

**Sow and Penk Internal Drainage  
Board**

Tonge Suite  
County Showground  
Weston Road  
Stafford  
ST18 0BD

**Meeting *Papers***

*Wednesday 21 June 2017*  
*Meeting at 11:00am*

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 ..... Paul Jones BSc (Hons) MSc (Eng) GMICE  
**Engineer to the Board**

Reviewed by ..... Ian Benn HNC/D, Dip NEBOSH, 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.

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## Agenda

<b>1.</b>	<b>Governance .....</b>	<b>4</b>
1.1	Apologies .....	4
1.2	Declaration of Interest.....	4
1.3	Complaints and FOI.....	4
1.4	Minutes of Meeting 8 February 2017 .....	4
1.5	Matters arising there from not elsewhere on the Agenda.....	6
<b>2.</b>	<b>Clerk’s Report .....</b>	<b>7</b>
2.1	Training Sessions .....	7
2.2	Policy .....	7
2.3	Legislation.....	7
2.4	Defra .....	8
2.5	The Association of Drainage Authorities (ADA) .....	8
2.6	Board Website .....	8
2.7	Board Key Performance Indicators.....	9
<b>3.</b>	<b>Financial Report.....</b>	<b>10</b>
3.1	Rating Report.....	10
3.2	List of Cheques.....	11
3.3	Other payments .....	11
3.4	Audit.....	11
3.5	Annual Return Section 1 – Annual Governance Statement .....	12
3.6	Budget Comparison for the Year Ending 31 March 2017 .....	13
3.7	Accounts for the Year Ending 31 March 2017.....	14
3.8	Annual Return Section 2 – Accounting Statements 2016/17 .....	14
3.9	Five Year Budget Estimate .....	15
<b>4.</b>	<b>Engineer’s Report.....</b>	<b>16</b>
4.1	Asset Management.....	16
4.2	Planning, pre-application advice and consents .....	21
<b>5.</b>	<b>Health and Safety Report.....</b>	<b>23</b>
5.1	Health and Safety Boards Contractor .....	23
<b>6.</b>	<b>Environmental Adviser’s Report.....</b>	<b>26</b>
6.1	Legislation.....	26
6.2	BAP 2015-2020 .....	26
<b>7.</b>	<b>Any other business .....</b>	<b>26</b>
<b>8.</b>	<b>Date of next meeting .....</b>	<b>26</b>
<b>9.</b>	<b>APPENDIX A: Annual Return.....</b>	<b>27</b>

# 1. Governance

## 1.1 Apologies

## 1.2 Declaration of Interest

## 1.3 Complaints and FOI

## 1.4 Minutes of Meeting 8 February 2017

### Present

Ray Sutherland (RS)  
John Hilderley (JH)  
Frances Beatty (FB)  
Neil Brown (NB)  
Andrew Harp (AH)  
Anthony Parrott (AP)  
Geoff Rowlands (GR)  
Jeff Sim (JS)  
Ralph Cooke (RC)  
Royston Wright (RW)

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

Ian Benn (Clerk to the Board)  
Paul Jones (Engineer to the Board)

### Apologies for Absence

2017.01 Apologies were received from Mr P. Bates and Mr J. Price.

### Declaration of Interest

2017.02 There were no declarations of interest.

### Complaints and Freedom of Information Requests

2017.03 None had been received.

### Minutes of the Last Meeting

2017.04 Minutes of the last meeting held on 9 November 2016 copies of which had been previously circulated to members with the meeting papers were taken as read, approved and signed by the Chairman.

