Treasury Reserve Deposit	500,000	26/10/2018	28/10/2019	0.88%
West Bromwich Building Society	500,000	17/12/2018	18/04/2019	0.78%
Principality Building Society	500,000	31/01/2019	30/04/2019	0.75%
Progressive Building Society	300,000	15/02/2019	15/05/2019	0.78%
National Counties Building Society	500,000	28/02/2019	31/05/2019	0.90%
Nottingham Building Society	500,000	15/03/2019	16/09/2019	1.03%
	<u>2,800,000</u>			

13. Special Levies are paid by Constituent Councils in two halves due on 1 May and 1 November every year. There are currently 41 Ratepayers that have not paid their Drainage Rates for 2018/19, as compared to 50 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2017/18	2018/19
Arrears b/fwd	4,634	2,190
Drainage Rates for the year	955,307	979,754
Special Levies for the year	1,233,584	1,264,462
New Assessments	2,258	987
Value Decreases	-20,117	-25,595
Value Increases	18,088	24,600
Payments Received	-2,136,213	-2,182,951
Settlement Discount	-6,958	-8,356
Returned/(Represented) amounts	830	0
Summons Collection Costs	3,750	3,825
Irrecoverables and write offs	-2,838	-2,002
Sundry adjustments	457	495
Compensation	-50,590	-55,315
Arrears c/fwd	<u>2,190</u>	<u>2,094</u>

14. Grants Due on the following scheme

	2017/18	2018/19
N/A	0	0
	<u>0</u>	<u>0</u>

15. The Holiday Entitlement Control relates to frozen holiday pay for the following employee. This liability increased every year by the rate of wage increase, which was agreed by the Board's predecessors in 1974. The employee retired on 30/06/2018.

	2017/18	Increase (%)	2018/19
Works Supervisor (S12): 21 days	2,853	2% (3 months)	0

16. Movements on the General Reserve are made up as follows: 49



From: 01 April 2018  
To: 31 March 2019

Period To: 12  
Year Ended: 31 March 2019

**Note Notes to the Accounts**

	<u>2017/18</u>	<u>2018/19</u>
Opening Balance as at 1-4-2018	1,389,822	962,739
Net Surplus/(Deficit) for the year	-12,900	-135,624
Net transfer (to)/from Capital Works Reserve	-327,238	-496,378
Net contributions transferred to Development Reserve	-86,946	-52,383
Transfer balance from Plant Reserve	0	0
Closing Balance as at 31-3-2019	<u>962,739</u>	<u>278,355</u>

17. Movements on the Development Reserve are made up as follows:

	<u>2017/18</u>	<u>2018/19</u>
Opening Balance as at 1-4-2018	546,285	633,231
Net contributions transferred from General Reserve	86,946	52,383
Closing Balance as at 31-3-2019	<u>633,231</u>	<u>685,614</u>

18. Movements on the Plant Reserve are made up as follows:

	<u>2017/18</u>	<u>2018/19</u>
Opening Balance as at 1-4-2018	1,545,688	1,545,688
Net contributions transferred from General Reserve	0	0
Closing Balance as at 31-3-2019	<u>1,545,688</u>	<u>1,545,688</u>

19. The Capital Works Reserve is currently made up as follows:

	<u>2017/18</u>	<u>Tfr from/(to)</u>	<u>2018/19</u>
		<u>Gen. Reserve</u>	
N/A Unallocated, available for partnership working	143,932	0	143,932
SCH18 Telemetry	3,369	0	3,369
ASSORT. Catchment Modelling	42,885	0	42,885
SCH57 Doningtons Pump Refurbishment	125,501	0	125,501
SCH58 Sutton St James Pump Refurbishment	316,749	0	316,749
SCH61 Peartree Hill Pump Weedscreen Cleaner	9,352	0	9,352
SCH54 Exeter Drain North Upstream of Halmergate	51,014	0	51,014
SCH55 Fleet Haven Pump Refurbishment	50,000	0	50,000
SCH63 Exeter Drain North Downstream of Halmergate	7,933	0	7,933
SCH65 Westmere P/S and Sluice Refurbishment	308,950	264,661	573,611
SCH67 Fleet Haven Pump Refurbishment Study	0	19,847	19,847
SCH68 Dawsmere Pump Refurbishment Study	0	24,893	24,893
SCH69 Lords Pump Refurbishment Study	0	29,744	29,744
SCH71 Bell Row Improvement	0	7,233	7,233
SCH72 Weedscreen Fleet Haven	0	37,500	37,500
SCH73 Weedscreen Dawsmere	0	37,500	37,500
SCH75 Weedscreen Holbeach Bank	0	37,500	37,500
SCH76 Weedscreen Gotts	0	37,500	37,500
	<u>1,059,685</u>	<u>496,378</u>	<u>1,556,063</u>

20. Movements on the Revaluation Reserve are made up as follows:

	<u>2018/19</u>
Opening Balance as at 1-4-2018	446,064
Less:	
Pumping Station Depreciation	-15,675
Workshop Historic Cost written out	0
Closing Balance as at 31-3-2019	<u>430,389</u>

