

**A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY, 11 FEBRUARY 2020 AT 10.30 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* S Bartlett	<b>South Holland D C</b>
* C Dring	* A Beal
N J Grundy	* F Biggadike
* A G Hay	* P Coupland
S A R Markillie	* P Redgate
* J Perowne	* G Rudkin
I Stancer	M Seymour
* S R Taylor	* Mrs E Sneath
* R C Thompson	* J Tyrrell
* D R Worth	* D Wilkinson
	<b>Vacancy</b>
	<b>South Holland D C/ Boston B C</b>
	A Casson
	* Present (71%)

Mr D R Worth in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Katie Byrne (Business Support Officer), Phil Camamile (Chief Executive), Cheryl Cocks (Business Support Officer), Sallyanne Jeffrey (Finance and Rating Manager) and Karl Vines (Catchment Engineer/Health and Safety Officer)

<b>ID</b>	<b>South Holland IDB, Minute</b>	<b>Action</b>
<b>01/20</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/20/01</b>	Apologies for absence were received from Messrs A Casson, N Grundy, S A R Markillie, M Seymour and I Stancer.	
<b>02/20</b>	<b>WELCOME AND INTRODUCTIONS</b>	
<b>02/20/01</b>	Mrs Katie Byrne was welcomed to her first Board meeting in her role as Business Support Officer for the WMA Group. Katie would be taking the minutes of today's meeting.	
<b>03/20</b>	<b>DECLARATIONS OF INTEREST</b>	

ID	South Holland IDB, Minute	Action
03/20/01	Mr J Perowne declared an interest in all matters relating to points 3.3, 3.4 and 3.5 in the Planning Report. RESOLVED that this be noted.	KV /FB
04/20	<b>MINUTES OF THE LAST BOARD MEETING</b>	
04/20/01	The minutes of the last Board meeting held on 5 November 2019 were approved and signed as a true record. Arising therefrom:	
05/20	<b>MATTERS ARISING FROM THE MINUTES</b>	
05/20/01	<b>Attendance Register</b>	
	It was noted that South Holland District Council had not yet appointed a tenth member to represent the urban drainage ratepayer on the Board, as they were entitled to do. Peter Coupland advised members that the Council would do this as soon as possible. RESOLVED that this be noted.	
05/20/02	<b>Pollution in the Holbeach River (78/19/02)</b>	
	The Catchment Engineer had recently discussed the suspected pollution in Holbeach River with Francis Biggadike and it was now clear that this had emanated from a broken Anglian Water sewer in Fleet Road which had found its way in to the surface water drainage system, and not from an overflow as initially thought. He had arranged a site meeting with the local team from Anglian Water Services and both the Chairman and Mr Biggadike would also attend if possible. RESOLVED that this be noted.	
05/20/03	<b>Mobile Plant Requirements 2020/21 (81/19/08)</b>	
	The Catchment Engineer reported that the new equipment for 2020/21 which had been approved by the Board at the last meeting had been ordered. RESOLVED that this be noted.	
05/20/04	<b>Plant Engineer (81/19/09)</b>	
	The possibility of sharing a Plant Engineer with King's Lynn IDB when the Board's current Plant Engineer retired (expected May 2021) had been discussed with and agreed in principle by King's Lynn IDB. RESOLVED that this be noted.	
05/20/05	<b>Low Fulney Area Drainage Improvements (83/19/03)</b>	
	The Catchment Engineer informed members that the contract to construct the culvert had been placed with Barhale and that this project was due to start in April 2020.	
06/20	<b>PERFORMANCE SUB COMMITTEE MEETING</b>	

ID South Holland IDB, Minute	Action
<p><b>06/20/01</b> The recommendations arising from the unconfirmed minutes of the Performance Sub Committee meeting held on 21 January 2020 were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>06/20/02 Objectives for 2019/20: Performance Review</b></p> <p>The Performance Review for 2019/20, (a copy of which is filed in the Report Book), was considered in detail and approved.</p>	
<p><b>06/20/03</b> Members were pleased to note the Board's objectives for 2019/20 had substantially been achieved. RESOLVED that this be noted.</p>	
<p><b>06/20/04 Submission to Defra for reimbursement of additional costs incurred as a direct result of recent high rainfall events</b></p> <p>The Catchment Engineer confirmed that he had written to ADA on 15 January 2020 as ADA had requested, but had not yet received a response. The Board's Chairman would request an update at tomorrow's ADA Board meeting. It was also agreed to send a copy of the Catchment Engineer's letter to John Hays MP. RESOLVED that this be noted.</p>	<p><b>KLJV /DW</b></p>
<p><b>06/20/05 Objectives for 2020/21</b></p> <p>It was agreed and thereby RESOLVED to approve the objectives for 2020/21 as follows:</p> <ul style="list-style-type: none"> <li>(i) Ensure total expenditure does not exceed the expenditure budget for 2020/21 and plan for subsequent years' rate increases.</li> <li>(ii) Develop a 20-year capital programme to determine the extent of the funding gap during this period. The programme should include a prioritised plan to re-profile the drain batters from 1 – 1.5 to 1 -2 where possible, which should reduce the gradient of the batters and the likelihood of further slips occurring moving forward.</li> <li>(iii) To ensure that the planned maintenance budget does not exceed £1.375m, unless there was an extraordinary event. Any costs that are incurred over and above the budget of £1.375m to be itemised, identified and costed separately.</li> <li>(iv) To continue to investigate all funding options to finance capital work and review the effectiveness of the joint-funded post (with Lincolnshire IDBs and the EAs Anglian RFCC [Northern], to secure Flood Defence Grant-in-Aid.</li> <li>(v) To undertake more work on the first line sea walls that protect the Board's area, for and on behalf of the EA on a rechargeable basis, subject to this being viable for the Board to do so and the EA being prepared to let us.</li> </ul>	

ID South Holland IDB, Minute	Action
<p>(vi) To ensure that the height, footprint and structural integrity of the former lines of reclamation are properly monitored by the Environment Agency.</p> <p>(vii) To increase the number of ratepayers that are registered to use DRS Online.</p> <p>(viii) To introduce a performance appraisal system for operatives as soon as possible.</p>	
<p><b>06/20/06 Next meeting date for Performance Sub Committee</b></p> <p>The next meeting of the Performance Sub Committee will take place at 9 am on 7 August 2020 here at the Board's office.</p>	
<p><b>07/20 CHAIRMAN'S COMMITTEE MEETING</b></p>	
<p><b>07/20/01</b> The detailed estimates for 2020/21 together with the recommendations arising from the unconfirmed minutes of the Chairman's Committee meeting held on 21 January 2020 were considered in detail and approved (copies of which are filed in the Report Book). Arising therefrom:</p>	
<p><b>07/20/02 Capital Works Programme (03/20)</b></p> <p>The detailed Capital Works budget for 2020/21, as prepared by the Board's Catchment Engineer, totalling £1,463,000 was considered in detail and approved. There were no matters arising.</p>	
<p><b>07/20/03 Maintenance Programme (04/20)</b></p> <p>The detailed Maintenance Works budget for 2020/21 as prepared by the Board's Operations Manager, totalling £1,375,358 was considered in detail and approved. Arising therefrom:</p>	
<p><b>07/20/04</b> It was noted that the budget for slip repairs had increased significantly from 2019/20 to 2020/21, to start repairing the slips that had occurred following the heavy rainfall, which would take approximately 3 years to complete.</p>	
<p><b>07/20/05 Administrative and Technical Support Costs (05/20)</b></p> <p>The Administration and Technical Support budget for 2020/21, as recommended by the Consortium Management Committee (CMC) on 13 December 2019 was considered in detail and approved. Arising therefrom:</p>	
<p><b>07/20/06</b> It was agreed and thereby RESOLVED to approve the inclusion of the Consortium charge of £205,100 for Technical Support in the Board's Rate Estimates for 2020/21.</p>	

**07/20/07** It was agreed and thereby RESOLVED to approve the inclusion of the Consortium charge of £258,514 (less Consortium Income, totalling £95,233) for Administrative Support in the Board's Rate Estimates for 2020/21.

**07/20/08 Annual Values as at 31 December 2019**

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2019 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2020/21 (a copy of which is filed in the Report Book).

**08/20 FINANCIAL YEAR 2020/21  
LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES**

**08/20/01** It was agreed and thereby RESOLVED to increase drainage rates by 4% and special levies by 4.05% for 2020/21, given the shift in proportion of aggregate annual value arising from development during the course of the year (Option 3):

Drainage Rate in the Pound: 13.160p

**Financed by:**

Occupiers Drainage Rates	£1,049,067
South Holland District Council	£1,354,656
Boston Borough Council	£954
Reserves	<u>£956,227</u>
	£3,360,904

**08/20/02 Indicative Five-Year Forecast**

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

**08/20/03 Earmarked Balances and Reserves**

The adequacy and appropriateness of the Board's Earmarked Balances and Reserves was considered in detail and approved, for the purposes set out in the Board's Capital Financing and Reserves Policy.

**08/20/04 Capital Financing and Reserves Policy**

The Capital Financing and Reserves Policy (a copy of which is filed in the Report Book) was reviewed in detail and approved. There were no matters arising.

ID South Holland IDB, Minute	Action							
<p><b>08/20/05 Plan to fund capital work when reserves had been exhausted (08/20)</b></p> <p>The Plan to fund capital work when Reserves had been exhausted (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> <p><b>08/20/06</b> It was noted that if the 5-year capital programme and the grants received remained at similar levels for a further 5 years, the Board's Reserves would have run out completely (10 years from now).</p> <p><b>08/20/07</b> It was generally accepted that if the Board were to remain relevant and effective and continue to do the work it does today, drainage rates and special levies would need to increase significantly in the coming years, assuming that the level of grant remained low.</p> <p><b>08/20/08</b> It was agreed and thereby RESOLVED to produce a 20-year capital programme, to establish whether or not the total financial cost of the current programme was likely to reduce in the coming years.</p> <p><b>08/20/09</b> Mr P Coupland informed members that Gary Porter (Lord Porter) and South Holland District Council had been lobbying national policy makers and a few other councils in England to take special levies out of the revenue support grant and local referenda calculation, which if supported, would de-politicise IDB rates/levies setting and make it easier for councils to manage and pay for the much needed increases in special levy. It was agreed and thereby RESOLVED to support this view.</p>	KV							
<p><b>09/20 OPERATIONS REPORT</b></p>								
<p><b>09/20/01</b> The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>								
<p><b>09/20/02</b> The Catchment Engineer reported that the following plant had been ordered for delivery in 2020/21:</p> <table data-bbox="304 1585 1235 1736"> <tr> <td>Medium Reach Excavator (including buckets)</td><td>£160,000 +Vat</td></tr> <tr> <td>Additional Cost Weed cutting basket</td><td>£27,275 + Vat</td></tr> <tr> <td>New Holland Tractor</td><td>£114,450 +Vat</td></tr> <tr> <td>Herder Grenadier with attachments</td><td>£109,070 + Vat</td></tr> </table> <p>Delivery of the Medium Reach Excavator was expected in June 2020 and delivery of the Tractor, Grenadier and attachment was expected before 30 June 2020.</p>		Medium Reach Excavator (including buckets)	£160,000 +Vat	Additional Cost Weed cutting basket	£27,275 + Vat	New Holland Tractor	£114,450 +Vat	Herder Grenadier with attachments
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<p><b>09/20/03</b> The Catchment Engineer reported that since the Operations Report had been prepared there had been a motor failure in Pump 1 at Wisemans Pumping Station. The pump had since been removed and was currently with Fenflow Ltd being assessed. It was envisaged that the repair cost could be in the region of £25,000.</p>	KV							

ID South Holland IDB, Minute	Action
<p><b>09/20/04 Sutton Bridge Sluice</b></p> <p>It was reported that the new motor on the downstream door had now been installed at an overall cost of £8,500 and not £10,000 as previously predicted.</p> <p><b>09/20/05 Slip Repairs</b></p> <p>Due to the exceptionally wet weather leading to a vast amount of water flowing through the Board's watercourses, various slips had occurred in the Board's catchment area. As had previously been reported, the aim was to complete all repairs over a 3 year period, as prioritised in the Operations Report.</p> <p><b>09/20/06</b> Some of the slips had occurred where grips had been dug in to the channel to drain the adjacent land and it was agreed that a letter is enclosed with the annual rate demand this year to explain the situation regarding the length of time it will take to repair some slips and also to advise against the digging of grips in to the Board maintained watercourses because of the potential damage this can cause.</p>	<p><b>KV/ GT</b></p>
<p><b>10/20 HEALTH AND SAFETY REPORT</b></p> <p><b>10/20/01</b> The Health and Safety Report was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p><b>11/20 ENGINEERING REPORT</b></p> <p><b>11/20/01</b> The Engineering Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p> <p><b>11/20/02 Westmere Pumping Station and Sluice Refurbishment (1.1)</b></p> <p>The Catchment Engineer informed members that the tidal piling replacement work was due to start this Summer.</p> <p><b>11/20/03 Fleet Haven Pumping Station Refurbishment (1.2)</b></p> <p>The Catchment Engineer informed members that tenders had been received and following his tender analysis Barhale was now the preferred contractor.</p>	
<p><b>11/20/04 Low Fulney Area Drainage Improvement (1.3)</b></p> <p>The Catchment Engineer informed members that tenders had been received and following his tender analysis Barhale was the preferred contractor. The cost of the new culvert would be shared equally with</p>	<p><b>KV</b></p>

ID	Action
<p>Lincolnshire County Council who had agreed to work in Partnership with the Board. It was envisaged that work would start in April 2020.</p>	
<p><b>11/20/05 Water Resources East (WRE) – Potential South Lincs Reservoir (3.2)</b></p> <p>A WRE meeting was held on the 20 January 2020 to discuss the potential South Lincs Reservoir, and ways of moving water between the Nene and the Welland to feed the reservoir. Subsequently the Catchment Engineer met with the Engineers from North Level District IDB and Welland and Deepings IDB to discuss possible routes for water transfer. It was generally felt that this would be difficult until the location of the reservoir had been agreed.</p>	KV
<p><b>11/20/06 Crowland and Cowbit Washland Restoration (3.3)</b></p> <p>The Consultants, Royal Haskoning DHV had been appointed by the Welland Rivers Trust to investigate the possibility of re-establishing the historic washland areas along the River Welland. An initial meeting to discuss feasibility was held in January 2020.</p>	
<p><b>12/20 ENVIRONMENTAL REPORT</b></p>	
<p><b>12/20/01</b> The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>12/20/02 Greater Lincolnshire Nature Partnership (GLNP) – Position Statements for Consideration and Sign Off</b></p> <p>It was agreed and therefore RESOLVED to support the Position Statement for GLNP: Enjoying nature – version 1.0 – Sept 2019. Being well with nature – version 1.0 – Sept 2019.</p>	
<p><b>12/20/03 Biodiversity Action Plan (BAP), Progress Report 2019-2020</b></p> <p>A summary of the progress made during 2019/20 on actions arising from the Board's Biodiversity Action Plan was considered in detail and approved. RESOLVED that this be noted.</p>	
<p><b>12/20/04 Park Road</b></p> <p>Mr F Biggadike raised concerns regarding Park Road, Holbeach, highlighting the condition of the road verge opposite the school by the Board's Holbeach River, which had been damaged by traffic using the verge to pass on the road. The Board agreed to contact the Lincolnshire County Council to raise their concerns.</p>	KV
<p><b>12/20/05 Proposed Adoption of Watercourse – Extension of Sawfords Drain South (3.4)</b></p>	



ID	South Holland IDB, Minute	Action
	<p>The Catchment Engineer reported that he had received a letter from an adjacent landowner requesting the Board adopt approximately 215m length of watercourse. Adoption was agreed subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• The length of watercourse being surveyed to establish its condition.</li> <li>• The applicant paying for any improvement work on the length of watercourse to get it up to the Board's acceptable standard for adoption.</li> <li>• The applicant paying for the installation of a new access culvert at the southern end of the watercourse to allow the Board access from the road.</li> </ul> <p>It was agreed that the Catchment Engineer would write to the adjacent landowner to this effect. If the landowner was not agreeable to the conditions, then the watercourse would remain a riparian drain and would not be adopted by the Board. RESOLVED that this be noted.</p>	KV
	<b>13/20 PLANNING REPORT</b>	
13/20/01	The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
13/20/02	<p><b>19_01936 _C Application to discharge surface water from an impermeable are of 163,011 at Clay Lake Bank, Spalding (3.1)</b></p> <p>Members considered an application to discharge surface water from a development at Clay Lake Bank. The Sustainable Development Manager advised that the application related only to phases 1 and 2 (of 3) of the development and that it was anticipated that an application for phase 3 would follow, but would not increase the rate of discharge from the site. It was agreed and thereby RESOLVED that the Board consent this application for phases 1 and 2, subject to the conditions outlined in the report for both this application and 3.2:</p> <ul style="list-style-type: none"> <li>• The payment of a Surface Water Development Contribution as per the Board's Charging Policy.</li> <li>• A condition that stipulates that the overflow weir and hydro brake design details are confirmed with and approved by the Board's officers.</li> </ul>	
13/20/03	<b>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 (3.2)</b>	