### Matters Arising

2017.05 An alternative venue would be considered for future Board meetings.

### Clerks Report

- 2017.06** The Clerks Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

### Matters Arising

- 2017.07 Demaining Asset Transfer** – This does not affect S&PIDB at present, however raising awareness of regional / national EA matters is prudent should this IDB have to consider demaining in future. The Board are always recommended to consider decisions on a catchment basis and ensuring that the Main Rivers (or outlet) are adequately maintained to permit flow from the Ordinary Watercourse currently maintained by the Board. Should funding become a constraint then the Board is encouraged to review planned maintenance and work with riparian owner/occupiers. The Board has a good example through the Radford Bank maintenance.
- 2017.08 Board Website** – The website was now live and Members were invited to visit the site [www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)
- 2017.09 Key Performance Indicators** – Nothing to report

### Financial Report

- 2017.10** The Financial Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

### Matters Arising

- 2017.11 Rating** – Members noted the latest balance outstanding.
- 2017.12 Schedule of Payments** – was approved by the Board. Alternative banking options are to be reviewed as the Bankline Fees appear excessive.
- 2017.13 Budget** – the Board considered the budget, drainage rate and special levy. The rate was proposed to remain at 6.24p, proposed by RC, seconded by JH, all in agreement.
- 2017.14 Risk Register** – the Board considered and formally approved the Risk Register.

### Engineers Report

- 2017.15** The Engineer's Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

### Matters Arising

- 2017.16 Watercourse Maintenance** – Members noted the comments in the papers the current status of the watercourse maintenance contract.
- 2017.17 Main River** – an introductory meeting was held with Mr Dave Shaw, Environment Agency Asset Performance Team Leader, Chairman, Clerk, Engineer, and the Boards Contractor Littlehales to discuss progression of the Public Sector Cooperation Agreement to permit the IDB and EA to work together on Main River maintenance and flood response.
- 2017.18** A Schedule 3 is to be drafted detailing where the IDB and EA could work together, subject to annual agreement on actual work required and funding. Works

could be considered on Main Rivers such as Silkmore Drain (Rising Brook), River Sow (from Eccleshall) as presented to the Board in February 2015, on trash grid clearance before rainfall events, and other flood response activities. The Boards' Contractor Littlehales is ideally locally placed to assist the EA and therefore the IDB Drainage District in time of inundation.

- 2017.19** The Schedule 3 will be sent to the Chairman and Vice Chairman before being sent to the EA for their agreement. We anticipate that the Boards' formal approval will be sought at the June meeting.
- 2017.20** Feedback on the progress of the hydraulic modelling on Silkmore Drain was also requested from the EA to further understand the flood risk and potential storage solutions proposed for this Main River system.
- 2017.21** **Planning** – Members noted the two planning applications that had received comment between 26<sup>th</sup> October 2016 and 24<sup>th</sup> January 2017.
- 2017.22** **Planning Workshop** – the Board agreed that a planning workshop would be beneficial between the IDB and Staffordshire Wildlife Trust to discuss approaches to planning application responses.
- 2017.23** **Consents** – Members noted the consent application from Bellway Homes which had been refused as the Board cannot provide retrospective consent.
- 2017.24** **Contravention of LDA Section 23** – Members noted the correspondence with Bellway Homes in relation to the fence within the riparian maintenance ordinary watercourse within the Board Drainage District and the Notice that had been served. The Engineer confirmed that Bellway Home had made further contact requesting a site visit. The Engineer confirmed that the Chairman would be updated on progress with the contravention.

#### **Health and Safety Report**

- 2017.25** The Health and Safety Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted with no accidents or incidents to report since the last meeting.

#### **Environmental Adviser's Report**

- 2017.26** The Environmental Adviser's Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

#### **Any Other Business**

- 2017.27** Nothing further to consider.

#### **Date of Next Meeting**

- 2017.28** The next meeting will be held on 21 June 2017, venue to be confirmed.

## **1.5 Matters arising there from not elsewhere on the Agenda**

## 2. Clerk's Report

### Recommendation:

- Members note information contained in the Report

### 2.1 Training Sessions

Board to consider future training programme for its Members -

### 2.2 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.

#### 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

### 2.3 Legislation

Nothing to Report

## **2.4 Defra**

### **2.4.1 Demaining and Asset Transfer**

### **2.4.2 Humber Flood Risk Management Steering Group – Update**

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 5<sup>th</sup> 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

### **2.4.3 The Isle of Axholme Strategy – Implementation.**

Board officers continue to work with the EA seeking to deliver cost effective and holistic solutions to the strategy.

