



**Shire**

Group of IDBs

**Scunthorpe & Gainsborough WMB  
Grange Park Golf Club  
Messingham  
Scunthorpe, DN17 3PP**

**Meeting *Papers***

*12 June 2017*


*2:00pm*


**Shire Group of IDBS  
Epsom House  
Malton Way  
Adwick le Street  
Doncaster DN6 7FE**

**T: 01302 337798**

**[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)  
[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)**

## Meeting Papers

Prepared by  ..... Alison Briggs BSc (Hons), MSc. Env. Mngt,  
Climate Change AIEMA

Reviewed by  ..... Ian Benn HNC/D Nebosh Dip, PG Dip  
H&S/Env Law, Grad IOSH MCQI CQP  
Clerk to the Board

## Purpose

These meeting papers have been prepared solely as a record for the Internal Drainage Board. JBA Consulting accepts no responsibility or liability for any use that is made of this document other than by the Drainage Board for the purposes for which it was originally commissioned and prepared.

## Carbon Footprint



A printed copy of the main text in this document will result in a carbon footprint of 181g if 100% post-consumer recycled paper is used and 231g if primary-source paper is used. These figures assume the report is printed in black and white on A4 paper and in duplex.

JBA is aiming to be a carbon neutral company and the carbon emissions from our activities are offset.

## Agenda

<b>1.</b>	<b>Governance</b> .....	<b>4</b>
1.1	Apologies for Absence.....	4
1.2	Declaration of Interest.....	4
1.3	Minutes of the Meeting held 6 February 2017 .....	4
1.4	Matters arising not discussed elsewhere on Agenda .....	9
1.5	Complaints/FOI requests .....	9
<b>2.</b>	<b>Clerks Report</b> .....	<b>13</b>
2.1	Policy .....	13
2.2	Legislation.....	13
2.3	Defra .....	13
2.4	Board owned land.....	14
2.5	Environment Agency.....	14
2.6	Association of Drainage Authorities (ADA).....	14
2.7	North Lincs Strategic Flood Risk Board.....	14
<b>3.</b>	<b>Financial Report</b> .....	<b>15</b>
3.1	Rating Report.....	15
3.2	Audit.....	15
3.3	Budget Comparison for the Year Ending 31 March 2017.....	16
3.4	Accounts for the Year Ending 31 March 2017.....	16
3.5	List of Payments .....	16
3.6	Five Year Budget .....	19
3.7	Apportionment of Costs with Ancholme IDB.....	21
<b>4.</b>	<b>Engineer's Report</b> .....	<b>22</b>
4.1	Asset Management.....	22
4.2	Planning, pre-application advice and consents .....	24
<b>5.</b>	<b>Environmental Report</b> .....	<b>26</b>
5.1	Legislation.....	26
<b>6.</b>	<b>Health and Safety Report</b> .....	<b>27</b>
6.1	Board Employees .....	27
<b>7.</b>	<b>Representation</b> .....	<b>30</b>
<b>8.</b>	<b>Date of next meeting</b> .....	<b>30</b>
<b>9.</b>	<b>Appendix A - Policy</b> .....	<b>31</b>
9.1	Complaint Policy .....	31
9.2	Persistent Complaint Policy .....	32
<b>10.</b>	<b>APPENDIX B – Governance Statement on the 2016/17 Annual Return</b> .....	<b>36</b>
<b>11.</b>	<b>APPENDIX C – Accounting Statements on the 2016/17 Annual Return</b> .....	<b>38</b>
<b>12.</b>	<b>Appendix D – 2017/18 Southern Area Ordinary Watercourse Maintenance</b> .....	<b>40</b>
<b>13.</b>	<b>Appendix E – Meeting Notes for Maintenance Review and Ravensfleet Scheme</b> .....	<b>50</b>
<b>14.</b>	<b>Appendix F – Jenny Hurn Pumping Station Minor Works Impact Assessment</b> .....	<b>53</b>
<b>15.</b>	<b>APPENDIX G: Water Vole and Other Species Survey</b> .....	<b>57</b>

# 1. Governance

**Recommendation:**

- **Note the information contained in this report**

## 1.1 Apologies for Absence

## 1.2 Declaration of Interest

## 1.3 Minutes of the Meeting held 6 February 2017

<b>Present</b>	Adrian Black (Chairman)	AB
	Chris Black	CB
	Rod Chapman	RC
	John Coggan	JC
	David Forrington	DF
	Benjamin Jackson	BJ
	Sam Godfrey	SG
	Margaret Armingier	MA
	Pat Mewies	PM
	Ralph Ogg	RO
	David Oldfield	DO
	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

- 2017.1 Apologies for absence were received from Jonathan Jackson, John Collinson, Jeff Summers, David Barratt

### Declaration of Interest

- 2017.2 DT and DF in Ravensfleet Pump Station, AB and CB in connection with Catchwater Drain

### Minutes of the Last Meeting

- 2017.3 Minutes of the meeting held 14 November 2016, 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 DT, BJ seconded, all in agreement

### Matters Arising

- 2017.4 none

### Complaints

- 2017.5 none

### CEO's Report

- 2017.6 The CEO's report, copies of which had been circulated to members was considered. The Clerk advised report mainly for information with a couple of updates.

### Board owned land

- 2017.7 Members discussed the shooting licence on board land at Healey's Drain. DT queried whether the current licence holder was effective. It was confirmed adjacent landowners did not perceive there to be an issue. DT suggested a 3-year licence period if rabbit remain an issue. Chair confirmed tenant was making better access into where rabbit warren is located. DT noted the availability of a shooting licence had not been advertised as available to a wider participation. Noted unlikelihood of another party being interested in the shooting licence, land was not accessible by vehicle. Board advised tenant owns and shoots on adjacent land. **CB proposed 5 years at current rent, SJ seconded, all in agreement.**

### Humber FRMS

- 2017.8 Clerk reminded members the new boundary extension affects greater number of Boards, now 19. There is one IDB place on the decision making Joint Support Users Group. Two officers sit on other groups and it has been suggested by the EA that ADA national be given that seat. Other Boards consider ADA national inappropriate representation for what is a local issue. SG thought local representative with local knowledge much better. JC noted ADA Trent meeting within two weeks where it could be discussed. Clerk advised this was not an ADA Trent decision but for all the Boards around the Humber. BJ suggested an ADA representative would be another link making the chain of reporting longer and would prefer local representation rather than ADA national. RC felt local representation for Boards appropriate and outcomes of the comprehensive review of the strategy needed to be properly managed. **All present agreed local representation of IDBs around the Humber appropriate.** Clerk confirmed he would pass the message on.

### NFU Launch Flood Report

- 2017.9 Attended by Clerk as a representative of Anglian RFCC. Clerk advised natural flood management was being promoted in the upper catchments. NFU is encouraging its membership to consider natural flood management processes, looking at the subject objectively.

### EA Rationalisation

- 2017.10 Clerk advised Management had production of flow charts within the office to assist all Shire Group of IDBs in reaching a decision if approached by the EA as parts of its rationalization programme. The process flow chart provides a high-level view of all considerations, covering PSCA, de-maining and asset transfer processes. ADA national had requested whether it could use JBA's work across the industry. Clerk advised monies were available through the agency for de-maining and asset transfer but for a

limited time period. JC supported Clerk's advice confirming limited availability suggesting the Board approaches the EA on any EA watercourses it considers could be maintained by the Board. He further advised PSCA were produced as a leader to de-maining and asset transfer. JC further advised monies were now available for natural flood management noting also the EA will be enforcing byelaws and permitting subject to business case being developed.

### **Financial Report**

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

### **Matters Arising**

2017.11 Rating – current balance now £6,700, anticipate outturn approximately £154, awaiting the last of the agreed stage payments to come in

### **Audit**

2017.12 Risk Register – formal approval of risk register required from Members. Additions have been highlighted in red with specific risk to this Board. Noted one of identified risks had just occurred at Ravensfleet Pump Station with pump failure. **DF proposed Board approve the Risk Register, DT seconded, all in favour.**

### **List of payments**

2017.13 **DT proposed correct and be signed by Chair, seconded SJ, all in agreement**

### **Estimates, rates and special levies**

2017.14 PSCA contributions had not been budgeted to receive. FO took members through estimate and out-turn together with estimates for 2017/18. Leaving rate at 8.75p, long term will achieve reserves policy balance. JC queried appropriateness of keeping the rate level noting the Board had just discussed de-maining; he queried whether there were any contingencies included within the proposed budget. FO confirmed £29,000 had been budgeted for on specific watercourses. The Eng. has identified several watercourses the EA may consider to be a low priority for it. JC suggested a 2% rate increase appropriate, advising other IDBs had identified very high costs associated with bringing watercourses back to order. BJ disagreed advising facts and figures were first required before the rate was increases, SG, DT and DF agreed. Clerk noted this discussion highlighted the importance of a Board having appropriate Policy and Strategy to deliver in place. Such reference made these decisions easier. Advised a Board within Shire Group had received a considerable amount of Local Levy funding to model its whole district. The outputs had revealed the high importance of pump stations to Board function rather than any drain maintenance. Clerk asked Members to consider, if the Board is constrained in raising its rates, should it consider concentrating on its pump stations and reducing watercourse maintenance if it wished to take on EA assets. DF agreed noting unless water could get to those pump stations they were of little use. Clerk noted that was not the case with Board maintained drains and pump stations. DT queried water into district from high levels and extension of IDB boundaries. Clerk confirmed it

needed to be an ongoing discussion. **DT proposed 8.75p rate, seconded CB, all in agreement.**

2017.15 5-year plan – Members noted increase over 5-year period. FO advised Board not constrained to 2% as were local authorities and will raise the rate to cover income required.

### Engineer Report

2017.16 The Engineer Report, copies of which had been circulated to members with the Meeting papers, was considered. The Engineer advised his report for information with some updates.

### Asset Management

2017.17 Telemetry – ControlStar proposal will be taken forward with Chair and Vice-Chair. Includes provisional cost removal for Whoofer and Jenny Hurn if Ravensfleet proceeds.

2017.18 Ravensfleet PS – In addition to report, on Friday 3rd Feb Management received report advising the electric pump had failed. Electric pump is the main dry weather pump dealing with every day water. Pump removed on Saturday, water has ingressed the motor through seal failure and could be out of the station for 3-4 weeks. Working with diesel pumps temporarily however this requires the Board operative to work solely with pumps at least 2 hours a day. There is a need to consider refurbishment to existing electrical pump within costs of Ravensfleet scheme. Report in papers is self-explanatory as to Ravensfleet scheme to date. DT queried budgetary estimated. FO confirmed £573,000 in long term budget for refurbishment of Ravensfleet with £250,000 and 330,000 for the other two stations being considered as part of the scheme. Firm costings had not yet been obtained for looking at the existing building however the ball park figure to provide a new site for the Gainsborough district station was approximately £2,000,000. Eng. confirmed the scheme needed to look at the whole life cost. DF queried whether compensation for landowners had been considered as part of the scheme because crops would be damaged when the work was being done. Eng. confirmed under LDA 1991 that landowners are entitled to compensation on production of evidence of loss and Board will work with landowners. DT requested an explanation at a future meeting of the logistics of scheme; Eng. confirmed that would be available at the appropriate stage. Eng advised the Board required the case to be put to EA in terms of GiA for scheme, and the Board was probably about 6 weeks away from being able to present a business case to EA. Members noted the Board's approach to rationalising its pumped catchments is unusual and requires more detailed analysis. DF advised an alternative route for new parts of the system which he considered more appropriate. Eng. advised the approach being taken is to minimise work and utilise existing systems where possible.

2017.19 Ordinary Watercourse maintenance N and S areas – Recommendation was to extend contracts for a further period in accordance with contract terms. **CB recommended northern area extend for 2 years.** DT advised the southern area local members had received several low level complaints from landowners. Clerk advised all complaints should be directed to management and can be taken up with contractors, do not expect members to shoulder the complaints. DF advised members the contractor had started late again. Eng. disagreed, advising members the contract does not define precise times the contractor should start work. He further advised the contractor in the northern area had been doing work for 30-40 years. The contractor previously used by the Board in the southern area doubled the rates previously charged when the contract was tendered and it was the Board that agreed these contractors. DT advised his belief that management is not undertaking its management of the contractors correctly and the Engineer needed to be out in the District more. Chair queried procedure moving forward and whether the contract had reached its conclusion. Eng. confirmed the contract could



be terminated however whether there was time to comply with Public Contract Regulations now and have a new contractor in place before July was doubtful.

DT reiterated his concerns over management and its management of the maintenance contractor discussed at the last meeting suggesting if properly managed the problems would be reduced.

DF advised Contractors do not start until 10.00am and leave at 4.00pm, they do not work Saturdays. Eng. responded strongly confirming this discourse must stop, the Board is a public body employing Contractors; they are not employees and the Board cannot dictate when the contractor should or should not attend site and the timings of that attendance. He reminded the Board that it had provided a scope of work in a specification against which the work was tendered. He asked the Board to remember that the contractor then in place managing the southern part of the District doubled his rates when this maintenance contract was advertised for tender. The current contractors are new, and there are teething issues but both he and the asset manager had worked very hard with the contractors who were keen to deliver this work to the satisfaction of everyone.

Eng. confirmed whilst he was not in district every day but the Asset Manager works with contractor and board operative and when in the Scunthorpe & Gainsborough District, all issues are associated with and his time is always spent in the Gainsborough district. Eng. further advised the Contractors have been doing the work and performing under the contract however it appeared this was not at a time to suit landowners. He questioned whether the Board as a public body should be considering a contract that reflected the requirement of water level management or reflected the requirement of landowners, advising the Board could create a specification that catered for a Contractor moving back and forth to different parts of the Gainsborough district, working short sections of drain, starting at 7.30 and finishing at 7.30, returning to access drains when land had been cleared however there would be a high cost associated with this.

JC proposed Ebsfords receive another 12 months to see if improvements can be made. Eng further advised contractors have performed, whilst work has been done but not at a timing to suit landowners, Members needed to understand the Board was required to have clear reasoning in terms of performance issues.

**AB proposed further 12 months for Ebsford** and the Board would revisit the situation at the November meeting and if in the opinion of the Board, there was no improvement, the work would go out to tender. BJ advised members of the requirement for hard evidence for non-performance of a contract, suggesting Members and landowners take pictures of where there was evidence of that non-performance.

**RO seconded first proposal to extend the northern area contract for 2 years proposed by CB, all in agreement.**

**CB seconded AB proposal to extend southern area contract for 12 months, all in agreement**

2017.20 PSCA – Members noted revised schedule had been agreed with EA. Purchase order for 100% recovery had been received for work from Messingham crossroads to Emmissions Dyke. Contractor was attending site to review traffic management requirements and reported work had been undertaken on Messingham Catchwater drain from Crossroads by presumably a riparian owner. He advised awareness of some owners obtaining licences from EA to do work however it appeared the majority had been done without licence. He recommended the Board position should be to leave Messingham Catchwater as is and focus on Emmissions Dyke and River Eau.

2017.21 A complaint was received about the standard of work being done on Great Catchwater Drain from Strawsons Farms. Investigation revealed this work had not been undertaken by either EA contractors or Board contractors. DT confirmed work done was shocking; no member was aware of who had done the work. Eng advised to get high level carriers into good condition for conveyance will cost less in future years once done. JC suggested the Board receive a list of watercourses on which it could undertake PSCA work.

**ACTION – Eng to bring proposal to June meeting which water courses the Board should consider working under a PSCA**



## Environment

2017.22 The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered.

## Matters arising

2017.23 EO advised her Report for information only, however to update members, she advised all Board barn owl boxes purchased under the BAP SAP have been erected.

## Health & Safety

2017.24 The Health and Safety Report, copies of which had been circulated to members with the Meeting papers, was noted by the Board. Clerk advised of ADA Flood-ex at which he will be running separate workshops for landowners and operatives. He reiterated the importance of Boards having an appropriate and qualified contractors in place when undertaking work on its behalf of the Board as it could find itself liable.

## Representation

2017.25 Members noted the fora on which the Board had been represented.

## Date of Next Meetings

2017.26 12 June 2017, 13 November 2017 all commencing 2.00pm Grange Golf Club, Messingham.

