

**Scunthorpe and Gainsborough  
Water Management Board**

Grange Park Golf Club  
Messingham  
Scunthorpe, DN17 3PP



**Meeting Papers**

*Monday 13 June 2016  
2:00pm*


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## Meeting Papers

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## Purpose

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## 1. Governance

### Recommendation:

- Note the information contained in this report

### 1.1 Apologies for Absence

### 1.2 Declaration of Interest

Officers declare an interest on behalf of JBA Consulting in Item 5.1.1 as JBA Consulting (Skipton) are the Consultant delivering the Ravensfleet Hydraulic Model.

### 1.3 Minutes of the Meeting held 4 February 2016

<b>Present</b>	Adrian Black (Chairman)	AB
	Chris Black	CB
	Dave Barratt	DB
	Frank Bottamley	FB
	Jonathan Jackson	JJ
	Benjamin Jackson	BJ
	David Forrington	DF
	Samuel Godfrey	SG
	Cllr Jeff Summers	JS
	Cllr John England	JE
	Cllr Trevor Foster	TF
	Cllr Margaret Arminger	MA
	Cllr Ralph Ogg	RO
	Cllr Helen Rowson	HR
	Cllr Neil Poole	NP
	David Templeton	DT

#### In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Officer:

Ian Benn (Clerk)	CI
Craig Benson (Finance Officer)	FO
Paul Jones (Engineer)	Eng
Alison Briggs (Environment Officer)	EO

#### Apologies for Absence

**2016.1** Apologies for absence were received from Pat Mewies, John Collinson, Rod Chapman and Mick Grant

#### Declaration of Interest

**2016.2** None

#### Minutes of the Last Meeting

Minutes of the meeting held 19 November 2015, copies of which had been circulated previously to members were considered by the Board and were agreed as a true record.  
**Proposed signed by the Chairman by JS, seconded DF, agreed by all.**

#### Matters Arising

**2016.3** There were no matters arising

## Complaints

**2016.4** Members noted correspondence and the report in the papers

## Chairman's announcement

**2016.5** Chairman advised the former Vice Chairman Alan Revill had served the Gainsborough Board and this board for some 49 years and the Board was expressing its thanks by arranging for a gift of test match tickets to be presented as soon as they became available. CEO confirmed an article would be placed in the ADA Gazette. Members were also advised following death of member John Godfrey, his nephew Sam Godfrey had been appointed to the Board to fill that vacancy and welcomed him to his first meeting. Members advised a minute silence

## CEO's Report

The CEO's report, copies of which had been circulated to members was considered. The Clerk advised update and expansion on some items.

## Board website

**2016.6** Clerk advised the new website would have increased functionality, more information would be available, it was hoped member training could be offered through the site and a link to payment of rates electronically. The specification had been prepared and was to be put out to tender. He had met students of Doncaster College who were engaged in producing individual board logos.

## Defra

**2016.7** CEO advised in excess of 20,000 properties were flooded over the Christmas period in Cumbria and West Yorkshire.

## Environment Agency

**2016.8** CEO advised should the same weather pattern occur again it will bring the same issues, it is not possible for the Agency to defend everything.

**2016.9** He advised the joint MP business case of £1.3 billion to defend the Humber estuary to a 1:200 year event had been rejected by government. The scheme would channel water toward Goole and dissipate further upstream from there. He noted RSPB and EA had been working on a Farming 4 Wildlife project which had possible innovative solutions for farming in traditional wetland areas. JS opined if the Government could send a man to the moon, it could defend the country against flooding. DF suggested inland flooding was exacerbated by WFD compliance. CEO noted hydrology was extremely complicated subject, straightening of watercourses increased timing in peak flow downstream, total catchment management way forward and an acknowledgement of working and living in a flood plain has an associated risk. JS agreed managing and understanding where overtopping would occur was best way of dealing with water in extreme events.

**2016.10** JS commented on Lincolnshire Lakes – site mitigated in terms of flooding but queried any financial impact of development on this Board, and possibility of a commuted sum. Eng. – water will be contained and stored on site and restrict flows to green field run off rate. JJ – declared an interest. CEO – commuted sums do not offer value for money at the moment with low interest rates and neither should any such sum be “in perpetuity”, LDA refers to 30 year period.

## ADA

**2016.11** Members noted 3 of the management team were on Committees or had particular role within ADA

**2016.12** Press Statements – Chair confirmed ADA was delivering the correct message about considering the whole catchment.

## Financial Report

The Financial Report, copies of which had been circulated to members was considered.

### Matters Arising

- 2016.13** Rating Report – Balance outstanding just over £4,500 most of which is instalment payments, balance of which expected shortly
- 2016.14** Audit – Internal Audit – 10 years using same Auditor, tendered work and retained existing firm.
- 2016.15** System of Internal Audit Review – for information.
- 2016.16** Risk Register requires Board approval, **proposed DT, seconded DF, all in favour**
- 2016.17** LoC – Proposed approved, NP seconded RO, approved by all Members. JS raised query of value for money with maintenance contractors, brief discussion took place. Agreed better communication was important.
- 2016.18** Budget Estimates – Noted drain maintenance £7,000 under budget, currently proposed taking £36,000 out of reserves for 2016/17 year in respect of pump station works. **Proposed leave rate at 8.75p JJ, seconded DT, all in agreement**
- 2016.19** 5 year estimates – noted .25p increase expected by 2021.
- 2016.20** New Work & Plant – works proposed for Jenny Hurn, Susworth etc may be affected by study currently being done on Ravensfleet catchment.

### Engineer Report

The Engineer Report, copies of which had been circulated to members with the Meeting papers, was considered.

### Matters Arising

- 2016.21** Asset Management - EO to deal with Healeys Drain.
- 2016.22** Ravensfleet PS - tender through N Lincs Council, evaluation for return tenders on 9 February to be conducted by N Lincs Council procurement with assistance from EA; Management will not be involved. Week commencing 15 February for recommendation to be made to Chair for approval of contractor. £15,500 local levy funding had been granted toward modelling study.
- 2016.23** Maintenance – no issues to report. Southern area recommendation to be taken at end of report. Management had noted a number of development needs with regard to the maintenance contract advising there was no evidence of lack of performance, any issues had related to communication.
- 2016.24** Pre-application advice Lincolnshire Lakes – Eng. met with Severn Trent to discuss its proposals, ensuring it is aware of Board's requirements in terms of consents. There is a multiple of crossings including a rising main over Board maintained and private watercourses.
- 2016.25** Scotter – River Eau EA Partnership involving residents & council, Water Vole displacement is anticipated between 15.2.2016 and 15.4.2016 otherwise progressing satisfactory. Engineer briefly described works required. JS noted landowners were prepared for the pinch point bridge removed. PJ advised Bypass channel around bridge is as a result of cost to remove bridge. Board's role was in assisting EA and group in terms of improving conveyance but essentially led by others, not a Board decision.

### Recommendations

- 2016.26** Maintenance Contract - Eng. confirmed situation as noted in papers is being dealt with, further advising culvert structures may be the cause of some issues; culvert invert is 600mm above bed level and appears to be the key obstruction. This may have arisen in de-silting activity deepening the drain over time. Board would need to consider should it be the Board or riparian owners that fund any replacement or Council for some of culverts in terms of road culverts? Study will inform future improvements in the district. DH felt contractors were not justified in not doing some areas earlier. There would have been no standing crop issues had they done the work to fit in with

cropping. Eng. noted previous contractor had taken time to understand what was required on site. Eng. reminded maintenance and come in under budget, FO reminded members when contract went out to tender, former contractor rates were double. Board made decision to go with current contractor.

**2016.27** CEO reminded members Management had contacted all ratepayers for contact information to facilitate contractor contact directly but landowner response was only 20%. The Recommendation was to extend contract for 12 months, the contract was for a 2 year period + 1 year term. Each 12 months can be extended, the alternative is back out to tender through EU Procurement, the Board has no legal reason not to extend the contract, the contractor has delivered the service. JS Officers have confidence they can help Ebsford deliver. TF – message is this has been a learning curve for the contractor, he appreciated some member frustration but felt the Board should stay with the contractors. Chair noted there were financial issues with re tendering and possibility of a new contractor that would bring same issues. DF – if Officers can deal with ok. Eng. confirmed the contractor has been very flexible and shown massive improvements since year 1. NP – once communication up and running, level and quality of work where has been communication is acceptable. **NP proposed the Contract be extend for a year, JJ seconded, all in favour.**

**2016.28** Grazing Licence Healeys Drain – EO drew member attention to the report in Appendix C to be read in conjunction with the request for grazing licence. It was confirmed rent was a market rent. **JJ proposed board agree annual grazing licence, TF seconded, all in agreement**

#### Environment

The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered.

#### Matters arising

**2016.29** EO advised information contained in report for note and there were no updates to give but requested Member contact her if they have any barn owl roosting in buildings on their land or would be prepared to host a Board purchased barn owl box.

#### Health & Safety

The Health and Safety Report, copies of which had been circulated to members with the Meeting papers, was noted by the Board.

#### Date of Next Meetings

**2016.30** 13 June 2016, 17 November 2016

### 1.4 Matters arising not discussed elsewhere on Agenda

**2016.28 Grazing Licence Healey's Drain**– The Agreement has been signed and the licence payment made in advance for this season.

### 1.5 Complaints/FOI requests

None received at Board offices.

## 2. Clerks Report

### Recommendation:

- **Note the information contained in this report**
- **To approve Data Sharing Agreement and Data Sharing Policy (Item 2.2.1)**

### 2.1 Board Website

The specification was offered for Tender through North Lincolnshire Council Procurement Service, with a closing date of Friday 20 May. The Local Authority procurement team will assess tenders received on behalf of the Group of Boards and make a recommendation as to appointment. There have been 10 expressions of interest. The Shiregroup administration team are not involved in any part of the tender review process.