## **2.5 The Association of Drainage Authorities (ADA)**

### **2.5.1 Floodex 2017 – 17<sup>th</sup>-18<sup>th</sup> May Peterborough Arena**

The Clerk delivered Health and Safety Presentations over the two days of this event which was well received. These are available to download on the Boards website.

### **2.5.2 Technical & Environment Committee**

The next meeting takes place on the 8<sup>th</sup> June 2017:

### **2.5.3 Policy & Finance Committee**

The next meeting takes place on the 7<sup>th</sup> June 2016:

### **2.5.4 ADA Trent Branch AGM**

The AGM will be held on 14 June at Kelham House Country Manor Hotel, Kelham, Newark. The Board will be represented by the Chairman and Engineer.

## **2.6 Board Website**

Nothing to report



## 2.7 Board Key Performance Indicators

		Key Performance Indicators					
		Inadequate	Work to be done	Adequate	Good	Very Good	
<b>SOW &amp; PENK INTERNAL DRAINAGE BOARD</b>	<b>Management of the Board</b>	Compliance with Audit Requirements					
		Health & Safety					
		Partnership Working					
		Overall					
	<b>Reduction of water logging &amp; Flood risk to assets</b>	Asset Management					
		Flood Risk management strategy					
		Flooding- Learning Outcomes					
		Overall					
	<b>Environment</b>	Water Framework Directive					
		Invasive Species/Designated Sites					
		Conservation & Biodiversity					
		Biodiversity Action Plan					
		Overall					
	<b>Supporting</b>	Financial Statements					
		Receipt of Drainage Rates					
		Governance Documentation					
		Overall					
	<b>Overall Performance</b>						

### 3. Financial Report

**Recommendation:**

- To note the information contained in this report
- Approve Section 1 Annual Return – Annual Governance Statement
- Approve the Accounts for the Year Ending 31 March 2017
- Approve Section 2 – Accounting Statements for the Year Ending 31 March 2017
- Approve the List 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		669.31
<b>2016/2017 Drainage Rates and Special Levies</b>		
Drainage Rates		10,848.68
Special Levies		
Stafford Borough Council	97,699.00	
South Staffordshire District Council	3,504.00	101,203.00
<b>Total Drainage Rates Due</b>		<b><u>112,720.99</u></b>
<b>Less Paid:-</b>		
Drainage Rates		10,276.82
Special Levies		
Stafford Borough Council	97,699.00	
South Staffordshire District Council	3,504.00	101,203.00
<b>Total Drainage Rates Paid</b>		<b><u>111,479.82</u></b>
<b>Admin adjustment</b>		<b><u>-48.12</u></b>
<b>Balance Outstanding as at 31<sup>st</sup> March 2017</b>		<b><u>1,193.05</u></b>

### 3.2 List of Cheques

DATE		CHEQUE		PAYEE	DESCRIPTION	TOTAL	
		NO.				CHEQUE	
						£	
<b>2016</b>							
May	31st	000797	11	Leon Coach Travel	Tour of Inspection Costs	175.00	*
Jun	21st	000799	10	Environment Agency	Flood Defence Levy	2,158.75	
	22nd	000800	14	The Hollybush	Meeting Expenses	119.25	*
Aug	1st	000801	12	Brodericks GBC	Internal Audit Fees 2015/16	774.00	
		000802	13	JBA Consulting	1/4 Salary & Expenses	4,971.56	
	18th	000803	15-16	Littlehales Plant Hire Ltd	Maintenance	2,700.00	
Sep	27th	000804	17	Environment Agency	Flood Defence Levy	2,158.75	
		000805	18	JBA Consulting	Fee Account - Doxey & Tillington Marshes	900.00	
		000806	21	Littlehales Plant Hire Ltd	Maintenance	33,877.38	
Oct	12th	000807	23	JBA Consulting	1/4 Salary & Expenses	5,179.79	
		000808	22	PKF Littlejohn	External Audit Fee	480.00	
				<b>Total Amount of all Cheques</b>		<b>53,494.48</b>	
				* Total Amount of Cheques sent out signed by the Clerk Only		<b>294.25</b>	