## AOB

2017.27 ADA Trent 23<sup>rd</sup> February at Golf Club, Messingham however papers were yet to be issued by the ADA Trent secretary

2017.28 Meeting closed 15.15pm

## 1.4 Matters arising not discussed elsewhere on Agenda

**Minute 2017.21** The EA main River systems within the District are Bottesford Beck, River Eau, Messingham Catchwater and Great Catchwater, on which the Board has been working with its contractor and the EA. £29,000 was allocated in the budget agreed 6 February 2017 as discussed under **Minute 2017.14**

## 1.5 Complaints/FOI requests

### 1.5.1 Healey's Drain rabbits

- From: [REDACTED]  
Sent: 14 February 2017 09:35  
To: Alison Briggs <Alison.Briggs@shiregroup-idbs.gov.uk>  
Subject: Burringham Brickpit

Dear Alison

We have heard no more from the Board since our site meeting last November. Hopefully we will be drilling spring barley in the area adjacent to the pit in a 2 or 3 weeks time and the emerging new shoots will be a susceptible crop to grazing.

Can you update me on progress please?

Regards

xxxxxxx

[REDACTED]

From: Alison Briggs [mailto:Alison.Briggs@shiregroup-idbs.gov.uk]  
Sent: 14 February 2017 10:22

To: [REDACTED]  
Subject: RE: Burringham Brickpit

- Hello xxxxxxxx,

All the Board meeting papers go on the website and you can always see what's being discussed and the Minutes from the previous meeting at: <https://www.shiregroup-idbs.gov.uk/idbs/scun-gains/>.

Your complaint was discussed in detail at the Board meeting of November 2016 which can be seen in Minute 2016.62 of the February 2017 meeting papers on the website, however for your convenience they are repeated below:

2016.62 AB advised Members of a site visit following the continued complaint regarding rabbit emanating from Board owned land at Healey's Drain. The complainants attended the site visit, suggesting the land should be fenced off at Board expense or indicating their interest in purchasing the land at nominal value. The EO advised scrutiny of past minutes revealed purchase of the brick yard, at market value at the time, was part of a larger scheme for the Burringham catchment and the brick pit formed part of the Reservoir. Water from the drain had overspill as intended during 2012. There is no facility to pass water back into the system, it passes into groundwater as conditions allow. JJ suggested the Board retain the land, it was part of a specific scheme. The Board should not sell something for nominal fee unless there are large benefits to the Board in doing so. Members noted the lack of evidence of rabbit damage and comments made by surrounding landowners. All noted the Brick Pit and the drain banks have the benefit of a shooting licence for rabbit control. Natural England appears satisfied as to the actions taken by the Board. JJ confirmed adjacent field had no issue with rabbit. CB suggested it not an easy area to fence without causing maintenance difficulties. The EO advised the banks were part of the designated reservoir system. Members noted the complainant unlikely agree the issue dealt with to their satisfaction however no rabbit damage evident. RESOLVED to revisit the site next year when there may be evidence of rabbit damage to be seen.

The Board acknowledged previously that no evidence of damage was provided, and the Board was unable to identify evidence of damage and loss when the issue was investigated in December 2015, or at the more recent site visit.

At its meeting in February 2017, the Board agreed to renew the shooting licence within the Brick Pit and have renewed the grazing and shooting licence along the bank of the reservoir from the brick pit west to the outfall.

The Board considers the actions it has taken with regard to its assets to be appropriate.

- From: [REDACTED]  
Sent: 17 February 2017 16:02  
To: Alison Briggs <Alison.Briggs@shiregroup-idbs.gov.uk>  
Cc: Adrian Black; Ian Benn  
Subject: RE: Burringham Brickpit

Dear Alison

Thank you for your reply.

We are very annoyed at the lack of keeping us informed of the situation and to tell us that the minutes are available on the website is not good enough. This was a specific site meeting arranged to discuss a specific problem and we expect at the very least the courtesy of a personal reply. You should have kept us informed of the situation – it was not up to me to chase you.

We were quite specifically told at the site meeting in November that it was too late for the matter to be included in the November meeting but that it would be discussed at the next meeting scheduled for early 2017. This we accepted and indeed asked if we could be told of the date as we would like to be present, as is our right. You then quite blatantly reneged on that agreement and went ahead with including the matter in the November meeting without any notice to ourselves.

As for the minute item 2016.62 there are several serious misrepresentations within the text which need to be addressed. The first is that we did not raise any indication to anyone at the site meeting of an interest in purchasing the site. The suggestion that the Board maybe interested in selling to us was made by a member of the site visit group – the idea of a possible sale quite categorically came from your side. We note that JJ recommended retaining the site which is quite acceptable to us but one of the prerequisites of owning land is maintaining it in reasonable condition. Regrettably this is what the Board are failing to do, in that they are allowing a build-up of vermin which are then encroaching on neighbouring property causing damage. The Board have a responsibility to prevent this happening. Why are you finding this simple fact so difficult to comprehend?

Regarding complaints from other neighbours, the brickpit has 3 owners to the south of Healey's Drain and 1 to the north, being Mr Foster – Thornton. The drain itself forms a good natural barrier to restrict vermin movement north particularly when there are easier means of leaving the pit to graze. Mr Findley to the west owns the grass paddock and to be fair, rabbit damage to his grass is not really a financial issue. Mr Jackson to the east has the benefit of the water area within the pit forming a natural barrier for vermin, although we can assure you that he has suffered damage over the years; and then ourselves to the south where there is no natural barrier to prevent vermin moving out onto the fields.

We note you have renewed the shooting licence although your members at the site meeting fully acknowledged that this was merely a hobby sport with little or no effect or deterrent.

It is minuted that there was no evidence of rabbit damage at the site meeting. This was because there was no crop in the ground! We have had to implement a spring drilling change of policy to barley. Why have we done this? Because over the last few years the crop damage to our winter drilled cereals has become so great that the lack of leaf cover has resulted in a huge build-up of blackgrass. One method of trying to remedy this pernicious weed is to employ a spring drilling programme – something your farmer Board members will be well aware of, and should therefore comprehend our decision making.

The possibility of fencing was discussed at great length at the site meeting – the type of fencing, the height, the depth required to be buried below ground level, the position and so on and maintenance was not considered to be a problem, despite the misgivings of CB.

You are correct with one line in the minutes that the complainant is unlikely to be satisfied. It is quite unjust for us to be expected to suffer further loss this year whilst the Board wait to see evidence of damage. Make no mistake damage will happen as the Board have implemented no positive preventative action since we complained in 2015. It really is in everyone's best interests to have this matter resolved as quickly as possible. We therefore suggest that if the Board will accept its responsibilities and erect a fence then as a means of reaching an agreement we will forgo our crop loss claim for 2015.

We have supplied plenty of photographic evidence to support our complaint and the suggestion that nothing has been received is wrong.

We would request the minutes are amended to be an accurate record of the site meeting.

Do not think for one minute that Edward and I are going to step back from this unbelievable negative and cavalier attitude of the Board.

Regards

From: Alison Briggs [mailto:Alison.Briggs@shiregroup-idbs.gov.uk]  
Sent: 17 February 2017 10:22  
To: [REDACTED]  
Subject: RE: Burringham Brickpit

Dear xxxxxxxx,

There may be a misunderstanding as to the role of Management and the decision-making process in association with an Internal Drainage Board. The management team does not make decisions on behalf of the Board, the role of Management is to provide information and in some instances options to the Board upon which discussions are held and decisions made. Your email appears quite pointed toward what you believe I have done.

There was no specific Agenda item in the November meeting however the Chairman brought the matter came up under Matters Arising from the previous minutes.

In connection with the assertion that I would advise you of meeting dates, I did not advise you anything of the sort and was unaware you asked for specific advice on Board meeting dates. The dates of the meetings are arranged a year in advance and available from Board meeting papers on the website.

I was not present during the road side discussions between yourselves, the Chair and Vice Chair, I merely recorded what was said at the meeting. Members have since agreed those Minutes as a true record of the meeting.

## 2. Clerks Report

### Recommendation:

- Note the information contained in this report
- Adopt Complaints Policy & procedure and Persistent Complainant Policy (Item 2.1.1)

### 2.1 Policy

#### 2.1.1 Complaint and Persistent Complainant Policy

ADA issued a notice to IDBs in February regarding websites. The National Audit Office has issued a draft report on IDB Governance to ADA which has prompted the review. **This is available to view on the Boards website.**

This Board together with others in the Shire Group of IDBs has taken this open and transparent approach to Board business for several years; officers consider the Shire Group to be at the forefront of evidencing good governance. ADA has suggested a list of policies and procedures; however, a Freedom of Information Policy is not required, compliance with the Freedom of Information Act is a question of legislative compliance.

Officers follow a complaints procedure for all within the Shire Group however the Board may wish to consider a formal Complaints Policy, incorporating the procedure. Should the Board wish to formally approve this policy and procedure, it is available for consideration at Appendix A.

ADA suggestions for Board websites:

- Board meeting dates, confirmed minutes (less aspects conducted under Confidential Business [e.g. tenders]) and appropriate papers
- Consortium agreement(s) – example WMA - <http://www.wlma.org.uk/governance/>
- Complaints procedure – example SDBC - <http://www.somersetdrainageboards.gov.uk/notice-board/complaints-procedure/>
- Financial statements, accounts and notice of conclusion of audit
- Election notices
- Notice of drainage rates and special levies
- Standing Orders
- Publication Scheme
- Employers code of conduct
- Division of responsibilities
- Bylaws
- Policies
  - Gifts and Hospitality policy
  - Anti-Bribery policy
  - Anti-Fraud and Corruption policy
  - Whistle blowing policy
  - Freedom of information policy
  - Data Protection policy

### 2.2 Legislation

Nothing to report.

### 2.3 Defra

Nothing to report.

## **2.4 Board owned land**

The shooting licence tenancy has been renewed for a 5 year period.

## **2.5 Environment Agency**

### **2.5.1 Humber Flood Risk Management**

Slides from the Humber Liaison Forum which took place on 28<sup>th</sup> February 2017 at the Deep Business Centre, Hull are available on the Boards website.

H. Todd led a presentation on the Humber Strategy Comprehensive Review (SCR). This involved a short section on the background events that have led to the Humber SCR. A review of the existing (2008) strategy began in 2011, however due to the events of 5th December 2013 MPs around the Humber submitted a business case to the treasury which was, in turn, presented to the Environment Agency for review. Given the changes in legislation, i.e. the introduction of the Flood and Water Management act (2010), and changes to the funding structure it was decided to undertake a full comprehensive review.

Following this H. Todd provided an explanation to what the Humber SCR will involve. The main aim of the Humber SCR is to redefine the strategic approach to Flood Risk Management, this has entailed extending the boundary of the strategy to include the tidally dominated reaches of the rivers Ouse, Aire, Don and Trent to allow for a more holistic overview of tidal flood risk. The scope for the Humber SCR was developed with the Humber Strategy Officer Group and addressed the detailed aspects of what the work should cover, as a result it is not just an Environment Agency strategy, but a Humber wide strategy

## **2.6 Association of Drainage Authorities (ADA)**

### **2.6.1 Floodex 2017 - Peterborough**

The Clerk delivered Health & Safety seminars over the two-day event. The workshops were designed for two audiences; for an IDB workforce operating in the field and for Board Members for understanding Board responsibilities. Feedback from attendees has been very positive.

### **2.6.2 Technical & Environment Committee**

The next meeting is scheduled for Thursday 8<sup>th</sup> June

### **2.6.3 Policy & Finance Committee**

The next meeting is scheduled for Wednesday 7<sup>th</sup> June

## **2.7 North Lincs Strategic Flood Risk Board**

### **2.7.1 The next meeting is scheduled for 15th June**

Minutes from the last meeting when approved will be published on the Boards website

## 3. Financial Report

### Recommendations:

- Note the information contained in this report
- Approve Section 1 of the Annual Return
- Approve the Accounts for the year ended 31 March 2017.
- Approve Section 2 of the Annual Return
- Approve the Schedules of Payments

### 3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 31<sup>st</sup> March 2017: -

	£	£
Balance Brought forward at 1 April 2016		259.42
<b>2016/2017 Drainage Rates and Special Levies</b>		
Drainage Rates		134,980.49
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>447,126.91</u></b>
<b>Less Paid: -</b>		
Drainage Rates		135,085.92
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>446,972.92</u></b>
<b>Admin adjustment</b>		<b><u>-49.28</u></b>
<b>Balance Outstanding as at 31<sup>st</sup> March 2017</b>		<b><u>104.71</u></b>
Messingham £4.98		
Scunthorpe £5.85		
Gainsborough £93.88		

### 3.2 Audit

#### 3.2.1 Internal Audit

The internal audit of the Board's financial statements is underway.

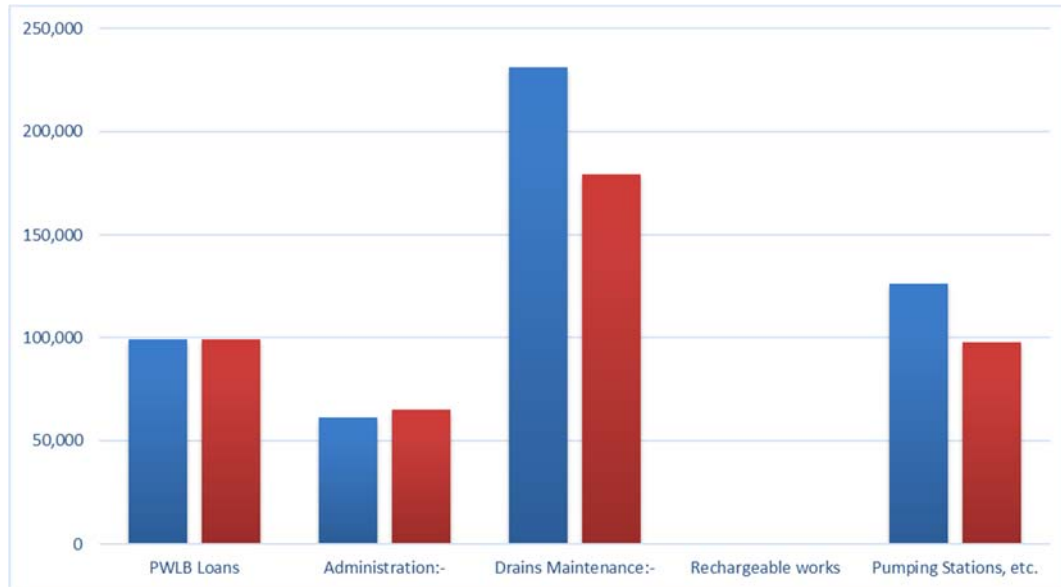
#### 3.2.2 Annual Return - Section 1 Annual Governance Statement

The Board are requested to review and approve Section 1 of the Annual Return which can be found at Appendix B



### 3.3 Budget Comparison for the Year Ending 31 March 2017

The comparison of expenditure in the year compared with the budget is shown below.



### 3.4 Accounts for the Year Ending 31 March 2017

The accounts are attached as a separate document.