All Boards within the Shire Group will collectively sign a contract with the successful supplier.

### 2.2 Retirement of Former Chairman

The Board received a letter from Mr Alan Revill on 16 May 2016. The body text is shown below.

‘Thank you and the members of Scunthorpe & Gainsborough Water Management Board for your kind present to celebrate my retirement as a member of the board. Drainage and Cricket has played a big part in my life and I have been pleased to be a member of both Gainsborough Internal Drainage board and Scunthorpe & Gainsborough Water Management Board for the past 49 years.

Yours Sincerely, Alan’

### 2.3 Policy

#### 2.3.1 Data Sharing Agreement and Data Sharing Policy

The Board holds personal data of land owners and land occupiers within its district. That information is used to enable the Board to carry out its functions. Where the functions of the Board are carried out by contractors or third party agents, it may be necessary to share personal data with those organisations to enable them to carry out the functions of the Board.

The draft Agreement and Policy at Appendix A has been reviewed by legal representatives

### 2.4 Legislation

Nothing to report.

### 2.5 North Lincs. Flood Risk Management Board – EA Update

South Ferriby Pointing Doors:

- Refurbishment of the tidal pointing doors at Ferriby Sluice, West Drain and East Drain.
- Allocation of funding has been confirmed at £1.04 million.
- We have now placed the order for the tidal doors with a specialised timber door supplier.
- Expected installation summer 2016 dependent on weather.
- We have also started consultation with Historic England as the tidal lock, sluice gates and West Drain structures are a designated Scheduled Ancient Monument.



Humber – Winteringham Ings & South Ferriby sea defence improvements:

Alongside NLC, we have submitted an Expression of Interests to the Humber LEP for a £1.6 million Growth Fund contribution.

- We are discussing partnership funding contributions with CEMEX and NLC.
- We have recently met with representatives from NLC, South Ferriby and Winteringham parish councils, ward councillors and CEMEX. We will continue these important meetings at key points during the scheme.
- We have invited and received tenders from WEM Consultant suppliers to develop the economic business case. The Outline Business Case is expected to be completed by spring 2017.

Humber - Barton to New Holland sea defence improvements:

- Alongside NLC we have submitted an Expression of Interests to the Humber LEP for a £1.4 million Growth Fund contribution.
- Partnership funding local contributions will be challenging as £2 million minimum will be required. A joint partnership funding plan will be developed with NLC to attract contributions from utilities, local enterprises and national retailers.
- Natural England has been approached to discuss the significant ecological mitigation measure and opportunities, in addition to internal ecological guidance.
- We are reviewing the Initial Assessment for the scheme to determine its feasibility to progress to the next stage.
- We have invited and received tenders from WEM Consultant suppliers to develop the business case. The Outline Business Case is envisaged to be completed by spring 2017.

Deborah Campbell,  
COASTAL MANAGER

## 2.6 Defra

Defra appears keen the Environment Agency should move forward quickly with de-maining ordinary watercourses and transfer of pumping stations to third parties which do not offer flood risk protection to people and property.

## 2.7 Environment Agency

### 2.7.1 Flood Risk Management Plans



**17 March 2016**

#### **Flood risk management plans have been published**

The first cycle Flood Risk Management Plans, developed jointly by Risk Management Authorities, have been published today. These plans describe the risk of flooding from rivers, the sea, surface water, groundwater and reservoirs; and they do so at a river basin and a catchment scale. The plans set out how Risk Management Authorities will work together, and with communities, to manage flood and coastal risk between 2015 and 2021. This includes measures and actions to manage the risk and improve resilience.

FRMPs are developed using the best information currently available including: information from past flooding, Catchment Flood Management Plans, Shoreline Management Plans, Local Flood Risk Management Strategies and Surface Water Management Plans (where available). Following the December 2015 flooding we updated FRMPs to reflect the impacts seen across the north of England and the resulting priorities. This was important to ensure that they provide an accurate reflection of the risk in a river basin, and we therefore felt it was appropriate to delay publication of FRMPs to make sure that they take account of the recent flooding.

Flood risk management planning is an important part of a collaborative and integrated approach to catchment planning for water. We believe these plans, and their link with the previously published River Basin Management Plans, will help us to move further toward this.

The plans are available on the GOV.UK website. You will be able to find flood risk management plans (FRMPs) here:

- FRMPs published by the Environment Agency:  
<https://www.gov.uk/government/collections/flood-risk-management-plans-frmps-2015-to-2021>
- FRMPs published by Natural Resources Wales:  
<https://naturalresources.wales/our-evidence-and-reports/flooding/flood-risk-management-plans?lang=en>
- FRMPs published by the Scottish Environment Protection Agency:  
<http://apps.sepa.org.uk/FRMStrategies/>

Following publication of FRMPs we report to Europe on the measures contained within each FRMP. We will report to Defra annually on progress with the delivery of the measures.

By continuing to work together, we can achieve the objectives in the plans and help promote a greater awareness and understanding of the risks of flooding, particularly in those communities at high risk. We also believe that the plans can help encourage and enable householders, businesses and communities to take action to manage their own risk.

With the publication of FRMPs, we move into the next six-year cycle of planning. We are already thinking about the next milestone, which is the requirement to review the preliminary flood risk assessments you carried out in the first cycle. We want this to be a proportionate task and we will be engaging with you soon to agree an approach.

Thank you for your involvement so far. We look forward to continuing to work with you to implement flood risk management plans.

## 2.7.2 Humber Flood Risk Management Steering Group – Update

### Comprehensive Review of the Humber Flood Risk Management Strategy (HFRMS)

The Environment Agency has been working with its local authority partners to agree a new governance structure for the comprehensive review of the HFRMS, to utilise the, priorities and opportunities identified in the Business Case but in a way that meets technical, economic and environmental requirements. The review will identify future investments needs beyond the current 6 year programme period.

Mike Dugher attended a meeting in January with the Defra Minister, Rory Stewart MP, and the Humber MPs to discuss flood risk management investment around the Estuary. The MPs agreed to support the Environment Agency and partners in delivering the comprehensive review, and support the delivery of the current 6 year programme.

Mike Dugher is currently acting as Lincolnshire and Northamptonshire Area Manager for the next few weeks, and Philip Winn will be acting as Humber Manager during this time. Helen Todd, will be covering the Humber Strategy Manager's post to maintain momentum on the comprehensive review during this crucial period.

## 2.7.3 Budget 2016 - Additional Funding – investment outcomes

**An extra £40m per year for asset maintenance** from 2016/17 to 2019/20, £160m in total. The additional funding is provided for FCRM asset maintenance which is the activity funded through the asset management revenue service level.

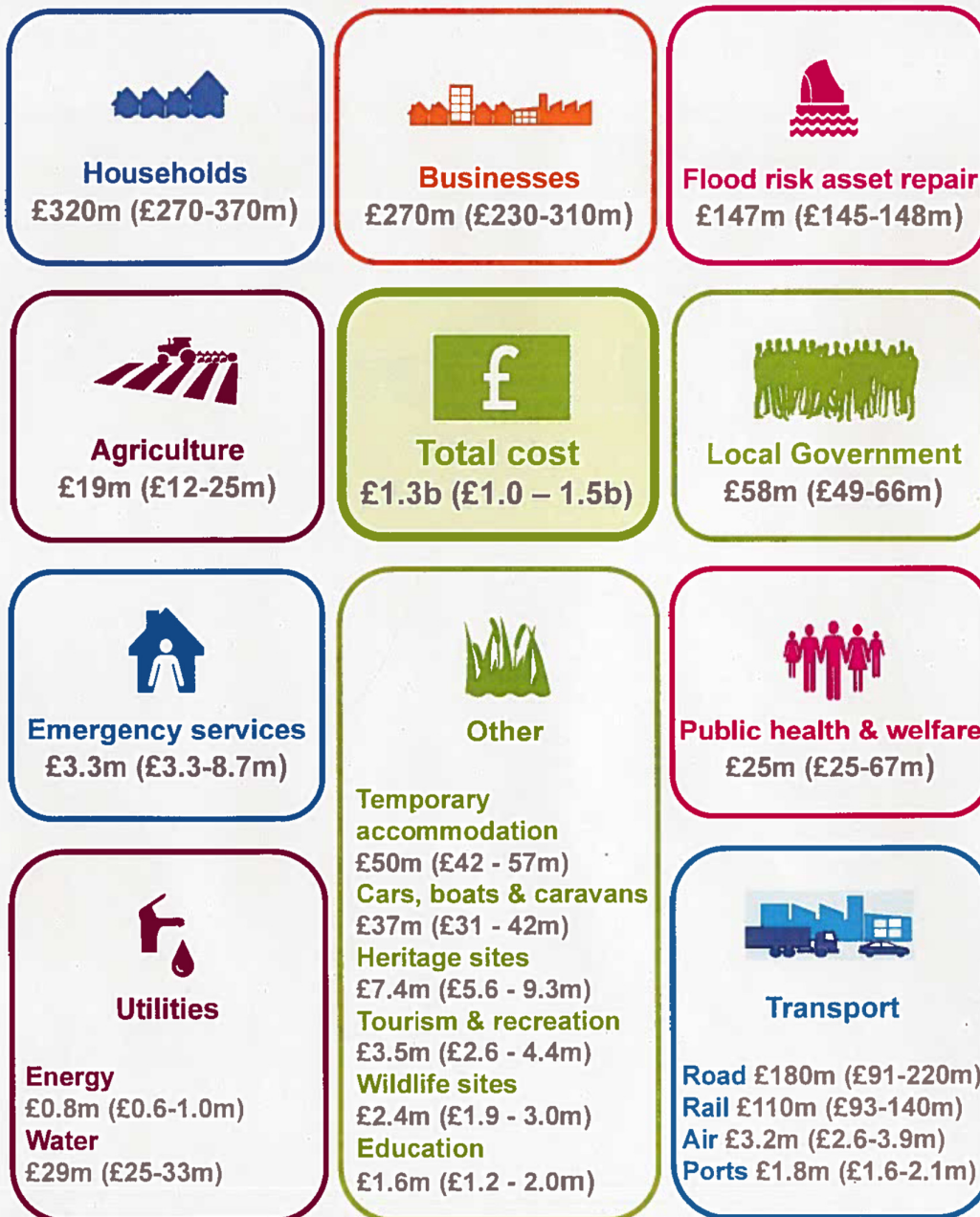
## 2.7.4 The Isle of Axholme Strategy – Implementation.