### 3.3 Other payments

DATE			PAYEE	DESCRIPTION	TOTAL	
					£	
<b>2016</b>						
Jun	15th	-	NatWest	Bankline Fees	27.50	*
	30th	-	NatWest	Bank Fees	17.45	*
Jul	15th	-	NatWest	Bankline Fees	27.50	*
	29th	-	NatWest	Bank Fees	9.53	*
Aug	15th	-	NatWest	Bankline Fees	27.50	*
	31st	-	NatWest	Bank Fees	7.29	*
Sep	15th	-	Bankline Fees	Bankline Fees	27.50	*
	29th	20	Danvm Drainage Commissioners	Legal Advice - Powers of Entry	178.66	*
		19	Doncaster East IDB	Cardnet Fees	28.28	*
	30th	-	NatWest	Bank Fees	7.98	*
				<b>Total Amount of all Payments</b>		<b>359.19</b>
				* Total Amount of Cheques sent out signed by the Clerk Only		<b>359.19</b>

### 3.4 Audit

#### 3.4.1 Internal Audit

The Audit of the Board's financial statements is underway.

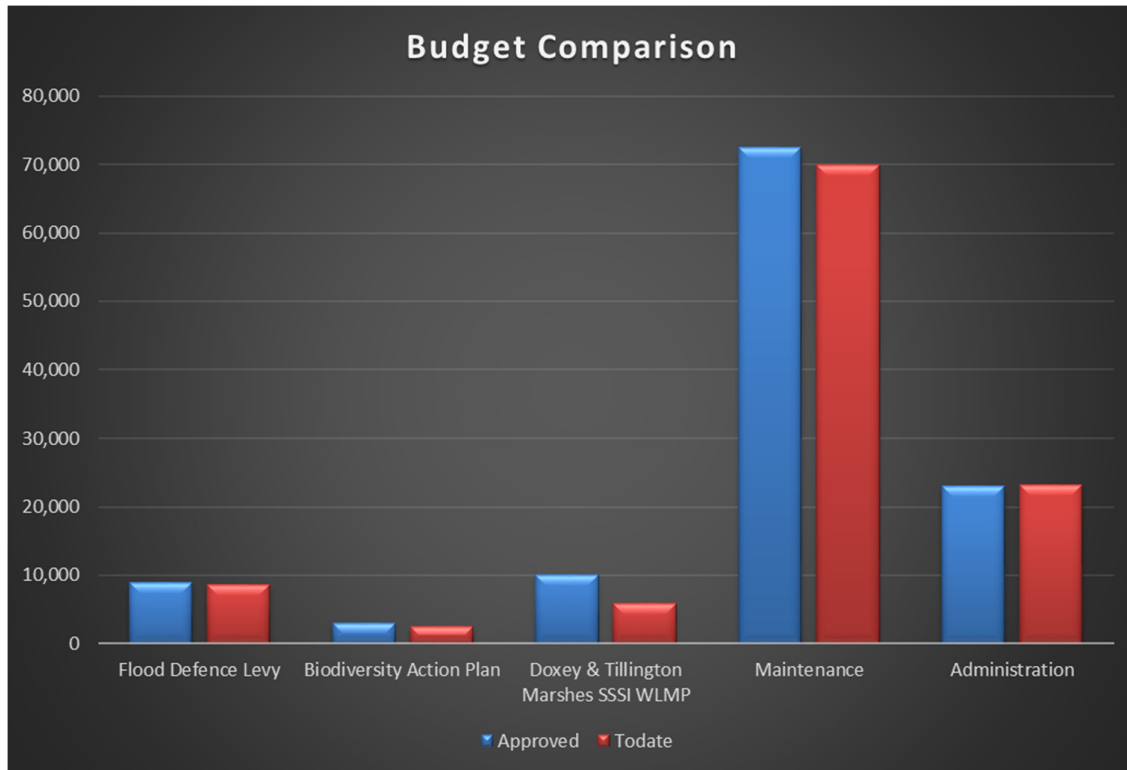
### **3.4.2 External Audit**

The Annual Return and supporting documentation will be submitted to the Auditor following approval for the Board.