#### 3.4.1 Annual Return – Section 2 Accounting Statements

The Board are requested to review and approve Section 2 of the Annual Return which can be found at Appendix C

### 3.5 List of Payments

#### 3.5.1 List of Cheques

Cheques raised since those in the schedule presented to the board at the previous meeting:

DATE	CHEQUE NO.	PAYEE	DESCRIPTION	TOTAL CHEQUE	
<b>2017</b>					<b>£</b>
Mar	29th	000078	Post Office Ltd	Licence	230.00 *
<b>Total Amount of all Cheques</b>					<b>230.00</b>
<b>* Total Amount of Cheques sent out signed by the Clerk &amp; Engineer Only</b>					<b>230.00</b>

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

Payment made directly from the bank account since those in the schedule presented to the board at the previous meeting:

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
<b>2017</b>					<b>£</b>	
Jan	16th	-	NatWest	Bankline Fees	40.10	*
	20th	179	Woldmarsh Produces Ltd	Supply to Black Bank PS	454.94	*
				Supply to Burringham PS	929.52	*
				Supply to East Butterwick PS	476.17	*
				Supply to Flixborough PS	47.86	*
				Supply to Jenny Hurn PS	676.03	*
				Supply to Lysaghts PS	1,327.01	*
				Supply to Ravensfleet PS	1,241.70	*
				Supply to Susworth PS	464.95	*
				Vodafone	73.20	*
		172	Information Commissioner	Data Protection Registration	35.00	*
	23rd	180	Iris Business Software Ltd	Auto-enrolment Fees	8.04	*
		186	Wireless Logic Ltd	Vehicle Tracking	2.40	*
	27th	189	Iris Business Software Ltd	Open Payslips	3.60	*
	31st	-	NatWest	Bank Charges	8.51	*
Feb	2nd	-	Employee	Wages	1,176.14	*
		-	B&CE	Pension Contributions	26.33	*
	10th	187	Public Works Loan Board	Loan Repayment	8,148.65	*
		169	Remote Asset Management Ltd	Vehicle Tracking	21.60	*
	14th	195	Fuel Genie	Fuel Account	156.00	*
	15th	188	Lincoln Electrical Services	Pumping Station Maintenance	1,092.00	*
		190	W Barratt & Sons Ltd	Maintenance	72.00	*
		192	WB Pettitt & Son	Pumping Station Maintenance	144.00	*
		-	HMRC	PAYE/NI	391.20	*
	17th	-	NatWest	Bankline Fees	35.70	*
	20th	204	Woldmarsh Produces Ltd	Supply to Susworth PS	435.42	*
				Supply to Lysaghts PS	996.46	*
				Supply to Burringham PS	810.48	*
				Supply to East Butterwick PS	378.37	*
				Supply to Black Bank PS	315.08	*
				Supply to Ravensfleet PS	783.32	*
				Supply to Flixborough PS	29.93	*
				Supply to Jenny Hurn PS	542.33	*
				Supply to Pauls Malt PS	49.29	*
				Vodafone	65.16	*
				Membership Fees	138.22	*
	21st	199	Iris Business Software Ltd	Auto-enrolment Fees	8.04	*
	21st	200	Iris Business Software Ltd	Open Payslips	3.60	*
		194	Wireless Logic Ltd	Vehicle Tracking	2.40	*
	28th	181,201	Ebsford Environmental Ltd	Maintenance	9,577.20	
			JBA Consulting	Fee Accounts: -		
		193		BAP Implementation	176.98	
		196		Ravensfleet to Susworth Strategic Study	11,692.80	
		-	NatWest	Bank Charges	8.28	*
Mar	2nd	-	Employee	Wages	1,640.83	*
	3rd	-	B&CE Holdings Ltd	Pension Contributions	38.79	*

Mar	10th	169	Remote Asset Management Ltd	Vehicle Tracking	21.60	*
		205	Watson Petroleum	Gas Oil	186.11	*
	13th	209	Watson Petroleum	Gas Oil	639.13	*
	14th	216	Fuel Genie	Fuel Account	167.00	*
	15th	-	NatWest	Bankline Fees	35.30	*
	16th	203	Addplant Limited	Portable Lavatory	30.00	*
		213	A Revill & Son	Relief Pumping Costs	213.00	*
		202	Controlstar Systems	Telemetry Maintenance Contract	1,146.00	*
		217	Danvm Drainage Commissioners	Website Development, etc.	91.91	*
		212	Doncaster East IDB	Website Procurement, etc.	165.37	*
		197,207	Grange Park	Meeting Expenses	388.40	*
		206	Lincoln Electrical Services	Pumping Station Maintenance	949.20	*
		198	Lyons of Gainsborough Ltd	Tools & Equipment	5.68	*
		-	HMRC	PAYE/NI	707.77	*
	20th	222	Woldmarsh Produces Ltd	Supply to Susworth PS	473.96	*
				Supply to Lysaghts PS	1,004.04	*
				Supply to Burringham PS	834.44	*
				Supply to East Butterwick PS	367.09	*
				Supply to Black Bank PS	366.97	*
				Supply to Ravensfleet PS	782.89	*
				Supply to Flixborough PS	29.49	*
				Supply to Jenny Hurn PS	614.54	*
				Supply to Whoofer PS	188.02	*
				Vodafone	84.33	*
		208	Watson Petroleum	Gas Oil	1,070.10	*
	21st	228	Iris Business Software Ltd	Auto-enrolment Fees	8.04	*
		215	Iris Business Software Ltd	Open Payslips	3.60	*
		223	Wireless Logic Ltd	Vehicle Tracking	2.40	*
	23rd	211	Public Works Loan Board	Loan Repayment	3,524.80	*
	30th	229	DC Bichan	Maintenance	1,985.56	*
		224	H Mell & Son	Ravensfleet PS - Maintenance	23.31	*
		218-21	ID Spares & Services Ltd	Weedscreen Inspection Reports	1,584.00	*
		227	Lincoln Electrical Services	Lysaghts PS - Telemetry Maintenance	1,294.80	*
		226	NPower Yorks Ltd (Burr Equip)	Burringham PS - Meter Operator Service	474.00	*
		-	Employee	Wages	1,389.38	*
		-	HMRC	PAYE/NI	536.70	*
		-	B&CE Holdings	Pension Contributions	32.06	*
	31st	-	NatWest	Bank Charges	8.01	*
Apr	5th	230	Watson Petroleum	Gas Oil	948.30	*
	10th	4-13	Towergate Insurance	Insurances	25,399.96	
		214	JBA Consulting	Fee Account - BAP Implementation	412.94	
		225	Perry's Pumps Ltd	Ravensfleet PS - Pump Maintenance	10,660.80	
		2	Remote Asset Management Ltd	Vehicle Tracking	21.60	*
	13th	3	Fuel Genie	Fuel Account	103.00	*
	18th	-	NatWest	Bankline Fees	39.30	*
	20th	236	Woldmarsh Produces Ltd	Supply to Susworth PS	730.33	*
				Supply to Lysaghts PS	1,618.55	*
				Supply to Burringham PS	1,696.81	*
				Supply to East Butterwick PS	650.83	*
				Supply to Black Bank PS	703.10	*
				Supply to Ravensfleet PS	712.74	*
				Supply to Flixborough PS	41.82	*
				Supply to Jenny Hurn PS	1,200.40	*

				Ravensfleet PS - Meter Operator Service	168.00	*
				East Butterwick PS - Meter Operator Service	168.00	*
				Flixborough PS - Meter Operator Service	168.00	*
				Black Bank PS - Meter Operator Service	168.00	*
				Jenny Hurn PS - Meter Operator Service	168.00	*
				Vodafone	117.34	*
21st	18	Iris Business Software Ltd		Auto-enrolment Fees	8.04	*
	15	Iris Business Software Ltd		Open Payslips	3.60	*
	233	Wireless Logic Ltd		Vehicle Tracking	2.40	*
27th	237	A Revill & Son		Maintenance	554.40	*
	232	Anglian Water (Jenny Hurn)		Supply to Jenny Hurn PS	14.73	*
	238	Anglian Water (Susworth)		Supply to Susworth PS	14.86	*
	240	Danvm Drainage Commissioners		Lone Worker Monitoing	36.00	*
	241	Doncaster East IDB		Cardnet Fees, etc.	19.12	*
	231	Evans Halshaw		Vehicle Maintenance	659.83	*
	1	WB Pettitt & Son		Pumping Station Maintenance	397.80	*
	-	Employee		Wages	1,143.58	*
	-	B&CE Holdings		Pension Contributions	25.07	*
28th	242	Ancholme IDB		Share of Foreman's Costs 2016/17	19,630.41	
	239,14	Ebsford Environmental Ltd		Main River Wiorck (PSCA), etc.	7,817.74	
		JBA Consulting		Fee Accounts: -		
	16			Management Fees	14,926.94	
	17			Ravensfleet to Susworth Strategic Study	3,012.00	
	-	NatWest		Bank Charges	9.30	*
				<b>Total</b>	<b>160,348.27</b>	
				<b>* Total amount of direct debits and payments approved by the Clerk Only</b>	<b>57,040.50</b>	

### 3.6 Five Year Budget

The five-year budget plan can be found over the pages.

SG WMB Budget Plan		0		0	1	2	3	4	5
	2016/17	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App	Est Out-	App	Estimated Out-turn					
Income & Expenditure Account	Budget	turn	Budget						
	£	£	£	£	£	£	£	£	£
<b>Income</b>									
Drainage Rates	134,748	134,931	135,005	135,005	135,005	138,862	138,862	142,719	150,434
Special Levies	311,887	311,887	311,888	311,888	311,888	320,799	320,799	329,710	347,532
Rental Income	-	400	200	200	200	200	200	200	200
Foreign Water Contribution	40,000	40,786	40,000	40,786	40,786	40,786	40,786	40,786	40,786
PSCA Contributions	-	14,917							
Other Income	900	285	700	700	721	743	765	788	811
Bank Interest	200	62	200	200	1,500	1,500	2,000	2,000	2,000
<b>Total Income</b>	<b>487,735</b>	<b>503,268</b>	<b>487,993</b>	<b>488,778</b>	<b>490,099</b>	<b>502,889</b>	<b>503,412</b>	<b>516,203</b>	<b>541,763</b>
<b>Expenditure</b>									
Drain Maintenance (Silt Removal)	30,000	-	26,500	26,500	-	-	-	-	-
Management Fees	36,215	35,604	36,672	36,672	37,589	38,529	39,492	40,479	41,491
Other Administration	25,000	29,588	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Maintenance of Drains	91,500	108,026	97,335	97,335	99,282	101,267	103,293	105,359	107,466
Maintenance of Pumping Stations	126,300	97,841	129,700	129,700	132,294	134,940	137,639	140,391	143,199
Telemetry Contract	21,000	-	32,104	32,104	27,754	27,754	27,754	27,754	27,754
Biodiversity Action Plan etc	4,000	2,713	4,000	4,000	4,000	4,000	4,000	4,000	4,000
- PSCA Main River Maintenance	29,000	17,958	29,000	29,000	5,000	5,000	4,500	4,500	4,500
Rechargeable Works		37							
Wages and other costs	43,200	42,738	45,700	45,700	46,614	47,546	48,497	49,467	50,456
Plant and Vehicles	12,500	8,234	11,000	11,000	12,500	12,500	12,500	12,500	12,500
Loan Repayments:-	99,146	99,145	99,146	99,146	99,145	99,145	99,145	99,145	99,145
Possible New Loans	6,200	-	6,179	24,715	24,715	24,715	24,715	24,715	24,715
<b>Total Expenditure</b>	<b>524,061</b>	<b>441,884</b>	<b>547,336</b>	<b>565,872</b>	<b>518,893</b>	<b>525,396</b>	<b>531,534</b>	<b>538,310</b>	<b>545,227</b>
Surplus/(Deficit)	(36,326)	61,384	(59,343)	(77,094)	(28,793)	(22,507)	(28,123)	(22,107)	(3,463)
Balance Brought Forward	333,396	361,491	402,171	422,875	345,781	296,988	274,481	246,359	224,251
Contribution to NW&P Account	-	-	-	20,000	20,000	-	-	-	-
<b>Balance Carried Forward</b>	<b>297,070</b>	<b>422,875</b>	<b>342,828</b>	<b>345,781</b>	<b>296,988</b>	<b>274,481</b>	<b>246,359</b>	<b>224,251</b>	<b>220,788</b>
<b>New Works and Plant Account</b>	<b>103,467</b>	<b>224,281</b>	<b>64,281</b>	<b>110,859</b>	<b>130,859</b>	<b>130,859</b>	<b>22,859</b>	<b>22,859</b>	<b>2,859</b>
<b>Penny Rate in £</b>	8.75p	8.75p	8.75p	8.75p	8.75p	9.00p	9.00p	9.25p	9.75p
<b>Penny Rate £51,073</b>	76%	146%	74%	78%	79%	77%	51%	46%	41%
<b>I&amp;E Balance as % of Expenditure</b>	57%	96%	63%	61%	57%	52%	46%	42%	40%

	2016/17	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App	Est Out-	App	Estimated Out-turn					
New Works and Plant Account	Budget	turn	Budget						
	£	£		£	£	£	£	£	£
<b>Income</b>									
Transfer from I&E	-	-	-	20,000	20,000	-	-	-	-
Interest	200	44	150	150	-	-	-	-	-
Loan	100,000	-	100,000	400,000	-	-	-	-	-
Possible Grant Income	323,000	-	323,000	431,000	-	-	42,000	-	-
Local Levy (Ravensfleet PS ref)	-	15,500	-	-	-	-	-	-	-
River Eau - Scotter Improvement Scheme	-	68,173	-	-	-	-	-	-	-
<b>Total Income</b>	<b>423,200</b>	<b>83,717</b>	<b>423,150</b>	<b>851,150</b>	<b>20,000</b>	<b>-</b>	<b>42,000</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>									
New 4x4 vehicle	-	-	20,000	20,000	-	-	-	-	20,000
Ravensfleet PS Refurbishment	573,000	-	573,000	932,240	-	-	-	-	-
Ravensfleet to Susworth Strategic Study	-	68,173		12,332	-	-	-	-	-
Susworth PS Refurbishment	-	-	-	-	-	-	150,000	-	-
River Eau - Scotter Improvement Scheme	-	47,229	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>573,000</b>	<b>115,402</b>	<b>593,000</b>	<b>964,572</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>20,000</b>
Surplus/(Deficit)	(149,800)	(31,685)	(169,850)	(113,422)	20,000	-	(108,000)	-	(20,000)
Balance Brought Forward	253,267	255,966	234,131	224,281	110,859	130,859	130,859	22,859	22,859
<b>Balance Carried Forward</b>	<b>103,467</b>	<b>224,281</b>	<b>64,281</b>	<b>110,859</b>	<b>130,859</b>	<b>130,859</b>	<b>22,859</b>	<b>22,859</b>	<b>2,859</b>

### 3.7 Apportionment of Costs with Ancholme IDB

Costs for the year ending 31 March 2017 have been apportioned in accordance with the hours the Ancholme IDB employee worked in the districts:

Ancholme IDB – 64.84%

Scunthorpe & Gainsborough WMB – 35.16%

## 4. Engineer's Report

### Recommendations:

- To note the information within this report.
- Sub-committee (or Task & Finish Group) be formed to take forward discussions on future Maintenance Contracts and succession planning (Item 4.1.2)
- Board approve preferred option at Ravensfleet to allow the business case to be submitted to the EA for approval of the funding/contribution towards the scheme, and progression to tender for a 'design and build' contract (Item 4.1.3)
- Board consider overhaul of 2no. Sulzer pumps at Jenny Hurn PS up to £11,480 or maintain as present given the decision regarding Ravensfleet (Item 4.1.4)

### 4.1 Asset Management

#### 4.1.1 Telemetry

Controlstar Systems Ltd. have now been asked to provide the NEC3 Contract documentation for signing by the Chairman and a programme of installation/upgrades across the pumping stations and reservoir will be requested excluding Jenny Hurn and Whoofer due to the planned capital works outlined below.

#### 4.1.2 Ordinary Watercourses

A meeting was held with representatives of the Board on 10<sup>th</sup> May to discuss maintenance over the last season and to establish the plan for the coming season.

Meetings notes and the presentation on Maintenance can be found at appendix D, summarising:

- WMB Contractor to provide a map based programme of services with anticipated timings based upon noted crops. This will be informed by a meeting between WMB Management, WMB Operative and WMB Contractor.
- Map based programme to be placed on the Board website, and sent to meeting attendees, with further circulation to owner/occupiers facilitated by Board Members.
- It was noted that typically, irrigation should have stopped by the 1st week in August and therefore WMB Operative may reduce pump levels to facilitate maintenance activities.
- It was also noted that Jenny Hurn catchment maintenance would be anticipated in August due to rape crop, and Ravensfleet by late August / early September.
- Environmental best practice; specifically fringe of vegetation on the toe of the watercourse, will need to be discussed with the WMB Contractors to ensure compliance with the WMB BAP as well as permitting flow through priority systems.
- Meeting of this group before November Board meeting to review maintenance progress.
- The current Contract is extendable up to 2018/19 season, therefore the Board will need to resolve whether a new tender/procurement process is required in November 2017/ February 2018 to provide adequate time for procurement in line with the Public Contract Regulations 2015. Advise has also been requested from North Lincolnshire Council.
- It was suggested that a Sub-committee (or Task & Finish Group) be formed to take forward discussions on future Maintenance Contracts and succession planning, and that a cost comparison of 5 year Contracted Contracts compared to Direct Labour and Plant (hire or purchase) is provide to inform discussions.