ID South Holland IDB, Minute	Action
<p>Members considered an application to retrospectively relax Byelaw 10 to allow fencing and a reservoir bank 7 metres from the brink of an adopted watercourse. It was agreed and thereby RESOLVED to approve this application subject to the conditions outlined in the report for both this application and 3.1:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The need for the applicant to enter into the Board's standard Deed of Indemnity, to be registered at the applicant's expense.</li> <li>• The need to ensure clearly defined responsibilities for the maintenance of the reservoir and fencing.</li> <li>• A condition that stipulates the current fencing position is to be amended to ensure the minimum distance of the perimeter fence from the brink of the drain is 7m.</li> </ul>	
<p><b>13/20/04 19_01613_C: Application to install irrigation main below bed of Moulton River (Board Owned, High Priority) at Mill Marsh Road, Moulton Seas End (3.3)</b></p> <p>Members considered an application to install approximately 170m of 180mm HDPE irrigation main underneath the Moulton River, 1 metre below bed level. It was agreed and thereby RESOLVED to approve this application subject to the conditions outlined in the report for this application:</p> <ul style="list-style-type: none"> <li>• The applicant is to be responsible for all slip repairs for a period of 2 years starting from the completion of the works.</li> <li>• Strict observance of the 1 metre minimum clearance zone beneath the watercourse.</li> <li>• The applicant is to enter into the Board's standard Deed of Easement.</li> </ul>	
<p><b>13/20/05 20_02140_C and 20_02141_C: Application to later the Moulton River (Board Owned, High Priority Adopted Watercourse) and relax Byelaw 10 near Hall Lane, Moulton Seas End (3.4)</b></p> <p>Members considered an application to allow the Moulton River (R10) to be culverted (1200 mm diameter) for approximately 12 metres to enable the installation of an irrigation pipeline within 9 metres of the watercourse. It was agreed and thereby RESOLVED to approve this application, subject to the conditions outlined in the report for this application:</p>	

ID	South Holland IDB, Minute	Action
	<ul style="list-style-type: none"> <li>• The payment of a Commuted Maintenance Fee as per the Board's Charging Policy (for 2 metres only).</li> <li>• The applicant to enter into the Board's standard Deed of Easement.</li> </ul>	
13/20/06	<p><b>20_02142_C: Application to relax Byelaw 10 to enable an irrigation main crossing near Green Lane, Moulton Seas End (3.5)</b></p>	
	<p>Members considered an application to install an irrigation pipe within 9 metres of an adopted watercourse, through an existing crossing, above the existing pipe. It was agreed and thereby RESOLVED to consent this application, subject to the conditions outlined in the report for this application:</p>	
	<ul style="list-style-type: none"> <li>• Confirmation to be provided to the Board that the existing culvert is in a sound structural condition. If remedial works are required (such as replacing the culvert), these works should be agreed with the Board prior to the commencement of works and undertaken at the applicant's expense.</li> <li>• The landowner to enter into the Board's standard Deed of Indemnity.</li> </ul>	
13/20/07	<p><b>20_02103_A: Request for the Board to consider adopting a 210m length of watercourse at Chapel Gate, Whaplode (catchment D) (3.6)</b></p>	
	<p>A local homeowner (not the landowner) has approached officers to request that the Board adopt the watercourse due to their concerns that a lack of maintenance of the watercourse was resulting in increased flood risk. The Sustainable Development Manager reported that officers had previously written to the relevant landowner however no response had been received, and emergency works were subsequently undertaken by the Board. The Board agreed to this adoption in principle, subject to confirmation of any improvement works (to be landowner funded) to bring the drain up to an adoptable standard. The Board's Chairman suggested that the elected members assist the Planning Team if similar matters arise in future.</p>	
13/20/08	<p><b>18_00754_N: Byelaw 10 contravention. Erection of fencing within 9m of a Board maintained drain at Mole Drove, Gedney Hill (3.7)</b></p>	
	<p>Further to discussions at the Board Meeting on 7 May 2019, The Sustainable Development Manager brought the matter of unconsented works adjacent to Mole Drove, Gedney Hill back to the Board as the previously preferred approach was proving unsuccessful. The Board advised the Sustainable Development</p>	

ID	South Holland IDB, Minute	Action
	<p>Manager to approach the remaining landowners before again presenting the options to the Board.</p>	
<b>13/20/09</b>	<p><b>Revised Development Control Charges and Fees Policy and Enforcement Procedures</b></p>	
	<p>The revised Development Control Charges and Fees Policy and Enforcement Procedures were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising</p>	
<b>13/20/10</b>	<p><b>Delegated Consents</b></p>	
	<p>The delegated consents determined by the Chief Executive's Management Committee were considered in detail and approved. There were no matters arising.</p>	
<b>13/20/11</b>	<p><b>Development Charges and Fees</b></p>	
	<p>The schedule of surface water development contributions and commuted maintenance fees for the reporting period, totalling £83,237.83 and £3,709.97 respectively was considered in detail and approved. There were no matters arising.</p>	
<b>13/20/12</b>	<p>Mr P Coupland congratulated the Sustainable Development Manager on the quality of her presentation of the Planning Report at the meeting today.</p>	
<b>14/20 SCHEDULE OF PAID ACCOUNTS</b>		
<b>14/20/01</b>	<p>The Schedule of Paid Accounts for the period 1 October 2019 to 31 December 2019, totalling £511,012.56 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<b>15/20 MATERIAL CHANGES TO THE RISK REGISTER</b>		
<b>15/20/01</b>	<p>The Risk Register showing those risks with a risk assessment matrix score of <math>\geq 6</math> (a copy of which is filed in the Report Book) was considered in detail and approved.</p>	
<b>16/20 CORRESPONDENCE</b>		
<b>16/20/01</b>	<p><b>ADAs IDB Health, Safety and Welfare Survey 2019 Advice Note</b></p> <p>The Association of Drainage Authorities (ADAs) IDB Health, Safety and Welfare Advice Note was considered in detail and approved (a copy of which is filed in the Report Book). It was agreed and thereby</p>	

ID	South Holland IDB, Minute	Action
	RESOLVED to adopt the eleven recommendations for IDBs within ADAs Advice Note.	
16/20/02	The Chief Executive confirmed that in future, Health, Safety and Welfare would be a separate agenda item at Board meetings, and ADAs recommendations would be reported against at the next meeting. RESOLVED that this be noted.	KV
16/20/03	<b>Letter received from John Hayes MP re. Riparian System</b>  The Sustainable Development Manager advised members that the Planning Team had received a letter from John Hayes MP on behalf of one of his Constituents In Weston, with reference to a riparian drainage system. The Board discussed and agreed that a response letter was needed for the MP and the homeowner, which the Sustainable Development Manager should action as soon as possible.	CB
17/20	<b>DATE OF NEXT MEETING</b>	
17/20/01	The next meeting would take place on 5 May 2020 at 10.30 am.	
18/20	<b>ANY OTHER BUSINESS</b>	
18/20/01	The Catchment Engineer advised members that there had been two major trees that had fallen down over the weekend when Storm Ciara hit Lincolnshire. One involving a large tree adjacent to Exeter Drain in Spalding, and another involving a tree adjacent to Moulton Common West Drain. RESOLVED that this be noted.	
19/20	<b>OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN</b>	
19/20/01	There were no members of the public present at today's meeting.	
20/20	<b>CONSORTIUM MATTERS</b>	
20/20/01	The unconfirmed minutes of the last Consortium Management Committee meeting held on 13 December 2019 were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
20/20/02	<b>WMA Schedule of Paid Accounts</b>  The WMA Schedule of Paid Accounts for the period 1 August 2019 to 30 November 2019 totalling £584,718.86 as approved at the Consortium Management Committee meeting on 13 December 2019,	

ID South Holland IDB, Minute	Action
<p>was considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p><b>20/20/03 WMA Estimates for 2020/21 and Projected Out Turn for 2019/20</b></p>	
<p>The detailed Consortium Budget and Basis of Apportionment for the financial year 2020/21, as approved at the Consortium Management Committee meeting on 13 December 2019, together with the projected out-turns for year ending 31 March 2020 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p><b>20/20/04 Application to join the WMA Group Waveney, Lower Yare and Lothingland IDB with effect from 1 April 2020</b></p>	
<p>The application from Waveney, Lower Yare and Lothingland IDB to join the WMA Group with effect from 1 April 2020 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>20/20/05</b> It was agreed and thereby RESOLVED to approve the tracked changes to the Consortium Agreement, dated 15 May 2008, which would be incorporated into the new Consortium Agreement that included the Waveney, Lower Yare and Lothingland IDB (assuming all other parties to the Agreement also agreed).</p>	
<p><b>20/20/06 Issues for discussion at the next CMC meeting</b></p>	
<p>There were no specific items raised for discussion at the next Consortium Management Committee (CMC) meeting on 27 March 2020. Should members wish to raise any item to be discussed at the next meeting, they should contact any of the Board's representatives, or the Chief Executive directly: members were reminded that the Board's representatives on the CMC were Mr D R Worth, Mr S A R Markillie and Mr P Coupland. RESOLVED that this be noted.</p>	
<p><b>21/20 CONFIDENTIAL BUSINESS</b></p>	
<p><b>21/20/01</b> It was agreed and thereby RESOLVED to exclude the public for 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.</p>	

**A MEETING OF THE SOUTH HOLLAND IDB PERFORMANCE SUB-COMMITTEE WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY, 21 JANUARY 2020 at 9.00 AM.**

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

\* Present (100%)

Mr D R Worth in the Chair

In attendance:

Mr P J Camamile (Chief Executive)

<b>ID</b>	<b>South Holland IDB: Performance Sub Committee, Minute</b>	<b>Action</b>
<b>01/20</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/20/01</b>	There were no apologies for absence and all members of the Sub Committee were present.	
<b>02/20</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>02/20/01</b>	The minutes of the last meeting of the Performance Sub-Committee held on 26 September 2019 were considered in detail and approved. Arising therefrom:	
<b>02/20/02</b>	The plan for financing capital work when the Board's Reserves had been exhausted had been prepared and would be discussed at the Chairman's Committee later that day, as requested (09/19/03).	
<b>02/20/03</b>	The maintenance programme for 2020/21 had been published on the Board's website (09/19/04):  <a href="https://www.wlma.org.uk/uploads/SHIDB_Maintenance_Work_Programme_2020-21.pdf">https://www.wlma.org.uk/uploads/SHIDB_Maintenance_Work_Programme_2020-21.pdf</a>	
<b>02/20/04</b>	The Capital Financing and Reserves Policy had been reviewed by the Chief Executive and would be considered at the Chairman's Committee later that day, as requested (09/19/05(b)).	
<b>02/20/05</b>	The Chief Executive and Catchment Engineer would have cleared down the Grants Unapplied from the Current Liabilities section of the Board's Balance Sheet by 31 March 2020, for capital projects that had long since been completed (09/19/05(c)).	

ID	South Holland IDB: Performance Sub Committee, Minute	Action
02/20/06	The Chief Executive reported that King's Lynn IDB had agreed in principle to share the cost of employing an M&E Engineer with the Board, in the run down to the current post-holder's retirement (09/19/06).	PJC
02/20/07	The Chief Executive reported that he intended to introduce a performance appraisal system for operatives with effect from 1 April 2020 (11/19/01).	
02/20/08	The Chief Executive advised members that a plan to address some of the enforcement issues which had been raised at the last Performance Sub Committee meeting had since been prepared and was reviewed at the last Consortium Management Committee meeting held on 13 December 2019. The plan would be considered by the Board at its next meeting on 11 February 2020 (11/19/02).	
03/20	PERFORMANCE REVIEW FOR 2019/20	
03/20/01	The Performance Review for 2019/20 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:	
03/20/02	Members were pleased to note that the Board's objectives for 2019/20 had substantially been achieved.	
03/20/03	The Chief Executive advised members that although the maintenance budget of £1.335m would be exceeded this year, due to the high rainfall and increased pumping costs incurred, this overspend (currently estimated to be £65k) had been separately itemised, as stated in the objective.	
03/20/04	ADA had advised IDBs to make a submission to Defra for the additional costs they had incurred as a direct result of recent flooding from main-rivers. It was noted that the Catchment Engineer had submitted an interim claim of c£280k which included the additional costs of slip repairs and pumping that Defra may also be in a position to consider.	
04/20	DRAFT OBJECTIVES FOR 2020/21	
04/20/01	It was agreed to recommend to the Board that the following objectives be adopted for 2020/21:  (i) Ensure total expenditure does not exceed the expenditure budget for 2020/21 and plan for subsequent years' rate increases.  (ii) Develop a 20-year capital programme to determine the extent of the funding gap during this period. The programme should include a prioritised plan to re-profile the drain batters from 1 - 1.5 to 1 - 2 where possible, which should reduce the gradient of the batters and the likelihood of further slips occurring moving forward.	



ID	South Holland IDB: Performance Sub Committee, Minute	Action
	<p>(iii) To ensure that the planned maintenance budget does not exceed £1.375m, unless there is an extraordinary event. Any costs that are incurred over and above the budget of £1.375m to be itemised, identified and costed separately.</p> <p>(iv) To continue to investigate all funding options to finance capital work and review the effectiveness of the joint-funded post (with Lincolnshire IDBs and the EA's Anglian RFCC [Northern]), to secure Flood Defence Grant-in-Aid.</p> <p>(v) To undertake more work on the first line sea walls that protect the Board's area, for and on behalf of the EA on a rechargeable basis, subject to this being viable for the Board to do so.</p> <p>(vi) To ensure that the height, footprint and structural integrity of the former lines of reclamation are properly monitored by the Environment Agency.</p> <p>(vii) To increase the number of ratepayers that are registered to use DRS Online.</p> <p><b>05/20 DATE OF NEXT MEETING</b></p> <p><b>05/20/01</b> It was agreed and thereby RESOLVED to arrange a meeting of the Performance Sub Committee to take place at 9 am on 7 August 2020 here at the Board's office.</p> <p><b>06/20 ANY OTHER BUSINESS</b></p> <p><b>06/20/01</b> There was no other business to discuss.</p>	
		PJC

## South Holland Internal Drainage Board

### Objectives 2019/20 – Performance Review

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2019/20 and plan for subsequent years' rate increases.	Chief Executive/ Budget Holders: Catchment Eng., Operations Manager	Achieved.
2.	Develop a plan for financing capital works when/if Reserves are exhausted and consider using Public Works Loans to part fund capital projects.	Chief Executive/ Catchment Engineer	Achieved. The Board will qualify for public works loans at preferential rates from the Public Works Loan Board but will need to find some headroom in the budget to service such loans if/when Reserves are exhausted.
3.	Continue to discuss the Special Levy for each financial year with South Holland District Council.	Chief Executive/Board Chairman	Achieved. Chairman and Chief Executive met with SHDC's Deputy S151 Officer and Cllr P Coupland on 18 November 2019. Deputy S151 Officer and Environmental Officer attended the Board's tour of works inspection on 6 August 2019.
4.	To review the maintenance programme and budget during 2019/20. Maintenance budget (Direct Works) not to exceed £1.335m unless an extraordinary event. Any costs taking budget over £1.335m to be itemised, identified and costed separately.	Operations Manager	Achieved, with additional pumping costs being itemised separately following high rainfall events (+c£65k).
5.	To continue to investigate all funding options to finance capital work moving forward and as part of this, review the Asset Management Plan and the Capital Financing and Reserves Policy.	Catchment Engineer/ Chief Executive	Achieved. In the June 2019 annual refresh of the EA administered plan of future risk management authority capital schemes, provision was also included for the

## South Holland Internal Drainage Board

### Objectives 2019/20 – Performance Review

			<p>Board's schemes to be considered for Local Levy.</p> <p>In addition to contractual support from EA consultant for help producing outline business cases for FDGiA, the Board has also signed a Memorandum of Understanding with Black Sluice IDB and other Lincolnshire IDBs that will provide the Board with input from a shared FCERM officer, (50% funded by Anglian Northern RFCC), to support the increased delivery of capital projects during the current EA CSR period ending March 2021.</p>
6.	To undertake works on first line sea walls that protect the Board's area, on a rechargeable basis for and on behalf of the EA, subject to this being viable for the Board to do.	Catchment Engineer/ Chief Executive/Board	Achieved. Board has carried out rechargeable grass cutting work for the EA on approx. 10km of the first line sea banks protecting the Board's district (top cuts and full cuts). Currently assessing viability and considering whether or not Board should pitch for carrying out all grass cutting work on approx. 40km of sea bank next year and in future years.
7.	To continue to work with the Lead Local Flood Authority and the EA to introduce a sustainable investment programme for the second line sea defences (former lines of reclamation) that protect the Board's area.	Catchment Engineer/ Chief Executive/Board	Achieved. Meetings have taken place with the EA to discuss the way forward. EA now control any future changes to the relic line of reclamation by issuing

## South Holland Internal Drainage Board Objectives 2019/20 – Performance Review

			environmental permits to landowners. A joint EA/IDB letter to affected landowners has been sent by the EA, at the same time as informing landowners of the baseline condition surveys that the EA plan to undertake.
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P J CAMAMILE  
CHIEF EXECUTIVE

**A MEETING OF THE SOUTH HOLLAND IDB CHAIRMAN'S COMMITTEE WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY 21 JANUARY 2020 AT 10.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* S Bartlett	<b>South Holland D C</b>
* N J Grundy	* P Coupland
* A G Hay	<b>Vacancy</b>
* S A R Markillie	
* J Perowne	<b>South Holland D C/</b>
* I Stancer	<b>Boston B C</b>
* D R Worth	N/A
	* Present (89%)

Mr D R Worth in the Chair

In attendance:

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

<b>ID</b>	<b>South Holland IDB: Chairman's Committee, Minute</b>	<b>Action</b>
<b>01/20</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>01/20/01</b>	There were no apologies to record.	
<b>02/20</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>02/20/01</b>	The minutes of the Chairman's Committee meeting held on 21 January 2019 were considered in detail and approved. There were no matters arising.	
<b>03/20</b>	<b>RECOMMENDATIONS TO THE BOARD CAPITAL PROGRAMME 2020/21</b>	
<b>03/20/01</b>	The detailed Capital Works Estimate for 2020/21 as prepared by the Catchment Engineer, totalling £1,463,000 was considered in detail and approved. Arising therefrom:	
<b>03/20/02</b>	The Catchment Engineer reported that the local levy funding of £160k for Fleet Haven could be made available in the current financial year, as opposed to the next financial year.	
<b>03/20/03</b>	It was agreed to recommend that the Board approves the Capital Works Programme for 2020/21.	