The implementation of the preferred option within the strategy is now moving forward. The area is being used as one of two pilots in England regarding the de-maining of main river systems and asset transfer. The challenges are not insubstantial considering long term funding requirements. The EA are being encouraged to look at opportunities for 'quick wins' to be delivered 2017 with significant rationalisation of main river systems by 2019/20.

Whereas the strategy does not affect the S&GWMB directly there are the recognisable long term implications regarding the de-maining of main river systems and assets. This will not affect the EA's commitment to maintaining the tidal Trent.

## 2.7.5 EA Flood Data

## How much did the winter 2013-2014 floods cost England & Wales?



Date: February 2016

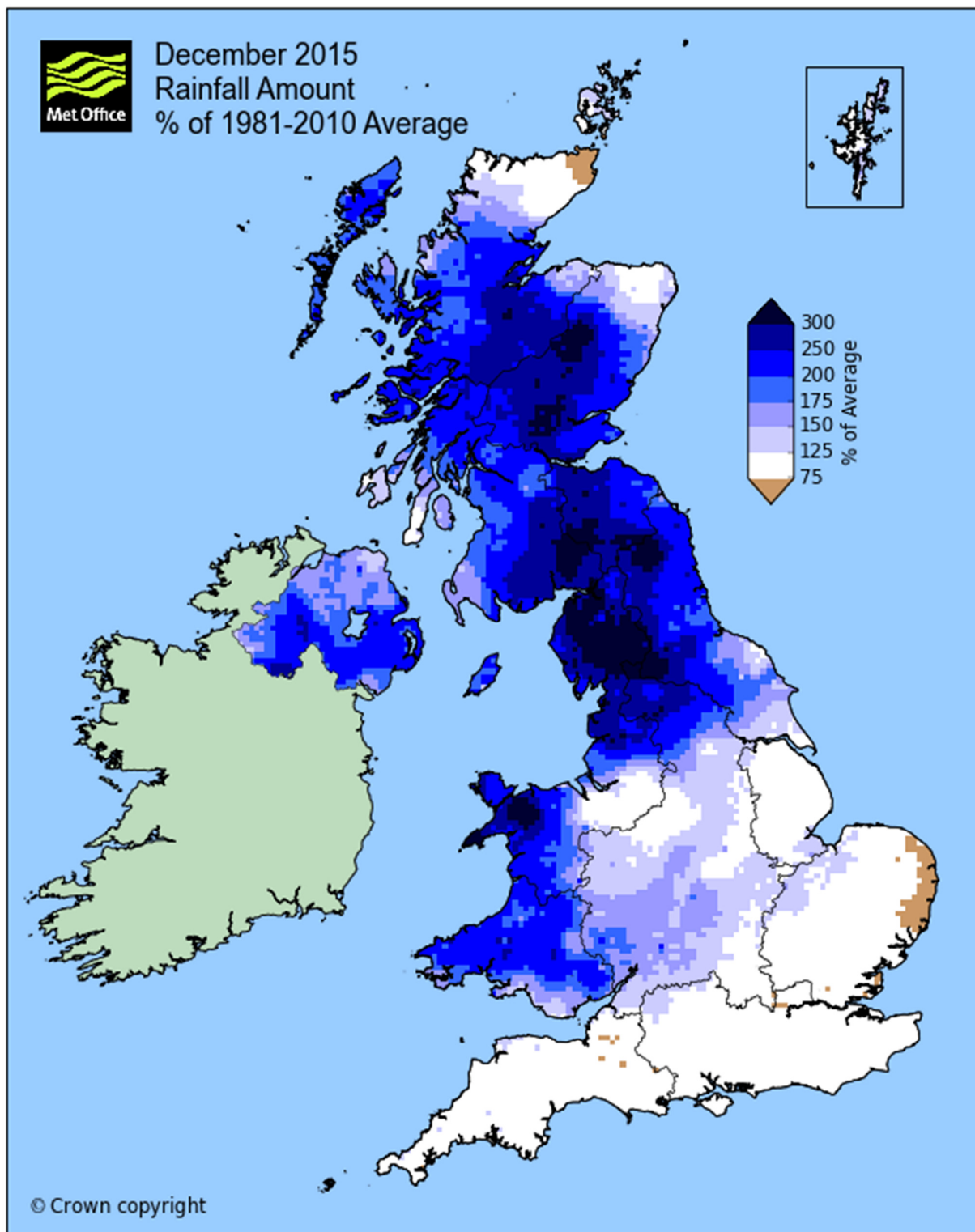
Source: Environment Agency, 2016. *Costs and impacts of the winter 13-14 floods*. Download [here](#)

Please note: Best estimates costs are given in bold and possible ranges are given in brackets. Figures include direct costs, and indirect costs related to economic disruption where there is a likely economic loss from a national perspective.





Graphic and text reproduced from the Met Office website.  
<http://www.metoffice.gov.uk/climate/uk/summaries/2015/december>



Provisional rainfall percent of average map for December 2015

**December was an exceptional and record-breaking month. The UK was in a warm and moist tropical air mass for most of the month, bringing unseasonably mild conditions to**

**England and Wales, although Scotland and Northern Ireland were colder at times, particularly in the second week. It was also exceptionally wet and often windy, with frequent deep depressions and frontal systems - including storms Desmond, Eva and Frank - bringing record-breaking rainfall over much of Scotland, Wales and northern England. Severe flooding affected Cumbria for much of December, and became widespread across North Wales, northern England and Scotland after Christmas.**

The provisional UK mean temperature was 7.9 °C, which is 4.1 °C above the 1981-2010 long-term average, making it the warmest December in a series from 1910. This was 1.0 °C warmer than the previous warmest December. It was also easily the warmest December in the Central England temperature (CET) series from 1659. Mean temperatures were 5 to 6 °C above average in southern England, and remarkably, no stations in Wales or central southern England recorded any air frosts; temperatures were often comparable with those that might be expected in October, April, or even May. With 191% of average rainfall, it was provisionally the wettest December, and calendar month, in the UK series. Rainfall reached 2 to 4 times the average in the west and north, and the severe flooding was exacerbated by saturated ground conditions following very wet weather in November in these areas. Fortunately, rainfall totals were close to average over much of central and southern England. There were only 73% of average hours of bright sunshine, and it was provisionally the dullest December since 1989

## 2.8 Association of Drainage Authorities (ADA)

### 2.8.1 FloodEx 2016

The two-day event was held in Peterborough on 18<sup>th</sup> and 19<sup>th</sup> May. Ian Benn delivered a presentation on Asset Management and Craig Benson on difficulties encountered in assessment of land values relating to the proposed creation of new IDBs in the North West of England. Other subjects presented included Total Catchment Management and Ecological Improvement delivery of Biodiversity 2020 outcomes and using PSCAs. Your administration team were heavily involved in the production of all these presentations.

### 2.8.2 Technical & Environment Committee

Meeting held 11 May 2016. Matters discussed

- Health & Safety – importance of monitoring employee health, ticks & Lyme disease adding to Risk Registers
- SuDS amendment to Housing & Planning Bill – postponed for review in 2019
- FloodEx – full complement of exhibitors for the show
- Eel Regulation update
- Workstream progress including:
  - Managing Assets – Whole life costs
  - Water Transfer licencing – effect on some IDBs
  - Total Catchment Management – importance of whole catchment not discrete areas
  - Ecological improvement – update to BAP guidance to deliver Biodiversity 2020 outcomes

### 2.8.3 Policy & Finance Committee

Meeting held 12 May 2016. Matters discussed

- ADA Subscription Levels – Agreed to look at alternative billing methods, individual memberships
- IDB1 Form Questions for 2017
- FloodEx

- Ratings and Local Finance – Agreed for CB to deliver presentation at FloodEx on New IDBs and the Methodology behind Rates and Special Levies.

## 2.9 Board Information – Total Catchment Management

### What is Total Catchment Management (TCM)?

#### Definition of TCM

Total Catchment Management (TCM) is defined in the New South Wales Catchment Management Act (1989) as “the coordinated and sustainable use and management of land, water, vegetation and other natural resources, on a water catchment basis, to balance resource use and conservation”

#### Drivers for change?

##### Defra – May 2013

Catchment Based Approach: Improving the quality of our water environment A policy framework to encourage the wider adoption of an integrated Catchment Based Approach to improving the quality of our water environment

#### Overview

Undertaking flood risk and water level management (WLM) activities within a catchment which involves multiple Risk Management Authorities (RMAs) and stakeholders can be challenging. Cooperation, sharing of information, boundaries and definitions are often blurred yet intertwined. The approaches in dealing with these by individual RMAs still appears disparate and disjointed. Successful WLM requires a holistic view of a catchment and recognition and acceptance of the requirements of others in the delivery of a service. The challenge for individual RMAs is to recognise that their work relies on cooperating and forming successful working partnerships with others. Ultimately being independent yet accepting the inter-dependability on others.