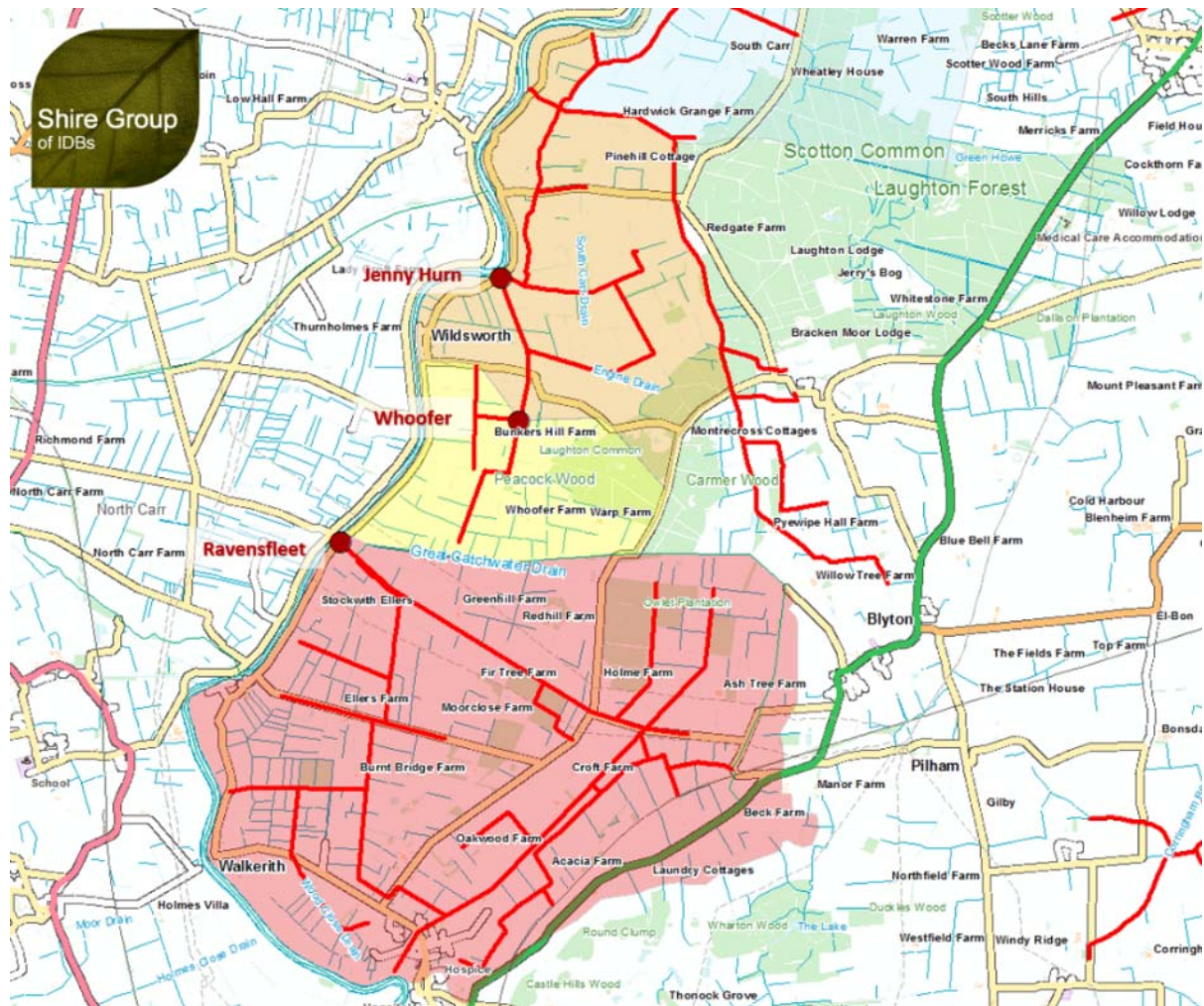
#### 4.1.3 Ravensfleet Pumping Station

The preferred option for station and the catchments was tabled at the meeting with Board representatives on 1<sup>st</sup> May and is outlined below for Members approval. Also, the meeting notes can be found at Appendix E





A presentation will also be provided at the meeting to seek approval and submit the business case to the Environment Agency for approval of funding/contribution towards the scheme.



The preferred option is

- to refurbish the existing Ravensfleet structure, including upgrade of building for pumping, office & storage facilities, and discharge pipework
- replace diesel pumps with submersible/axial flow type electric 'storm' pump sets and variable speed drives,
- replace electric pump with Archimedean screw pump lifting directly into Great Catchwater,
- provide a watercourse connection between Whoofer and Ravensfleet approach drain beneath Great Catchwater,
- decommission or 'mothball' Whoofer Pumping Station and Jenny Hurn Pumping Station.
- The decommissioned stations would remain in situ in the short term with a watercourse diversion channel cut around Whoofer.
- The full decommissioning (to dispose of the asset, isolate electric supply, and reverse modifications made to the site) is intended at a later date.

#### 4.1.4 Pumping Stations

##### Jenny Hurn

The 2no. Sulzer electric submersible pumps are in need of refurbishment and the IDB Operative has raised concern about the operational condition and noise.

The **Minor Works Form of Approval** can be found at appendix F for information.

The cost of overhaul of both pumps is £11,480.00 (excluding any repairs/replacement of the impeller unknown at this stage).

Given the decisions to be made regarding Ravensfleet, the board is asked to consider the recommendation to overhaul or maintain as present.

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

The maintenance work planned with the IDB Contractor with 100% recovery from the EA were put on hold due to riparian maintenance activity and time constraints.

A new Schedule 3 for the 2017/18 season will need approval, as well funding agreement, to include Messingham Catchment (from Messingham crossroads to Emmisons Dyke), Emmisons Dyke, and downstream of the bank widening works on the River Eau to the River Trent.

## 4.2 Planning, pre-application advice and consents

### 4.2.1 Planning Applications

Planning applications have been reviewed on a weekly basis and 7no. application has required comment on behalf of the board between 23rd January 2017 and 22<sup>nd</sup> May 2017.

Planning Ref	Proposal	Address	Applicant	Work in, on, under or within 3m of an Ordinary Watercourse	Alteration to surface water discharge or discharge	Consent Form and Information provided?
136087	To erect a two storey rear extension, dormer to rear loft, 2 No. roof lights to front and entrance to porch	31 BeauFort Street Gainsborough	Mr Dominic Blake	no	yes	yes
135948	Change of use of ground floor living accommodation (C3) to Office (B1)	142 Trinity Street, Gainsborough	Miss Heidi Walton	no	no	yes
135949	Planning application for two storey and single storey extensions to house and garage	18 Old Showfields, Gainsborough	Mr Iain Clark	no	yes	yes
135782	Planning application to erect 1 No. dwelling	Plot 3, Land at North Street, Morton, Gainsborough	Mr Carl Godley	no	yes	yes
135783	Planning application for ground floor shop extension with three bedroom flat at first and second floor, and laterations to existing flat	83 Campbell Street, Gainsborough	Mr G Singh	no	no	yes
135750	Planning application for demolition of former Sun Inn hotel and 37 Market Street, construction of hotel (use class C1) and restaurant (use class A3); alterations to and demolition of rear part of 27 Market Street and change of use to allow A1,A2,A3,A4 and A5 uses at ground floor; alterations to and demolition of rear part of 29 Market Street; alterations to 35 Market Street and change of use to allow A1,A2,A3,A4 and A5 uses; alterations to 3,7,11 and 5,9,13 North Street and demolition of outbuilding to rear; works to expand and reconfigure car park; landscaping, access and associated works.	Sun Inn Hotel, 1, North Street, Gainsborough, DN21 2HP	North Street (Gainsborough) Ltd and Market Street Renewal Ltd	no	yes	yes
135811	Planning Application to erect a single storey extension to the rear of existing dwelling	Drainhead, Cottage, 1 South Ings Road, East Ferry, Gainsborough	Mr Dearne	no	yes	yes

### 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 23rd January 2017 and 22<sup>nd</sup> May 2017.



Applicant	Location	Proposal	Permanent / Temporary Works	Approved/Ref used/ other	Date
Sally Read (Thonock & Somerby Estates)	Land off East Lane, Corringham	To construct a piped crossing point (field access) on Corringham Beck	Permanent	Approved	30.03.2017

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

1 no. consent has been issued on behalf of the Board between 23rd January 2017 and 22<sup>nd</sup> May 2017.

Applicant	Location	Proposal	Permanent / Temporary Works	Approved/Ref used/ other	Date
Sandy Thomas (Lincolnshire County Council)	The Birches Culvert, Laughton Wood Corner, Scotton	To replace brick arch culvert under A159 with 750mm diameter pipe.	Permanent	Approved	02.02.2017

## 5. Environmental Report

### Recommendation:

- Note the information contained in this report

### 5.1 Legislation

#### 5.1.1 Conservation of Habitats and Species Regulations 2010

This Board has a boundary with the Humber Estuary Ramsar site and has duties as a Responsible Authority under the Conservation of Habitats and Species Regulations 2010. Under that and the Land Drainage Act, Natural England has been served notice of Board function within the vicinity of the site.

#### 5.1.2 Biodiversity Action Plan 2015-2020

Water Vole and other species survey undertaken late March is available at Appendix G.

#### 5.1.3 Humber Estuary Relevant Authorities Group (HERAG)

This Board as a Relevant Authority (Habitats Regs) is represented on HERAG works to implement environmental benefits as part of the Humber Management Strategy which has recently commenced a 3-year review. The Estuary is designated Ramsar for the following species:

- Bar-tailed godwit (*Limosa lapponica*)
- Black-tailed godwit (*Limosa limosa islandica*)
- Dunlin (*Calidris alpina alpina*)
- Golden plover (*Pluvialis apricaria*)
- Knot (*Calidris canutus*)

Natural or near natural estuary:

- Redshank (*Tringa tetanus*)

Aquatic:

- Sea lamprey (*Petromyzon marinus*)
- River lamprey (*Lampetra fluviatilis*)
- Grey seal (*Halichoerus grypus*)
- Shelduck (*Tadorna tadorna*)
- General Waterbird assemblages

Work proposed includes engagement with the agricultural community around the estuary, particularly related to the bird declines in the area, many of which such as Lapwing and Plover breed on agricultural land, not the estuary.

## 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 Floodex 2017

Below is the programme that was delivered at Floodex. The Clerk will be more than happy to deliver any part of this to the Board. The slides of the various presentations are available on the Boards website;





## **Day 1 – Wednesday, 17<sup>th</sup> May – Directors/Board Members/CEOs/Clerks**

0900 – 0930 – General registration for FLOODEX, refreshments, etc

0930 – 1030

- *Presentation 1 –*

- Policy
- Planning
  - training
- Organisational structure
- Moral, legal and financial reasons
  - Nobody should be injured at work
  - Legal duties
  - Loss of public face

- *Presentation 2 –*

- Risk Profiling
- Corporate Manslaughter
- Competent advice
- Construction Design Management
- Worker involvement and consultation
- Delivery

- *Discussion*

1030 – 1045 - Comfort Break / Refreshments

1045 – 1200

- *Presentation 3*

- Measuring performance
- Accidents, incidents and near misses

- *Presentation 4*

- Performance measurement
- Understanding Workplace behaviour
- Disseminating lessons learned

- *Discussion*

- *Summary messages*



## Day 2 – Thursday, 18<sup>th</sup> May – IDB Operational Staff

0900 – 0930 – General registration for FLOODEX, refreshments, etc

0930 – 1030

- *Presentation 1*

- Hazard identification
  - Working near water
  - Overhead power lines
  - Buried services
  - Noise at work
  - Hand arm vibration
  - Confined spaces
  - Chainsaws
  - Vehicle overturns
  - Work areas around 360 machinery
  - Work at height

- *Presentation 2*

- Risk assessment
- Employee duties
- Removal of safety features

- *Discussion*

1030 – 1045 - Comfort Break / Refreshments

1045 – 1200

- *Presentation 3*

- Welfare
- Personal Protective Equipment (PPE)

- *Presentation 4*

- Accident, incident and near miss reporting
- competence
- Right to refuse to work

- *Discussion*

- *Summary messages*



## 7. Representation

The Board is represented at several fora:

<b>Environmental</b>	<b>Flood Risk Management</b>	<b>Other</b>
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	

## 8. Date of next meeting

13 November 2017.

## 9. Appendix A - Policy

### 9.1 Complaint Policy

#### 1. Introduction

Scunthorpe & Gainsborough Water Management Board (the Board) agreed and adopted a detailed complaints procedure in 2012 which is available to view and download on the Shire Group of Internal Drainage Boards (IDBs) website.

The Board always strives to deliver the highest level of water level management in the district for the benefit of the greatest number of ratepayers and those at risk of flooding. The Board acknowledge it is not always able to meet individual expectations relating to water level management however it follows a standard procedure to ensure that it investigates all complaints to function.

A complaint is an expression of dissatisfaction, however made, about standard of service, action or lack of action made by the Board, its staff, its officers or its contractors affecting a member of the public or other group or organisation.

Any complaints received by the Board will be dealt with in accordance with Procedure below.

#### 2. Procedure

The Board complaints procedure available on the Board website contains numbered procedural steps the Board has adopted to deal with any complaints received, namely:

Step 1: Complainant to contact Board offices by letter, telephone or email to raise the issue. If dissatisfied with the outcome, a formal complaint should be raised with Board Management Officers

Step 2: The complaint will be acknowledged in writing within 5 working days of receipt. Any points within the complaint clarified if necessary, the person dealing with the complaint identified before investigation of complaint commences.

Step 3: A report on complaint will be produced and issued to the complainant within 20 working days of the acknowledgement being sent. Should the matter require longer investigation, the complainant will be informed the reason for delay.

Step 4: If the complainant remains dissatisfied the Chief Executive Officer will review the complaint and its investigation following which an updated report will be issued to the complainant and where necessary brought to the attention of the Chairman.

It is the Board's aim to deal with all complaints wherever possible, quickly and effectively. However, should a complainant feel their complaint has not been fully investigated or are not satisfied with the result of any investigation, the Chief Executive Officer will advise the complainant may make representation to the Local Government Ombudsman.

The Board retains a Register of Complaints. All complaints received and responses issued on behalf of the Board are reported in the following Board meeting papers.

There is a minority of instances in which a complainant may behave in a way which can impede the investigation of the complaint, have significant resource issues for the administration and/or impact on the work of the Board. The Board has adopted a Persistent Complainant Policy defining how the Board will deal with such instances.

#### 3. Certification

Scunthorpe & Gainsborough WMB agree to introduce this Complaints Policy on the xxxxx 2017

By Order of the Scunthorpe & Gainsborough WMB

Certified by Ian M Benn, Chief Executive Officer

## 9.2 Persistent Complaint Policy

### 1. Background

1.1 Dealing with a complaint is a straight forward process however there is a minority of instances in which a complainant may behave in a way which can impede the investigation of the complaint, have significant resource issues for the administration and/or impact on the work of the Board. The Board has adopted a Persistent Complainant Policy defining how the Board will deal with such instances.

1.2 The Board is committed to dealing with all complaints equitably, comprehensively and in a timely manner in accordance with its complaints procedure.

1.3 The Board does not expect its Officers to tolerate unacceptable behaviour by complainants. Unacceptable behaviour includes that which is abusive, offensive or threatening and for the sake of example may include:

- Using abusive language on the telephone
- Using abusive language face to face
- Sending multiple emails
- Leaving multiple voicemails

1.4 The Board will take action to protect its Officers and staff from such behaviour. If a complainant behaves in a way that is unreasonably persistent or vexatious, the Board will follow this policy.

1.5 Raising legitimate queries or criticisms of a complaints as it progresses, for example if agreed timescales are not met, is not in itself to be regarded as vexatious or interpreted as unreasonably persistent behaviour of the complainant.

1.6 The Board fully accept and acknowledge the fact that if a complainant is dissatisfied with the outcome of a complaint and seeks to challenge it once, or more than once, this should not necessarily cause the complainant to be labelled vexatious or unreasonably persistent.

### 2. Aim of this Policy

2.1 The aim is to assist in dealing with all complaints in ways which are consistent, fair and reasonable.

2.2 The policy sets out how the Board will decide which complainants will be treated as vexatious or unreasonably persistent and what the Board will do in those circumstances.

### 3. Definitions

3.1 The Board has adopted the Local Government Ombudsman's (LGO) definition of "unreasonable complainant behaviour" and "unreasonable persistent complaints"

3.2 The Board defines unreasonably persistent and vexatious complainants as those who because of the frequency or nature of their contacts with the Board through its Officers, hinder consideration of their or other people's complaints. The description "unreasonably persistent" and "vexatious" may apply separately or jointly to a particular complainant.

3.3 Examples include the way or frequency that complainants raise their complaint with Management Staff, or how complainants respond when informed of the Board's investigation of complaint and conclusions reached.

3.4 Features of an unreasonably persistent and/or vexatious complainant include those listed below. This list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category:

- (i) Refusing to specify the grounds of a complaint, despite offers of help.
- (ii) Refusing to cooperate with the complaints investigation process.