## **3.5 Annual Return Section 1 – Annual Governance Statement**

The Board are required to review and approve section 1 of the Annual Return which can be viewed at Appendix A.

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



The Board's total expenditure in the year was 93.82% of the Approved Budget.

### **3.7 Accounts for the Year Ending 31 March 2017**

The accounts for the year ending 31 March 2017 are attached as a separate document. are shown below.

### **3.8 Annual Return Section 2 – Accounting Statements 2016/17**

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



## 4. Engineer's Report

### Recommendation(s):

- To note the information contained in this report
- Progress commuted sum and legal agreement with Bellway Homes (Item 4.1.2)

### 4.1 Asset Management

#### 4.1.1 Ordinary Watercourses

Planned maintenance is anticipated from mid-July and one access has been identified as below. We have tried to contact the Planning Application Agent; if any Member has any knowledge of who has access keys please let the IDB office know.

*I write on behalf of the Sow & Penk Internal Drainage Board who currently choose to maintain the Ordinary Watercourse 'Broad Meadow Drain' as shown in red on the plan below to permit surface water flow through the Drainage District.*



*The maintenance currently includes flailing and dewatering/desilting of the watercourse on an annual basis and the IDB has a right of access under the Land Drainage Act 1991 (as amended).*

*We have identified a newly placed gate on the land off Blackberry Lane which obstructs access to the watercourse for the IDB.*

*Access is normally required at some point between mid-July to December/January (dependant on weather patterns etc.) should not be required for more than a few days and would be with a tractor to flail grass initially, and then with an excavator to dewater.*

*It would be greatly appreciated if a key or arrangements for access to the IDB can be provided to the IDB Contractor. Our Contractor is Mr Sam Littlehailes of Littlehailes Plant Hire Ltd.*

*If you are no longer involved with the proposals please could you forward onto the owner/occupiers of the site, and confirm with myself any action taken, so I may report back to the Board and Borough Council.*



#### **4.1.2 Riparian Watercourses (Doxey Road, Bellway Homes)**

Further to the contravention of byelaws noting at the last meeting (Minute 2017.24) a site meeting with Bellway Homes and the IDB Contractor Littlehales was held on 27<sup>th</sup> February 2017.

Upon attending site it was noted that within their sales office there was a plan of the development which indicated a number of watercourses and an attenuation pond to be '*maintained by IDB*'.

The IDB had not agreed to maintain as summarised below:

- Consent was provided by the IDB for the outfall/runoff rate, and the box culvert crossing.
- A draft commuted sum was prepared in March 2014 but no response was received so the process halted (outlined below).
- No Consent was required for the watercourse realignment etc. as it appeared that watercourse were to remain wholly riparian owned and maintained.

Way Forward (as discussed on site):

- IDB to maintain - access to watercourse needs to be improved should the IDB be approached to maintain in future and an updated commuted sum based on current discount rates and prices need to be agreed, after understand developers' maintenance requirements.
- Management Company maintain