Internal Drainage Boards (IDBs) have now established partnerships for water level management in a number of areas. Opportunities exist to broaden these partnerships through Public Sector Cooperation Agreements (PSCAs) for example with the Environment Agency. Other stakeholders in the catchment include; (not exhaustive)

- Lead Local Flood Authorities,
- Environmental Groups
- Land Owners
- Highways
- Railways
- Water Utility Companies
- Members of the Public

Each particular body has its own unique drivers and aspirations which can on occasion conflict with the views and requirements of others requiring third party facilitation to resolve.

The primary function of an IDB is dealing with land drainage and to permit the flow of water through a defined internal drainage district. Delivering this function benefits agriculture, development, infrastructure, ecology, people and the natural environment as well as supporting other RMAs in performing their roles under the Flood and Water Management Act 2010.

The LLFA role through Section 19 Flood Investigations is a first step towards Collaborative Catchment Management with RMAs, but is a reactive approach in response to a specific flood event within a catchment. The drivers for RMAs remain independent in relation to proactive planned Operations within a catchment and the understanding of interdependency between organisations needs to be strengthened. RMAs will continue to have varying financial and operational drivers but a common objective needs to be identified to support water level

management from a catchment perspective and reduce long term risks, taking into account benefits from supporting the local economy.

There are certainly challenges and opportunities for all concerned. Particular attention is given to the role of localism in decision making and of Asset Management Standard ISO 55000 in providing a framework for integrated asset management and understanding the value of our assets. Total Catchment Management (TCM) models of operation utilise whole life asset management approaches in line with Asset Management Standards.

Delivery of truly integrated catchment management requires stakeholders to consider alignment of their Strategic and Asset Management Plans (SAMPs / AMPs) with others under an overarching SAMP document for all. The challenge here is to encourage all the individual RMAs to operate cohesively within the catchment and look for innovative solutions to long standing issues regarding funding and the effective maintenance of assets.

#### **What will a TCM approach mean in reality?**

- Review of individual stakeholder requirements and expectations
- Recognising and respecting the views and requirements of others
- All RMAs investing in a hydraulic model of the catchment that can be used by all
- Understanding the environmental requirements within the catchment
- Aligning environmental, technical and financial disciplines to achieve common goals
- Understanding how a catchment reacts in varying weather conditions/events as well as considering the effects of climate change
  - Upper catchment storage
  - Employing natural processes to control water
  - Investigating water storage opportunities
  - Review of land use and practises
- Aligning RMAs operations and Forward Plans as well as exploring funding opportunities
- Move from managing assets ad hoc to Asset Management in the context of ISO 55000; to realise the value of our assets and reduce whole life costs for a more sustainable future
- Promote the use of SMART infrastructure through a shared network of sensors and rain gauges within the catchment.
- Considering predictive water level management
- Investing in water level management technology i.e. Telemetry Systems
- Catchment management decisions should be responsible, realistic, achievable and sustainable, therefore in some circumstances, accepting that defence will not always be possible or achievable.
- Engaging with, and working with communities to enhance their surroundings
- Support a longer term view on policy and strategy taking into account legislation and regulation
- Promoting a best practise approach in the delivery of any works and promoting the highest standards in the delivery of said works and mitigating their effect on the environment.

#### **Some immediate questions that spring to mind:**

- Can TCM be limited in its delivery purely to address WLM activities?
- What are the likely barriers that to be faced in the delivery of TCM from key stakeholders?
- Factual decision making processes are vital to supporting expenditure, what are the key areas that need to be acknowledged?

Can land use and management processes be modified to comply fully with WFD edicts yet still be effectively productive and viable?



## 2.10 Scunthorpe & Gainsborough WMB- Key Performance Indicators

SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT BOARD		Key Performance Indicators				
		Inadequate	Work to be done	Adequate	Good	Very Good
Management of the Board	Compliance with Audit Requirements					
	Health & Safety					
	Partnership Working					
	Overall					
Reduction of waterlogging & Flood risk to assets	Asset Management					
	Flood Risk management strategy					
	Flooding- Learning Outcomes					
	Overall					
Environment	Water Framework Directive					
	Invasive Species/Designated Sites					
	Conservation & Biodiversity					
	Biodiversity Action Plan					
	Overall					
Supporting	Financial Statements					
	Receipt of Drainage Rates					
	Governance Documentation					
	Overall					
Overall Performance						

### 3. Financial Report

**Recommendations:**

- Note the information contained in this report
- Approve Section 1 of the Annual Return
- Approve Section 2 of the Annual Return

#### 3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 31 March 2016:-

	£	£
Balance Brought forward at 1 April 2015		3,539.55
<b>2014/2015 Drainage Rates and Special Levies</b>		
Drainage Rates		134,982.07
Special Levies		
North Lincolnshire Council	254,391.00	
West Lindsey District Council	57,496.00	311,887.00
<b>Total Drainage Rates Due</b>		<b><u>450,408.62</u></b>
<b>Less Paid:-</b>		
Drainage Rates		138,252.75
Special Levies		
North Lincolnshire Council	254,391.00	
West Lindsey District Council	57,496.00	311,887.00
<b>Total Drainage Rates Paid</b>		<b><u>450,139.75</u></b>
<b>Admin Adjustment</b>		<b><u>9.45</u></b>
<b>Balance Outstanding as at 31 March 2016</b>		<b><u>259.42</u></b>
Messingham: NIL		
Scunthorpe: £4.68		
Gainsborough: £254.74		

## 3.2 Audit

### 3.2.1 Internal Audit

The internal audit on the Board's financial documents is underway.

### 3.2.2 Annual Governance Statement

The Board are required to approve Section 1 of the Annual Return.

## 3.3 List of Payments

### 3.3.1 List of Cheques

None to report.

### 3.3.2 List of Payments made direct from the bank account

Jan	19th	158	ADA	Annual Subscription	2,684.40	
		156	Ebsford Environmental Ltd	Contract Maintenance	9,889.50	
	20th	167	Woldmarsh Produces Ltd	Supply to Susworth PS	332.25	*
				Supply to Burringham PS	581.75	*
				Supply to Lysaghts PS	912.00	*
				Supply to East Butterwick PS	217.82	*
				Supply to Black Bank PS	198.40	*
				Supply to Flixborough PS	114.44	*
				Supply to Jenny Hurn PS	310.58	*
				Supply to Ravensfleet PS	678.81	*
				Supply to Pauls Malt PS	26.57	*
				Supply to Whoofer PS	119.21	*
		199	Information Commissioner	Data Protection Registration	35.00	*
	21st	168	Iris Business Software Ltd	Auto-enrolment Fees	8.04	*
		202	Wireless Logic Ltd	Vehicle Tracking	2.40	*
		175	Iris Business Software Ltd	Open Payslips	3.60	*
	29th	-	NatWest	Bank Fees	8.34	*
Feb	4th	161	Danvm Drainage Commissioners	Railfare to ADA Conference/PA Mobile	300.85	*
		162,6	H Mell & Son	Tractor Maintenance, etc.	449.86	*
		160	Lincoln Electrical Services	Pump Station Inspections	904.80	*
		157	NPower Yorks Ltd (Lys Equip)	Lysaghts PS - Meter Operator	474.00	*
		159	Vodafone (Telemetry)	Telemetry Lines	63.36	*
		-	Employee	Wages	1,312.31	*
		-	HMRC	PAYE/NI	352.76	*
	5th	-	B&CE HSM Ltd - 1st Payment	Pension Contributions	29.99	*
	10th	207	Watson Petroleum	Gas Oil	480.37	*
		195	Public Works Loan Board	Loan Repayment	8,148.65	*
		204	Iris Business Software Ltd	Open Payslips	3.60	*
		148	Remote Asset Management Ltd	Vehicle Tracking	21.60	*
	15th	208	Fuel Genie	Fuel Card	88.00	*
		-	NatWest	Bankline Fees	34.10	*
	19th	many	Ebsford Environmental Ltd	Contract Maintenance	22,936.66	
		176-9	ID Spares & Services Ltd	Pump Station Inspections	2,329.42	
		165	JBA Consulting	1/4 Salary & Expenses	11,083.67	
	22nd	186	Iris Business Software Ltd	Auto-enrolment Fees	8.04	*
		194	Iris Business Software Ltd	Open Payslips	3.60	*
		185	Woldmarsh Produces Ltd	Supply to Susworth PS	465.32	*
				Supply to Burringham PS	1105.07	*
				Supply to Lysaghts PS	1397.3	*





13th	-	Fuel Genie	Fuel Account	120.00	*
14th	-	HMRC	PAYE/NI	474.49	*
15th	-	NatWest	Bankline Fees	42.40	*
20th	226	Woldmarsh Produces Ltd	Supply to Susworth PS	548.99	*
			Supply to Burringham PS	1,275.60	*
			Supply to Lysaghts PS	1,308.58	*
			Supply to East Butterwick PS	505.51	*
			Supply to Black Bank PS	467.67	*
			Supply to Flixborough PS	96.83	*
			Supply to Jenny Hurn PS	776.82	*
			Supply to Ravensfleet PS	1,560.92	*
			Supply to Pauls Malt PS	138.32	*
			Supply to Whoofer PS	134.26	*
21st	10	Iris Business Software Ltd	Auto-enrolment Fees	8.04	*
	11	Iris Business Software Ltd	Open Payslips	3.60	*
	-	Wireless Logic Ltd	Vehicle Tracking	2.40	*
26th	1-9	Towergate Insurance	Insurances	11,829.13	
	219,224,13	JBA Consulting	Scotter Improvement Scheme	2,137.44	
			Ravensfleet Strategic Study	2,619.60	
			1/4 Salary & Expenses	15,266.54	
27th	225	Evans Halshaw	Vehicle Service	648.37	*
	12	Lincoln Electrical Services	Pump Station Inspections	345.60	*
28th	-	Employee	Wages	1,162.26	*
29th	-	B&CE HSM Ltd	Pension Contributions	25.96	*
	-	NatWest	Bank Fees	8.40	*

**Total** **152,147.86**

**\* Total amount of direct debits and payments approved by the Clerk Only** **60,589.50**

### 3.4 Accounts for Year Ending 31 March 2016

The Accounts for the year ending 31 March 2016 are attached as a separate document.