ID	South Holland IDB: Chairman's Committee, Minute	Action
<b>04/20</b>	<b>RECOMMENDATIONS TO THE BOARD MAINTENANCE PROGRAMME 2020/21</b>	
<b>04/20/01</b>	The detailed Maintenance Works Estimate for 2020/21 as prepared by the Operations Manager, totalling £1,375,358 was considered in detail and approved. Arising therefrom:	
<b>04/20/02</b>	It was noted that the projected out-turn for 2019/20 would be at least £65k over budget, due to the increased pumping costs incurred, following the recent heavy rainfall.	
<b>04/20/03</b>	It was noted that the budget for slip repairs had increased significantly from 2019/20 to 2020/21, to start repairing the slips that had occurred following the heavy rainfall, which would take approx. 3 years to complete. It was agreed and thereby RESOLVED to recommend to the Board that the Catchment Engineer prepares a slip-repairs programme, prioritised on the basis of flood risk and operational need.	KV
<b>04/20/04</b>	It was agreed to recommend that the Board approves the Maintenance Works Programme for 2020/21.	
<b>05/20</b>	<b>RECOMMENDATIONS TO THE BOARD ADMINISTRATION AND TECHNICAL SUPPORT COSTS 2020/21</b>	
<b>05/20/01</b>	The Estimate of Administration and Technical Support Costs for 2020/21 as recommended by the Consortium Management Committee on 13 December 2019 was considered in detail and approved. Arising therefrom:	
<b>05/20/02</b>	It was agreed to recommend to the Board that the Technical Support Consortium charge of £205,100 be included in the Board's Rate Estimates for 2020/21.	
<b>05/20/03</b>	It was agreed to recommend to the Board that the Administrative Consortium charge of £258,514 be included in the Board's Rate Estimates for 2020/21.	
<b>06/20</b>	<b>RECOMMENDATIONS TO THE BOARD ESTIMATES AND RATE REQUIREMENT 2020/21</b>	
<b>06/20/01</b>	The draft Annual Estimates and net Rate Requirement for 2020/21, totalling £3,360,904 was considered in detail and approved. Arising therefrom:	
<b>06/20/02</b>	The Chief Executive advised members that the main reason for the recommended increase of 4% was due to the increases in deficit recovery payments being demanded by the Local Government Pension Scheme Fund Actuary. The Board was currently paying	

ID	South Holland IDB: Chairman's Committee, Minute	Action										
	<p>£100k a year to reduce its deficit and the Fund Actuary had initially requested the Board increase this payment to £250k a year, which, if agreed, would have led to a much greater increase in rates and levies being required. The Fund Actuary had since agreed to limit this increase to £150k a year for the next 3 years, but the deficit recovery payment would need to increase to £200k a year with effect from 2023/24 and again to £250k a year with effect from 2026/27, all things being equal. It was envisaged that the deficit recovery payment would then stabilise at this point.</p>											
06/20/03	<p>It was therefore unanimously agreed to recommend that the Board approves an increase equating to 4% in the Agricultural Drainage Rates and 4.05% in Special Levies for 2020/21:</p> <p>Drainage Rate in the Pound: 13.160p</p> <table><tr><td>Occupiers' Drainage Rates</td><td>£1,049,067</td></tr><tr><td>South Holland District Council</td><td>£1,354,656</td></tr><tr><td>Boston Borough Council</td><td>£954</td></tr><tr><td>Utilisation of Reserves</td><td><u>£956,227</u></td></tr><tr><td></td><td>£3,360,904</td></tr></table>	Occupiers' Drainage Rates	£1,049,067	South Holland District Council	£1,354,656	Boston Borough Council	£954	Utilisation of Reserves	<u>£956,227</u>		£3,360,904	
Occupiers' Drainage Rates	£1,049,067											
South Holland District Council	£1,354,656											
Boston Borough Council	£954											
Utilisation of Reserves	<u>£956,227</u>											
	£3,360,904											
07/20	<b>CAPITAL FINANCING AND RESERVES POLICY</b>											
07/20/01	<p>The Capital Financing and Reserves Policy (a copy of which is filed in the Report Book) was considered in detail and approved. It was agreed and thereby RESOLVED to recommend that the Board approves the revised Capital Financing and Reserves Policy (a copy of which is filed in the Report Book):</p> <p><a href="https://www.wlma.org.uk/uploads/SHIDB_Capital_Financing_and_Reserves_Policy.pdf">https://www.wlma.org.uk/uploads/SHIDB_Capital_Financing_and_Reserves_Policy.pdf</a></p>											
08/20	<b>PLAN TO FUND CAPITAL WORK WHEN RESERVES HAD BEEN EXHAUSTED</b>											
08/20/01	<p>The Plan to Fund Capital Work when Reserves had been exhausted (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>											
08/20/02	<p>It was noted that if the 5-year capital programme and the grants received remained at similar levels for a further 5 years, the Board's Reserves would have run out completely (10 years from now).</p>											
08/20/03	<p>It was generally accepted that if the Board were to remain relevant and effective and continue to do the work it does today, drainage rates and special levies would need to increase significantly in the coming years.</p>											

ID South Holland IDB: Chairman's Committee, Minute	Action
<p>assuming that the level of grant remained low.</p> <p><b>08/20/04</b> It was agreed and thereby RESOLVED to recommend that the Board considers taking out a public works loan from the Public Works Loan Board to fund the lion's share of the capital programme for the next 20 years after the likely funding gap had been established. It was noted that if a loan was taken out, rates and levies would need to increase significantly to service the loan repayments and charges.</p> <p><b>08/20/05</b> Peter Coupland advised members that Gary Porter (Lord Porter) and SHDC had been working with national policy makers and the few other councils in England that had a high density of IDBs within their areas to take special levies out of the revenue support grant and local referenda calculation, which, if supported would de-politicise IDB rates/levies setting and make it easier for councils to manage and pay for the much needed increases in special levy. Members agreed that this view should be supported.</p> <p><b>09/20 CONFIDENTIAL BUSINESS</b></p> <p><b>09/20/01</b> 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.</p>	<p><b>KV/PC</b></p>



## **ADEQUACY OF RESERVES: WHAT HAPPENS WHEN RESERVES RUN OUT?**

### **1. What level of Reserves should we have and is this adequate?**

- 1.1 As a minimum, the Board's Reserves should not fall below one year's expenditure, as set out in ADA's Guide to Good Governance and in section 4.6 of the Board's Capital Financing & Reserves Policy.
- 1.2 Annual expenditure for the financial year 2018/19 amounted to £2.693m and the Board's Reserves totalled £4.339m as at 31 March 2019. Therefore, if the notional Local Government Pension Scheme deficit of £5.7m is ignored, the Board's Reserves can currently be considered to be adequate.

### **2. How long will the Reserves last?**

- 2.1 If we assume that the Board's 5-Year Capital Programme will be delivered as planned, we will need to take £1.699m from Reserves between 2020/21 and 2024/25 and increase drainage rates and special levies each year by the amounts shown in the 5-Year Indicative Forecast (between 5% and 2.1%, assuming inflation remains at 2.1%).
- 2.2 By 31 March 2025 this will reduce Reserves to £2.64m with expenditure totalling £3.219m and Reserves will therefore be inadequate according to the current guidance. Zero barrier will pass next year, if the capital programme for 2020/21 is actually delivered as planned. However it is important to note that Reserves would not run out completely for 10 years.

### **3. What should we do before the Reserves run out?**

- 3.1 The obvious answer to this is that if we want to remain relevant and effective we need to start increasing drainage rates and special levies significantly, but this will be unpopular (please note the required increase of 45% for 2020/21, shown as Option 1).
- 3.2 The Board should consider taking out a public works loan from the Public Works Loan Board to fund the lion's share of the capital programme for the next 20 years and reduce volatility of the rates/levies profile. For example, to borrow £5m over a period of 20 years would cost £324k a year to service and repay (fixed rate of 2.86% for the duration of the loan). Further thought should be given to what the needs of the capital programme might be for the next 20 years, so the shortfall that would need to be funded by a loan can be determined.
- 3.3 When the amount of the loan has been determined, the Board should start building headroom into the expenditure budget with effect from 2021/22, so that drainage rates and special levies can fully service the loan when the time comes.

P J CAMAMILE  
CHIEF EXECUTIVE

12 JANUARY 2020

## OPERATIONS REPORT

### 1 MAINTENANCE WORKS

#### 1.1 FLAIL MOWING

The annual flailing programme is now complete, a total of 2,564km of flail cut having been undertaken during the cutting season.

<b>Cutting unit</b>	<b>Start date (week ending)</b>	<b>Finish date (week ending)</b>	<b>Length of flail cut (km)</b>	<b>Cost (£/km)</b>
Claas Arion tractor (7444), rear mounted Herder Rapier flail (7551), and front mounted Herder flail (7550)	16 Jun 2019	12 Jan 2020	905.7	56.27
Claas Arion tractor (7443), rear mounted Herder Rapier flail (7548), and front mounted Herder flail (7549)	16 Jun 2019	10 Nov 2019	1,627.7	23.17
New Holland tractor (7440), Herder Grenadier and flail (7547)	7 Jun 2019	18 Aug 2019	30.5	64.97

#### 1.2 RODING BASKETS

The annual basket cutting programme is nearing completion with only approx. 1 km of cut still to complete. It is anticipated this will be finished by the end of February 2020.

<b>Cutting unit</b>	<b>Start date (week ending)</b>	<b>Finish date (week ending)</b>	<b>Length of basket cut (km)</b>	<b>Cost (£/km)</b>
Volvo medium reach excavator (7119) with 8.6m roding basket (7916)	16 Jun 2019	17 Nov 2019	98	298.44
Liebherr wheeled medium reach excavator (7124) with 4.2m roding basket (7923)	16 Jun 2019	22 Dec 2019	142	238.98

Volvo long reach excavator (7125) with 5.5m roding basket (7924)	16 Jun 2019	12 Jan 2020	142	504.51
Caterpillar medium reach excavator (7122) with 8.6m roding basket (7921)	16 Jun 2019	10 Nov 2019	177	212.87
Caterpillar medium reach excavator (7123) with 8.6m roding basket (7922)	16 Jun 2019	12 Jan 2020	146	279.28
New Holland tractor (7440) with Herder Grenadier medium reach (7547) and 4.2m roding basket (7917)	16 Jun 2019	12 Jan 2020	158	366.96

### 1.3 HAND RODING

Hand mowing is completed.

### 1.4 NEW ACCESS WORKS/PIPELINES

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

LOCATION/DRAIN	DIAMETER (mm)	LENGTH (m)
Roman Bank East & Branches	450 plastic	9
Hennops Drain	450 plastic	12
Lutton Eau	300 plastic	9

### 1.5 CLEANSING/INSPECTING PIPELINES AND CULVERTS

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

LOCATION	REMARKS
1no Ten Foot Drain Branch	Cleaned out by SHIDB
2no Atkinson's Drain Old Route	Cleaned out by SHIDB
6no Atkinson's Drain New Route	Cleaned out by SHIDB

3no Bellsmere Drain	Cleaned out by SHIDB
2no Backgate Dyke	Cleaned out by SHIDB
2no Austendyke East	Cleaned out by SHIDB
3no Wheatmere Drain	Cleaned out by SHIDB

## 1.6 BUSHING/TREE TRIMMING

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

<b>DRAIN</b>	<b>COMMENT</b>
Old Peartree	Bushed 67m adjacent to Colin Martins yard
Delgate	1no. Large bush crossing at Hall Gate
Little Holland	Bushed 188m Whaplode St Catherine
Sutton Bridge Sluice	Bushed various around sluice area
Ten Foot Drain	Bushed 889m full length of drain
Lambert Drain	2no. Large trees next to Chapel
Fleet River	Bushed 128m along Charter's Lane
Eaugate South	Bushed 134m last field before Main Drain
Main Drain	Bushed 86m near Wisemans PS
Sutton Bridge Side Dyke no.1	Bushed 50m near roundabout
Whaplode Vicarage Drain	2no. Trees near Church Gate
Drury's Drain South	Bushed 175m near Cross Drove
Atkinson's New Route	Bushed 100m near Main Drain End Sly's road way
Well's Drain	Bushed 71m A16 in Deany's Grass Field
East Austendyke	Bushed 70m along road side

## 1.7 RUBBISH CLEARANCE

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

<b>LOCATION</b>	<b>REMARKS</b>
Delgate Drain (Along Delegate Bank)	1no. Car tyre
Brick Pitts (Roadside Damgate)	1no. Car tyre

Torringtons (Crossing at Pike Dam Lane)	1no. Single Mattress
Gedney Roman Bank (Roadside Colley's Gate)	1no. Large Settee
Lutton Grange – South & Branches (Roadside South Drove)	1no. Large Settee
Little Holland (Near Rose's Pump)	2no. Lorry tyres
Coronation Channel Soke Dyke (Playing field end)	2no. Settees, 3no. Mattress, 1no. TV, 1no. Chair and a Black bag
Wykeham (On Stone Gate)	1no. Single Bed & Mattress
Clay Lake Drain (At crossroads)	12no. Car tyres
Gedney Drain (Between Main Road & Priestfields Drain)	2no. Chairs, 1 Ton bag, 1no. Plastic drum & a bucket
Main Drain (Downstream of Foreman's Bridge)	1no. Small Gas Bottle and 1no. Car tyre
Snaffers Lane Drain (Half way down the Lane)	1no. Car tyre with rim
Clay Lake Drain (Deano end at A16)	3no. Car tyre with rims
Main Drain Sutton Bridge (Sutton Bridge upstream of sluice near old Railway)	2no. Car tyres

## 1.8 MUDDING WATERCOURSES

The following watercourses have been mudded in this reporting period.

<b>LOCATION/DRAIN</b>	<b>LENGTH (M)</b>
Atkinsons Drain (New Route)	1,328
Atkinsons Drain (Old Route)	1,082
Austendyke Drain East	620
Bellsmere Drain	1,042
Clay Lake Drain	1,913
Mill Dyke	729
Ten Foot Drain	1,460
Ten Foot Drain Branch	920
Wells Drain	1,160
Backgate Dyke	753

## 1.9 VERMIN

Vermin activity is high throughout the Board's area.

## **2 PLANT**

### **2.1 PURCHASE OF NEW MEDIUM REACH EXCAVATOR (2020/21 BUDGET)**

Further to the Board's approval at the last meeting, a new medium reach machine has been ordered from Volvo at a cost of £160,000 + VAT including buckets. There will be an additional cost of £27,275 for the weed cutting basket. Delivery of the machine is expected in June 2020.

### **2.2 PURCHASE OF NEW HOLLAND TRACTOR AND HERDER GRENADIER (2020/21 BUDGET)**

Further to the Board's approval at the last meeting, a New Holland Tractor at a cost of £114,156 + VAT has been ordered from Pecks, and the Herder Grenadier with attachments at a cost £109,070 has been ordered from Mastenbroeks. Delivery of the Tractor, Grenadier and attachments is expected by June 2020.

