

Minutes of a meeting of the Whittlesey & District Internal Drainage Board held on Tuesday 8th November 2016 at 2.30 pm at the Town Hall, Market Street, Whittlesey.

Present R Brown (Chairman), D M Band, P Bradshaw, A Cade, M Fisher, R W Fletcher, J Fountain, Cllr D Mason, P Tingey, H Whittome, Cllr D Watts, R Wright (CEO), R Price (OE)

Apologises for absence D G Beaton (the CEO reported that Dereck had been back into hospital but was now recovering in the Hermitage). Cllr C Boden, M Sweet, T Martin, R Hollins (pending the sale of Faracet Farm Ruairi would continue as a Board member), Cllr C Boden.

WD204/16 Membership Further to minute FGP200/16 the Chairman reported that following the resignation of Simon Wilcox due to him moving from the area James Fountain was approached and accepted co-option onto the Board.

James Fountain duly completed his Acceptance of Office as a co-opted member of the Whittlesey & District IDB

The Chairman also confirmed that Huntingdonshire DC have appointed Cllr D Watt as their representative. A letter of thanks has been sent to Chris Allen for many years as the Council's representative.

Both James and Cllr Des Watts were welcomed to the meeting.

WD205/16 Confirmation of Minutes – Resolved that the minutes of the Board meeting held 7th June 2016, and those of the Finance & General Purposes Committee held on 29th June & 27th September 2016 were correctly recorded and that they all be signed as being a true record.+-

WD206/16 Matters Arising

a) Must Farm – Further to minute WD189/16 – The Chairman reported that the Board had agreed the principles of the scheme.

SLR Consulting Ltd having spoken to Forterra needed to make a very minor amendment to the location of the diversion drain between Sections 1 and 16). All that was being proposed was an 11m lateral shift west in the position of this section of drain so that the centreline is aligned with the green coincident ownership boundary as indicated on the annotated plan.

This will result in no material changes to the drain design which has been approved (i.e. dimensions, invert elevations, long. gradient profile, storage volume etc. will essentially remain the same), I'm simply planning to update the location of this section on Drawing MFQ-4 and MFQ-5 and update the setting our coordinates on Drawing MFQ-4. Can you please confirm this is acceptable and I will arrange for these updates to be made and revised drawings issued to you for your records?

In terms of timescales, Cambridgeshire County Council (CCC) as Mineral Planning Authority will need to be consulted with the proposals with particular regards to the archaeological and ecological aspects. Approvals for these elements and being in a position for installation of the new drain are not envisaged until spring 2017. In this scenario, the new drain would be created and all of the necessary connections made to allow both the existing system and the new system available at the same time from spring 2017. Thereafter it is envisaged that the old drain alignment would be blocked off and put out of commission around Spring Summer 2018, as the next overburden strip in the quarry progression is undertaken. This also allows time for the migration of water voles and any other species from the existing drain into the newly excavated one (as discussed with Stuart in previous correspondence). These timescales should be considered preliminary at this stage and much will be dependent on the timing of approvals from CCC.

RESOLVED – that formal consent to the works be granted and the fees of S Hemmings be charged to Forterra. The scheme would be discussed with Tim Martin prior to any agreement as to the positing of culverts and the water control.

b) A605 Kings Dyke Scheme – Further to minute WD185/15(d) Richard Bensley of Skanska reported that the latest position is as follows:-

- Planning consent for the design proposals granted on 21/03/16.
- 20 conditions issued to be discharged prior to completion of the detailed design phase of the project.
- Drainage proposals are to consist of the use of infiltration ponds for the eastern length of the project and a new drainage system connected to the existing ditch, leading to the IDB managed system for the dyke, for the western section of the project.
- Works to be let as a design and build contract under CCC's Eastern Highways Framework 2 contract (EHF).
- Skanska to produce and issue the works information package and assist with the tender documents for the 6 EHF contractors.
- An appointment for design review and construction supervision of the nominated design and build contractor has not been confirmed by CCC.
- Tender expected to be let in December 2016.
- Construction anticipated to commence in winter 2017

Cllr Mason confirmed position. Problems over access from current land owners was an issue and it was uncertain whether the land had been acquired. The OE reported that the district drain was capable of servicing the development and checks on the condition of the siphon would be made before any agreement made as regards surface water discharge. He explained the principles of discharge consent. RESOLVED – That once firm details regarding surface drainage from the road were known the Board would have Skanska investigate the condition of the siphon and surrounding watercourses. They would also have to investigate the badger issue in the area.