- (iii) Refusing to accept that certain issues are not within the scope of a complaints procedure or within the Boards sphere of responsibility.
- (iv) Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- (v) Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them disciplined or replaced.
- (vi) Being rude, supercilious or arrogant in the delivery of a complaint or in response to an answered complaint.
- (vii) Changing the basis of the complaint as the investigation proceeds.
- (viii) Denying or changing statements he or she made at an earlier stage.
- (ix) Introducing trivial or irrelevant new information at a later stage.
- (x) Raising many detailed but unimportant questions, and insisting they are all answered.
- (xi) Submitting falsified documents from themselves or others.
- (xii) Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various organisations or with different personnel within a single organisation.
- (xiii) Continued examples of copying and/or blind copying (where it is brought to our attention) of complaints to others in attempts to inflame or incite issues.
- (xiv) Raising complaints on behalf of others.
- (xv) Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous staff, or detailed letters every few days, and expecting instant responses.
- (xvi) Trying to continually create email dialogue which puts pressure on staff to deliver immediate responses, especially out of office hours.
- (xvii) Submitting repeat complaints with minor additions/variations which the complainant then insists make these 'new' complaints.
- (xviii) Refusing to accept a decision which does not uphold a complaint; repeatedly arguing points with no new evidence.
- (xix) The refusal to accept documented evidence as factual
- (xx) complain about or challenge an issue based on a historic and irreversible decision or incident
- (xxi) Posting of personal views on 'blogs' or websites that seek to subvert/dismiss information they have been provided with regards a complaint and/or incite others to raise similar questions.
- (xxii) Purporting to act on behalf of others or insinuating that a complaint is the collective view of a group or body.
- (xxiii) Frequent or continued correspondence with Board Members regarding a present, previous or historical complaint.

#### **4. Imposing Restrictions**

The Board's Management will ensure that the complaint is being or has been thoroughly investigated according to the Boards complaints procedure.

4.1 In the first instance the Chief Executive Officer (CEO) will consult and be in agreement with the Board Chairman and Vice Chairman prior to issuing a warning to the complainant. The CEO will contact the complainant, in writing and/or by email advising them that their contact with the Board in future will be restricted and the reasons why this decision has been reached.

4.2 Any restriction imposed on the complainant's contact with the Board will be appropriate and proportionate and the complainant will be advised of the period of time the restrictions will be in place for. In most cases restrictions will apply for 6 months but in exceptional cases may

be extended. In such cases the restrictions will be reviewed by the Board at its tri-annual meetings.

4.3 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include

- Barring the complainant from making contact by telephone except through a third party, eg solicitor/councillor acting on their behalf
- Barring the complainant from telephoning or sending emails to Management and insisting they only correspond by letter
- Requiring contact through one named Officer only
- Letting the complainant know that the Board will not reply to or acknowledge any further contact from them on the specific topic of that complaint
- In extreme cases where a complainant has manifested a number of points bulleted within Section 5 on definitions, the Board reserves the right to disregard.

4.4 When the decision has been taken to apply this policy to a complainant the CEO will contact the complainant to explain why:

- The Board has taken the decision,
- What action the Board is taking,
- The duration of that action,
- The review process of this policy, and
- The right of the complainant to contact the Local Government Ombudsman about the fact that they have been treated as a vexatious/persistent complainant.

4.5 Where a complainant continues to behave in a way which is unacceptable, the CEO may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

## **5. New complaints from complainants who are treated as abusive, vexatious or persistent**

5.1 New complaints from people who have come under this policy will be treated on their merits. The CEO will decide whether any restrictions which have been applied before are still appropriate and necessary in relation to the new complaint. The Board does not support a "blanket policy" of ignoring genuine requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious and any restrictions imposed on the board's contact with him or her will be recorded.

## **6. Review**

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the CEO after six months and at the end of every subsequent six months within the period during which the policy to apply.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy to them has been changed or extended

## **7. Referring unreasonably persistent or vexatious complainants to the Local Government Ombudsman**

7.1 There may be instances where relations between the Board and unreasonably persistent or vexatious complainants break down completely while complaints are under investigation and there is little prospect of achieving a satisfactory outcome. In such circumstances, there may be little purpose in following all the stages of the complaints procedure. Where this occurs, the



Ombudsman may be prepared to consider a complaint before the procedure has run its course and the CEO shall contact the LGO in this regard.

**8. Certification**

Scunthorpe & Gainsborough WMB agree to introduce this Complaints Policy on the xxxx 2017

By Order of the Scunthorpe & Gainsborough WMB

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review January 2022.



## **10. APPENDIX B – Governance Statement on the 2016/17 Annual Return**

The Board are requested to approve the Governance Statement, Section 1 of the Annual Return.  
A copy can be found on the following page.



# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

SCUNTHORPE & GAWSBOROUGH WATER MANAGEMENT BOARD

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.





## **11. APPENDIX C – Accounting Statements on the 2016/17 Annual Return**

The Board are requested to approve the Account Statementing for 2016/17 on Section 2 of the Annual Return. A copy can be found on the following page.

## Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	469353	647556	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	446860	446818	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	211247	140171	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	21480	22436	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	108516	99145	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	349908	435705	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	647556	677259	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	680463	735176	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2239000	3464000	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	927133	871787	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

23/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE



## **12. Appendix D – 2017/18 Southern Area Ordinary Watercourse Maintenance**

The presentation can be found over the pages.

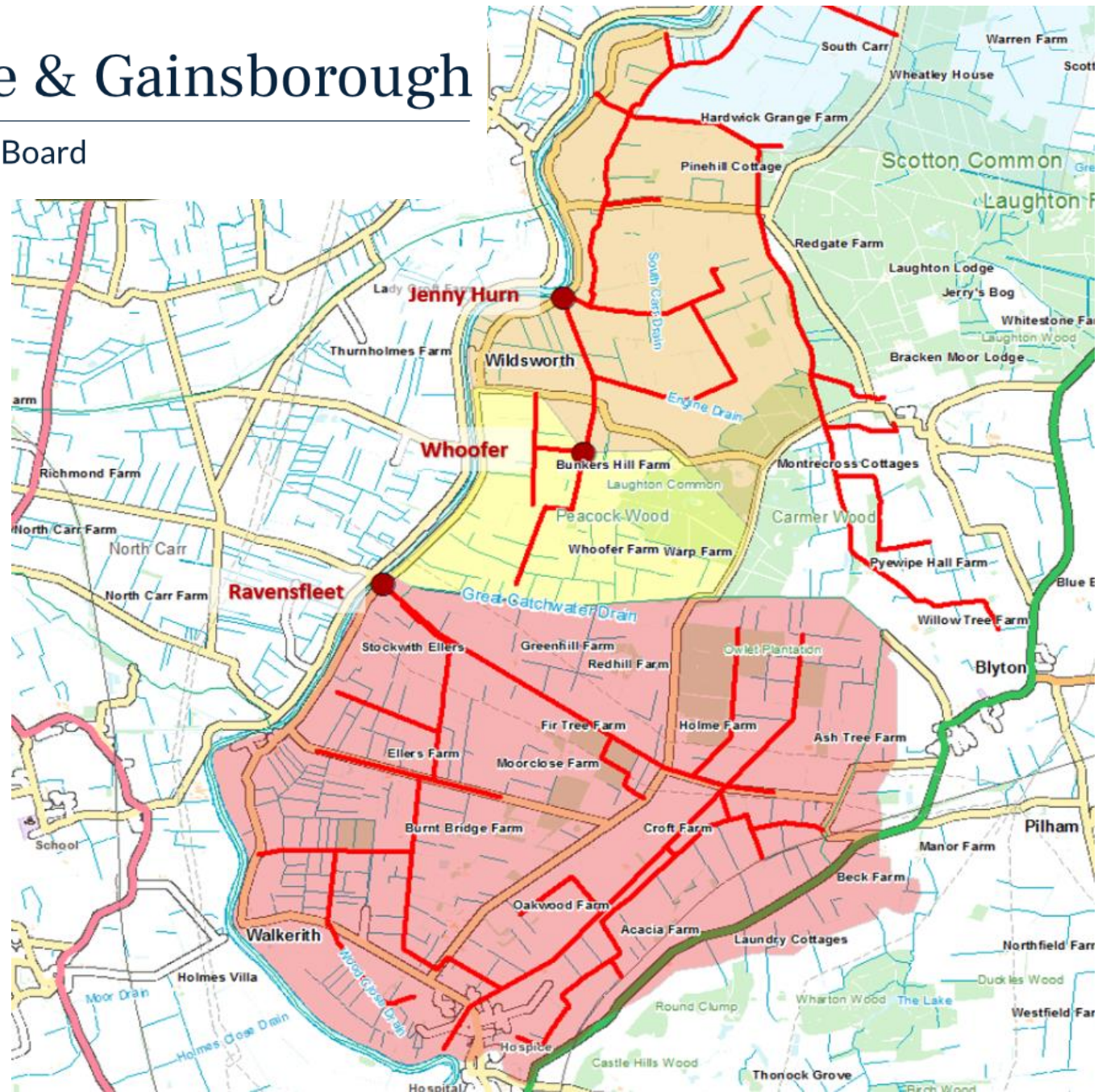


# Scunthorpe & Gainsborough

Water Management Board

## 2017/18 Southern Area Ordinary Watercourse Maintenance

Low lying pumped  
catchments







### Board Papers (Minute 2017.19, 6<sup>th</sup> February 2017)

*'DT advised the southern area local members had received several low level complaints from landowners. Clerk advised all complaints should be directed to management and can be taken up with contractors, do not expect members to shoulder the complaints. DF advised members the contractor had started late again*

*DT reiterated his concerns over management and its management of the maintenance contractor discussed at the last meeting suggesting if properly managed the problems would be reduced*

*DF advised Contractors do not start until 10.00am and leave at 4.00pm, they do not work Saturdays.'*

### Contract

#### Programme

25.1 The bird nesting season controls the programme and will be specified by the Board. It precludes work in watercourses, other than emergency works or those specifically identified by the Board Ecologist, from the middle of March to the middle of July each year and may be subject to change throughout the term of the contract.

25.2 During the maintenance season works are tightly governed by cropping patterns, standing crops harvesting and sowing. The Contractor will be responsible for liaison with owners and occupiers to make access, complete the work and move on with minimal disruption to agricultural operations.



## Email from D. Forringham (18<sup>th</sup> February 2017)

*One of the main grievances last season was the late start which was nearly mid September by which time a lot of land was either drilled with rape or ploughed and prepared for winter cereals.*

*The quality of the work also seems to be an issue mainly due to weed and vegetation not being removed from the edges of the watercourses which is resulting in regrowth, giving the impression to some that they have only done half a job.*

## Contract

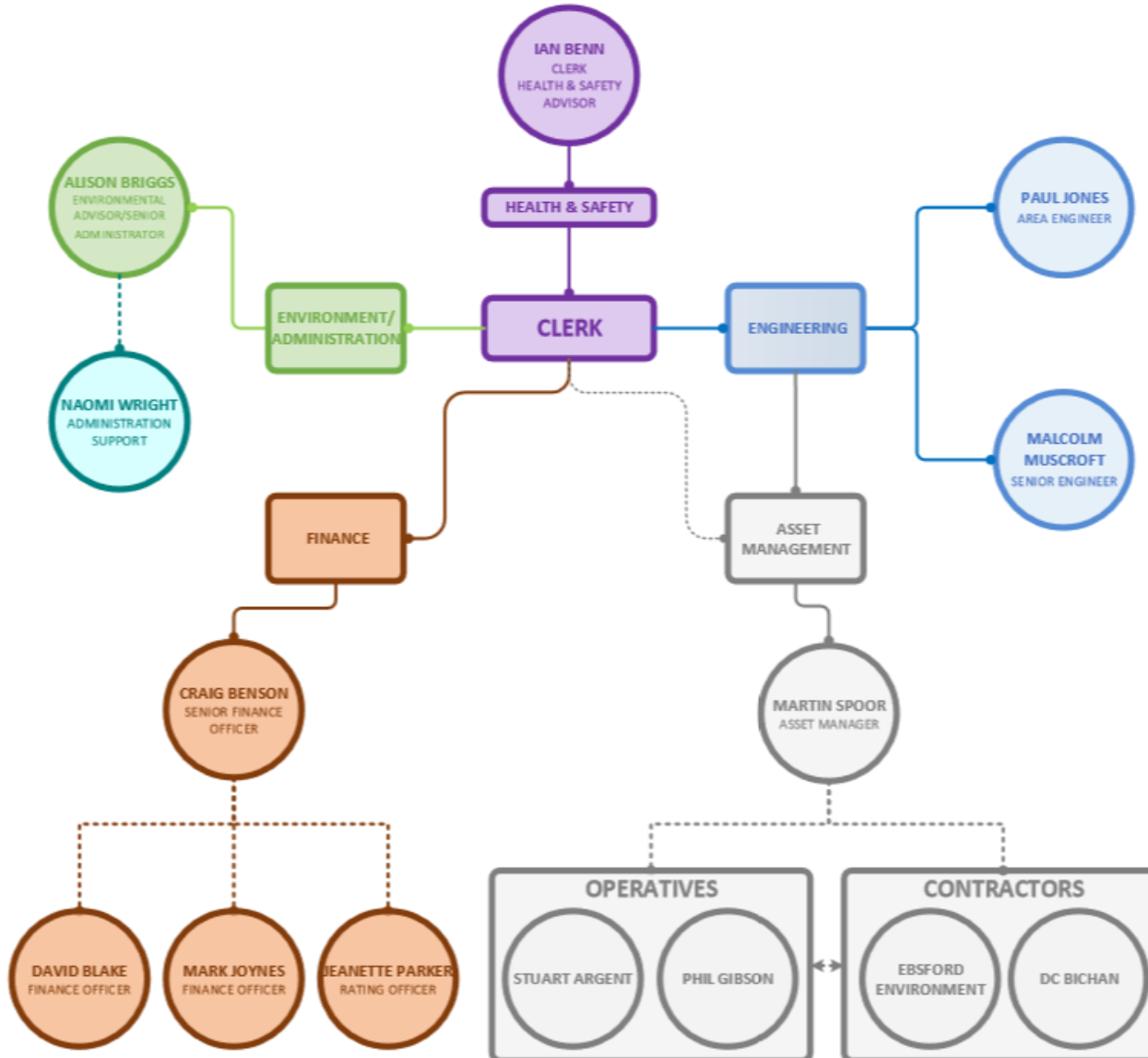
61. Services and other things provided by the Employer to the Appointed Contractor

- a) Copy of Board's Byelaws and letter of authorisation.
- b) Copies of Notices of Entry as requested in advance of maintenance.
- c) Plans of the Drainage District detailing Watercourses to be Maintained.
- d) Asset Management Survey Reports including known Utility Service Plans.
- e) **Biodiversity Action Plan**

## Target Action from IDB BAP ()

Key sector: water Management Outcome 1C: Habitats and Ecosystems on land Priority Action 1.1	Eutrophic Standing Waters	3	Maintain and enhance the existing habitat and species diversity of watercourses within the Scunthorpe & Gainsborough drainage district	3.1	Ensure the appropriate management of the Scunthorpe & Gainsborough IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime following environmental best practice guidance	Plan production	Annually	Environmental best practice guidelines followed for Board maintenance works
			Control non-native invasive species along IDB waterways	3.2	Record stands of non-native invasive plant species on and/or adjacent to Board maintained watercourses and report to GB Non-Native Species Secretariat	No of reports	Annually from 2016	None identified during surveys