The Budget Comparison is shown below.

#### BUDGET FOR THE YEAR ENDING 31ST MARCH 2016

2015/16		2015/16			
Approved Estimate	Actual	31 May 2016			%
£	£	£	£		
				<b>INCOME</b>	
134,967	134,973	138,253		<b>Drainage Rates on Agricultural Land:-</b>	102.43%
				<b>Special Levies</b>	
57,496	57,496			West Lindsey District Council	100.00%
254,391	254,391			North Lincolnshire Council	100.00%
				<b>Other Income:-</b>	
40,000	40,786			Foreign Water Contribution (FWC)	101.97%
0	500			Bottesford Beck Contribution	0.00%
0	1,533			Other Income	0.00%
<u>200</u>	<u>487,054</u>	<u>61</u>	<u>489,740</u>	Interest etc	30.28%
				<b>EXPENDITURE</b>	
				<b>New Works: Loan Charges:-</b>	
16,298	16,298			Existing	100.00%
7,048	7,048			Existing	100.00%
				<b>New:-</b>	
67,270	67,270			Board Loans	100.00%
17,900	17,900			Environment Agency Loans	100.00%
				<b>Administration:-</b>	
35,160	35,498			Management Fees	100.96%
30,000	29,467			Other Administration Expenses	98.22%
				<b>Works Maintenance:-</b>	
43,950	41,681			Wages & Other Shared Costs	94.84%
97,602	86,247			Maintenance Contracts	88.37%
0	8,636			Other Maintenance Costs	0.00%
0	1,272			CCTV Survey	0.00%
				Asset Condition Study, EA Main Rivers & flood Damage	
29,000	0			Repairs	0.00%
500	260			Cottages	51.97%
4,000	544			Biodiversity Action Plan	13.59%
12,500	7,157			Plant and Vehicles	57.26%
<u>124,650</u>	<u>485,878</u>	<u>125,116</u>	<u>444,393</u>	Pumping Stations, etc.	100.37%
	1,176		45,347	Surplus - (Deficit)	
	<u>312,847</u>		<u>316,147</u>	Balance Brought Forward	101.05%
	<u>0</u>		<u>0</u>	Transfer to NW&P Account	
	<u><b>314,023</b></u>		<u><b>361,494</b></u>	<b>Balance Carried Forward</b>	<b>115.12%</b>

**BUDGET FOR THE YEAR ENDING 31ST MARCH 2016**  
**NEW WORKS AND PLANT ACCOUNT**

2015/16		2015/16			
Approved Estimate		Actual Todate			%
£	£	£	£		£
<b><u>INCOME</u></b>					
0		0		Transfer from Revenue Account	0.00%
100		32		Interest	31.75%
0		33,327		River Eau - Scotter Improvement Scheme	0.00%
<u>0</u>	100	<u>135,000</u>	168,359	Sale of Cottages	0.00%
<b><u>EXPENDITURE</u></b>					
6,000		0		Ravensfleet PS Refurbishment	0.00%
0		2,183		Ravensfleet to Susworth Study	0.00%
0		33,327		River Eau - Scotter Improvement Scheme	0.00%
<u>0</u>	<u>6,000</u>	<u>0</u>	<u>35,510</u>	Pauls Malt PS Refurbishment	0.00%
	(5,900)		132,849	Surplus - (Deficit)	-2251.67%
	<u>119,356</u>		<u>123,117</u>	Balance Brought Forward	103.15%
	<u><b>113,456</b></u>		<u><b>255,966</b></u>	<b>Balance Carried Forward</b>	225.61%

### 3.5 Account Statement – Section 2

The Board are required to approve Section 2 of the Annual Return.

### 3.6 Five year budget estimate

SG WMB Budget Plan	0	1	2	3	4	5	6
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Income & Expenditure Account	Actual	Estimated Out turn					
	Out-turn						
	£	£	£	£	£	£	£
<b>Income</b>							
Drainage Rates	134,973	134,748	134,748	134,748	134,748	138,598	142,448
Special Levies	311,887	311,888	311,888	311,888	311,888	320,799	329,710
Rental Income	1,065	-	-	-	-		
Foreign Water Contribution	40,786	40,000	40,000	40,000	40,000	40,000	40,800
Bottesford Beck	500	-	-	-	-		
Other Income	468	900	927	955	983	1,013	1,043
Bank Interest	60	200	500	1,500	1,500	2,000	2,000
<b>Total Income</b>	<b>489,739</b>	<b>487,736</b>	<b>488,063</b>	<b>489,091</b>	<b>489,119</b>	<b>502,410</b>	<b>516,001</b>
<b>Expenditure</b>							
Drain Maintenance (Silt Removal)	-	30,000	-	-	-	-	-
Management Fees	35,498	36,215	37,120	38,048	39,000	39,975	40,974
Other Administration	29,467	25,000	30,000	30,000	30,000	30,000	30,000
Maintenance of Drains	91,920	91,500	93,330	95,197	97,101	99,043	101,023
Maintenance of Pumping Stations	125,116	126,300	128,826	131,403	134,031	136,711	139,445
Telemetry Contract	-	21,000	21,000	21,000	21,000	21,000	21,420
Biodiversity Action Plan etc	544	4,000	4,000	4,000	4,000	4,000	4,000
Cottages	260	-	-	-	-	-	-
Revenue Maintenance	-	29,000	-	-	-	4,500	4,500
Bottesford Beck	500	-	-	-	-		
Wages and other costs	42,287	43,200	44,064	44,945	45,844	46,761	47,696
Plant and Vehicles	10,286	12,500	12,500	12,500	12,500	12,500	12,500
Loan Repayments:-	108,516	99,145	99,145	99,145	99,145	99,145	99,145
Possible New Loans	-	6,179	6,179	6,179	6,179	24,715	24,715
<b>Total Expenditure</b>	<b>444,394</b>	<b>524,039</b>	<b>476,164</b>	<b>482,417</b>	<b>488,799</b>	<b>518,349</b>	<b>525,419</b>
Surplus/(Deficit)	45,345	(36,303)	11,899	6,674	321	(15,940)	(9,418)
Balance Brought Forward	316,146	367,476	331,173	343,072	349,746	350,067	334,127
Contribution to NW&P Account	-	-	-	-	-	60,000	40,000
<b>Balance Carried Forward</b>	<b>361,491</b>	<b>325,188</b>	<b>337,087</b>	<b>343,761</b>	<b>344,082</b>	<b>328,142</b>	<b>318,725</b>
<b>New Works and Plant Account</b>	<b>255,966</b>	<b>103,349</b>	<b>83,599</b>	<b>53,599</b>	<b>47,599</b>	<b>70,599</b>	<b>60,599</b>
<b>Penny Rate in £</b>	8.75p	8.75p	8.75p	8.75p	8.75p	9.00p	9.25p
<b>Penny Rate £51,069</b>	139%	82%	88%	82%	80%	69%	67%
<b>I&amp;E Balance as % of Expenditure</b>	81%	62%	71%	71%	70%	63%	61%