c) Telemetry – Further to minute FGP201/16(d) – Lee Dickens Ltd have visited all sites along with Matt Cullup (A J Speechley & Son) and P Camplin (weed screen cleaner engineer) and submitted their quotation for a complete Telemetry system to all sites. The quotation of £161,075 was more than the anticipated cost reported at the F&GP meeting FGP198/16 (c) of £90,087. One of the main issues was adapting an old system to fit a modern day one. It would appear that some electrical works to some panels may be required. Item 4 - uninterruptible power supply £18,900, item 10 Rain Gauge £4,440, item 21 travel costs £12,600 were questionable. RESOLVED – that the matter be referred back to the F&GP Committee so that they may be able to question Lee-Dickens regarding the quote and agree upon an acceptable price .

d) Directors and Officers Insurance – Further to minute FGP199/16 (c) The Board has Fidelity Guarantee cover up to £250,000 and includes extortion and kidnap that the D&O crime extension does not have. Cover to £250,000 – no crime extension £632.91. With crime extension £1,577.90. Cover to £500,000 – no crime extension £834.39. With crime extension £1,985.24
RESOLVED – that the cover would not be taken up.

e) Lords Farm – Further to minute FGP201/16(b) The OE has ordered from Stuart Pumps Ltd a used Pumpex K207 submersible drainage pump complete with 42kw, 400v electric motor(that will be rewound and H07RNF cable at a price of £3,250 plus delivery of £85. An additional sum for bend to be agreed. The pump will have a 3 month UK warranty. The OE reported that this option had allowed him time to investigate a long term solution. The pump would have half the pumping capacity of the old one but as the DO and Patrick Nightingale had prepared the old diesel pump for operational duties, there would be adequate cover until a new pump was installed. Portable diesel pumps would cost in the region of £15k-£38k. RESOLVED – that the action of the OE be approved and investigation continue for the installation of a new pump.

- f) New Office – Further to minute FGP201/16(a) – T Clay has completed the planning application drawing for submission to the local authority. Fencing works still to be undertaken prior to installation of cabin. The OE reported that problems with BT to provide a line were in hand and it was anticipated that the cabin would be on site by the end of December 2016.
- g) Badgers – Further to minute WD189/16(b) – The CEO referred to a document from the Environment Agency – Managing Badger Damage. The OE endorsed the assistance given by Cliff Carson, Environmental Officer with the Middle Level over badger issues.
- h) Piping drain opposite The Plough Ramsey Road – Further to minute FGP199/16 the CEO reported that he met Ashley McPartlin regarding an application to pipe a section of drain opposite the Plough. The drain sides are steep and have slipped in places and piping would be justified under health & safety reasons. RESOLVED – that the OE would make further enquiries and check drain levels prior to any consent being granted. It was noted that an earlier request to pipe the section was refused, mainly as the Board was asked for a contribution.
- i) National Grid – The CEO reported upon new working arrangements and an April 2014 leaflet “Specification for safe working in the vicinity of National Grid high pressure gas pipelines and associated installations – requirements for third parties” was given to members present. Problems with shallow cover of the gas main were evident and concern was raised by the helicopter crew when the spotted the machine with the 8.5m cutting bucket. The actual cover in the drain was 1.8m. Working closely with National Grid would continue and it was hoped that a representative could give a presentation at the next Board meeting.

WD207/16 Operating Engineer

- a) The drain work programme for the 2016 drainworks being undertaken by P J Thory & Son Ltd has commenced and has completed about two-thirds of the work. The large machine is currently on Crowson's land at Blackbush and the smaller machine at Whitehall Farm, Faracet Fen. The remainder of the works should be completed by 10th December. Three culverts have been reinstated and a drain widened and deepened at Whitehall Farm. Works have progressed well as the weather has been favourable and no piling had to be undertaken. South Holland IDB provided a twenty ton machine with a 8.6m cutting basket and has completed over 30km od drains – Kingsland Farm, Wisbech Road to Benwick Road Whittlesey and all of the drains in the former Whittlesey Fifth area. The works took two weeks at a cost of approximately £9k equating to £300 per km. Piled sections of watercourses were an issue and slowed the works by 2-3 days. The question of the waste being deposited on the drain side was raised and A Cade stated that Willingham IDB had been doing the same for some years and it had not created a problem with flail mowing and soon disappeared.
- b) The Operation Engineer felt that he may have to continue with the normal maintenance programme next year but envisaged using a weed cutting basket on a two year rotational system in the future. It was felt that a “Ratepayers” letter explaining the new maintenance works would be of benefit and keep people updated as to operational duties. The question of whether it should be spread was raised but such actions would mean that less ground would be covered and leaving on the drain side would not affect Environmental schemes.
- c) Vulcan inspection Services – Must Farm centrifugal pump and its motor – The pump is approximately 40 years old, however it was found to be in good order and generally satisfactory condition. Inspected 29th September 2016
Underwoods – Eyebolts no defects, inspected 25th September 2016

The Chairman thank the Operations Engineer for his dedication, enthusiasm and the way that he undertook his duties on behalf of the Board.