# Management Structure





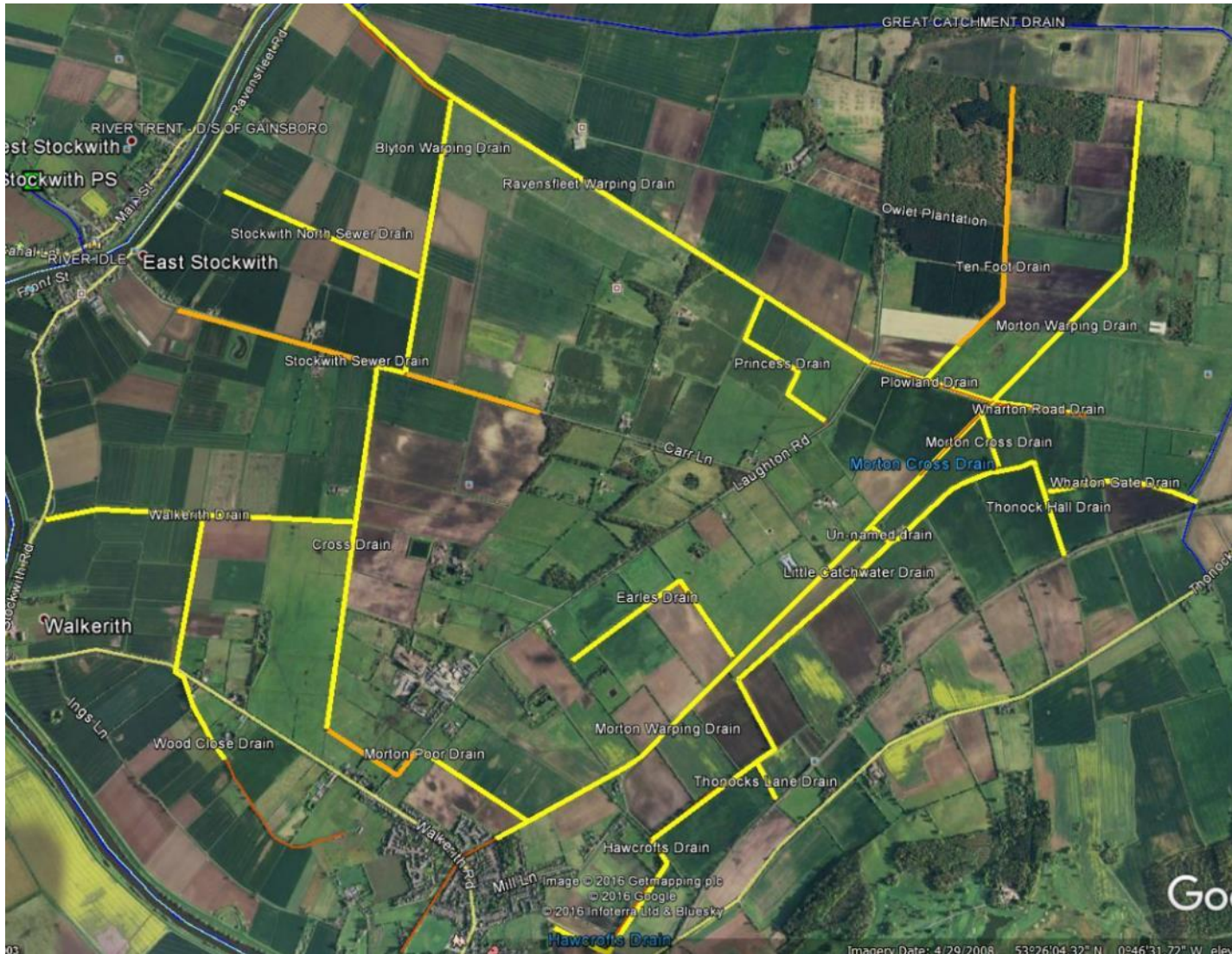
# 2016/17 Delivery



# Scunthorpe & Gainsborough

Water Management Board

Ravensfleet catchment





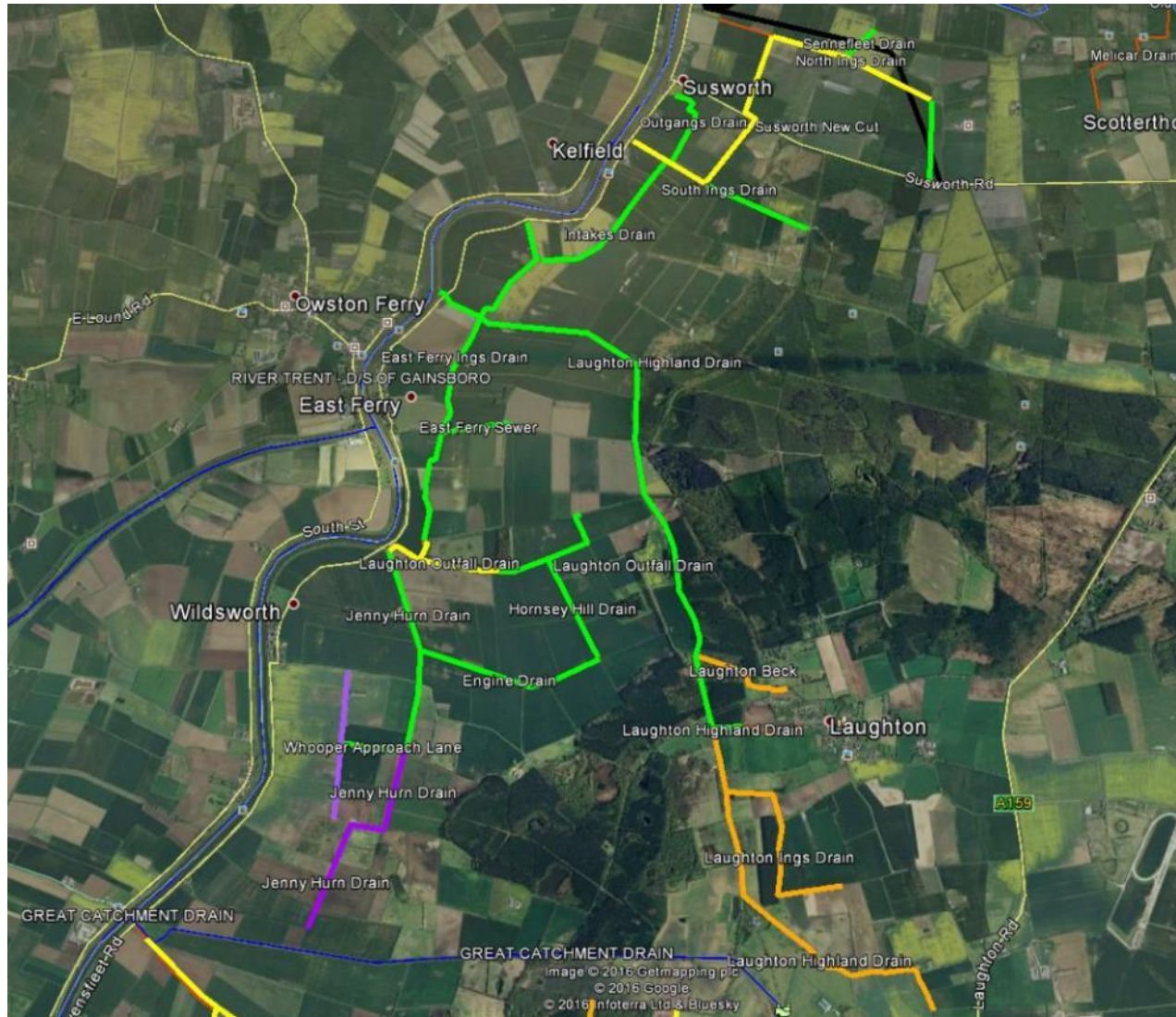
# 2016/17 Delivery



# Scunthorpe & Gainsborough

Water Management Board

## Susworth Jenny Hurn catchments



# 2016/17 Delivery



# Scunthorpe & Gainsborough

Water Management Board

Description	Original Value			Sep-16		Oct-16		Nov-16		Dec-16	
	m	Access	Comments	%	Total	%	Total	%	Total	%	Total
<b>Susworth &amp; Jenny Hurn Catchments</b>											
Sennefleet Drain	322	No track	Land Drains underwater.	0%		100%	Susworth Tributary	0%		0%	
North lngs Drain	1685	No track		57%	Susworth Tributary	43%	Susworth Tributary	0%		0%	
Lump Holes Drain	687	No track. Only 1 side access.	Crops. 1 Side. Turf fields (tight access).			100%	Susworth Tributary	0%		0%	
Susworth New Cut	1369	1/2 Drain with track	Channel gets narrow. Trees (1side).	100%	Priority	0%		0%		0%	
South lngs Lane Drain	1447	No track	Sections of drain divided	43%	Priority	57%		0%		0%	
Outgangs Drain	577	No track		0%		100%	Susworth Tributary	0%		0%	
Intake Drain	1275	No track	Moving 2 sides / Crops	0%		100%	Susworth Tributary	0%		0%	
East Ferry Drain (N)	906	No track	Crops	0%		100%	Laughton Tributary	0%		0%	
East Ferry lngs Drain (S)	1865	No track	Crops	7%	Laughton Tributary	93%	Laughton Tributary	0%		0%	
South lngs Lane Drain (Trib)	670	No track	Crops	0%		100%	Laughton Tributary	0%		0%	
Laughton Outfall Drain	1682	1/2 Drain with track		52%	Priority	48%		0%		0%	
Jenny Hurn Drain	2988	1/2 Drain with track	Crops. Erosion. Fly tipping.	0%		57%	Priority	43%	Crops Earlier	0%	
Engine Drain	1319	Track	Crops	0%		100%	Jenny Hurn Tributary	0%		0%	
Hornsey Hill Drain	794	No track	Crops	0%		100%	Jenny Hurn Tributary	0%		0%	
Whoofer Approach	426	No track	Crops	0%		100%	Jenny Hurn Tributary	0%		0%	
Whoofer Lane Drain	1038	Track		0%		0%		100%	Crops Earlier	0%	
Ravensfleet W'arping Drain	2851	Track	Erosion. 1 side.	0%	Priority	0%		0%		0%	
Blyton W'arping Drain	1271	1/2 Drain with track	Trees. Overhead. 1 Side.	100%	Priority	0%		0%		0%	
<b>Ravensfleet Catchment</b>											
Princess Drain	837	Track	Working over low fences	100%	Ravensfleet Tributary	0%		0%		0%	
Stockwith North Sewer	975	No track	Crops	100%	Ravensfleet Tributary	0%		0%		0%	
Stockwith Sewer	1696	No track	Road Section	8%	Ravensfleet Tributary	0%		0%		0%	
Cross Drain	1558	1/2 Drain with track	1 Side / Track. Erosion.	100%	Ravensfleet Tributary	0%		0%		0%	
Walkerith Drain	1372	No track		100%	Ravensfleet Tributary	0%		0%		0%	
Wood Close Drain	1850	No track	Landowners.	6%	Ravensfleet Tributary	0%		0%		0%	
Plowlands Drain	564	Track	Erosion in Road Bank.	100%	Ravensfleet Tributary	0%		0%		0%	
Ten Foot Drain	1491	1/2 Drain with track	Sections of drain divided. Erosion.	26%	Ravensfleet Tributary	0%		0%		74%	Single Section
Morton W'arping Drain	4671	1/2 Drain with track	Sections of drain divided. Erosion. Fly tipping.	86%	Ravensfleet Tributary	0%		0%		14%	Single Section
Wharton Road Drain	426	Track	Erosion	100%	Ravensfleet Tributary	0%		0%		0%	
Morton Cross Drain	261	Track		100%	Ravensfleet Tributary	0%		0%		0%	
Little Catchwater Drain	1977	Track		100%	Ravensfleet Tributary	0%		0%		0%	
Thonnack Hall Drain	412	No track		100%	Ravensfleet Tributary	0%		0%		0%	
Wharton Gate Drain	653	No track	Sections of drain divided. Erosion in road bank.	100%	Ravensfleet Tributary	0%		0%		0%	
New Cut - Un-named Drain	113	No track		0%		0%		0%		0%	
Hawcrofts Drain	1506	No track		100%	Ravensfleet Tributary	0%		0%		0%	
Thonnack Lane Drain	182	Access Block	Tight strips	100%	Ravensfleet Tributary	0%		0%		0%	
Earles Drain	983	Track	One section blocked.	100%	Ravensfleet Tributary	0%		0%		0%	
Morton Poor Drain	1069	No track. Horses.	Road Works required.	53%	Ravensfleet Tributary	0%		0%		0%	

Ravensfleet predominantly complete in **September** to avoid crop damage and compensation events



# Northern Area access



Scunthorpe & Gainsborough

Water Management Board





### Board Resolution (Minute 2017.19, 6<sup>th</sup> February 2017)

*'JC proposed Ebsfords receive another 12 months to see if improvements can be made. Eng further advised contractors have performed, whilst work has been done but not at a timing to suit landowners, Members needed to understand the Board was required to have clear reasoning in terms of performance issues.'*

***AB proposed further 12 months for Ebsford** and the Board would revisit the situation at the November meeting and if in the opinion of the Board, there was no improvement, the work would go out to tender. BJ advised members of the requirement for hard evidence for non-performance of a contract, suggesting Members and landowners take pictures of where there was evidence of that non-performance.'*

### 2017/18 Alternatives

**Option 1** – start mid-July and incur compensation events due to crop rotation

**Option 2** – start mid-July and run through crop incurring potential crop loss claims

**Option 3** – start mid-July on those watercourses where an access margin has been provided

**Option 4** – start when majority of crops are clear to avoid claims (August/ September dependant weather / cropping patterns)



## **13. Appendix E – Meeting Notes for Maintenance Review and Ravensfleet Scheme**

The meeting notes can be found over the pages.

# MEETING NOTES



JBA Project Code 2014s1007  
Contract Management Services  
Client Scunthorpe & Gainsborough WMB  
Day, Date and Time **Wednesday 10<sup>th</sup> May 2017, 2pm**  
Meeting Maintenance Review and Ravensfleet Scheme  
Venue Black Bank Farm, Susworth, SCUNTHORPE,  
North Lincolnshire, DN17 3AX

---

Attending	Adrian Black	Chairman	AB
	David Templeton	Vice Chairman	DT
	David Barratt	Board Member	DB
	David Forrington	Board Member	DF
	Ben Jackson	Board Member	BJ
Officers	Paul Jones	Engineer	PJ
	Martin Spoor	Asset Manager	MS
	Malcolm Muscroft	Technical Director	MM

*Action/Notes taken by IDB Officers*

## Note

### Item 1 – Southern Area Maintenance

2017.01

Following through a presentation on last season's maintenance and the options for the coming season the following was identified as a way forward:

- WMB Contractor to provide a **map based programme** of services with anticipated timings based upon noted crops. This will be informed by a meeting between WMB Management, WMB Operative and WMB Contractor.
- Map based programme to be placed on the **Board website**, and **sent to meeting attendees**, with further circulation to owner/occupiers facilitated by Board Members.
- It was noted that typically, irrigation should have stopped by the **1<sup>st</sup> week in August** and therefore **WMB Operative may reduce pump levels** to facilitate maintenance activities.
- It was also noted that **Jenny Hurn** catchment maintenance would be anticipated in **August** due to rape crop, and **Ravensfleet by late August / early September**.
- Environmental best practice; specifically fringe of vegetation on the toe of the watercourse, will need to be discussed with the WMB Contractors to ensure **compliance with the WMB BAP** as well as **permitting flow through priority systems**.
- Meeting of this group before November Board meeting to review maintenance progress.
- The current Contract is extendable up to 2018/19 season, therefore the Board will need to resolve whether a new tender/procurement process is required in November 2017/ February 2018 to provide adequate time for procurement in line with the Public Contract Regulations 2015. Advise has also been requested from North Lincolnshire Council.
- It was suggested that a Sub-committee (or Task & Finish Group) be formed to take forward discussions on future Maintenance Contracts and succession planning, and that a cost comparison of 5 year Contracted Contracts compared to Direct Labour and Plant (hire or purchase) is provide to inform discussions.





JBA Project Code 2014s1007  
Contract Management Services  
Client Scunthorpe & Gainsborough WMB  
Day, Date and Time **Wednesday 10<sup>th</sup> May 2017, 2pm**  
Meeting Maintenance Review and Ravensfleet Scheme  
Venue Black Bank Farm, Susworth, SCUNTHORPE,  
North Lincolnshire, DN17 3AX

---

## **Item 2 – Ravensfleet Pumping Station Scheme**

- 2017.02 A briefing was provided on the outputs of the hydraulic modelling demonstrating the differences between the flood outlines for the 1in10 year and 1in100 year demonstrating marginal differences in the flood outlines.
- 2017.03 The preferred option is
- to refurbish the existing Ravensfleet structure,
  - replace diesel pumps with submersible/axial flow type pump sets and variable speed drives,
  - replace electric pump with Archimedean screw pump lifting directly into Great Catchwater,
  - provide a watercourse connection between Whoofer and Ravensfleet approach drain beneath Great Catchwater, and
  - decommission Whoofer Pumping Station and Jenny Hurn Pumping Station.
  - The decommissioned stations would remain insitu in the short term with a watercourse diversion channel cut around Whoofer.
  - The full decommissioning (to dispose of the asset, isolate electric supply, and reverse modifications made to the site) is intended at a later date.
- 2017.04 The following was determined through discussion:
- The **preferred option to be sent to all Board Members** before the meeting and ideally before Meeting Papers.
  - The **Board will be asked to accept the preferred option** to allow the business case to be submitted to the Environment Agency for approval of the funding/contribution towards the scheme.
  - Upon business case approval, a design & build or similar **Contracts will need to be prepared for Tender**, through specialist services or Consultant quotes, with an aim to spend the majority of Grant in Aid contributions within the 2017/18 financial year in line with the Environment Agency/ Defra GiA requirements.
  - Site investigation including tender/quote preparation, and ecological surveys will also need to be undertaken.
  - The global estimate for the scheme is to be placed within the WMB budget to understand the impact on rates.
-



## **14. Appendix F – Jenny Hurn Pumping Station Minor Works Impact Assessment**

The impact assessment can be found over the pages.

# SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT BOARD

## Minor Works Impact Assessment

### FORM OF APPROVAL

Reference No - 2014s1007- Minor Works FoA – Jenny Hurn P. Station - 1



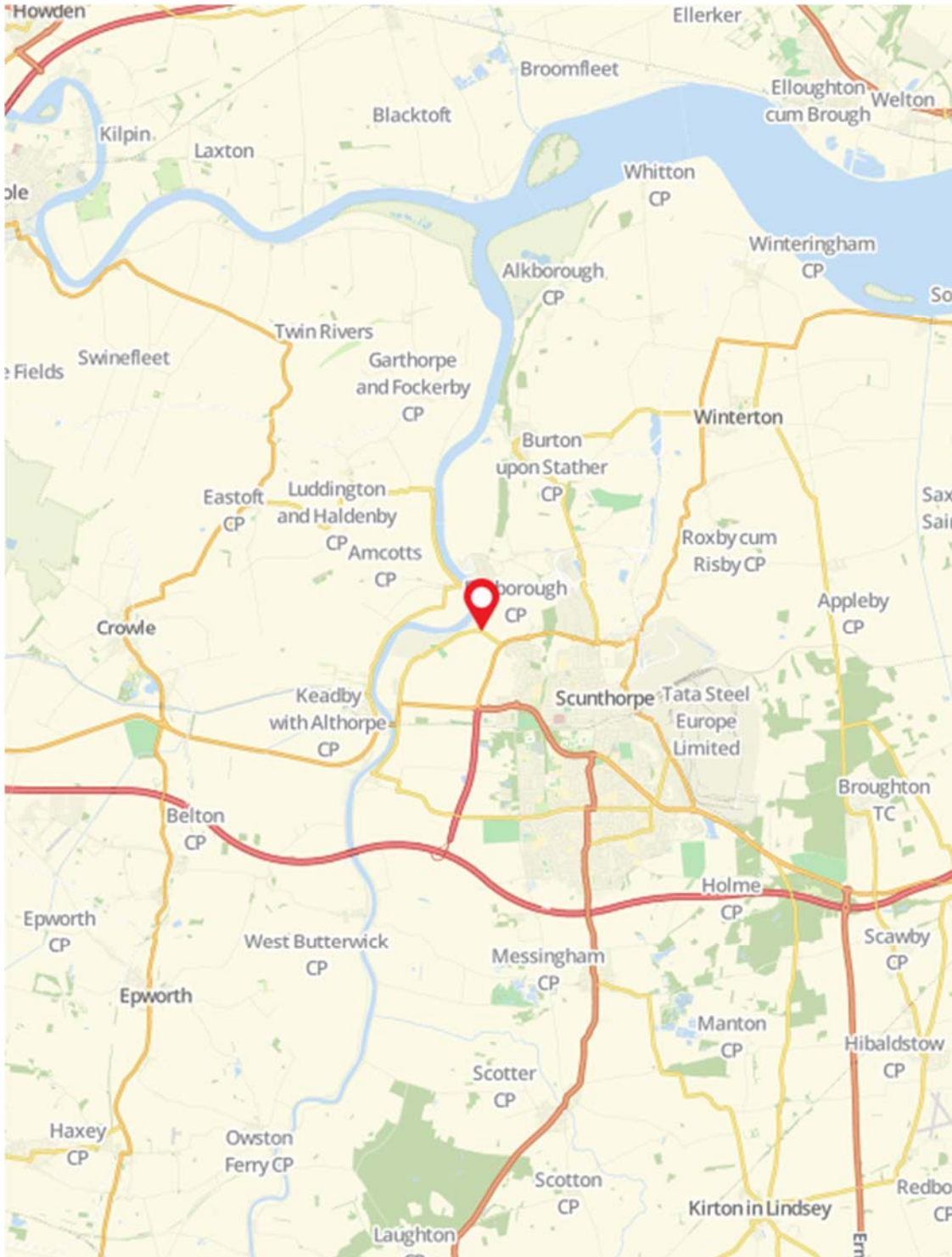
<b>PURPOSE OF FORM</b>	This form is intended for the internal review of Minor Works related to existing assets within the Shire Group of IDBs and represents a mini business case including options and costs where applicable. Approval of the preferred option is subject to each IDBs Financial Regulations and/or third party contributor's financial requirements.	Epsom House Chase Park Redhouse Interchange Doncaster South Yorkshire DN6 7FE United Kingdom
	<b>INTRODUCTION AND BACKGROUND</b>	<b>T +44 (0)1302 337 798</b> <b>E info@shiregroup-idbs.gov.uk</b>
Name, location, grid ref., nearest postcode	Jenny Hurn P. Stn, East Ferry Rd, East Ferry. SK481586,398609 DN21 3DY	www.shiregroup-idbs.gov.uk
Who is responsible for maintaining and why?	Scunthorpe & Gainsborough Water Management Board using permissive powers within the Land Drainage Act 1991 (as amended).	<b>Clerk and Engineer to</b> Ancholme IDB Black Drain DB Danvm Drainage Commissioners Doncaster East IDB Goole Fields District DB Reedness and Swinefleet DB Sow and Penk IDB
What is the aim of the minor works? i.e. sustain or improve existing	Sustain	<b>Clerk to</b> Scunthorpe & Gainsborough WMB <b>Engineer to</b> Selby Area IDB Swale and Ure DB
	<b>PROBLEM</b>	The Shire Group of Internal Drainage Boards is managed by JBA Consulting
Age and description of existing asset (where applicable)	The station was commissioned in 1969 & had 2 further pumps added in 1978 (37 yrs old) and houses 3no. pumps which discharge via a headwall and flap valve arrangement into the R. Trent. The pumps comprise 1 diesel engine and 2no submersible electric. The Station is identified within the FCRM 1 – medium term plan (MTP) for the Trent region with potential funding in 2020/21.	<b>Registered Office</b> South Barn Broughton Hall Skipton North Yorkshire BD23 3AE United Kingdom
What is the problem?	The 2no. Sulzer electrical submersible pumps are in need of a refurbishment.	<b>Jeremy Benn Associates Limited</b> Registered in England 3246693
How was the problem identified?	Concerns regarding operational condition and noise raised by the Boards Operative.	
What is the impact (severity and likelihood) of the problem?	Inefficient pumping and further wear. Impact severity minor damage/impact (1), likelihood highly likely (5). Potential future damage to pumps, either motor, bearings or impeller. Impact severity major damage (5), likelihood Moderate (3).	
What are the benefits?	Improved efficiency of pumping and removed risk of damage to pumps.	
	<b>OPTIONS</b>	
Option 1 (Do Nothing)	Pumps are left to operate but risk breakdown and therefore unplanned maintenance which may cause further damage, increased electricity costs, ineffective pumping and increased flood risk if breakdown occurs during a significant flood event. Await the FCRM 1 – MTP funding in 2020/21.	

Option 2	Removal & Refurbish 1nr pump only and monitor performance of other to see if further deterioration occurs.																																													
Option 3	Refurbish 2nr pumps in one visit to restore Stations operational capacity and performance.																																													
Option 4																																														
	<b>COSTS</b>																																													
Option 1 (Do Nothing)	Unable to identify increased electrical costs, refurbishment works costs will be at least the same, but may incur difficulties with the speed of attendance requirements of unplanned repairs, especially if during a flood event.																																													
Option 2	<p>Perry's Quote; £8300 per pump. To include bearings and shaft sleeves, all labour and haulage. Not included, any impeller repairs or unforeseen damage.</p> <p>Shoebidge Quote: DN450 Sulzer pumps @ £5,740.00 each. To include to supply all tools and materials to remove, fully recondition, install and set to work.</p>																																													
Option 3	<p>Perry's Quote: 2 off Sulzer Pumps, cost £8300 per pump, Total £16,600. To include bearings and shaft sleeves, all labour and haulage. Not included, any impeller repairs or unforeseen damage.</p> <p>Shoebidge Quote: 2 off DN450 Sulzer pumps @ £5,740.00 each, Total £11,480. To include to supply all tools and materials to remove, fully recondition, install and set to work.</p>																																													
Option 4																																														
	<b>RISKS</b>																																													
What are the key risks to the Works i.e. weather, ecology, funding, timing	<p>Confined space entry working required, which is dependent on river levels in the River Trent and the inlet channel to Pump Station (Jenny Hum Drain).</p> <p>Risk Factor : Severity 4 x Likelihood 1 = 4</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Risk Factor</th> <th colspan="5">Likelihood of Occurrence (L)</th> </tr> <tr> <th colspan="2"></th> <th>5</th> <th>4</th> <th>3</th> <th>2</th> <th>1</th> </tr> </thead> <tbody> <tr> <th rowspan="5">Severity (S)</th> <th>5</th> <td style="background-color: red;">25</td> <td style="background-color: red;">20</td> <td style="background-color: yellow;">15</td> <td style="background-color: yellow;">10</td> <td style="background-color: green;">5</td> </tr> <tr> <th>4</th> <td style="background-color: red;">20</td> <td style="background-color: red;">16</td> <td style="background-color: yellow;">12</td> <td style="background-color: yellow;">8</td> <td style="background-color: green;">4</td> </tr> <tr> <th>3</th> <td style="background-color: yellow;">15</td> <td style="background-color: yellow;">12</td> <td style="background-color: yellow;">9</td> <td style="background-color: green;">6</td> <td style="background-color: green;">3</td> </tr> <tr> <th>2</th> <td style="background-color: yellow;">10</td> <td style="background-color: yellow;">8</td> <td style="background-color: green;">6</td> <td style="background-color: green;">4</td> <td style="background-color: green;">2</td> </tr> <tr> <th>1</th> <td style="background-color: green;">5</td> <td style="background-color: green;">4</td> <td style="background-color: green;">3</td> <td style="background-color: green;">2</td> <td style="background-color: green;">1</td> </tr> </tbody> </table> <p>Risk Factors between 16 to 25 = Unacceptable Risk. Risk Factors &gt; 8 will be strictly monitored. Hazards Identified with a Severity Assessed at 3 or above will also be strictly monitored.</p>	Risk Factor		Likelihood of Occurrence (L)							5	4	3	2	1	Severity (S)	5	25	20	15	10	5	4	20	16	12	8	4	3	15	12	9	6	3	2	10	8	6	4	2	1	5	4	3	2	1
Risk Factor		Likelihood of Occurrence (L)																																												
		5	4	3	2	1																																								
Severity (S)	5	25	20	15	10	5																																								
	4	20	16	12	8	4																																								
	3	15	12	9	6	3																																								
	2	10	8	6	4	2																																								
	1	5	4	3	2	1																																								
	<b>ENVIRONMENTAL CONSIDERATIONS</b>																																													
Is it Improvement Works, are protected species present?	N/A																																													

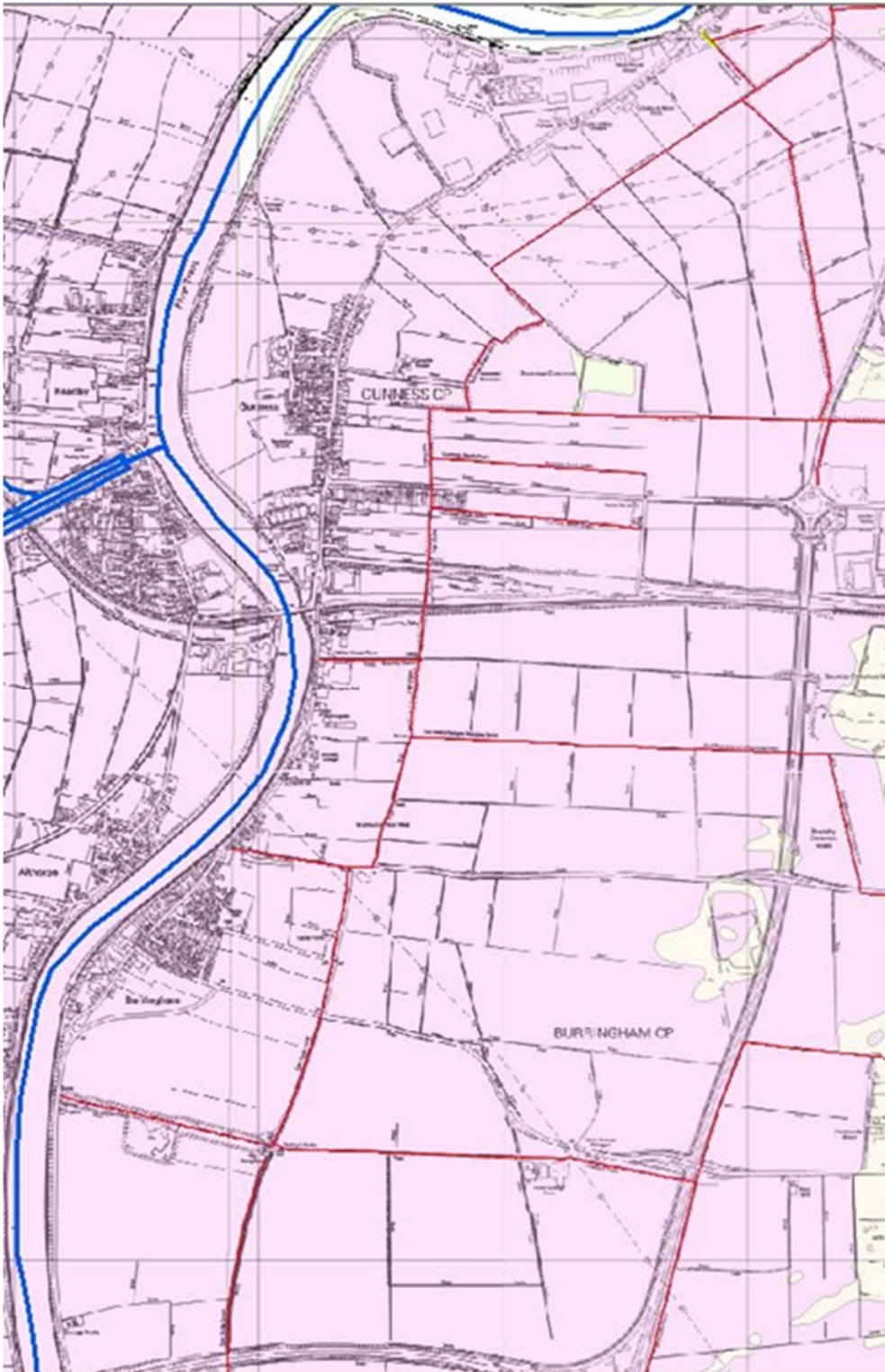
	<b>PROGRAMME</b>
What are the key dates?	N/A
	<b>RECOMMENDATION</b>
Minor Works name	Jenny Hurn Pump Stn – Sulzer Pumps Refurbishment
Recommended Option	Option 3 based on the quote received from Shoebridge subject to a safe method of working submission.
Amount for approval (with breakdown of costs)	£11,480
	<b>CONTRIBUTIONS AND FUNDING</b>
Who will be funding the Works?	Scunthorpe & Gainsborough WMB
Are there any contributor's?	No
Are any discounts available for multiple contracts etc.?	No

	<b>NAME</b>	<b>POSITION</b>	<b>DATE</b>
<b>Prepared by:</b>	Martin Spoor	Asset Manager	28.05.15
<b>Reviewed by:</b>	Paul Jones	Engineer	10.06.15
<b>Approved by:</b>			

## 15. APPENDIX G: Water Vole and Other Species Survey







© Crown Copyright and database right 2014. All rights reserved. Ordnance Survey Licence number 100026380. The geology has also been reproduced under licence from the EA. Pink colour indicates superficial deposits of clay, silt, sand, and gravel, buff colour indicates peat.