21. Movements on the Grants Reserve are made up as follows:

	<u>2018/19</u>
Opening Balance as at 1-4-2018	241,032
Add Grant Received	173,000
Less: Grant Applied	-140,798
Closing Balance as at 31-3-2019	<u>273,234</u>

**From:** 01 April 2018  
**To:** 31 March 2019

**Period To:** 12  
**Year Ended:** 31 March 2019

**Note Notes to the Accounts**

	<u>2017/18</u>	<u>2018/19</u>
SCH14 Health & Safety Works	0	0
SCH22 Little Holland Pumping Station Refurbishment	0	0
SCH23 Wisemans Pumping Station	2,445	2,445
SCH25 South Holland Main Drain Sluice Refurbishment	949	949
SCH27 Generator Connections	5,324	5,324
SCH29 Catchment Modelling Fleet Fen	9,120	9,120
SCH30 Catchment Modelling Peartree Hill	0	0
SCH31 Catchment Modelling Donningtons	3,659	3,659
SCH32 Peartree Pump Replacement	9,246	9,246
SCH33 Fleet Fen Refurbishment	4,200	4,200
SCH34 Lords Sluice Preliminaries	0	0
SCH35 Catchment Modelling Little Holland	655	655
SCH36 Catchment Modelling Roses	464	467
SCH41 Lords Sluice Refurbishment	61,285	61,285
SCH52 Holbeach River Outfall Sluice Refurbishment	0	0
SCH64 Donningtons Pump Refurbishment	41,330	38,755
SCH65 Westmere Pumping Station & Sluice Refurb Study	30,517	74,611
SCH66 Sutton St James Pump Refurbishment	34,993	33,036
SCH67 Fleet Haven Pump Refurbishment Study	0	4,847
SCH68 Dawsmere Pump Refurbishment Study	0	9,893
SCH69 Lords Pump Refurbishment Study	0	14,744
	<u>204,187</u>	<u>273,234</u>

**22. Pension Liability**

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £2,429,000 as at 31 March 2019 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 05 February 2019.

**23. Related Party Transactions**

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £102,914.75 upto 31/03/19.
- (ii) The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.
- (iii) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board.

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

# Annual Governance and Accountability Return 2018/19 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2019
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at <b>31 March 2019</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2018/19

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			✓
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.			✓
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 25/03/19 – 18/04/19 Name of person who carried out the internal audit: Kathy Woodward  
DDMMYY INTERNAL AUDITOR

Signature of person who carried out the internal audit: [Signature] Date: 29/04/19  
SIGNATURE REQUIRED

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DOMMITY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.WLMA.ORG.UK/SOUTH-HOLLAND-IDB/HOME/

## Section 2 – Accounting Statements 2018/19 for

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	3,572,705	3,703,456	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,188,385	2,244,162	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	387,858	376,788	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	820,167	771,116	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,625,326	1,779,839	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,703,456	3,773,451	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3,677,869	3,629,467	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,832,397	3,055,310	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*P. Benamile*

Date

25/04/19

I confirm that these Accounting Statements were approved by this authority on this date:

ODINITY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2018/19

In respect of SOUTH HOLLAND INTERNAL DRAINAGE BOARD

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2018/19

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Annual Governance and Accountability Return 2018/19

### Annual Internal Audit Report 2018/19 – additional sheet

Following on from three years of Internal Audits providing substantial assurance on the level of controls identified for:

South Holland Internal Draining Board

The Internal Auditor agreed with the Management to rotate the frequency of the standard internal control objective audits and include additional governance related audits.

The audit areas not covered in 2018/19 were:

*D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

*F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT was appropriately accounted for.*

*I. Periodic and year-end bank account reconciliations were properly carried out.*

These audits were previously covered in the 2017/18 audit and will be included within the 2019/20 audit.

Additional internal control objectives audited during the 2018/19 audit were:

- *GDPR – robustness of the policy and procedural documents, and adequacy of training provided to staff and members.*
- *Board Members’ declarations of interest – review of the process for members declaring interests.*
- *Write-offs – review of the process for the write-off of debts.*
- *Succession Planning – review of the succession planning process.*