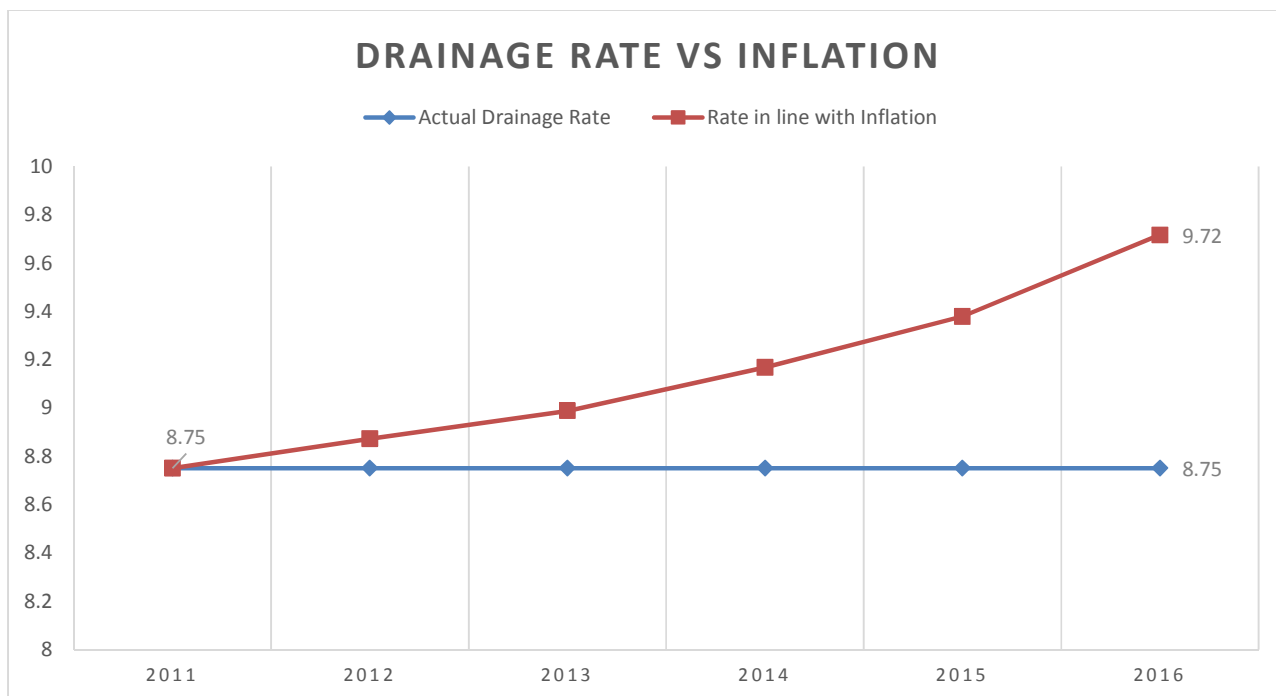
New Works and Plant Account	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	Actual	Estimated Out turn					
	£	£	£	£	£	£	£
<b>Income</b>							
Transfer from I&E	-	-	-	-	-	60,000	40,000
Interest	32	200	250	-	-	-	-
Loan	-	100,000	-	-	-	300,000	
Possible Grant Income	-	323,000	-	-	-	131,000	
Local Levy (Ravensfleet PS ref)	-	15,000					
Ravensfleet to Susworth Strategic Study	-	2,183					
River Eau - Scotter Improvement Scheme	33,327						
Sale of Cottages	135,000	-	-	-	-		
<b>Total Income</b>	<b>168,359</b>	<b>440,383</b>	<b>250</b>	<b>-</b>	<b>-</b>	<b>491,000</b>	<b>40,000</b>
<b>Expenditure</b>							
Catchment Modelling	-	-	-	-			50,000
New Tractor & Flail	-	-	-	30,000	-		
New 4x4 vehicle	-	-	20,000	-	-		
Jenny Hurn PS refurbishment	-	-	-	-	-	251,000	
Ravensfleet PS Refurbishment	-	593,000	-				
Ravensfleet to Susworth Strategic Study	2,183	-					
Whoofer PS Refurbishment	-	-	-	-	3,000	67,000	
Susworth PS Refurbishment	-	-	-	-	3,000	150,000	
River Eau - Scotter Improvement Scheme	33,327						
<b>Total Expenditure</b>	<b>35,510</b>	<b>593,000</b>	<b>20,000</b>	<b>30,000</b>	<b>6,000</b>	<b>468,000</b>	<b>50,000</b>
Surplus/(Deficit)	132,849	(152,617)	(19,750)	(30,000)	(6,000)	23,000	(10,000)
Balance Brought Forward	123,117	255,966	103,349	83,599	53,599	47,599	70,599
<b>Balance Carried Forward</b>	<b>255,966</b>	<b>103,349</b>	<b>83,599</b>	<b>53,599</b>	<b>47,599</b>	<b>70,599</b>	<b>60,599</b>

### 3.7 Additional Financial Information

The data in this section is intended to provide background information to the constitution of the Board.

#### Drainage Rate Increase against Inflation (YoY)

The graph below demonstrates the increase in Drainage Rate (YoY) against what the rate would be if it increased in line with the inflation rate (YoY).



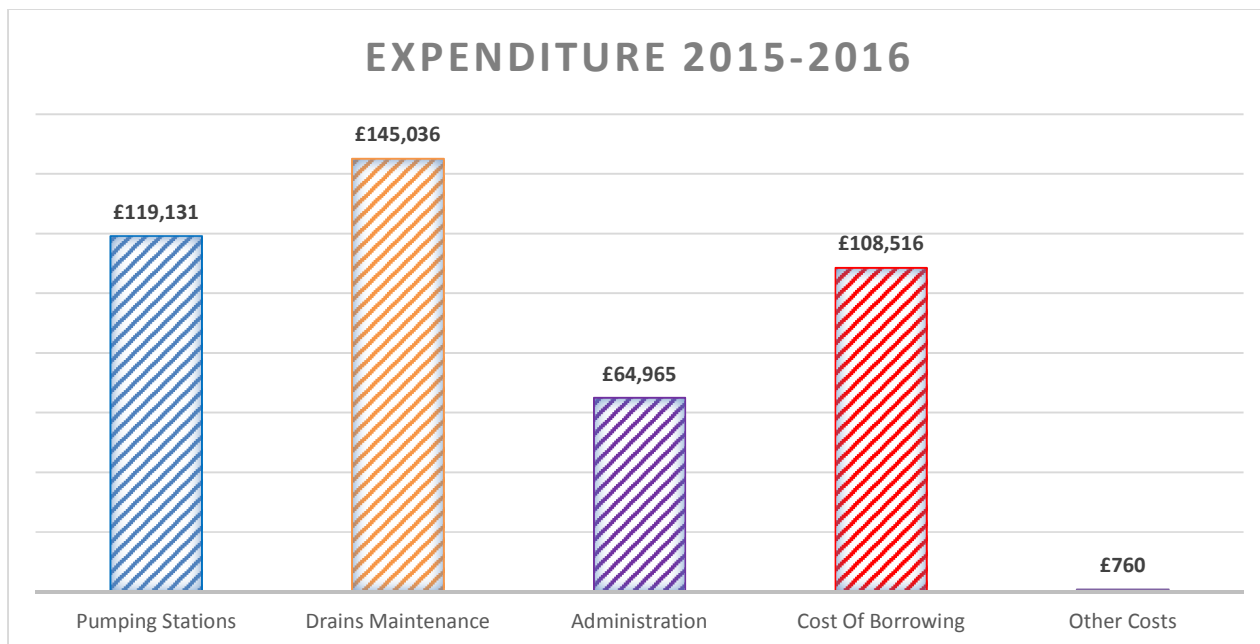
#### Income Split

Total board income for 2015/16 was **£489,740** this was split between Drainage Rates, Special Levies and Other Income. Other income includes Foreign Water grants and also contribution to labour costs.

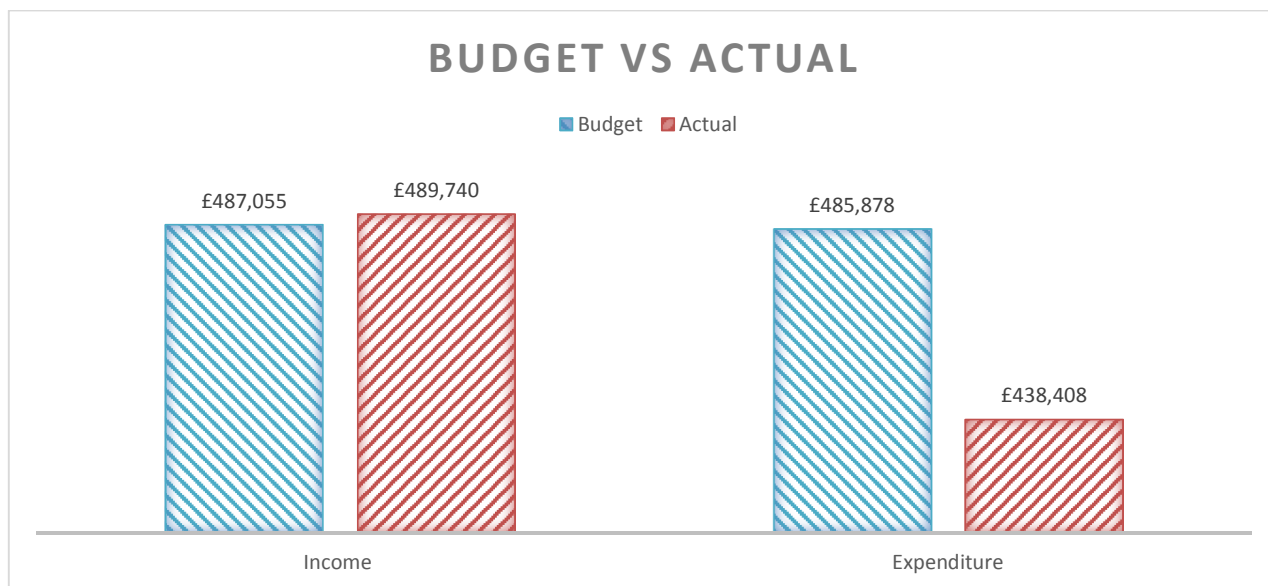


**Expenditure**

Total Expenditure for 2015/16 was **£438,408**, 60% of which relates to Pump Station and Drain Maintenance

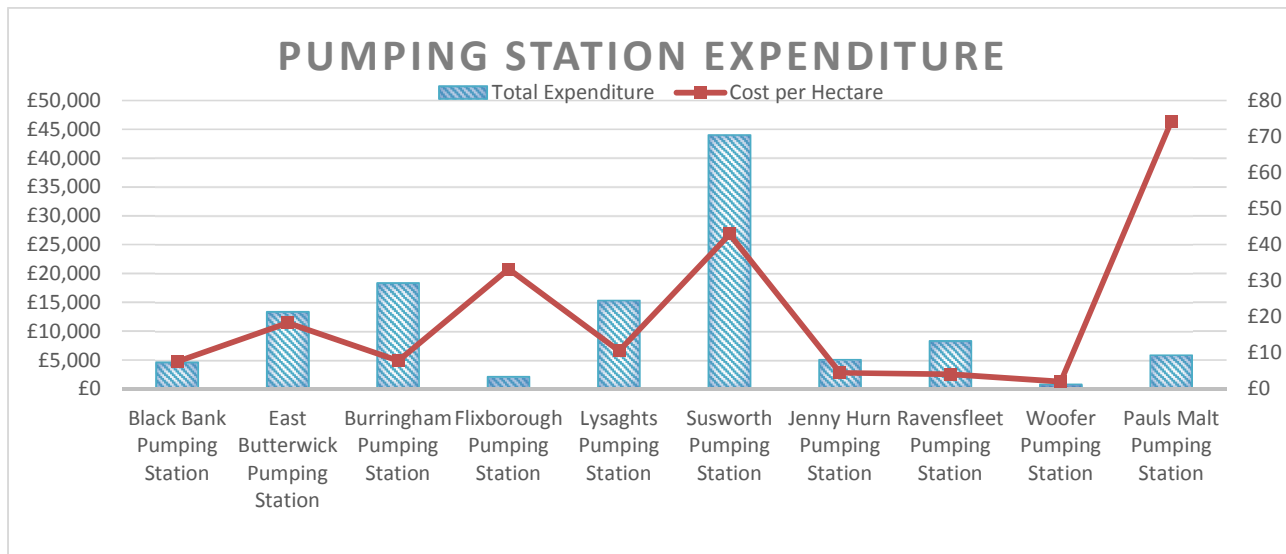


**Estimated Budget Vs Actual Cost**



Board Income was higher than estimated, due to a receiving an increase in Rental Income. Expenditure was also less than estimated allowing the board to make a Net Operating Surplus for 2015/16 of **£51,335**.