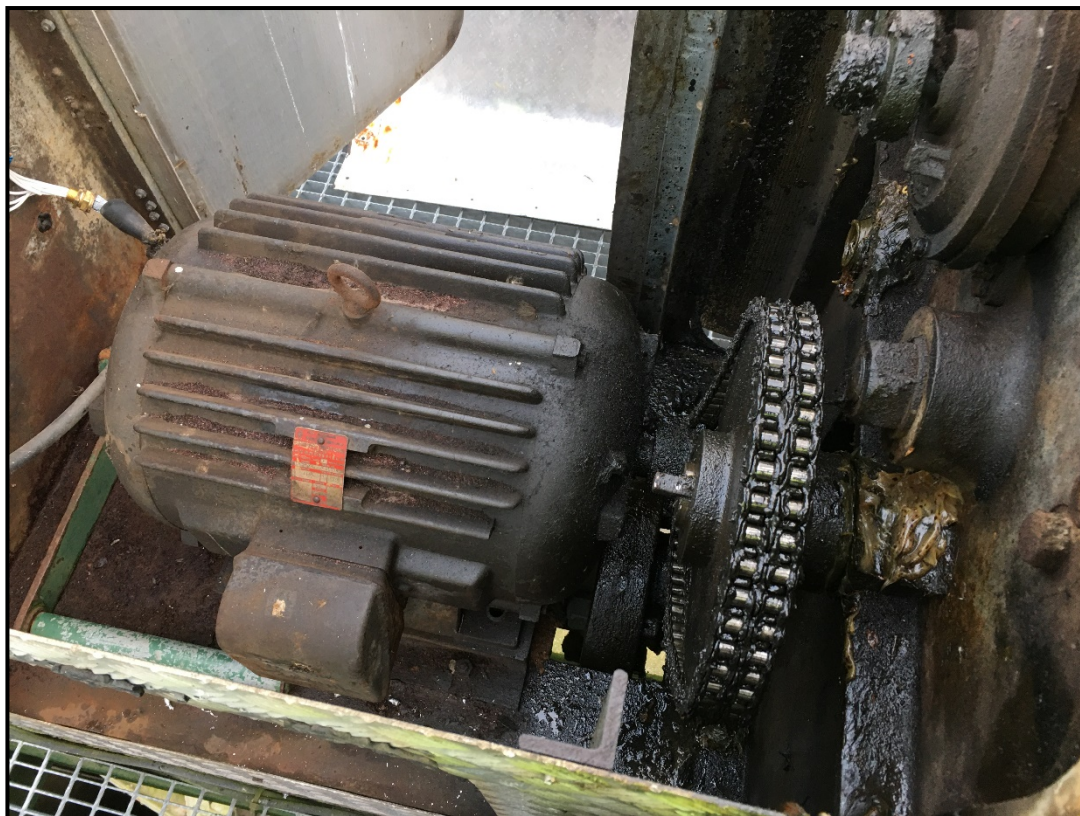
## **3 PUMPING STATIONS**

### **ELECTRICITY**

Due to the exceptionally wet year the electric costs for the pumping stations are predicted to be over double what they were in January 2019, which was £55,000. They are estimated to be £120,000 by the end of January 2020. This will have an effect on the budget, especially if the wet weather continues through to the financial year end.

## **4 SUTTON BRIDGE SLUICE**

During January the motor on the downstream door of Sutton Bridge Sluice broke, the outer casing of the motor snapped causing the motor to dislodge from the seating. The motor is approximately 60 years old and has never cause a problem. The motor is being replaced at an estimated cost of £10,000.



**The old motor prior to removal**

## **5 SLIP REPAIRS**

Due to the exceptionally wet year causing a vast amount of water flowing through the Board's watercourses, it had a knock on effect causing various slips within the Board's catchment area. To date, it's believed there is over £300,000 worth of slip repairs to be carried out within the catchment. The operation team is planning to try and complete these repairs over a 3 year period, prioritising the most important slips. This is without taking into account any further slips that may occur.

<b>PRIORITY</b>	<b>RISK/SEVERITY</b>
<b>EVERY WATERCOURSE WILL BE ASSESSED ON THE SEVERITY</b>	
<ul style="list-style-type: none"> <li>• High and Low watercourses with blocked channel</li> <li>• High and Low watercourses close to properties</li> <li>• High and Low watercourses close to roadways</li> </ul>	<b>HIGH</b>
<ul style="list-style-type: none"> <li>• High and Low close to gardens</li> <li>• High and Low with restricted flows</li> </ul>	<b>MEDIUM</b>
<ul style="list-style-type: none"> <li>• High and Low watercourse without restricted flows</li> </ul>	<b>LOW</b>
<b>PLEASE NOTE HIGH PRIORITY WATERCOURSES WILL ALWAYS TAKE PRIORITY OVER LOW</b>	

It has been noted that some of these slips have occurred where grips have been dug in to the channel to drain the adjacent land. It is recommended that a letter is enclosed with the annual rate demand this year to explain the situation regarding slip repairs, to manage the expectation of landowners in how long it will take to repair some of these slips, and also to advise against the digging of grips in to Board maintained watercourses because of the potential damage this can cause.

## **6 EMPLOYEES**

### **6.1 SICKNESS**

A total of 19 no. working days have been lost in this reporting period due to illness up to the 21 January 2020.

## **7 HEALTH AND SAFETY**

### **7.1 ACCIDENTS**

- An operative slipped off the weedscreen deck access steps at Lords Pumping Station and fell on to a protruding bolt thread bruising and grazing his leg. The operative had no time off work.

### **7.2 NEAR MISSES**

There have been 4 near misses in this reporting period.

- An operative drove the JCB Backhoe too close to the brink/edge of the watercourse almost causing the machine to slip into Little Holland watercourse. One of the Board's excavators was close by which helped stabilise and remove the JCB from the brink.
- On the same day as the above, an operative drove a Claas Tractor too close to the brink/edge of the watercourse almost causing the tractor to slip into Moulton River watercourse. The Board's JCB Backhoe and another tractor helped stabilise and remove the Claas Tractor from the brink.
- An operative was working too close to overhead cables while trimming branches off trees and bushes, no damage was done to the cables. However the operative was given a warning for working unsafely and too close around overhead cables.
- An operative was carrying out bushing and trimming the trees adjacent to the Board's watercourse. During this activity a colleague noticed that he wasn't wearing the correct PPE for using the chainsaw equipment and brought this to the Line Manager's attention. The operative was given a warning for not using the correct PPE.

Following the two incidents on the same day, of plant operating too closely to the edge of the watercourse, a tool-box talk was held with all operatives to remind them of the hazards associated with this.



### 7.3 TRAINING

<b>COURSE</b>	<b>DATE ATTENDED</b>	<b>NUMBER OF OPERATIVES ATTENDED</b>
Chainsaw Refresher	04/12/2019	2 No. Operatives
Forklift Industrial Masted (Counterbalance) B1	16/12/2019 18/12/2019	3 No. Operatives
Abrasive Wheels/Cutting Discs Safe Use & Mounting	17/12/2019 & 19/12/2019	12 No. Operatives
Fire Marshall - Theory	17/12/2018	15 No. Operatives

## 8 **RE-CHARGEABLE WORKS**

### 8.1 WHITTLESEY DRAINAGE BOARD

Whittlesey Drainage Board have been invoiced by the Board for £5,900 + VAT for basket cutting works within their drainage district.

### 8.2 ENVIRONMENT AGENCY

The Environment Agency have been invoiced by the Board for £2,575 + VAT for basket cutting the Coronation Channel Soke Dyke (eastern bank of Coronation Channel).

### 8.3 ENVIRONMENT AGENCY

The Environment Agency have paid the Board £12,928 + VAT for the second instalment payment for works carried out to cut a 10km section of the Tidal Sea Bank.

DOM MORRIS  
OPERATIONS MANAGER

# ENGINEERING REPORT

## 1 CAPITAL WORKS

### 1.1 WESTMERE PUMPING STATION AND SLUICE REFURBISHMENT

Tenders for the replacement tidal steel sheet piling wing walls and outfall flap have been received from the following:

- Barhale Ltd
- Breheny Ltd
- C G Godfrey Ltd

Delegated authority was previously given to the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to decide the outcome of these tenders between Board meetings. The decision has been made to proceed with Barhale Ltd as they provided the most competitively priced tender. Work is due to commence this summer, and licence applications are currently ongoing with the Environment Agency and the Marine Management Organisation to facilitate this.

### 1.2 FLEET HAVEN PUMPING STATION REFURBISHMENT

The following tenders for the refurbishment works have been received:

- Civils contract – to include refurbishment of intake sheet pile wing walls, concrete repairs, refurbishment of outfall sheet pile wing walls, replacement of outfall flap valve, repairs to surge chamber, repairs to building brickwork, in-fill of dis-used transformer bay, refurbishment of outfall pipes in surge chamber.

Tenders received from:

- Barhale Ltd
- Breheny Ltd
- C G Godfrey Ltd

Delegated authority was previously given to the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to decide the outcome of these tenders between Board meetings. The decision has been made to proceed with Barhale Ltd as they provided the most competitively priced tender. They have also offered a potential saving if the work is carried out in conjunction with the Westmere tidal sheet piling replacement scheme. Work is due to commence this summer, and a licence application is currently ongoing with the Marine Management Organisation to facilitate this, along with discussions with Natural England due to the proximity of the Wash SSSI.

- Mechanical and Electrical contract – to include replacement of pumps and switchgear, refurbishment of discharge pipes inside building, replacement of siphon breaker valves, refurbishment of steel pump support framework, provision of elevated walkway to raise switchgear above anticipated flood level. Replacement control instrumentation including back-up electrodes. Replacement of internal domestic electrics.

Tenders received from:

- Aquatic Control Engineering
- Bedford Pumps Ltd

Delegated authority was previously given to the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to decide the outcome of these tenders between Board meetings. The decision has been made to award this contract to Bedford Pumps Ltd as they provided the most competitively priced tender. This work is programmed for August/September 2020.

During November 2019, the pumping station was dammed off and the sump pumped out to allow Bedford Pumps to take some accurate measurements of the sump and existing bell mouths. The opportunity was also taken to pump out the surge chamber to scope the extent of concrete repairs required so that a more accurate cost could be established by Barhale's specialist sub-contractor (a provisional sum only was included in the tenders).



**Fleet Haven pump sump – view of one of the existing bell mouths – Nov 2019**



**Fleet Haven surge chamber – view of some of the concrete damage showing exposed, badly corroded reinforcing bar – Nov 2019**

### 1.3 LOW FULNEY AREA DRAINAGE IMPROVEMENT

Tenders have been sought and returned for the construction of a new road culvert at Low Fulney, as agreed at the last Board meeting, to provide a new drainage connection to the Board's network for the old land settlement area.

Tenders were obtained from:

- Barhale Ltd
- Covell Construction Ltd
- C G Godfrey Ltd

The contract has been awarded to Barhale Ltd who provided the lowest tender. The road closure has been booked and the work is due to be undertaken in April of this year. The Lincolnshire County Council have agreed to work in partnership with the Board to achieve this, on the basis that each authority will contribute 50% of the costs of this work.

## **2 SLUICES**

### **2.1 SUTTON BRIDGE SLUICE**

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

## **3 GENERAL**

### **3.1 THE WASH SHORELINE MANAGEMENT PLAN (SMP) REFRESH**

The Environment Agency held the first “refresh” meeting for SMP4 – Gibraltar Point to Old Hunstanton in December 2019. The SMP was adopted in 2010 and is now being refreshed along with the other SMPs across the country. Further meetings will be arranged as part of this process.

### **3.2 WATER RESOURCES EAST (WRE) – POTENTIAL SOUTH Lincs RESERVOIR**

Water Resources East held a meeting on 20 January 2020 at the Board’s offices, to discuss the potential South Lincs Reservoir. The meeting was attended by WRE, local IDBs, and a representative from Lincolnshire County Council. The planning horizon for this project is many decades in to the future, and the location of the reservoir has not yet been determined. However, an aspiration of the project is to establish connections between the Rivers Witham, Welland, and Nene, to allow the transfer of water between these catchments to help feed the proposed reservoir, and the IDBs present were asked to give this some thought as to how this could be achieved, and to feed back any ideas at the next meeting.

### **3.3 CROWLAND AND COWBIT WASHLAND RESTORATION**

The consultants, Royal HaskoningDHV have been appointed by the Welland Rivers Trust to investigate the possibility of re-establishing the historic washland areas along the River Welland, between Cowbit and Crowland. This will help to deliver a catchment-based approach to flood risk management in this area with a range of benefits. An initial meeting to discuss feasibility with the EA and IDBs was held in January 2020. This is to be a community led project, and further meetings will be held to progress this further, if consultations with stakeholders, including affected landowners, prove favourable.



## RAINFALL

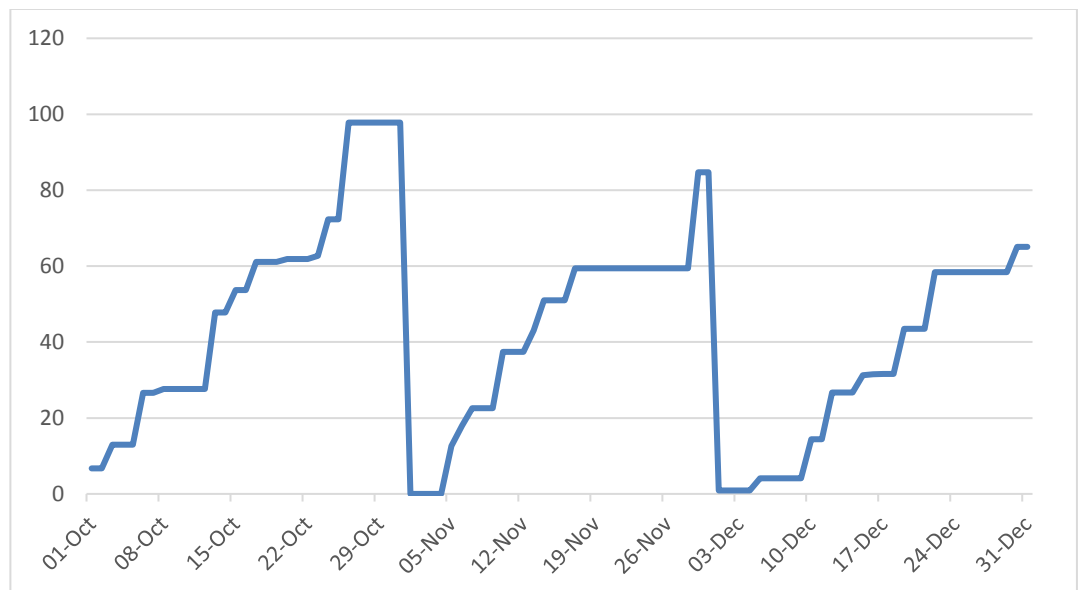
Rainfall statistics relating to stations in the Board's area for the months of October, November, and December are as follows: (recordings in mm)

LOCATION	OCTOBER		NOVEMBER		DECEMBER		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	107.1	54.3	87.7	51.8	69.7	48.7	60
Holbeach – Marsh Reeves	97.8	55.9	84.7	49.9	65.1	40.9	34

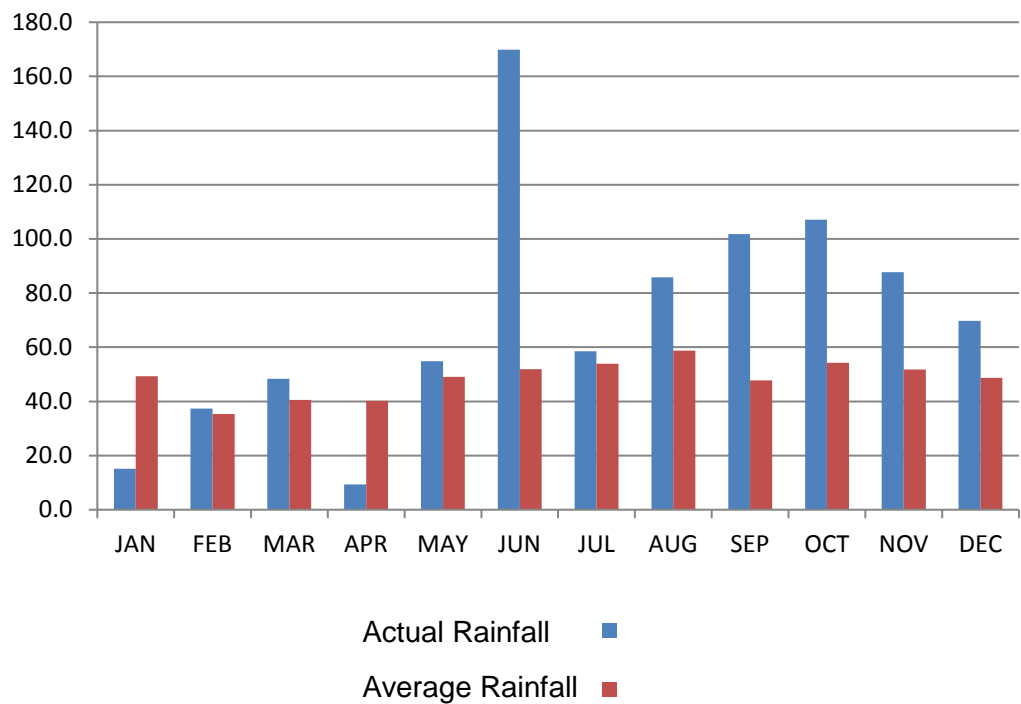
Note:

- Average Soil Moisture Deficit value for South Holland IDB District for 14 January 2020 was 1.1mm
- The 2019 rainfall total of 809mm at Marsh Reeves is the highest since records began at the site in 1985. However, other places within the drainage district experienced significantly higher rainfall during 2019. For example, the 2019 rainfall total for Manor Farm, Holbeach Marsh, was 962mm.