Date	Contact	Advice / Decision
01/10/2013	John Branson (CH2M)	<p>Consent Application Forms provided</p> <p>If houses/developed structures/temporary or permanent structures were constructed beyond the 6m standoff, and slope stability analysis confirms stability, then I do not foresee the IDB objecting to the proposals.</p> <p>If carriageway construction is proposed within 6 metres of the bank top then I do not foresee the IDB objecting to the proposals should the carriageway be at least 2 metres away from banks top, slope stability analysis confirms stability, and cross sections of the proposed watercourse and carriage are provided so that machine reach (as well as maintaining the watercourse from a level platform and carriageway working) can be considered by the IDB.</p>
27/01/2014	Caroline Shaw (CH2M)	<p>My only notable concern is the condition and ownership of the enclosed (piped) watercourse which is downstream of the proposed control structure and upstream of the nearest IDB maintained watercourse. I do not believe that the IDB would object to the watercourse diversion, attention pond outfall or control structure subject to consent from the IDB.</p> <p>With regards to approaching the IDB to main systems please note the following steps/phases:</p> <ol style="list-style-type: none"> <li>1. Developer to confirm scope of watercourse maintenance activities etc.</li> <li>2. IDB to agree in principle (where practical due to board meeting dates)</li> <li>3. IDB to calculate the commuted sum for using their permissive powers to maintain the watercourse</li> <li>4. Developer to agree to commuted sum</li> <li>5. Formal written request from developer to IDB which should refer to maintenance required and agreement to commuted sum</li> <li>6. Board will accept, reject or propose alternative</li> <li>7. Formal agreement document will then be required from solicitors for approval by both parties</li> <li>8. Signatures from both parties will then be required along with transfer of commuted sum</li> </ol> <p>Please note that as well as the commuted sum the developer will be expected to cover the IDB legal/solicitor costs (as well as their own) in preparing a formal agreement and there is likely to be costs to be covered by the developer for engineering and ecological inspections of the watercourse before handover.</p>
12/03/2014	John Branson (CH2M)	<p>DRAFT commuted sum was attached subject to the following clarifications:</p> <ul style="list-style-type: none"> <li>• please confirm the maintenance expected within the attenuation pond (as flailing has currently been allowed for)</li> <li>• please confirm the estimated cost of the proposed control structure</li> </ul>
07/04/2015	Lewis Everiss (RAC-E)	<p>Advised 'As the watercourse works fall within the IDB Drainage District but are not near to any currently maintained watercourses there is no requirement for consent of the realignment/alteration of existing watercourse or new watercourses'</p>
08/07/2015	Bellway Homes	<p>Consent for outfall and discharge was provided</p>
09/10/2015	Bellway Homes	<p>Consent for box culvert was provided</p>



Bellway Homes have now submitted a formal request for the Board to consider maintaining the following upon receipt of a commuted sum:

- 340 metres of ordinary watercourse
- Attenuation pond, c.80m in length
- 1 no. control structure

Date: 20<sup>th</sup> March 2017  
Our Ref: JOB/AT/MAL/23788  
Your Ref:



**Bellway**

Bellway Homes  
West Midlands  
Bellway House  
Relay Point  
Relay Drive  
Tamworth  
Staffordshire  
B77 5PA

**For the attention of Paul Jones**  
Shire Group of IDB's  
Espom House  
Chase Park  
Redhouse Interchange  
Doncaster  
South Yorkshire  
DN6 7FE

Telephone 01827 255 755  
Fax 01827 255 766  
DX 717023 Tamworth  
[www.bellway.co.uk](http://www.bellway.co.uk)

[Paul.Jones@shiregroup-idbs.gov.uk](mailto:Paul.Jones@shiregroup-idbs.gov.uk)

Dear Sirs

**Re: Doxey Road, Stafford Watercourse**

Following our previous correspondence in regards to the watercourse on our existing new build development, we will be wanting the IDB to adopt the watercourse indefinitely if possible.