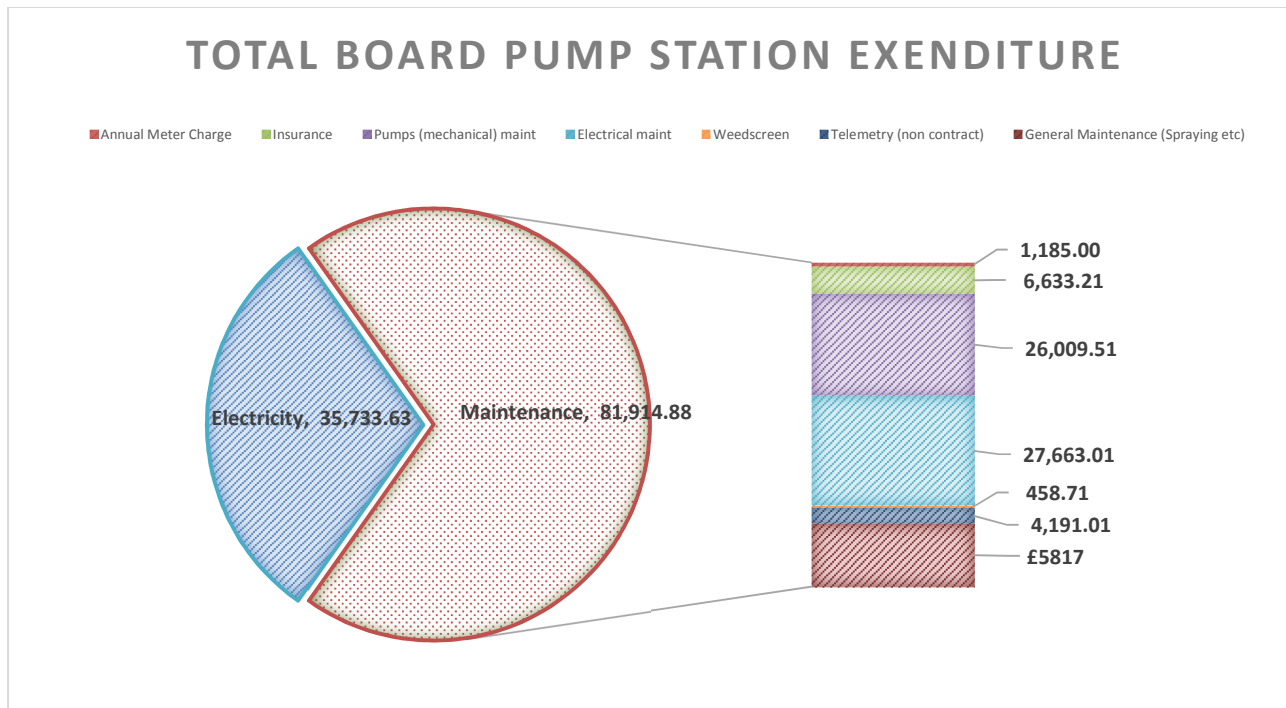
**Pumping Station Expenditure & Cost Per Hectare**



The graph represents total expenditure for all Pumping Stations in the year 2015/16. It also shows the cost per hectare for each PS catchment. Susworth PS has considerable expenditure compared to the other stations, this was down to improvement works.

**Board Pumping Station Costs**

The graph below shows Total Pumping Station Costs split into different expenditure categories;



## 4. Engineer's Report

### Recommendations:

- The Board agree to participate in the M&E Framework and, subject to soft market testing, provide assurances that the Board will commit to the Contract when finalised (Item 5.1.3).

### 4.1 Asset Management

#### 4.1.1 Ravensfleet Pumping Station

North Lincolnshire Council Procurement independently invited, evaluated and made a recommendation to the Chairman for the extended area hydraulic modelling and Project Appraisal Report required to progress any Capital Works moving forwards (subject to further tendering procedure). The Services were awarded to JBA Consulting (Skipton) in April 2016 with the following key dates for delivery of those services as follows:

Service	Key Date
Survey	End of May
Hydraulic Modelling	w/c 20 <sup>th</sup> June
Project Appraisal Report (including Capital Works options)	tbc after consideration of the hydraulic model outputs/results

#### 4.1.2 Ordinary Watercourses

This years' Rate Demand included a new style of Notice of Entry to support the Watercourse Maintenance Contracts and general survey/access to the District including Data Protection provisions to allow owner/occupiers data to be shared with Contractors/Suppliers acting on behalf of the Board; subject to the Data Sharing Policy being approved by the Board.

This endeavours to address 3 of the 6 development needs identified from last season's maintenance with the following requiring action:

- Crop Policy (to be informed by Board Solicitor and developed by the Board)
- Vegetation re-growth / frequency of maintenance (working with the Contractor)
- Review of de-silting requirements (dependant on culvert inverts and bank stability)

#### 4.1.3 Pumping Stations

##### M&E Framework

At present, where we identify that M&E services need to be outsourced, we directly appoint or obtain quotations for repair services related to mechanical and electrical equipment within pumping stations based upon an approved supplier list.

This procurement process can cause significant delay to repairs; *for example, a pump is removed from site, stripped and reported on problems; dependant on the findings in further quotations maybe necessary to complete repair and may result in another contractor collecting the pump from the original contractor.*

To improve on the delivery of repair services we recommend entering into a Framework agreement.

North Lincolnshire Council Procurement are moving forward with some soft market testing for their pumping stations over the next few weeks and want to improve value for money and attractiveness of the framework for suppliers through a combined framework for NLC and the Shire Group and possibly the Coal Authority.

NLC would require our (IDB and CA) input in to the specification and NLC Procurement would run the procurement process through EU at no charge.

Initially, we will develop the specification and lotting (procurement strategy) and then NLC would proceed with soft market testing to obtain feedback from potential suppliers.

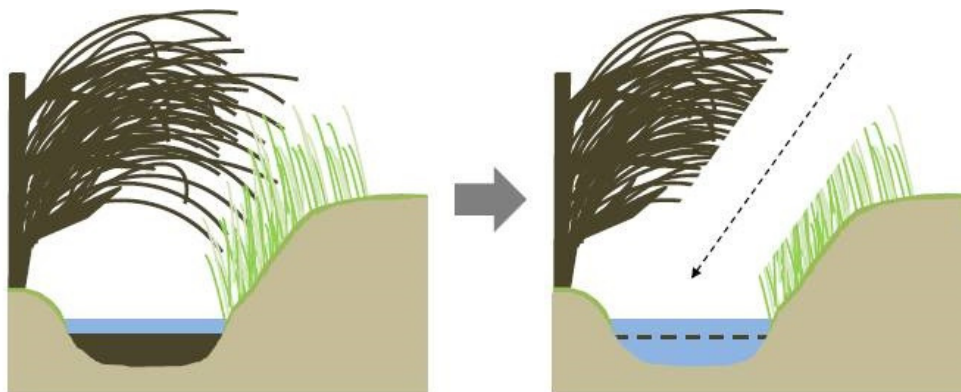
Our aim is for the Framework to be active from January 2017.

#### 4.1.4 Main River (Public Sector Cooperation Agreements)

##### Messingham Catchwater

Reconditioning works on Messingham Catchwater Drain commenced on 11th April and were completed on 18th April based upon the following initial scope:

- The excavator will be fitted with mowing bucket and will be guided along drain course with banksman and traffic management aid.
- Excavator to cut a profile out of the adjacent embankment vegetation and the road side vegetation to allow the removal of weed build up in the drain channel. Vegetation not to be extensively removed. Any litter removed from drain to be disposed of in bulk bag, before being transferred to skip.



The maintenance, undertaken through PSCA with the EA, was undertaken between Bottesford Beck and the Messingham crossroads to date as below:

Service	Reconditioning Maintenance of Messingham Catchwater Drain (Main River)
Procurement	EA PSCA and extension of incumbent maintenance Contract
Cost	£17,958.33
Contributions	£ 9,000.00 (Environment Agency)

The key elements to the cost were mainly in relation to the necessary provisions (traffic management/EA Purchase Orders etc./Site Management) to be put in place to undertake the Maintenance off the roadside and dispose of arisings off site.

This was approved in accordance with the Board Financial Regulations as the scale of Works was not anticipated within the approved budget of £20,900 for Main River maintenance in 2015/16.