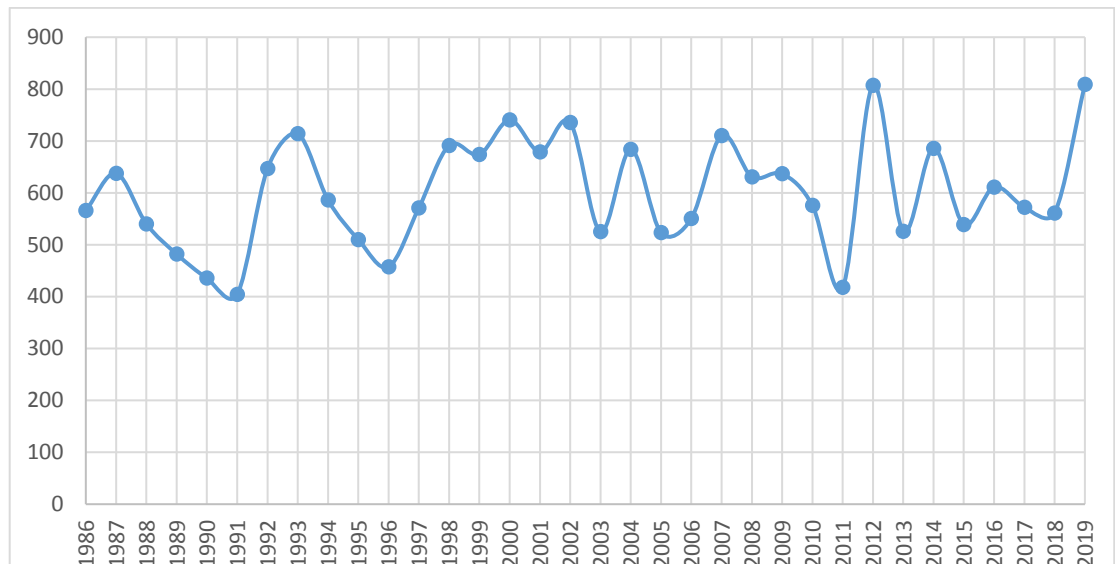
### CUMULATIVE MONTHLY RAINFALL READINGS (MM) MARSH REEVES, HOLBEACH – OCTOBER, NOVEMBER, AND DECEMBER 2019



**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)  
NORFOLK HOUSE JANUARY - DECEMBER 2019**



**ANNUAL RAINFALL TOTALS (MM), MARSH REEVES, HOLBEACH, 1986 – 2019**



Year	Annual Rainfall (mm)	Year	Annual Rainfall (mm)
1986	565.9	2003	525.2
1987	637.7	2004	683.6
1988	540.3	2005	523.1
1989	482.1	2006	550.6
1990	435.5	2007	710.5
1991	404.4	2008	631.0
1992	646.8	2009	636.9
1993	713.9	2010	575.6
1994	586.4	2011	418.0
1995	510.1	2012	807.0
1996	457.5	2013	526.0
1997	571.0	2014	685.7
1998	691.4	2015	539.1
1999	673.7	2016	611.2
2000	740.5	2017	572.2
2001	679.1	2018	561.2
2002	735.5	2019	809.0

## 5 ENVIRONMENTAL REPORT

### 5.1 GREATER LINCOLNSHIRE NATURE PARTNERSHIP (GLNP) – POSITION STATEMENTS FOR CONSIDERATION AND SIGN OFF

At the 2018 GLNP Forum it was agreed that position statements for the **Being well with nature** and **Enjoying nature** workstreams should be developed to support the GLNP's growing involvement within the health and wellbeing and tourism sectors. The position statement and the areas it should cover were discussed with the Steering Group during the March 2019 meeting. Following on from this, further workshops were held with the Team to discuss content and first drafts of the position statements were presented to the Steering Group in June 2019. Following comments, second drafts were approved by the Steering Group and presented for consideration by Partners at the 2019 GLNP Forum. Eleven Partners have already signed up to both position statements at the Forum. To this end, copies of both documents are shown in Appendices A and B for consideration, and if acceptable sign off by the Board.

### 5.2 NEW OWL AND KESTREL BOXES

Two new owl/kestrel boxes and a kestrel box have been delivered and are due to be put up during the winter period. The kestrel box is to replace one that has disappeared from its pole on the north bank of the South Holland Main Drain downstream of Wisbech Road. The two owl/kestrel boxes are to replace the



worst condition boxes currently in use, some of which are now over 15 years old.



**The new owl/kestrel boxes and kestrel box**

**K L J VINES  
CATCHMENT ENGINEER**



# Position Statement: Enjoying nature

Version 1.0

September 2019

*Achieving more for nature*



## Introduction

The Greater Lincolnshire Nature Partnership (GLNP) received official status as a Local Nature Partnership on 17 July 2012 and was formally launched on 8 November 2012. This followed an extensive consultation period and application process that resulted from the publication of 'The Natural Choice' White Paper in June 2011. The GLNP is building on the success of its predecessor organisation the Lincolnshire Biodiversity Partnership.

In 2016 the GLNP published a report highlighting the importance of nature for Greater Lincolnshire's visitor economy. Since then tourism has become one of the core work areas of the Partnership.

The agreed vision for the Enjoying nature workstream is: *For the value of nature to be recognised and embedded within the wider tourism sector.* See the Business Plan for more detail on planned actions under this workstream.

This position statement has been written to enable a balance between maximising the contribution of nature to the tourism economy and ensuring investment in the natural environment to maintain the quality and quantity of the resource into the future.

### 1. Work together

In 2017 the Greater Lincolnshire Local Enterprise Partnership reported visitor numbers of 34.3m resulting in a £2.24bn contribution to the local economy from tourism. There is an increasing awareness of the importance of nature to the visitor economy which is raising the profile of Greater Lincolnshire's natural environment as can be seen with the launch of the Natural Coast campaign. However, the added value provided creates the risk that nature may be perceived as a commodity to be traded, which is something that must be avoided. Yet, there is an opportunity for the tourism and environmental sectors to work together to achieve positive outcomes for both the visitor economy and nature. For this it is important that both sectors understand how the other works and what their role is within this partnership.

Effective joint working will foster greater understanding of what Greater Lincolnshire can offer visitors beyond current honeypot sites such as Donna Nook or Whisby Nature Park, diversifying the destination offer, reducing the impact on the natural environment and improving the visitor experience. This approach has the potential to embed the need to enhance the natural environment and engender an appreciation of nature within the strategy for growing the visitor economy.

Communication will be fundamental in understanding the opportunities, ensuring appropriate use of the natural environment and the creation of benefits for both sectors. Central to this is that both sectors understand the perspective of the other and consider it in decision making.

## **2. Recognise the natural environment's essential role in Greater Lincolnshire's tourism offer and the responsibilities that implies**

It is increasingly recognised that the natural environment does not just offer opportunities for the nature tourism sub sector, but is an underlying component of the wider tourism industry, providing the backdrop for many visitor experiences. For example, the traditional beach offer, the Lincolnshire Wolds Area of Outstanding Natural Beauty or the setting for stately homes.

Visitors (and residents alike) should be able to enjoy quality experiences of nature when in Greater Lincolnshire. A poor nature experience, either through the quality of natural space or unrealistic visitor expectations, will reflect negatively on the area and risks dis-engaging people from the natural environment. Improved awareness of the opportunities will help stakeholders to ensure that visitor expectations are met or managed.

As the natural environment becomes a more widely marketed feature amongst tourism stakeholders, it becomes more important that perceptions of the natural environment as a 'free' asset change. While the natural environment is cost effective, adds value to the destination offer and is potentially free for visitors to use, it does require maintenance at significant cost. It is the responsibility of all stakeholders, both in the tourism and environmental sectors, to ensure the appropriate use and management of the natural environment.

## **3. Adopt policies and practices which promote a high quality natural environment**

For Greater Lincolnshire to realise its full potential as a tourist destination it must include a high quality natural environment. Policy and practices within the tourism sector should seek to highlight the importance of a high quality natural environment as part of a sustainable visitor economy. This should include policies for developing nature tourism within the Local Industrial Strategy and Visitor Economy Plans. Similarly, the environment sector should realise the opportunities as well as the risks associated with a growing tourism sector.

Policies within each sector should set the tone for future joint working and investment. A clear strategic direction is particularly needed due to the wide ranging stakeholder base.

## **4. Invest more in the natural environment to grow the tourism sector**

As demand for Greater Lincolnshire's high quality natural environment increases it is important that the supply expands accordingly. Growth in the tourism sector or nature tourism sub sector could require new natural sites to be created or existing ones to be managed differently, as with any infrastructure. This investment could be viewed in isolation by each sector; however, a joint venture between sectors will strengthen the tourism product by recognising the mutual benefit of, and shared responsibility for, the natural environment.



In practice, if the natural environment offer is used to facilitate growth within the visitor economy then both sectors must be willing to invest in the maintenance and enhancement of these assets.

## **5. Invest in education and research**

Collaboration between tourism and environmental sectors must continue for the long term for it to be effective. Looking to the future, training providers are key to ensuring joint working between the sectors is the norm rather than the exception. In Greater Lincolnshire the GLNP is working closely with a number of tourism bodies; while there is still work to be done, what has been achieved so far can serve as an example to others. It is important that relevant educational institutions explain how both sectors fit in the context of the other and highlight the overlap between the two to effectively prepare students for work.

There is also a need for further primary research to understand the motivations for engaging with the natural environment and the perceptions of the current product offer. Securing such information should enable a more robust calculation of the economic impact to be made and assist the promotion and ongoing monitoring of nature tourism and its importance to Greater Lincolnshire's visitor economy as well as allowing stakeholders to meet the needs of visitors.

## **6. Develop nature tourism**

The nature tourism sub sector<sup>1</sup> holds potential to be a substantial part of the visitor economy, as shown in the GLNP-commissioned report 'Developing Nature Tourism in Greater Lincolnshire'.

Recognition of nature tourism creates potential for a more diverse destination, a much longer tourist season and an expansion of the visitor economy. To fulfil this, potential stakeholders should work to develop the sub sector to the benefit of both the natural environment and long term profitability for the visitor economy.

Growth of nature tourism will encourage an increase in visitors to biodiversity rich, more sensitive sites. All visitors have a physical impact and there is a risk that this will have a negative effect on the biodiversity value of the site. To ensure it remains of high quality, impacts must be managed.

In some cases this may mean sites are closed to visitors at certain times or have a threshold number of visitors and not all sites recognised for their nature or wildlife value will be suitable as nature tourism opportunities. By working together, the tourism and natural

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<sup>1</sup> Those activities that are dependent on nature and where the natural resource provides the focus for the activity, such as wildlife viewing, ornithology or even hiking (Newsome et al, 2005). Also referred to as nature-based tourism

environment sectors can improve understanding of the sensitivity of sites and encourage visitors to the most appropriate areas.

#### **7. Visitor responsibility should be encouraged**

It is important that tourism does not result in the degradation of the natural environment that it benefits from. The responsibility of the visitor themselves should not be overlooked. Everyone that benefits from the natural environment should be encouraged to actively work to conserve it. Information should be made available to enable informed decisions and encourage respect for the places that people visit. It is important that stakeholders who benefit from those visiting nature play a role in distributing this information. Where possible a sense of ownership in the visitor should be nurtured to encourage a greater respect for the natural environment and promote a more meaningful experience.

**Position Statement: Enjoying nature**

**Greater Lincolnshire Nature Partnership**

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September 2019

Luke Bamforth





# Position Statement: Being well with nature

Version 1.0

September 2019

*Achieving more for nature*





## Introduction

The Greater Lincolnshire Nature Partnership (GLNP) received official status as a Local Nature Partnership on 17 July 2012 and was formally launched on 8 November 2012. This followed an extensive consultation period and application process that resulted from the publication of 'The Natural Choice' White Paper in June 2011. The GLNP is building on the success of its predecessor organisation the Lincolnshire Biodiversity Partnership.

Health and wellbeing through nature has become an important focus for the GLNP since the introduction of the 'Being well with nature' workstream in 2017.

The agreed vision for the Being well with nature workstream is: *For the value of nature to public health and wellbeing to be recognised and valued within the wider health sector.* See the Business Plan for more details on planned actions under this workstream.

### **1. Work together to ensure that there are positive outcomes for both health and environmental sectors**

There is an opportunity for health and environmental sectors to work together to achieve positive outcomes for both nature and health and wellbeing. To achieve this, it is important that both sectors understand how the other works and what their role is within this partnership.

While the key role of the environmental sector is as the caretakers of the natural environment and the key role of the health sector will be as its users, there is also scope for the provision of nature-based intervention (for example green gyms) by the environmental organisations and investment into the natural environment by health stakeholders.

Both sectors should share evidence and lessons learnt to aid positive outcomes and should strive to adopt consistent terminology.

### **2. Accept the growing evidence base for nature's benefit to health and wellbeing**

It is important to recognise that interaction with nature is beneficial to both physical and mental health and wellbeing as described by an increasing body of evidence. The cost of health and wellbeing is high, with mental health alone costing the economy an estimated £70-100 billion per year<sup>1</sup>. Current trends also suggest that occurrences of non-communicable diseases are on the rise<sup>2</sup>, which means that UK health services face increased strain on finances.

Where appropriate, quality natural space and nature-based interventions offer a valuable and cost-effective alternative to traditional care. Studies have typically shown that nature-based interventions for mental health and wellbeing result in savings to society<sup>3</sup>. Research

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<sup>1</sup> Natural England (2016) Access to Evidence Information Note EIN018

<sup>2</sup> Natural England (2016) Access to Evidence Information Note EIN020

<sup>3</sup> Natural England (2016) Access to Evidence Information Note EIN018

also shows that population level exposure to natural environments is positively associated with increased levels of physical activity, positive mental outcomes and lower mortality rates for a number of non-communicable diseases.<sup>4</sup>

In addition to the benefits received through interactions with nature, natural space also has wider benefits including mitigating against the atmospheric effects of urban living such as poor air quality (from pollution) and higher temperatures (the urban heat island). This mitigation effect was valued at over £211m per year in 2015 for UK urban areas alone. This was achieved through reduced respiratory and cardiovascular hospital admissions as well as reduced life years lost and reduced deaths<sup>5</sup>. The importance of this mitigation will continue to increase in light of the ongoing effects being felt as a result of climate change.

The types of natural space that generate benefits are hugely diverse; the natural environment sector understands that not all green spaces will be biodiversity rich ones yet the benefits to health may be significant.

### **3. Improve levels of health and wellbeing through prevention**

Prevention is key to ensuring good mental and physical health and wellbeing for both the individual and the population as a whole. The NHS Long Term Plan<sup>6</sup> calls for increased importance to be placed on prevention to reduce the growing demand on the healthcare system, while an aim of Lincolnshire's Joint Health and Wellbeing Strategy<sup>7</sup> is to focus on prevention and embed it across all health and care services.

The natural environment has an important role to play here, *A Green Future: Our 25 Year Plan to Improve the Environment*<sup>8</sup> highlights the importance of nature for the prevention of mental health problems while *Spatial Planning for Health*<sup>9</sup> includes the natural environment as a wider determinant of health. Both sectors must be aware of this.

### **4. Increase access to nature**

It is important that everyone has access to nature, offering opportunities for health promotion and to help address issues of health inequity.

Access can mean a number of things from simply seeing nature (for example a view out of a hospital window) to physically interacting with it. But there can be a number of barriers, both actual (for example lack of consideration for wheelchair users) and perceived (such as potential users think it is private).

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<sup>4</sup> Diabetes Type 2, cardiovascular and respiratory disease

<sup>5</sup> Office for National Statistics (2018) UK natural capital: ecosystem accounts for urban areas

<sup>6</sup> The NHS Long term plan (2019)

<sup>7</sup> Joint Health and Wellbeing Strategy (2018)

<sup>8</sup> A Green Future: Our 25 Year Plan to Improve the Environment (2018)

<sup>9</sup> Spatial Planning for Health (2017)

The possibility of physical barriers should be considered at the design stage of natural spaces where feasible or through alterations to suitable existing spaces. Wider physical barriers to natural space, such as transport and safe pedestrian routes, must also be considered when deciding the location of new spaces or facilitating greater access to existing ones.

Signposting and link workers, such as those based in GP clinics, are key to overcoming non-physical and perceived barriers. Link workers support people in accessing social prescribing opportunities and should be in a position to offer a wide range of options, including those which are nature based. This will allow them to direct people to the opportunities most appropriate for them. To this end the environment sector should provide clear information on the opportunities available to ensure social prescribing makes full use of natural spaces and nature-based interventions. It is also important that the environment sector helps link workers understand the effectiveness of nature-based interventions and that they are held in the same standing as other social prescribing opportunities. The development of national quality standards will improve confidence in nature-based intervention throughout the wider healthcare sector.