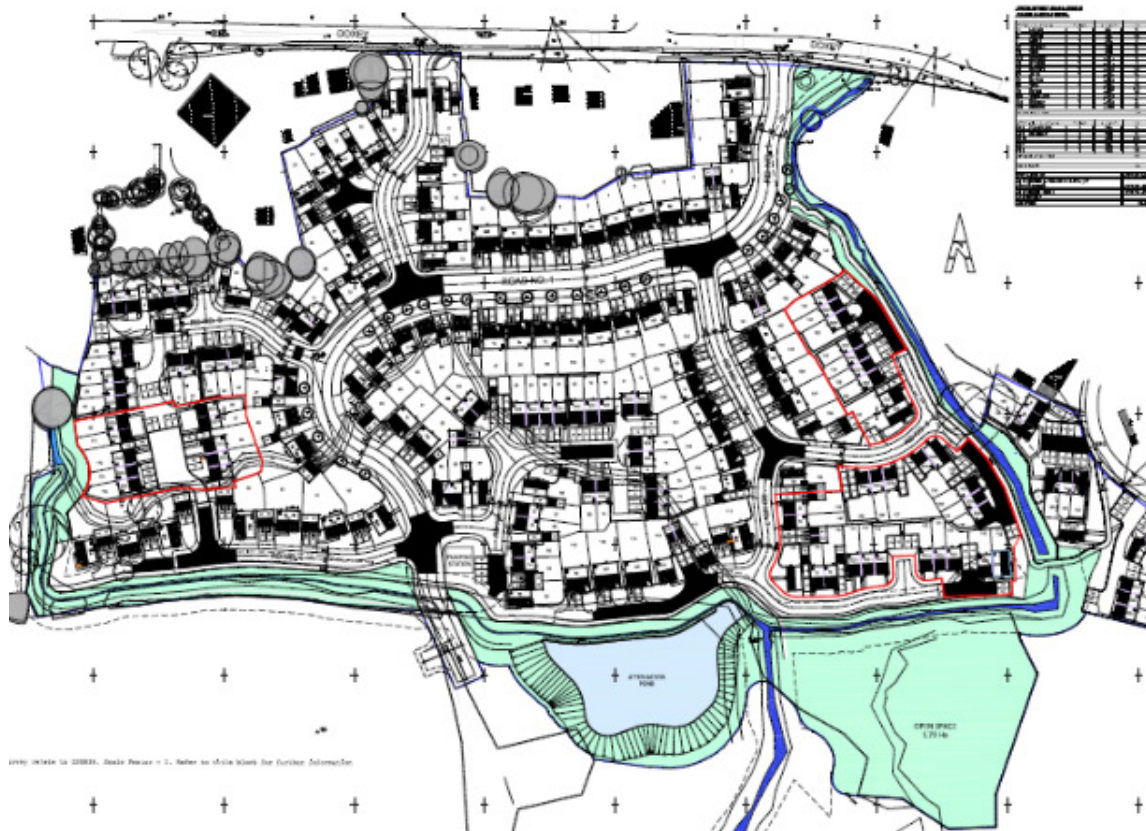
We understand a commuted sum will have to be agreed. In order to progress our application, we are willing to carry out any remediation works you may require to the watercourse to progress.

If you require a meeting onsite to discuss access to the watercourse and your requirements for adoption then please do not hesitate to contact me. I also apologise for any time wasted in the past trying to progress the draft commuted sum back in 2014.

I trust the above is satisfactory, however if you do require any further information, please do not hesitate to contact me.

Yours faithfully

**James O'Brien**



An updated commuted sum is being compiled with up to date Contractors costs and will be brought to the meeting for agreement to release to Bellway Homes for their approval.

Access remains a key constraint on this site to maintain the ordinary watercourses. This constraint ins being costed into the updated commuted sum. The maintenance of these ordinary watercourses will not only permit flow and reduce flood risk to the newly constructed Bellway Homes site but also to the Doxey Road area/catchment north of the site.

If the IDB and Bellway Homes agree to the commuted sum amount and maintenance to the end of useful life of the development (rather than adopt) then the following process would follow thereafter:

1. Solicitor Engaged to draft agreement, both parties review drafts
2. If acceptable, letter to Minister is required for approval to commute obligations
3. Signatures from both parties will then be required along with transfer of commuted sum

### 4.1.3 Main River

The signed Public Sector Cooperation Agreement has been confirmed with the Environment Agency. At present it is envisaged that assistance from the IDB Contractor could be provided through clearance of trash screens in the Stafford Area, with future maintenance of Main River to be determined.