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/01/2019

Payment Date To : 31/03/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Electricity	20,966.43
AY0101	Mr B Ayres	Building Supplies	595.26
BE0201	Beacon UK	PPE	385.92
BL0266	Blueline Trailers	Trailer Parts	102.00
BO0205	BOC Ltd	Oxygen/Acetylene	481.57
BO0210	Boston Borough Council	Fly Tipping Contribution	3,051.76
BR0200	Breedon Aggregates England Ltd	Aggregates supplier	3,623.24
BR0211	BT Payment Services Ltd	Telephone Bill	3,032.29
BU0203	Bunzl Cleaning & Hygiene Supplies	Cleaning Supplies	282.58
BU0205	B A Bush & Son Ltd	Tyres	211.44
CA0302	Fred Campling & Sons	Excavator Transport	1,380.00
CA0306	The Canadian Fencing Company	Fencing	1,559.60
CA0307	Cavell & Lind Ltd	Management referral	158.15
CH0303	Chandlers (Farm Equipment) Ltd	Cutting Equipment	335.11
CO0301	Coles Quality Drycleaners	Dry Cleaning	65.00
CO0303	CITB	Training Courses	595.00
DO0401	John W Doubleday Ltd	Repairs/Serviceing	1,289.37
EN0520	Engineering & Welding Supplies Ltd	Gas cylinders	75.90
EN0521	Enforcement Bailiffs Ltd	Bailiffs Fees	473.00
EN0528	Environment Agency	Consultancy Services	69,183.60
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	2,057.13
FI0002	Finning (UK) Ltd	Caterpillar Servicing	4,747.59
GA0710	Gap Group Ltd	Plant Hire	448.20
GD0701	G & D Engineering (Moulton) Ltd	Bending Profiles	111.80
GM0101	GMB National Administration Unit	Union Subscriptions	287.70
HA0802	Hawker Electronics Ltd	Electronic Parts	524.88
HA0823	Hardy Craske Fuels	Fuel	12,046.81
HA0826	Hargrave Agriculture Ltd	Assorted Components	1,731.21
HI0802	R J H Supplies Ltd	Assorted Components	168.26
HM0101	HMRC	PAYE & N.I.	100.00
HO0810	Hortech Cleaning Equipment Ltd	Assorted components	64.69
HO0811	Hortech Systems Ltd	Assorted Components	325.04
IN0901	Inland Revenue	PAYE	19,343.29
JE1001	Jewson Ltd	Building Supplies	177.18
KL0001	Kloekner Metals UK	Metals	2,375.10
KW0001	K & W Mechanical Services Ltd	Wirewatchers	596.40
LE1201	HSBC Invoice Finance (UK) Ltd	Telemetry Annual Service Contract	300.00
LI0001	Listers	Toyota Parts/Serviceing	2,061.51
LI0003	Liebherr Great Britain Ltd	Liebherr Wheeled Excavator	222,000.00
LI1213	Lincolnshire Wildlife Trust	Site Visits	1,324.20
LO0002	Longwater Construction Supplies	Construction supplies	2,048.55
MA1309	Mastenbroek Ltd	Machinery/Spares	501.91

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/01/2019

Payment Date To : 31/03/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
O20001	O2 UK Limited	Telemetry/Mobile Phones	1,613.88
OV0001	Ovivo UK Ltd	Retention	4,388.54
PA1604	Paktronic Engineering Co Ltd	Switchgear	667.40
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	632.02
PE1633	G & J Peck Ltd	JCB Parts	544.93
PO0101	Post Office Ltd	Vehicle Licences	250.00
PR1668	Prudential Local Government AVC	AVC	496.30
SM1931	SMT GB	Service	1,747.26
SO1940	South Lincs Plant Hire & Sales Ltd	Plant Hire	280.80
ST1988	E Sterma & Son	Tree Works	540.00
SU0002	Survey Express Services	Calibration	102.00
TB2001	T.B.C. Ltd	Engineering Supplies	359.33
TE0001	Tennyson Tyres Ltd	Tyres	768.00
TH1001	P J Thory Ltd	Aggregates	5,215.25
TM2001	T.M.C. Lifting & Engineering	Lifting Equipment	765.35
TO2030	Town & County Engineering	Small Stores Equipment	232.26
TO2032	Tonwood Home Hardware	Tools	36.98
TR2003	The Training Association (WEST)	Training	6,972.00
VE0101	Veolia ES (UK) plc	Rubbish Collection	629.80
VO2201	SMT GB Ltd	Excavator parts/servicing	949.42
WA2302	Walton Loo Hire	Loo hire	2,191.20
WA2303	Ward Ecology Ltd	Visit to SHIDB	1,139.64
WA2310	Watling JCB Ltd	JCB Parts	394.91
WA2345	Water Management Alliance	Staff Recharges/Onebill	26,623.05
WC2301	WCF Chandlers	Fuel	6,747.60
WE2330	West End Garage	Fuel	63.00
WE2335	Welland & Deepings IDB	Compensation	2,983.74
WI2306	T Wilkinson	Rat & mole control	4,281.25
WI2307	Wildlife Conservation Partnership	Owl Boxes	792.00
WO2310	D W Woods Landscaping Ltd	Grass Cutting	2,700.00
WO2311	A Woods	Sundry parts/repairs	3,130.06
WR2311	Philip G Wright Excavations Ltd	Excavator Hire	53,340.00
WY0001	West Yorkshire Pension Fund	Superannuation	22,917.42
YO0001	York Survey Supply	Calibration	54.00

**Please note that the amounts shown above include Vat £ 535,738.06**



**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 7 May 2019 at 10.30 am