In a similar manner the environment sector should work closely with primary care providers, such as GPs and other practice staff. It is also important that they are supported by the wider health sector in the move to include referral to nature-based interventions to ensure frontline services do not suffer during the transition.

Where nature-based interventions are undertaken they should be monitored and serve to add to the body of evidence on the topic. This is particularly pertinent for mental health interventions given the lack of evidence based and trialled research to date.

## **5. Adopt policies and practice**

To deliver the aims of the NHS Long Term Plan, the benefits of the natural environment to health and wellbeing must be included. Natural space can play a fundamental role in this. To enable delivery of this the benefits of the natural environment to health and wellbeing must be included in both national and local health and natural environment policy and at every level of care and prevention.

Efforts should be made to ensure that accessible natural space and nature-based interventions are included in health strategies to send a clear signal of the acceptance of these methods of care. Information on the multiple benefits and lower cost of these interventions will help generate the best outcomes for health and wellbeing.

In addition, policy should require the identification of opportunities for green care and nature-based interventions within social prescribing strategies/networks. This is especially

beneficial where it involves taking part in conservation activities due to the additional benefits this brings for the natural environment.

## **6. Plan for green space**

The importance of accessible natural space should be recognised within national and local planning policy. Policy should strengthen planning recommendations regarding access to safe private and public, quality natural spaces.

Greening of existing urban or residential space or of new developments should be considered as a key element in the prevention of and intervention in health and wellbeing issues at a population level. It must be recognised by the health and planning sectors as an opportunity to improve health and wellbeing as well as benefitting net gain in terms of natural space.

The combined influence of the natural environment and health sectors will be more persuasive when looking to local authorities to deliver quality natural spaces designed into new developments and added to existing residential areas. As important is a process for ongoing management of these spaces, to ensure the benefits continue to be realised in the long term.

The NHS should be encouraged to lead by example by making the most of the land they own and developing patient and community-friendly natural spaces.

## **7. Enhance biodiversity and improve health**

While there is a large and expanding evidence base on the benefits of nature to health and wellbeing there is little empirical evidence for the benefits of health to nature. Given the importance of access to nature in regard to health and wellbeing, there should be at the minimum no net loss of biodiversity, in fact net gains in biodiversity should be sought.

Ideally, accessible green space should be developed with a view to create mutual benefits for both health and wellbeing and biodiversity. This means net gain in biodiversity, which is a key factor in the continuation of processes which enable nature to exist and therefore provide benefits for people.

Similarly, it is important that continued research into the links between biodiversity and health and wellbeing is undertaken.

**Position Statement: Being well with nature**

**Greater Lincolnshire Nature Partnership**

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September 2019

Luke Bamforth





## Planning Report

### 1. Reporting Period

This planning report covers the reporting period 23 October 2019 to 24 January 2020.

### 2. Consent Applications

There are currently 32 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):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	13
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	8
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	10
Total:	32

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:	1	7	5	6	19
Awaiting applicants acceptance of conditions:	0	2	0	0	2
Being processed by officers:	0	3	2	0	5
To be determined by the Board in this report:	0	1	1	4	6
Total:	1	13	8	10	32

As is highlighted by the table immediately above there are 6 applications requiring consideration by the Board in this report. These are;

- 19\_01936\_C: Discharge Application at Clay Lake Bank, Spalding
- 19\_01434\_C: Byelaw 10 Application at Clay Lake Bank, Spalding
- 19\_01613\_C: Byelaw 10 Application at Mill Marsh Road, Moulton
- 20\_02040\_C: Watercourse Alteration near Hall Lane, Moulton Seas End.
- 20\_02041\_C: Byelaw 10 Application near Hall Lane, Moulton Seas End.
- 20\_02042\_C: Byelaw 10 Application near Green Lane, Moulton Seas End.

These are detailed in section 3 overleaf alongside the following additional items which require the Board's consideration:

- 20\_02103\_A: Request for adoption at Chapel Gate, Whaplode.
- 18\_00754\_N: Byelaw 10 contravention at Mole Drove, Gedney Hill

### **3. Items Requiring the Board's Consideration**

#### **3.1. 19\_01936\_C: Application to discharge surface water from an impermeable area of 163,011 m<sup>2</sup> at Clay Lake Bank, Spalding.**

As reported on 05/11/2019, the Board's officers have been in ongoing correspondence regarding a potential discharge of surface water from the greenhouse development at Clay Lake Bank, Spalding.

An application has now been received to discharge surface water from an impermeable area of 163,011 m<sup>2</sup> (this being the impermeable area of phases 1 and 2 only, with phase 3 intended as 102,428 m<sup>2</sup>) at a rate of 40.58 l/s.

It is important to note that when phase 3 is finalised, the proposed discharge rate will not increase, although Land Drainage Consent will be required for the additional volume of water resulting from the increased impermeable area associated with this future phase.

The design of the attenuation system, which includes a sealed system and two attenuation ponds, has incorporated rain-water re-use in addition to storm attenuation. This has been done by setting a gravity outfall and appropriately sized hydro break at 1.8m OD; the required volume of water intended for re-use will be stored below this level (the base of the ponds is 0.82m OD).

An overflow weir is to be installed at the modelled level of storage required to contain the 1 in 100 year modelled rainfall event plus 40% climate change, meaning this feature will only be used for exceedance events (in excess of the 1 in 100 year + 40% climate change).

This application is required to be determined by the Board, instead of by officers under delegated authority as per the Board's current Planning and Byelaw Policy.

It is recommended that any approval should be accompanied by the Board's standard conditions and specifications. In this instance these would include:

- The payment of a Surface Water Development Contribution as per the Board's Charging Policy.
- A condition that stipulates that the overflow weir and hydro brake design details are confirmed with the Board's officers.

**Recommendation:** The officer recommendation is for the application to be approved subject to the conditions outlined above.

**Supporting maps and photos:**

*(overleaf)*



Figure 1 –Impermeable area plan (coloured areas only) and reservoirs.



**3.2. 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.**

As reported at the Board Meeting on 07/05/2019, the site at Clay Lake Bank is the subject of a phased development of approximately 30 ha of glasshouse. At that meeting it was decided that this application would not be determined until discharge arrangements had been submitted to the Board. As per Section 3.1 of this report, the surface water discharge arrangements have now been presented to the Board for their consideration and resultantly this application is again presented to the Board for consideration.

As previously reported an application was made on 16 April 2019 for a retrospective consent following the erection of a reservoir bank less than 9m from a Board's adopted watercourse (B26 – Old Roft Drain) and 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.

The surface water discharge arrangements from the site mean that an outfall and overspill weir are now also proposed within 9 metres of the Board's adopted watercourse.

This application is required to be determined by the Board, instead of by officers under delegated authority as per the Board's current Planning and Byelaw Policy.

It is recommended that any approval should be accompanied by the Board's standard conditions and specifications. In this instance these would include:

- 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.
- The need for the applicant to enter into the Board's standard Deed of Indemnity, to be registered at the applicant's expense.
- The need to ensure clearly defined responsibilities for the maintenance of the reservoir and fencing.
- A condition that stipulates the current fencing position is to be amended to ensure the minimum distance of the perimeter fence from the brink of the drain is 7m.

**Recommendation:** The officer recommendation is for the application to be approved subject to the conditions outlined above.

**Supporting maps and photos:**

*(overleaf)*

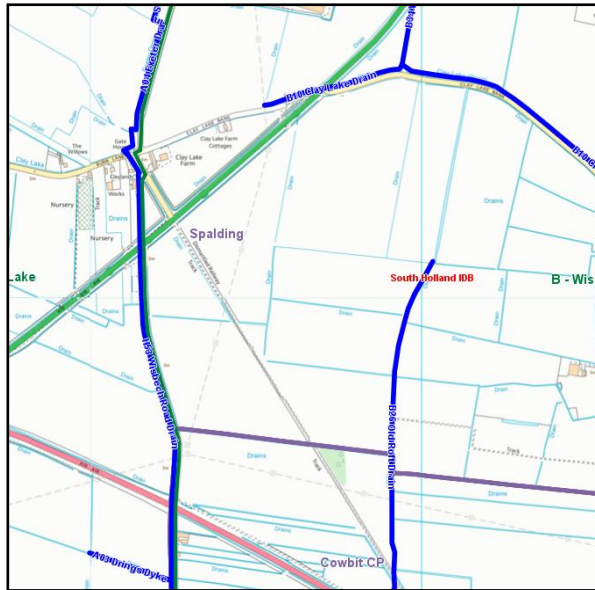


Figure 2 – Location map



Figure 3 – Works within 9 metres of the Adopted Watercourse

**3.3. 19\_01613\_C: Application to install irrigation main below bed of Moulton River (Board Owned, High Priority) at Mill Marsh Road, Moulton Seas End.**

An application has been received to install approximately 170m of 180mm HDPE irrigation main underneath the Moulton River, 1 metre below bed level. The irrigation main will connect to an existing pipe under Mill Marsh Road to the south and an existing connection to the North. The installation will enable the transfer of water between two reservoirs, to increase resilience for future dry periods.

The Northern connection is proposed to consist of 10 metres of HDPE running perpendicular to the Moulton River until the connection point (which is 10 metres from the brink of the watercourse).

The application is required to be determined by the Board, as opposed to by officers under delegated authority, as the applicant is a current Board member

It is recommended that any approval should be accompanied by the Board's standard conditions and specifications. In this instance these would include:

- The applicant is to be responsible for all slip repairs for a period of 2 years starting from the completion of the works.
- Strict observance of the 1 metre minimum clearance zone beneath the watercourse.
- The applicant is to enter into the Board's standard Deed of Easement.

**Recommendation:** The officer recommendation is for the application to be approved subject to conditions as outlined above.

**Supporting maps:**

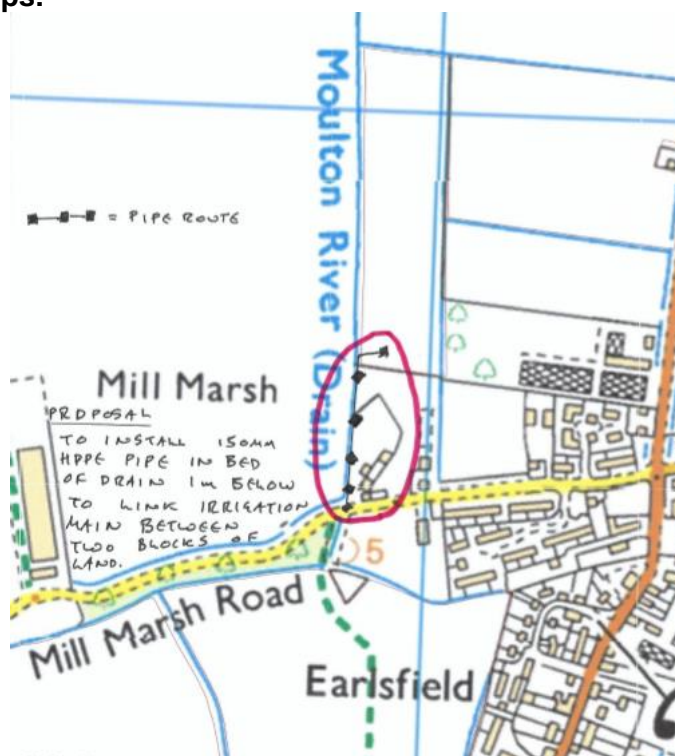


Figure 4: Location Plan

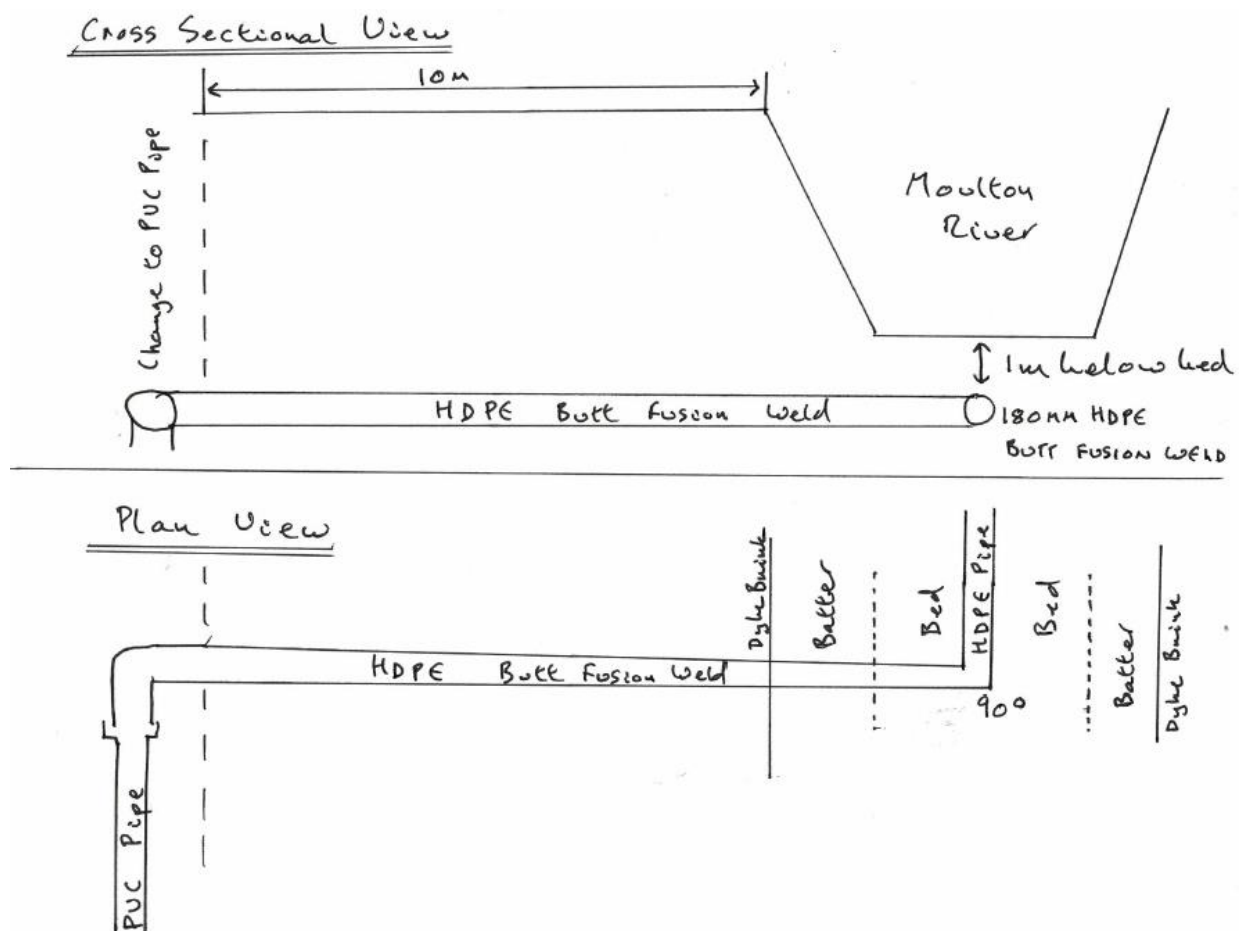


Figure 5: Plan detailing the proposed connection at the Northern end of proposed HDPE irrigation main.

**3.4. 20\_02140\_C and 20\_02141\_C: Application to alter the Moulton River (Board Owned, High Priority Adopted Watercourse) and relax Byelaw 10 near Hall Lane, Moulton Seas End.**

An application to alter a watercourse has been received by the Board to enable the Moulton River (R10) to be culverted (1200 mm diameter) for approximately 12 metres near to Hall Lane, Moulton Seas End. The applicant originally sought to culvert 2 metres of the watercourse to enable an irrigation main crossing, however the Board's Officers sought the extension of this 2 metre proposal to 12 metres, to enable vehicle access by the Board's operatives.

As the proposal also includes the installation of an irrigation pipe within 9 metres of the Adopted Watercourse, a relaxation of Byelaw 10 is also required and an application for this has also been received.

The applications are required to be determined by the Board, as opposed to by officers under delegated authority, as the applicant is a current Board member.

It is recommended that any approval should be accompanied by the Board's standard conditions and specifications. In this instance these would include:

- The payment of a Commuted Maintenance Fee as per the Board's Charging Policy (for 2 metres only).
- The applicant is to enter into the Board's standard Deed of Easement.

**Recommendation:** The officer recommendation is for the application to be approved subject to conditions as outlined above.

**Supporting maps:**



Figure 6: Location Plan

**3.5. 20\_02142\_C: Application to relax Byelaw 10 to enable an irrigation main crossing near Green Lane, Moulton Seas End.**

An application to install an irrigation pipe within 9 metres of an Adopted Watercourse has been received by the Board. The irrigation pipe is proposed to run through an existed culverted watercourse crossing, above the existing pipe. The watercourse in question is the Claxtons Drain (R03, not owned by the Board, lower priority Adopted Watercourse).

The application is required to be determined by the Board, as opposed to by officers under delegated authority, as the applicant is a current Board member.