Further costs are being sought for completing the remainder of Messingham Catchwater, Emmisons Dyke (flowing into the River Eau at Scotter), and also downstream of the Berm Creation works on the River Eau (between the works and the River Trent) for consideration by the EA in funding within 2016/17.



## 4.2 Planning, pre-application advice and consents

### 4.2.1 Planning Applications

Planning applications have been reviewed on a weekly basis and no applications have required comment on behalf of the board between 19<sup>th</sup> January and 23<sup>rd</sup> May 2016. All other applications reviewed relate to discharge into mains sewers and/or soakaway systems.

### 4.2.2 Land Drainage Act 1991 Section 23 and 66 (Byelaws) Consents

1 no. consent has been issued on behalf of the Board between 19<sup>th</sup> January and 23<sup>rd</sup> May 2016.

Applicant	Location	Proposal	Permanent / Temporary Works	Approved/R efused/ other	Date issued
AMCO /Network Rail	MAC3 225D. South east of Blyton, grid reference 487007.394640	Lining of 500mm diameter culvert with 480mm ID UV liner	Permanent	Approved	25.02.2016

### 4.2.3 Extended District Consents (Land Drainage Act 1991 Section 23)

No consents have been issued on behalf of the Board between 19<sup>th</sup> January and 23<sup>rd</sup> May 2016.

## 5. Environmental Report

### Recommendation:

- Note the information contained in this report

### 5.1 Legislation

#### 5.1.1 Eels (England & Wales) Regulations 2009

EA Area Fisheries has the Scheme of Delegation in place to implement the Eel Regulations. Area teams will make contact with all IDBs to discuss planned work programme for High Priority Sites. The Regulations apply to all sites which pose an obstruction to the passage of eel.

With regard to medium and low priority sites, for the present, the EA has taken an economic and risk based decision to take a “no enforcement” position. The advice being disseminated is, if the opportunity arises to undertake work on medium and low priority sites as part of other works, it must be taken as this represents the most cost effective way of regulation implementation.

Any capital work at Ravensfleet PS will be Eel Regulation compliant.

### 5.2 Advice on Maintenance issues

Nothing to report at this time

### 5.3 Biodiversity Action Plan

#### 5.3.1 BAP Actions 2016/17

Actions planned for 2016/17 include identification of suitable sites on Board owned land for the erection of Barn Owl boxes. This work has now been undertaken through mapping exercises and identification of suitable habitat and proximity of other boxes. Sites identified are Burringham PS, Susworth PS, Ravensfleet PS and land at Lea Marshes.

Other actions for 2016/17 will include Bat surveys at Board structures to identify which bat species use the area.

Actions undertaken so far in connection with SAP Water Vole includes surveying 5565m watercourse Ravensfleet catchment area April 2016 for evidence indicating presence of water vole. Report can be viewed at Appendix B





## 6. Health and Safety Report

### Recommendations:

- To note the information contained in the report

### 6.1 Board Employees

#### 6.1.1 Accidents and Incidents

There are no accidents or incidents to report involving either the Board employee or contractors

#### 6.1.2 Lone Worker Arrangements

The effectiveness of the current system has now been confirmed.

#### 6.1.3 ADA T&E Report

The report submitted to the committee included;

- Employee monitoring
- Ticks and Lyme disease
- Working outdoors
- Manual handling
- Risk Assessments
- The health and Safety at Work Act
- Accidents, Incidents and Prosecutions

## 7. Representation

The Board is represented at a number of fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group	Isle of Axholme Implementation Group	ADA Policy & Finance Committee
EA/ADA Eel Liaison Group	EA - CIRIA Partnership Funding Opportunities	
Defra/ADA EIA (Land Drainage Improvement Works) Regulations		

## 8. Date of next meeting

## 9. APPENDIX A – Draft Data Sharing Agreement and Data Sharing Policy

### Suggested Terms for Data Sharing Agreement

1. The **contractor/consultant** ('the recipient of data') shall comply in all respects with the provisions of the Data Protection Act 1998 (the "Act") and all subsequent and supporting legislation made pursuant to it, and shall ensure that its employees and subcontractors comply with the same. The recipient of data will hold, process, keep and destroy the data in accordance with this legislation.
2. The recipient of data received from or on behalf of the Board shall only use that data for the sole purpose of enabling it to carry out works or services on behalf of the Board or to facilitate the Board's functions. Such data shall not be used for any other purpose.
3. The recipient of data will indemnify the Board against all actions costs expenses claims proceedings and demands which may be brought or made against the Board for any breach of the Act which arises from the use disclosure or transfer of personal data by the recipient of data or its agents and/or sub-contractors.

### Data Sharing Policy

1. Scunthorpe & Gainsborough Water Management Board (the Board) holds personal data of land owners and land occupiers within its district. That information is used to enable the Board to carry out its functions.
2. Where the functions of the Board are carried out by contractors or third party agents, it may be necessary to share personal data with those organisations to enable them to carry out the functions of the Board.
3. Before personal information is shared the Board will normally require that there is a data sharing agreement with the contractor or agent which addresses the following;
  - a. The recipient organisation has a policy in place dealing with data sharing and security.
  - b. The recipient has in place systems to ensure the date is received, stored, and dealt with in a secure manner.
  - c. Staff and other recipients of the data have received adequate training on their duties and responsibilities.
  - d. The data is destroyed when it is no longer required, or at the end of the contract.
4. Where there is no data sharing agreement, a separate agreement in relation to the sharing of data will be requested before data is shared.
5. The Board will consider the nature of the recipient and the type of data which is being shared before a decision is made to share the data.
6. The Board may also require the recipient of the data to indemnify the Board against any claim, complaint or actions arising from their failure to store, process, use, keep or destroy the data in accordance with their obligations.
7. It is not anticipated that the Board will share sensitive personal data under this agreement.
8. Data that is shared may consist of data which is publically available and data which is not publically available.



9. All data may be shared by post, or telephone (where the identity of the recipient has been verified) or secure email. Data may also be shared by non-secure email when it is appropriate to do so, given the nature of the data.
10. Data owners will be informed annually of the possibility that their data will be shared.
11. In case of accidents and emergencies, data will be shared according to the circumstances that prevail at that time.

## 10. APPENDIX B: BAP Water Vole Surveys Ravensfleet catchment

### **Drain Name**

Ravensfleet Area

### **Location**

Lon: -0.7954009529210584

Lat: 53.4536312241605032

Accuracy: 5

Location source: GPS

Local X: 480089

Local Y: 395884

Local system: OSGB36

### **Survey Date**

12/04/2016 10:40

### **Surveyor**

Alison Briggs BSc, MSc Environment Officer

### **Site description/conditions**

Extremely wet conditions, heavy rain, saturated ground.

Drains surveyed:

Ravensfleet Warping Drain – 3000m

Plowland Drain – 240m

Ten Foot Drain – 1500m

Princes Drain – 825m

### General Photographs

Plowland Drain to Ten Foot Drain section. Large stands of broad leaved pondweed (*Potamogeton natans*), native to slow flowing freshwater habitats. Scattered small stands of the large perennial grass Common Reed (*Phragmites australis*) at drain edges. Small stand of water starwort (*Callitriche sp.*) at junction with Ten Foot Drain. No evidence of water vole (*Arvicola amphibious*).



### Ten Foot Drain

Large stands of broad leaved pondweed (*Potamogeton natans*), water starwort (*Callitriche sp.*) and small stands of ivy-leaved crowfoot (*Ranunculus hederaceus*), which prefers sandy soils with fine organic covering in slow flow ditches. Ochre (hydrated iron oxide ( $\text{Fe}_2\text{O}_3$ )), a natural pigment, was found in this drain. No evidence of water vole (*Arvicola amphibious*).

### Princes Drain

First half of Princes Drain from Laughton Road is map marked as Board maintained however it is not, mainly because of landowner installed fencing and associated access issues. The drain is maintained by the Board from NGR: 482162, 394246.

Drain contains large stands of broad leaved pondweed (*Potamogeton natans*), water starwort (*Callitriche sp.*) and small stands of ivy-leaved crowfoot (*Ranunculus hederaceus*), with areas of common rush also known as soft rush (*Juncus effusus*) at the toe of each bank. Sections of this drain had soft sand bottom and the water level was marked by incursion/erosion of the overlying peat horizon. An extensive rabbit (*Oryctolagus cuniculus*) warren occupies the north bank





of this drain, no evidence of water vole (*Arvicola amphibious*) was seen.

#### Ravensfleet Warping Drain

The drain carries extensive stands of broad leaved pondweed (*Potamogeton natans*) and stands of water starwort (*Callitriche sp.*). The section of the drain within the 50m section either side of NGR: 481813, 394703 and its bank tops are formed from well-rounded grains of sand with evidence of use by multiple deer, evidenced by footprint and faeces, fresh with a high moisture content, likely made within the previous 6-12 hours.



Further downstream the south bank contains an abandoned badger (*Meles meles*) sett which it is understood was closed by the Board a number of years ago. The opposite bank contains a large number of burrows however there was no visible evidence of tracks to the upper bank which badger would create and it is assumed the burrows are likely occupied by rabbit (*Oryctolagus cuniculus*), size being created by sand crumbling away during use.

Within 50m downstream of this point, more burrows are evident with a large amount of spoil on the bank and tracks through the vegetation were evident. This could be a new badger (*Meles meles*) sett but without further investigation of the north bank this cannot be confirmed. Kingfisher (*Alcedo atthis*) was observed flying downstream over the drain. No evidence of water vole (*Arvicola amphibious*) was seen.



The presence of water vole (*Arvicola amphibious*) is not identified in this area of the Board's district, which may be due in part to the sandy ground conditions, unsuitable for small mammals to sustain.



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