## General Details

### Drain Name

Scunthorpe & Gainsborough Water Management Board Biodiversity Action Plan:  
Species Action Plan - Water Vole (*Arvicola amphibius*) surveys

### Location

Lon: -0.6965979281819393

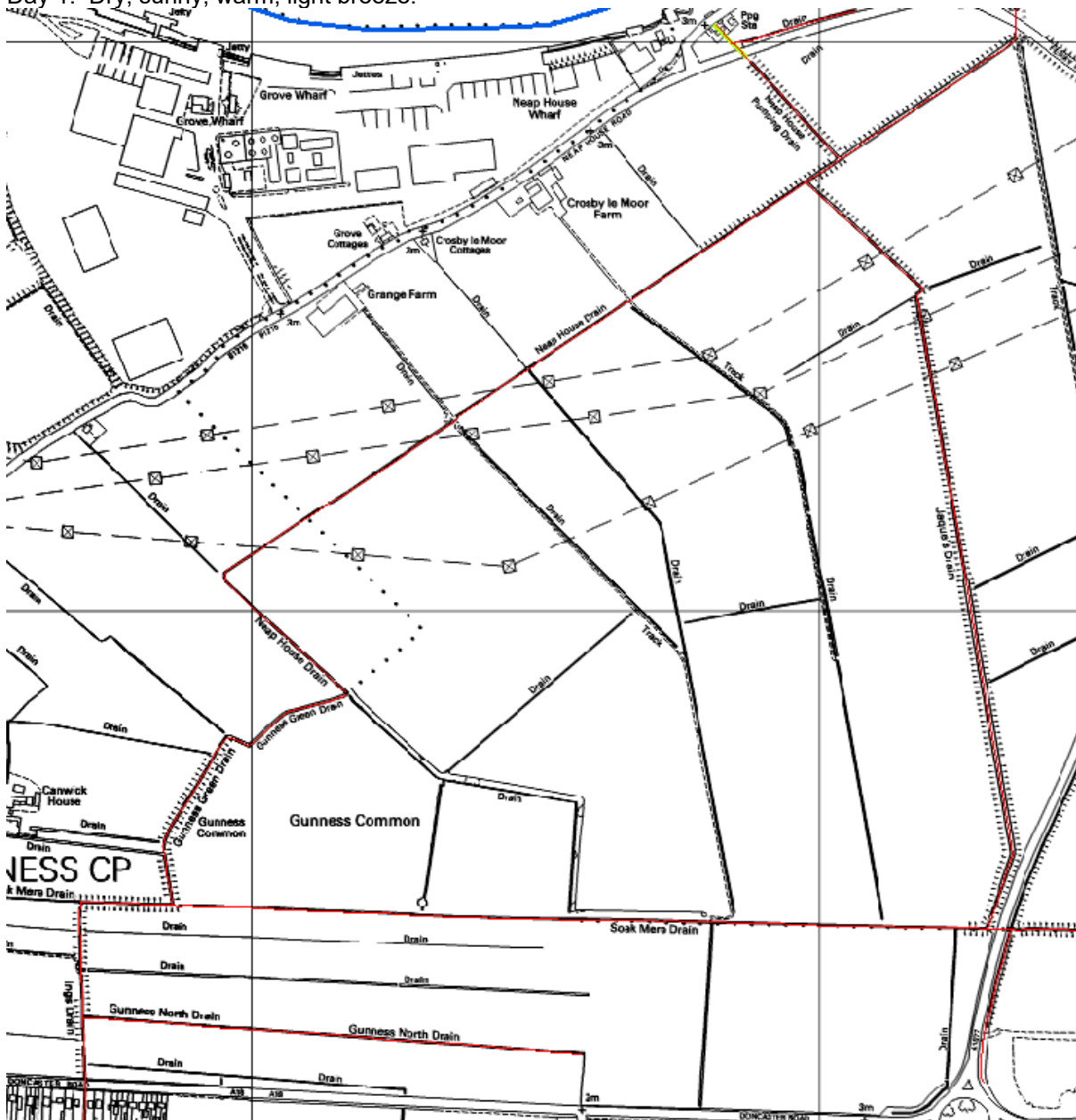


Lat: 53.6064153397955039  
 Accuracy: 5  
 Location source: GPS  
 Local X: 486339  
 Local Y: 412996  
 Local system: OSGB36

**Survey Date:** Days 1 – 3  
 15/03/2017 10:54.  
 16/03/2017 09:30  
 29/03/2017 12:01  
 Total 20,561m of drain survey

**Site description/conditions**  
 Lysaghts catchment

Day 1. Dry, sunny, warm, light breeze.



© Crown Copyright and database right 2014. All rights reserved. Ordnance Survey Licence number 100026380.

**General Photographs**



Neap House Drain - burrows evident at water level, no latrines sighted, no grazing around burrows.



Neap House Drain looking south west. No evidence environmental best practice



Junction with Neap House Drain



Jacques Drain, tree line south side  
for short distance following which burrows identified in bank however no latrine or grazing. No



evidence contractor has followed environmental best practice. Several Sky Lark (*Alauda arvensis*) heard and seen.



Jacques Drain at point upstream of notched weir. Shallow water, sand deposits, well vegetated, fools water cress (*Apium nodiflorum*). Burrows noted however no evidence of latrines or grazing.

Several Sky Lark (*Alauda arvensis*) heard and seen. Common Reed bunting (*Emberiza schoeniclus*) seen using Phragmites in drains north of V notch weir.



Culvert under

A1077 looking upstream to Soak Mere Drain



Corner Jacques

Drain before becoming Soak Mere Drain. Water starwort (*Callitriche sp.*) Fools Water Cress (*Apium*



*nodiflorum*). No evidence of burrows, steep trapezoidal drain. Several Common Frog (*Rana temporaria*) identified in this area.



Soak Mere Drain. No evidence water vole. Sky lark (*Alauda arvensis*) seen and heard, Mallard (*Anas platyrhynchos*) using drain, raspberry (*Rubus idaeus*) canes growing at headland.



Third party has undertaken drain reprofiling, discharging into Soak Mere Drain. Some head wall knocked off, slips likely, siltation may become issue downstream in Soak Mere Drain.



Corner Soak Mere

Drain and Gunness Green Drain, water starwort (*Callitriche sp.*) in both drains. Pony paddock fencing in Gunness Common to bank top preventing ease of survey.



Gunness Green

Drain. Fencing required survey be undertaken from within paddock. Drain held several burrows at



water level and within bank, no latrine or grazed vegetation. Little Egret (*Egretta garzetta*) observed using drain.



Common pond weed (*Potamogeton natans*), water starwort (*Callitriche sp.*), Common water crowfoot (*Ranunculus aquatilis*) within watercourse

Considered to be good water vole habitat however no hard evidence of presence.



Grey water pollution discharging into Guinness Green Drain, previously good ecological condition, becomes poor downstream of pollution. Reported to Environment Agency.



Drain at south west point. Roe Deer using Neap House





Neap House

Drain several burrows



Black discharge, dead vegetation in watercourse from Neap House Wharf. Vapour choking, reported to Environment Agency.



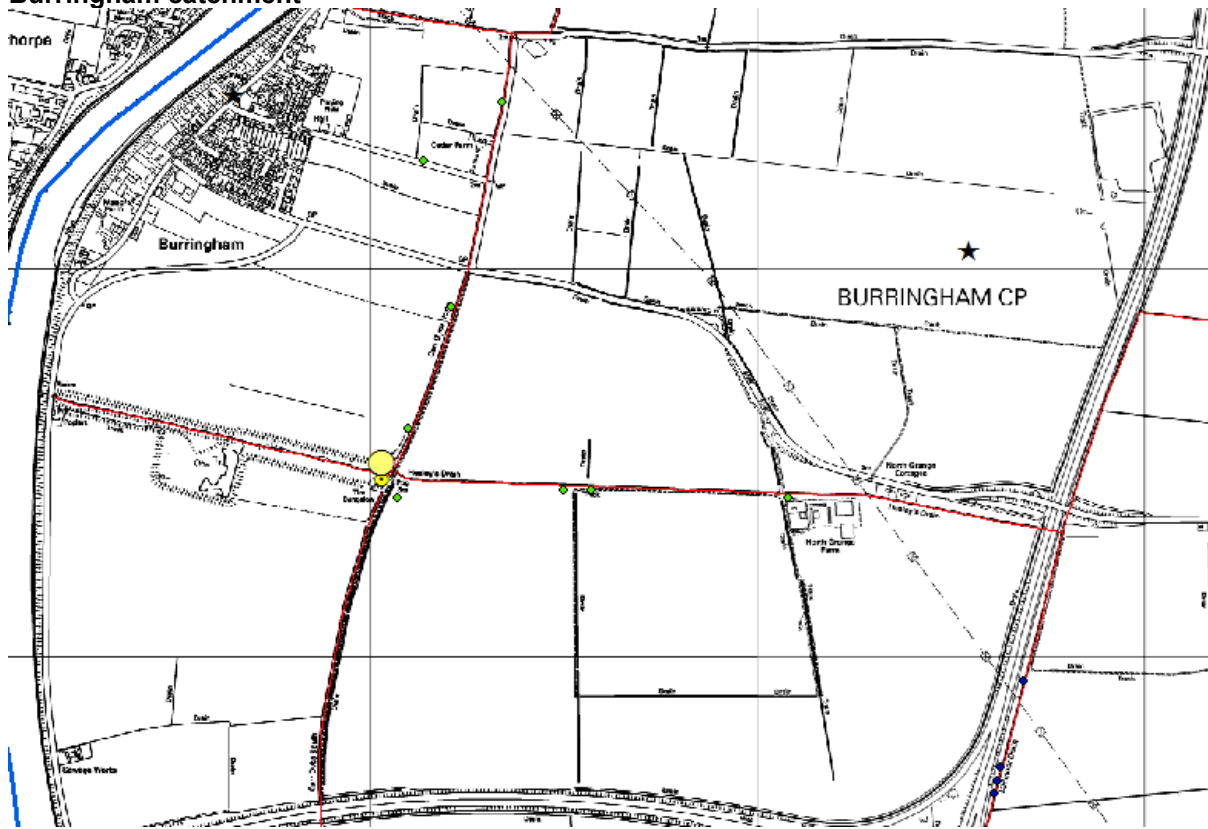
Neap House Drain pollutant



Discharge black water into Neap House Drain.



**Site description/conditions**  
**Burringham catchment**



© Crown Copyright and database right 2014. All rights reserved. Ordnance Survey Licence number 100026380.

**Day 2** Healey's drain and Carr Dyke Road drain south and part of Carr Dyke Road drain north, 6634m

**Site conditions:** Dry, bright, sunny, stiff breeze.



Carr Dyke Road Drain North, floating fly tipping against upstream culvert.



Carr Dyke Road Drain North, numerous burrows, large differential in water levels from pumping, not necessarily conducive to optimum water vole habitat. No evidence of environmental best practice.





Healey's Drain, several burrows, no hard evidence of water vole, no evidence environmental best practice.



Healey's Drain adjacent North Grange Cottages, more in channel vegetation, potentially good water vole habitat.

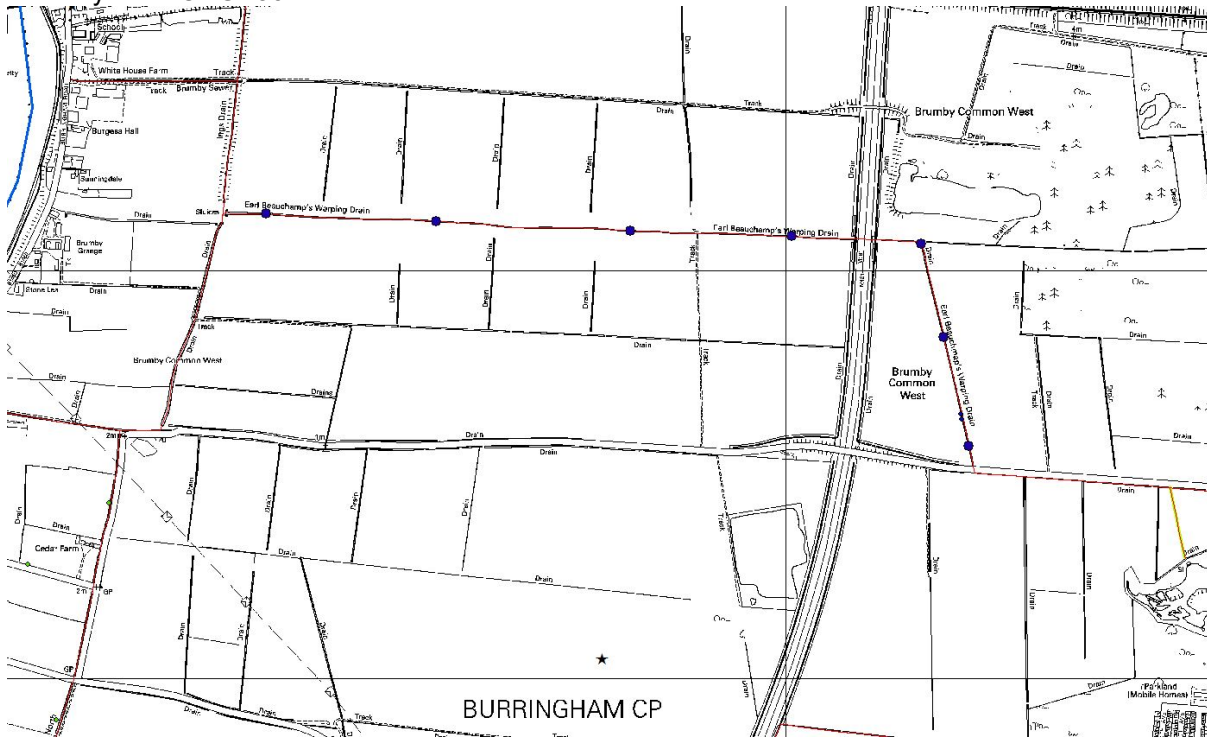
### Drain Name

Clay Drain North, Burringham Sewer, Earl Beauchamp's Warping Drain, Ings Drain, Brumby Sewer.  
6866 m watercourse surveyed

### Location

Local co-ordinates: 453124 411697

Local system: OSGB36



© Crown Copyright and database right 2014. All rights reserved. Ordnance Survey Licence number 100026380.

### Site description/conditions

Day 3: Cool, breezy, slight rain.



## General Photographs



Clay Dike North location of several burrows, most of which have the potential to be those of water vole. Three latrines were identified within the drain.



Drain contained submerged vegetation of water starwort (*Callitriche* sp.), Marsh marigold (*Caltha palustris*) and Fools water cress (*Apium nodiflorum*)



Burringham Sewer extremely steep sided, difficult to survey. No evidence of water vole noted.



Clay Dike North, burrows and latrines.





Fly tipping in

Burringham Sewer upstream Ings Drain junction.



Ings Drain,  
several burrows and two latrines identified along watercourse length. Drain surveyed from one side only.



Ings Drain burrow

and latrine



Earl Beauchamp's Warping Drain junction with  
Ings Drain. Mallard identified below culvert.





Earl Beauchamp's

Warping Drain, several burrows and latrines identified.

**Conclusions.** Drains differ considerably in the presence of water vole even within sections of the drain. All drains within the area surveyed contain the same superficial geology, same method of maintenance and the same water. Carr Dyke Road drain is a good example, south of Burringham Pump Station contained no evidence of water vole yet the drain north of the pump station, in particular the section closer to Burringham Road held several burrows and latrines; definitive evidence of the presence of water vole.

Within the Lysaghts pumped catchment, whilst several of the drains within this area are capable of supporting water vole, no hard evidence of the species presence was located. In the Guinness Common area, access to drains was an issue, in particular the pony paddocks on the Common which are fenced to bank top.

The Board has no previous records of water vole within the two parts of its district north of the railway.

The Board has record of Water vole presence on Earl Beauchamp's Warping Drain in 2006 and it is pleasing to note these populations remain. It is unlikely these populations will migrate into the Lysaghts catchment, the railway forming a barrier with a culvert 52m in length. For the same reason, it is unlikely water vole populations will move between the Burringham Catchment and the area south of the M180 in East Butterwick, the motorway culvert being 100m in length.

In accordance with the Drainage Channel Biodiversity Manual, the Board's Maintenance Contractors must make greater attempt to work incorporating better environmental practices of leaving a fringe of vegetation at the toe of the drain. This has a dual advantage, offering an area of refuge for invertebrates, spiders, and mammals, whilst protecting the toe of the bank. Several watercourses were difficult to survey for Health & Safety reasons, the banks being over steep which also creates bank instability.





**Shire**  
Group of IDBs

**Shire Group of IDBs  
Epsom House  
Malton Way  
Adwick le Street  
Doncaster DN6 7FE**

**T: 01302 337798**

[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)  
[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)

**JBA Consulting has offices at**

**Coleshill  
Doncaster  
Edinburgh  
Haywards Heath  
Limerick  
Newcastle upon Tyne  
Newport  
Northallerton  
Saltaire  
Skipton  
Tadcaster  
Wallingford  
Warrington**