It is recommended that any approval should be accompanied by the Board's standard conditions and specifications. In this instance these would include:

- Confirmation is to be provided to the Board that the existing culvert is in a sound structural condition. If remedial works are required (such as replacing the culvert), these works should be agreed with the Board prior to the commencement of works and undertaken at the applicant's expense.
- The landowner is to enter into the Board's standard Deed of Indemnity.

**Recommendation:** The officer recommendation is for the application to be approved subject to the conditions outlined above.

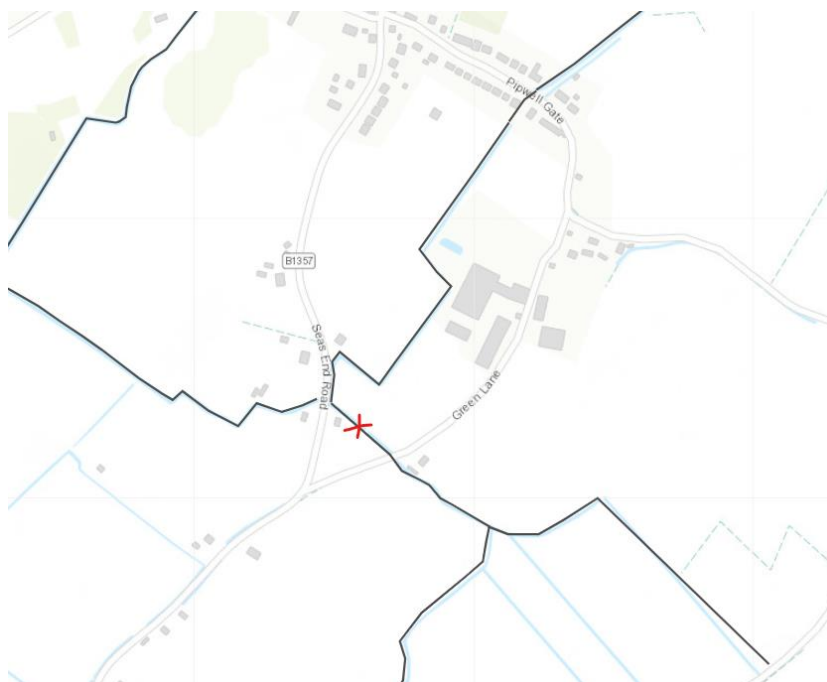


Figure 7: Location Plan

**3.6. 20\_02103\_A: Request for the Board to consider adopting a 210m length of watercourse at Chapel Gate, Whaplode (catchment D).**

A local homeowner has approached the Board to request that the Board adopt the watercourse shown circled in red on the map below. This riparian watercourse flows towards a Board adopted watercourse (D07 Groans Hole). The riparian drain in question is adjacent to land owned by two separate land owners and is not owned by the homeowner proposing the adoption. This proposal has been brought forward by the homeowner as they are concerned that the lack of maintenance to this watercourse is causing undue flood risk to several properties, including their own.

The Board wrote to the landowners in January 2019 notifying them of their riparian responsibilities regarding watercourse maintenance. We received no response from the roadside landowners and no remedial works had been carried out. Over the winter period of 2019, the Board carried out emergency cutting works to the riparian watercourse to help reduce the risk of flooding to the homeowner's property. This did alleviate the problem but this was carried out as emergency works.

**Recommendation:** Having reviewed the Board's Adoption Policy, officers recommend that this request is agreed in principle subject to confirmation of any improvement works required (to be landowner funded) to bring the drain up to an adoptable standard.

**Location Plan:**



**3.7. 18\_00754\_N: Byelaw 10 contravention. Erection of fencing within 9 m of a Board maintained drain at Mole Drove, Gedney Hill**

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.

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 landowner stated at the time 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.

On 16 November 2018 the application to retain the fencing was considered by the Board. The Board resolution was to refuse the request and supported the officer recommendation for the removal of the works.

Following the meeting the applicant's right of appeal was communicated to them and in April 2019 a site visit was undertaken with the Board's officers. At this site visit it became clear that the landowner had erected his fence broadly in line with 2 existing fences which had been installed by the Board on neighbouring land 2 years previously. The fencing installed by the Board was undertaken at the Board's expense. Subsequently a walk of the watercourse showed that there were 6 fences within 9m of the Adopted Watercourse, totalling 615m (189m erected on the brink and 426m between 4.2m and 5m from the brink).

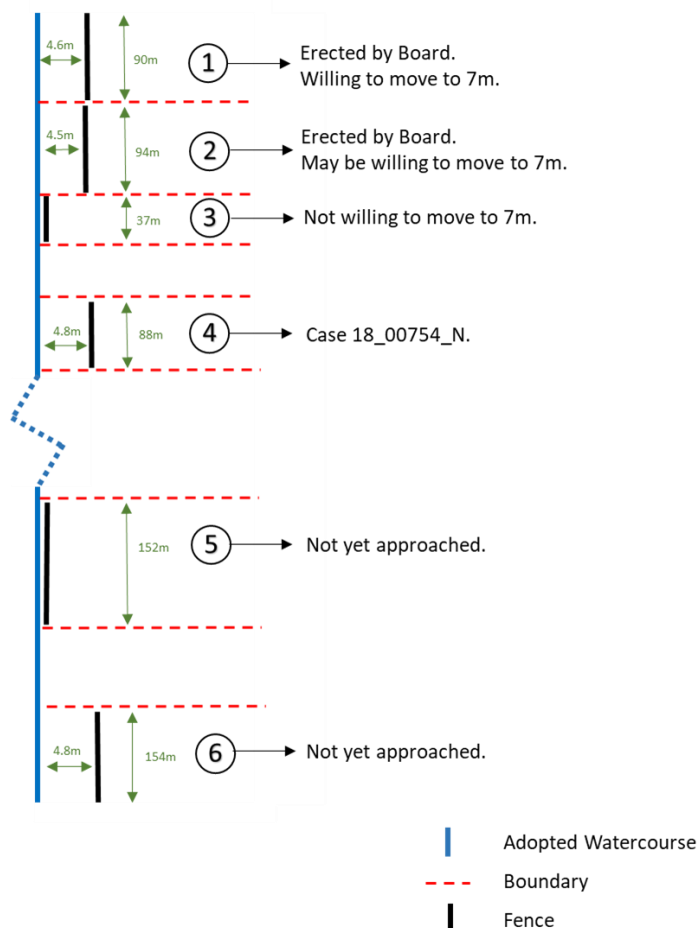
On 7 May 2019 the Board were presented with three options as detailed below. Option 3 was selected as the preferred option.

- **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 then 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.

In late 2019 the Board's Officers approached the relevant landowners to discuss moving the fencing on four fences to a distance of 7 metres from the brink of the watercourse at the expense of the Board. This approach has not been positively received by all landowners approached, as shown by the schematic below.



Resultantly, the Board are again presented with the options below:

- **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.
- **Option 2: Seek legal advice regarding undertaking formal enforcement proceedings on the landowner for case 18\_00754\_N (shown as landowner 4 above).** Officers remain concerned that enforcement action is likely to be appealed given the Boards recent installation of fencing closer to the brink than that being enforced against. As previously reported, 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 lengthy process.

#### 4. Consents Determined

During this reporting period, the following 24 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	3
Byelaw 3 (B3) – Discharge of Surface Water (SW):	5
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	7
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	7
Total:	22

These determined consents are listed in more detail in the table below.

<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>Determined</b>
18_00958_C	Byelaw 3 Surface Water	Holbeach	A17	Discharge from an impermeable area of 27,430 m <sup>2</sup> at a rate of 8 litres per second	Granted 17/01/2020
19_01344_C	Byelaw 3 Surface Water	Spalding	Holbeach Road	Discharge from an impermeable area of 8,980 m <sup>2</sup> at a rate of 10 litres per second	Granted 27/11/2019
19_01728_C	Byelaw 10	Holbeach	Middle Marsh Rd	Fence within 9m of Adopted Watercourse	Granted 19/12/2019
19_01755_C	Byelaw 3 Surface Water	Weston	Pinfold Lane	Discharge from an impermeable area of 225 m <sup>2</sup> at an unrestricted rate	Granted 23/10/2019
19_01756_C	Byelaw 10	Weston	Pinfold Lane	Fence within 9m of Adopted Watercourse	Granted 23/10/2019
19_01793_C	Section 23, LDA 1991	Weston	Small Drove	Installation of 2 culverts in riparian watercourse	Granted 19/12/2019
19_01820_C	Byelaw 3 Surface Water	Gedney Hill	North Road	Discharge of from an impermeable area of 275 m <sup>2</sup> at an unrestricted rate	Granted 25/11/2019
19_01821_C	Byelaw 3 Treated Foul Water	Gedney Hill	North Road	Discharge of treated foul water from 1 dwelling	Granted 25/11/2019

<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>Determined</b>
19_01844_C	Byelaw 3 Surface Water	Gedney Hill	North Road	Discharge of surface water from an impermeable area of 350 m <sup>2</sup> at an unrestricted rate	Granted 25/11/2019
19_01845_C	Byelaw 3 Treated Foul Water	Gedney Hill	North Road	Discharge of treated foul water from 1 dwelling	Granted 25/11/2019
19_01856_C	Section 23, LDA 1991	Little Sutton	Bridge Road	3 metre access culvert	Granted 15/01/2020
19_01857_C	Byelaw 10	Little Sutton	Bridge Road	Surfacing works within 9m of Board-adopted watercourse	Granted 15/01/2020
19_01893_C	Section 23, LDA 1991	Holbeach	Little Dog Drove	8 metre access culvert	Granted 19/11/2019
19_01895_C	Section 23, LDA 1991	Moulton	Seas End Road	1.5 metre culvert extension	Granted 04/12/2019
19_01899_C	Byelaw 3 Treated Foul Water	Whaplode	Back Bank	Discharge of treated foul water from 2 dwellings	Granted 17/12/2019
19_01950_C	Section 23, LDA 1991	Gedney	Ryefield Lane	Works to repair bridge	Granted 17/12/2019
19_01951_C	Byelaw 10	Gedney	Ryefield Lane	Works to repair bridge	Granted 17/12/2019
19_01970_C	Section 23, LDA 1991	Cowbit	A16	Restoration of open watercourse	Granted 06/12/2019
19_02010_C	Byelaw 10	Holbeach	Lambert Drain	Fence within 9m of Adopted Watercourse	Granted 09/01/2020
19_02016_C	Byelaw 10	Moulton	Seas End Road	1.5 metre culvert extension	Granted 04/12/2019
19_02062_C	Section 23, LDA 1991	Whaplode	Whale Drove	12 metre culvert in riparian watercourse	Granted 24/01/2020
20_02098_C	Byelaw 10	Sutton St James	Scalesgate	Installation of 16 Land Tile Outfalls	Granted 24/01/2020

## 5. Enquiries

Officers have responded to 13 enquires during the reporting period, outlined below;

Case. Ref.	Enquiry Type	Parish	Description
19_01386_Q	About Infrastructure	Lutton	Enquiry regarding damage to private water supply pipe
19_01790_Q	About Regulation	Spalding	Enquiry regarding Land Drainage Consent
19_01823_Q	About Infrastructure	Sutton Bridge	Enquiry regarding damaged bridge
19_01882_Q	About works	Whaplode	Enquiry regarding Land Drainage Consent
19_01901_Q	About Regulation	Holbeach	Enquiry regarding Land Drainage Consent
19_01943_Q	About Regulation	Weston	Enquiry regarding Land Drainage Consent
19_01952_Q	About Regulation	Sutton St James	Enquiry regarding Land Drainage Consent
19_01953_Q	About works	Gedney Hill	Enquiry regarding Land Drainage Consent
19_01954_Q	About Regulation	Moulton	Enquiry regarding location of watercourse
19_01955_Q	About Regulation	Holbeach	Enquiry regarding Land Drainage Consent
19_02008_Q	About Infrastructure	Holbeach	Enquiry regarding watercourse maintenance
19_02011_Q	About Regulation	Holbeach	Enquiry regarding Land Drainage Consent
19_02024_Q	About Regulation	Moulton	Enquiry regarding watercourse maintenance

## 6. Planning Comments

Officers have provided comments on 25 applications that are either in or could impact on the Boards Internal Drainage District. 3 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location	Description
H09-0934-19	Holbeach	A151	Commercial Development
H13-1096-19	Moulton	Roman Road	Residential development of 58 dwellings
H18-1167-19	Sutton Bridge	Nightingale Way	Residential development of 60 dwellings

## 7. Fees

There have been 8 surface water development contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid?	Reason for payment
19_01530_C	Small Drove, Weston	£5,599.88	30/06/2019	Yes, 24/10/2019	Discharge from an impermeable area of 1,157 m <sup>2</sup> at a rate of 4 litres per second
19_01426_C	Dean Close, Weston	£6,080.25	24/07/2019	Yes, 15/11/2019	Discharge from an impermeable area of 3,350 m <sup>2</sup> at a rate of 2.5 litres per second
19_01344_C	Holbeach Road, Spalding	£21,731.60	22/08/2019	Yes, 06/12/2019	Discharge from an impermeable area of 8,980 m <sup>2</sup> at a rate of 10 litres per second
19_01674_C	Moulton Chapel Cowbit	£9,050.80	22/08/2019	Yes, 24/10/2019	Discharge from an impermeable area of 3,740 m <sup>2</sup> at a rate of 5 litres per second
19_01755_C	Pinfold Road, Weston	£2,722.50	23/10/2019	Yes, 06/12/2019	Discharge from an impermeable area of 225 m <sup>2</sup> at an unrestricted rate
19_01844_C	North Road, Gedney Hill	£2,723.00	25/11/2019	Yes, 03/01/2020	Discharge of surface water from an impermeable area of 350 m <sup>2</sup> at an unrestricted rate
19_01820_C	North Road, Gedney Hill	£2,139.50	25/11/2019	No	Discharge of from an impermeable area of 275 m <sup>2</sup> at an unrestricted rate
18_00958_C	A17, Holbeach	£33,190.30	20/01/2019	No	Discharge from an impermeable area of 27,430 m <sup>2</sup> at a rate of 8 litres per second
<b>Total:</b>		<b>£83,237.83</b>			

There has been 1 commuted maintenance fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid?	Reason for payment
19_01411_C	Station Road, Long Sutton	£ 3,709.07	23/10/2019	Yes 23/10/2019	Adoption of 33m long culvert
<b>Total:</b>		<b>£ 3,709.07</b>			

## **8. Charging Policy Review**

The current [WMA Development Control Charges and Fees document](#) is in the process of being updated to incorporate the following changes:

- A revised charging mechanism for Commuted Maintenance Fees as discussed at the last meeting of the Board (05/11/2019).
- A refund policy.

The revisions were presented to the Consortium Management Committee and are therefore detailed in the Consortium Matters section of these papers.

## **9. Enforcement Review**

A proposed approach to enforcement was presented to the Consortium Management Committee and is therefore detailed in the Consortium Matters section of these papers.

## **10. Planning Team Changes**

As discussed verbally at the last meeting, the 1<sup>st</sup> November 2019 was Graham Brown's last working day as the Flood and Water Manager at the WMA. Graham has headed the planning team at the WMA for exactly two years and therefore his departure has marked a significant change to the team.

A decision was made to utilise this period of change to lightly 'rebrand' the team and assess the current ways of working. Officers within the team, previously been known as Flood and Water Officers, have been renamed as Sustainable Development Officers. This decision was made with the aim of clarifying the role of the planning team both in house and to third parties.

Since Graham's departure Cathryn Brady has become the WMA's Sustainable Development Manager (formerly known as Flood and Water Manager). Cathryn will have oversight of the team which works across the WMA Member Boards to ensure any planned changes within the catchment (such as development, or alterations to watercourses) are sustainable. This is to be achieved not only by regulation but also through engagement and cooperation with both third parties and each Board's operations / technical support teams.

Jessica Nobbs, formerly a Flood and Water Officer, has become the WMA's Senior Sustainable Development Officer. Jess, with the help of Ellie Roberts (a Sustainable Development Officer, formerly a Flood and Water Officer) will be focusing on progressing the Board's ongoing engagement with the 21 Local Planning Authorities whose Districts intersect the 5 Internal Drainage Districts of the WMA Boards.

Charlotte Orr and Philippa Noon, two newly employed Sustainable Development Officers will be working on processing applications for Land Drainage Consent and commenting on Planning Consultations received by the WMA Boards. It is anticipated that both will spend roughly 2 days a week in the Marsh Reeves Office.