WD208/16 General Matters

a) Planning – The Board considered a letter and list of planning applications of 31st October 2016 reported upon by the Consulting Engineer.

The CEO reported that Meg Macaulay had contacted him regarding the building of a swimming pool at Benwick Road Whittlesey. The CEO explained the planning process and awaited further details.

b) Risk Management & Health & Safety

The Clerk reported upon the risk management assessment: — Risk management Strategy & Policy – Standing Orders – Financial regulations and Systems of Internal Controls were considered to be robust and required no amendments.

The CEO reported that he reviewed the insurance for the Board annually and periodic updates on Health & Safety Matters were undertaken in collaboration with the OE.

c) Discharge Consents – McCain Foods GB Ltd surface water from concrete yard slab at Funthams Lane - £431.86.

d) Defra

ADA are working closely with England's flood risk management authorities to build the communication and collaboration that is needed to enable efficient local delivery solutions. ADA is pleased that the report supports closer working arrangements between Internal Drainage Boards, Local Authorities, Water Utility companies and the Environment Agency. It is however key that the correct balances of responsibility are found involving all of those authorities.

Taking a total catchment management approach to our river networks from source to sea can unlock innovative and better ways of managing water. New ways of slowing the flow and retaining water upstream should be tested and applied more widely. ADA supports the report's call to work much more closely with farmers and land managers to encourage and incentivise them to provide flood storage where this can offer a wider public benefit. ADA also supports a much more robust approach to SuDS to drive future good development and planning practice. Critically, best governance arrangements need to be put in place to ensure that SuDS can continue to operate to their design standards for the duration of their operational life.

At the same time, maintenance of watercourses and systems will continue to play a vital role in future flood risk management. ADA is pleased that the report highlights the need for adequate provision for river channel maintenance, and this should equally apply to other essential systems and equipment such as surface water systems, pumping stations, barriers and tidal sluices.

f) External Audit 13th September 2016 – The CEO reported that no matters giving cause for concern were raised. Other matters not affecting the Auditors opinion – Section2, Boxes 4 and 6 have been correctly restated for 2014/2015, but the changes are not marked as “restated on the Annual Return. They noted that one of the balances given in the year end bank reconciliation was at 31/12/2015 and not the year end date.

g) The Pension Regulator – automatic enrolment – staging date 1 February 2017 – need to choose a pension scheme and start declaration of compliance. The CEO was currently a member of the LGSS but intimated that he was looking to retire from the scheme. The OE was currently not in a scheme. RESOLVED – that at the OE provide details of his preferred scheme in order to enable the Board to complete the automatic enrolment.

WD209/16 Payments –The Board considered and approved the following payments made:

Vouchers 35-60	£21,227.923
Vouchers 61-90	41,443.21
Vouchers 91- 117	£121,086.92
Voucher 118 Stuart Group Ltd – Pumpex K207 submersible pump £4002.00	
Voucher 119 ADC (East Anglia) Ltd – jetting culverts £1,056.00	
Voucher 120 M J Blackwell – work at stations £735.08	

WD210/16 Income & Expenditure

a) The CEO reported upon income for 2016/2017 totalling £205,598.61 The current cash balances as at 31st October 2016 were Barclays Bank £492,556.93 and nsi £74,290.74. The CEO reported upon Bonds at Hampshire Trust, Shawbrook and Cambridge & Counties.

RESOLVED – that a 1 year fixed Bond of £75,000 at 1.4% with Cambridge & Counties be taken out and a 100 Day Notice Business Savings Account 1.25% variable with Shawbrook also at £75,000 be taken out. It was felt that the 100 day notice account gave flexibility over maturity.

In both instances the CEO & Chairman be the authorised signatories.

b) The CEO report upon expenditure for 206/2017 totalling £136,232.21 and £1,864.00

c) Chief Executive Officer – in accordance with previous awards the Annual fee was linked to the minimum wage rise of 3.7%. RESOLVED – that in line with the OE % increase his fee be increased by 3.9% from 1st October 2016.

d) Operation Engineer – review of salary. The OE was engaged on 7th July 2014 on scale 24-29. He was progressed to point 26 on 1st April 2015 £31,782. The next progression would be to point 27 £33,018. RESOLVED – that from 1st October 2016 the OE salary be increased to point 27 £33, 018. (3.9%)

The Chairman thanked the Chief Executive Officer for his dedication, enthusiasm and the way that he undertook his duties on behalf of the Board, in particular his budgeting reports.

WD211/16 Dates of next meetings - 2017 – all at the Town Hall, Market Street, Whittlesey and all starting at 2.30pm

Tuesday 7th February, Tuesday 6th June, Tuesday 7th November.