### 4.1.4 River Sow

Correspondence from William Cash MP to EA and/or IDB and response on behalf of both organisations can be found appended.

Our suggested text for consideration in the response, along with a Drainage District Overview, was as follows:

*We are also working with the Sow & Penk Internal Drainage Board through a Public Sector Cooperation Agreement to review maintenance on Main River systems such as Silkmore Drain and the River Sow from the B5026 in Pershall. Maintenance work would be dependent on:*

- *the **benefit** to IDB activities e.g. upstream maintained systems such as Copmere Drain and Brocton Brook,*
- *the **risk** to the catchment and property downstream, and*
- *availability of **funding***

*The Sow & Penk Internal Drainage Board currently choose to maintain Ordinary Watercourses (non-Main River) using permissive powers under the Land Drainage Act 1991 (as amended) and further information can be obtained from their website via <https://www.shiregroup-idbs.gov.uk/idbs/sow-penk/>*

## 4.2 Planning, pre-application advice and consents

### 4.2.1 Planning applications

Our email address for planning enquiries is [planning@shiregroup-idbs.gov.uk](mailto:planning@shiregroup-idbs.gov.uk)

Planning applications have been reviewed and 2 applications have required comment on behalf of the Board between 20<sup>th</sup> January and 5<sup>th</sup> June 2017.

Planning Ref	Proposal	Address	Applicant	Work in, on, under or within 9m of an Ordinary Watercourse?	Alteration to surface water discharge or discharge structure?	Consent Form and Information provided?
17/26061/FUL	Erection of 75 dwellings, including affordable housing, new vehicular access, new pedestrian links, green infrastructure, drainage and associated landscaping	Playing Field South of Mansell Close, Stafford	Lovell Partnerships Ltd And Touch Developments	no	yes	yes
16/25009/FUL	Renovation of Victoria Park - Demolition of catering kiosk, aviary, site offices & small greenhouse. Erection of new catering facility with bridge link to Mill Walk, training buildings, lean-to greenhouse & two aviaries. Renovation of Thatched shelter, bowls pavilion, Mottram shelter, bandstand and toilet block. Creation of amphitheatre, new stage area (existing bandstand), events space, widening of main footpath, seating areas along the River, re-surfacing & landscaping	Victoria Park, Tenterbanks, Stafford	Stafford Borough Council	no	yes	yes

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

Our email address for consent applications is [consents@shiregroup-idbs.gov.uk](mailto:consents@shiregroup-idbs.gov.uk)

2 consents have been issued on behalf of the Board between 20<sup>th</sup> January and 5<sup>th</sup> June 2017.

Applicant	Location	Proposal	Permanent / Temporary Works	Approved/Ref used/ other	Date
Louise Wilcock (RPS Planning & Development)	Land at Stafford Rugby Club, South West of Kingsway, Stafford	To attenuate existing surface water discharge to drain and restrict to Qbar greenfield rate (reduced discharge above Qbar return period, 8.15 l/s)	Permanent	Approved	02.03.2017
Mark Smith (Atkins / St Modwen Developments Ltd)	Former Castleworks, Castle Street, Stafford	Install outfall headwall to Doxey Drain with Qbar runoff rate of 12.8 l/s (4.55 l/s/ha)	Permanent	Approved	04.05.2017

## **5. Health and Safety Report**

### **5.1 Health and Safety Boards Contractor**

#### **5.1.1 Accidents and Incidents**

There have been no accidents or incidents to report since the last meeting.

#### **5.1.2 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 FLOODDEX, 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***

## **6. Environmental Adviser's Report**

**Recommendation:**

- Members note information contained in the Report

### **6.1 Legislation**

Nothing to report.

### **6.2 BAP 2015-2020**

## **7. Any other business**

## **8. Date of next meeting**

22 November 2017

## **9. APPENDIX A: Annual Return**

The report is show over the following pages.



**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  
Cork  
Doncaster  
Dublin  
Edinburgh  
Exeter  
Glasgow  
Haywards Heath  
Isle of Man  
Leeds  
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