### **Cathryn Brady – Sustainable Development Manager**

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/10/2019

Payment Date To : 31/12/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Electricity	50,967.95
AY0101	Mr B Ayres	Building Supplies	162.00
BA0239	Mr S Barham	Plant/labour hire	4,838.40
BE0201	Beacon UK	PPE	444.31
BE0203	Bedford Pumps Ltd	Pump Installation	77,101.61
BO0205	BOC Ltd	Oxygen/Acetylene	68.42
BR0200	Breedon Aggregates England Ltd	Aggregates supplier	532.80
BR0204	Stantec UK Limited	Consultancy Services	28,105.20
BR0211	BT Payment Services Ltd	Telephone Bill	3,953.92
BU0205	B A Bush & Son Ltd	Tyres	1,359.65
CA0302	Fred Campling & Sons	Excavator Transport	1,152.00
CH0301	Chisletts (Spalding) Ltd	Plant/Tool Hire	126.00
CH0303	Chandlers (Farm Equipment) Ltd	Cutting Equipment	2,538.00
CL0002	Clarkes of Walsham Ltd	Gates	2,475.25
CO0301	Coles Quality Drycleaners	Dry Cleaning	49.00
CR0001	Crowland Cranes Ltd	Plant Hire	3,626.40
CR0310	Crusader Traffic Ltd	Traffic Management	1,285.10
DO0401	John W Doubleday Ltd	Repairs/Serviceing	90.82
DO0403	Dormar Products	Pole Set	636.00
DR0403	Drayton Welding & Tool	Engine/Welding Equipment	2,374.80
EN0519	Energas Ltd	Gas Cylinder Rental	103.14
EN0528	Environment Agency	Precept	72,917.50
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	2,729.64
FE0001	Fenflow Ltd	Pump Overhaul	18,802.80
FE0002	Fenland Tractors Ltd	Forklift Repairs/Parts	151.80
FI0002	Finning (UK) Ltd	Caterpillar Servicing	6,904.91
FR0001	Frazer	Building materials	2,935.05
GA0710	Gap Group Ltd	Plant Hire	58.08
GM0101	GMB National Administration Unit	Union Subscriptions	296.94
GO0002	Steve Good	Capital Works	3,974.00
GR0004	Grays of Holbeach Ltd	Vehicle Servicing	608.38
GR0006	Ground Technology Services Ltd	Site investigation	1,316.10
HA0807	T C Harrison Ford	Servicing	475.26
HA0826	Hargrave Agriculture Ltd	Assorted Components	2,990.09
HI0802	R J H Supplies Ltd	Assorted Components	429.26
HO0001	Howard Hire Roadsweepers	Roadsweeper Hire	214.80
HO0810	Hortech Cleaning Equipment Ltd	Assorted components	262.51
HO0825	Hook's of Holbeach	Building Supplies	17.99
IN0901	Inland Revenue	PAYE	31,532.90
JA0002	James Fisher Prolec	Prolec Repairs	2,132.40
JE1001	Jewson	Building Supplies	854.88
KL0001	Kloeckner Metals UK	Metals	769.97

# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/10/2019

Payment Date To : 31/12/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
LE1201	HSBC Invoice Finance (UK) Ltd	Telemetry Annual Service Contract	10,665.60
LE1202	A C Leigh	Keys	535.85
LI0001	Listers Toyota Boston	Toyota Parts/Servicing	995.42
LI0003	Liebherr Great Britain Ltd	Servicing	2,052.00
LI1203	Lincolnshire County Council	Emergency Traffic Order	300.00
LR0001	L R Signs & Designs Ltd	Signs	1,072.80
LS0001	L & S Engineers Ltd	Assorted small tools	27.18
MA1309	Mastenbroek Ltd	Machinery/Spares	3,690.52
MO1301	Motorway Windscreens Ltd	Windscreen	204.00
NE0002	Nene Transport (Lincs) Ltd	Low Loader Moves	594.00
NO0001	Norcam Hydraulic Services Ltd	Hydraulic parts	610.14
O20001	O2 UK Limited	Telemetry/Mobile Phones	1,712.23
OF1501	Ofcom	Radio Licence Fees	75.00
OV0001	Ovivo UK Ltd	Return Filter Cartridge	81.14
PA1604	Paktronic Engineering Co Ltd	Switchgear	1,464.00
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	1,182.06
PE1633	G & J Peck Ltd	Service/Repair	1,945.33
PO0101	Post Office Ltd	Vehicle Licences	260.00
PR1668	Prudential Local Government AVC	AVC	757.53
PU1601	Pulsar Process Measurement Ltd	Process Measurement Units	1,989.60
RI0001	Rix Petroleum (Spalding) Ltd	Fuel	3,641.40
SM1931	SMT GB	Volvo Long Reach Excavator/Parts	256.22
SO1902	Socotec UK Ltd	Concrete Testing	7,348.80
SO1940	South Lincs Plant Hire & Sales Ltd	Plant Hire	1,099.20
SU0002	Survey Express Services	Gas & Monitor Sensor	321.60
TA0003	Tacklestore Ltd TA Safety Lifting	Tipping Bucket & Muck Skip	600.97
TB2001	T.B.C. Ltd	Engineering Supplies	372.18
TH1001	P J Thory Ltd	Aggregates	3,283.70
TM2001	T.M.C. Lifting & Engineering	Lifting Equipment	596.76
TO2032	Tonwood Home Hardware	Tools	28.51
TR2003	The Training Association (WEST)	Training	2,859.00
VE0101	Veolia ES (UK) plc	Rubbish Collection	670.72
VO2201	SMT GB Ltd	Excavator parts/servicing	637.19
WA2302	Walton Loo Hire	Loo hire	1,440.00
WA2304	Watson Fuels (UK) Ltd	Fuel	18,874.71
WA2310	Watling JCB Ltd	JCB Parts	103.52
WA2345	Water Management Alliance	Staff Recharges/Onebill	27,914.30
WE2330	West End Garage	Fuel	65.50
WE2335	Welland & Deepings IDB	Weedcutting	297.00
WI2306	T Wilkinson	Rat & mole control	2,617.05
WI2308	Winyard Engineering Ltd	Assorted components/Repairs	136.06
WO2310	D W Woods Landscaping Ltd	Grass Cutting/bushing & trimming	9,192.32



# South Holland IDB

## Schedule of Paid Accounts

Payment Date From : 01/10/2019

Payment Date To : 31/12/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
WO2311	A Woods	Sundry parts/repairs	3,978.14
WR2311	Philip G Wright Excavations Ltd	Remove & Replace Culvert	134.40
WY0001	West Yorkshire Pension Fund	Superannuation	61,692.88
XY0001	Xylem Analytics UK Ltd	Service	270.00

Please note that the amounts shown above include Vat   £   511,012.56

**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)
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).	(1) Reduction in, or insufficient finance, grant and income.	<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>	3	3	High 9 →	<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 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, for a one year period.</p>
	(2) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects the Internal	<p>Potential for overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing the</p>	2	3	High 6 ↑	<p>Anglia (Northern) RFCC has agreed funding for retention and designation of the former lines of reclamation (second line sea defences). Assignment of those designations is an ongoing work in progress with the EA. EA undertaking baseline surveys during 2019/20.</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)
	Drainage District, or continues to maintain these defences but to a reduced standard.	increase in water and potential damage to the Board's infrastructure.				<p>The Board supports local 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.</p> <p>The Board is looking to do the maintenance for and on behalf of the EA on the first line sea defences. The Catchment Engineer is currently trialling a 10km stretch during 2019/20.</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 when replacing/refurbishing pumping stations and tidal sluices.</p>
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating	<p>(4) Planning Authorities ignore advice provided by Board</p> <p>(5) SUDs</p>	<p>Increased flood risk.</p> <p>Potential for lost income from SWDCs and commuted</p>	2	3	High 6 →	<p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings.</p> <p>Officers' comments on planning</p>

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD  
RISK REGISTER**

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
activities, which have the potential to increase flood risk.	managed by private companies who allow them to fall into disrepair by lack of long term maintenance .	<p>sums.</p> <p>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>applications are available on Local Authority/LPA websites.</p> <p>Officers have a good relationship with the 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 wef 1 October 2018.</p> <p>The Board has reviewed and updated its Planning and Byelaw Strategy in 2019, and updated its Development Charges and Fees Policy and introduced new Enforcement procedures in 2020.</p>

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

**Risk Assessment Matrix**

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

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.



# Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,  
Stoneleigh Park, Warwickshire, CV8 2LG  
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Friday 29 November 2019

Dear Clerk / Chief Executive,

## Results of the IDB Health, Safety & Welfare Survey 2018

My sincere thanks to all of you that contributed to providing answers to our Health, Safety & Welfare Survey at the end of last year and the start of this year. I am very pleased that we have had just under a 75% response rate which has allowed us to reliably pull out some key messages which we would now like to share with you all in the attached Advice Note.

It is of some concern, however, that 25% of our IDBs did not manage to reply to the survey request and you will see from the attached Advice Note that one of our actions is to try and approach all of those remaining boards for their responses. For those of you affected, I would be very grateful for your help and co-operation in this regard.

The Advice Note has been pulled together in a way that does not specifically identify any one IDB, as we originally promised, but we hope that collectively, the industry will support each other in striving for continuous improvement and best practice when it comes to health, safety and welfare.

The Advice Note has been prepared with the support of ADA's Board, Committees, and our Special Advisor on health, safety and welfare matters, Ian Benn. We would now ask you to plan that its contents are the subject of discussion at your next IDB Board meeting. As always, any feedback from you about the advice note will be welcome and if you require any clarification about any of the information contained within it, please contact either Ian Moodie or myself.

Yours faithfully,

Eur Ing J Innes Thomson BSc CEng FICE  
Chief Executive



## **ADA Advice Note:**

### Internal Drainage Boards' Health, Safety & Welfare Survey 2018

Prepared by Innes Thomson

#### **Executive Summary**

The content of this note is derived from the results of the first survey of health, safety and welfare (HS&W) across internal drainage boards (IDBs) in England and represents findings from just under 75% of all IDBs in England. Those who responded are thanked for taking the time to provide their answers.

Although the questionnaire did not require any hard evidence in the form of supporting documentation, responses were of a breadth to suggest a reasonably accurate reflection of the current situation regarding HS&W in the IDB sector.

Overall, the advice note highlights several areas where there are opportunities for improvements, some of which could be viewed as quick wins where others will require a little more investment.

Three areas highlighted for improvement have a common linkage around attitudes and behaviours where IDBs could demonstrate that they are leading their staff and employees in best practice. This includes:

1. Ensuring that HS&W is an integral part of discussions at all Board Meetings.
2. Actively showing that Board Members care about the competency and welfare of their staff and employees.
3. Implementing a no-blame, anonymous, easy-to-access incident reporting system with active reviews and actions fed back to staff/operatives.

Several excellent examples of HS&W best practice were highlighted from the questionnaire responses and all IDBs are encouraged to strive for such best practice. All IDBs should ensure that they have the capacity to undertake their functions safely and IDBs are encouraged to share and compare their Health & Safety approaches, systems and processes with other IDBs and wider ADA members to help achieve best practice outcomes.

ADA has suggested a series of recommendations for IDBs to consider and review which could support and guide them in the implementation of HS&W best practice in a consistent manner.

The conclusions also set out a series of recommended actions to help IDBs further improve their HS&W. Key to this will be the development of a series of HS&W seminars by ADA, supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.

Finally it is essential that ADA engages with the IDBs that were unable to meet the response deadline and seek to assist them in understanding their HS&W requirements and to aim to achieve a consistent approach to the advice provided across all IDBs. ADA will be contacting all IDBs that were unable to complete the initial HS&W survey.





## Introduction

During 2018 ADA conducted a detailed survey of HS&W within IDBs.

The purpose of the survey was to identify a baseline through gathering a level of qualitative about HS&W of IDBs' board members, staff and operatives in order to:

1. act as a useful HS&W benchmark for IDBs as a community,
2. support ADA in their desire to help provide consistent industry guidance and recommendations,
3. assist IDBs seeking to identify potential areas of improvement in the way they manage HS&W within their operations to achieve best practice wherever possible.

The survey was held via an online questionnaire that IDBs could complete on the SurveyMonkey website. IDBs were first notified of the survey on 17 July 2018 and the questionnaire remained available for responses until 31 December 2018.

The questionnaire was based on a set of HS&W questions prepared by Ian Benn, PG Dip H&S and Env Law, Dip, NEBOSH, Grad IOSH, MCQI CQP (Honorary Health & Safety Advisor, ADA), in conjunction with Ian Moodie (Technical Manager, ADA) and Innes Thomson (Chief Executive, ADA), and in consultation with ADA's Committees and Board of Directors.

ADA's Board of Directors made the assurance that all responses would be handled on a confidential basis in order to ensure ADA received accurate and open data about HS&W. Therefore, no individual data is identifiable from this report, and the general ethos of its production has been to encourage improvement across all IDBs in the way that HS&W is managed.

This is the first survey of its kind to get to this stage of evaluation across IDBs as a whole. ADA intends to evaluate progress with a repeat survey to be completed by 31 December 2021.

ADA commends those who have responded in providing an assessment of HS&W within their respective IDBs. Nearly 75% of all IDBs participated in the survey and we are encouraged to hear that all IDBs that completed the survey found it a useful audit of their HS&W capacity that will enable them to focus their own improvement efforts.



## **Conclusions & Recommendations**

The key to successful approaches in delivering and maintaining effective HS&W are wide and varied. They are also indelibly linked to peoples' behaviours and attitudes to the subject. Behaviours and attitudes are influenced by what people know through experience and how they have learnt about the subject.

This advice note seeks to guide ADA members about where improvements in personal and corporate HS&W can take place. On the back of these results, ADA will consider how we can further assist our members with HS&W systems and processes. However, the ultimate responsibility for good HS&W falls uniquely upon IDB Board Members themselves.

Whilst annual accident statistics were gathered as part of the survey, the purpose of this note is not intended to examine the detail of those incidents. It is noted, however, that these figures showed a steadily increasing number of near-miss events between 2013 and 2017. It is almost certain that such an increase can be attributed to better recording of near misses by IDBs throughout the period. This is not a negative statistic and should be viewed as extremely encouraging. Any statistics that have been collected by IDBs may support future risk assessment and risk reduction projects where applicable.

ADA has concluded that the data from this survey can be summarised in the following way, with recommendations for review and necessary actions/reflections by Boards.

As a first and top priority, all Boards should check key HSE guidance on what the statutory minimum expectation would be of Boards as employers and employees. This can be found at:

[www.hse.gov.uk/workers/employers.htm](http://www.hse.gov.uk/workers/employers.htm)



## Top Three Recommendations

- a) **Governance and leadership** | The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behaviours around H,S&W are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an HS&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.
- b) **Ensuring competence** | We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.
- c) **Recording accidents and near misses** | Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses.



### **Additional Recommendations for IDBs to Consider**

The following additional recommendations (in no particular order) are made by ADA to support IDBs with the review and potential improvement of their HS&W activities.

<b>Ref</b>	<b>Issue</b>	<b>Recommendation</b>
<b>d)</b>	<b>Quality of advice</b>	Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions.
<b>e)</b>	<b>Welfare facilities</b>	Ensure that all staff and operatives have access to appropriate toilet & mess facilities when working away from base office /depot.
<b>f)</b>	<b>Routine training</b>	Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents.
<b>g)</b>	<b>Health surveillance</b>	Implement regular health screening for all staff and operatives.
<b>h)</b>	<b>Capacity</b>	Ensure that the IDB has the suitably qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighbouring IDBs to achieve best practice outcomes.
<b>i)</b>	<b>Risk assessment</b>	Ensure that risk assessments are undertaken for the IDB's activities.
<b>j)</b>	<b>Toolbox Talks &amp; Training</b>	Plan and deliver programmes that provide information, instruction, training and supervision for hazardous activities highlighted in risk assessments.
<b>k)</b>	<b>Machinery inspection</b>	Ensure that the IDB has a documented programme of routine machinery inspection.



## **Recommended Actions for ADA in support of IDBs**

ADA is committed to supporting its members in striving to achieve best practice across all of their functions, but especially HS&W. To that end, and on the basis of the results of the survey and this note, ADA will be seeking to complete the following actions with the assistance of external experts.

No.	Action	Timescale
1.	ADA to check and review HS&W with all IDBs that were unable to respond to the survey within the allotted timeframe.	Before 31 March 2020
2.	ADA to consider how to capture and then annually compile and publish summary information about IDBs' health and safety incidents and near misses.	Annually
3.	ADA to complete second HS&W survey of IDBs, and seek a 100% response rate.	Before 31 December 2021
4.	Investigate if a series of standard HS&W Policy templates for use by IDBs may be appropriate.	Before 31 December 2020
5.	Consider the preparation of toolbox talk materials for IDBs, utilising the ADA website and ADA News Stream to communicate these to members.	To commence before 31 December 2020
6.	Prepare briefings on HS&W matters for dissemination to IDB Clerks & Chief.	To commence before 31 December 2020
7.	Hold a series of HS&W seminars supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.	Before 31 December 2020

**ENDS**

Final Version issued – 29 November 2019

**Distributed to :**

**Members**

Bartlett S  
Beal A  
Biggadike F  
Casson A  
Coupland P  
Dring C  
Grundy N J  
Hay A G  
Markillie S A R (Vice-Chairman)  
Perowne J  
Redgate P  
Rudkin G  
Seymour M D  
Sneath Mrs E  
Stancer I  
Taylor S R  
Thompson R C  
Tyrrell J  
Wilkinson D  
Worth D R (Chairman)

**Officers**

Brady Miss C  
Camamile P J  
Jeffrey Miss S  
Morris D  
Vines K L J