

## DONCASTER EAST INTERNAL DRAINAGE BOARD

Minutes of a Meeting of the Board held at 2.00 p.m. on Friday, 29th March 2019, at Armthorpe Community Centre.

- |   |                               |
|---|-------------------------------|
| * Mr M. Brooke                                      | * Mrs R. Chapman              |
| * Mr P. Cornish                                     | Mr C. Crowe                   |
| * Mr K. Durdy                                       | * Mr L. Garrett               |
| * Mr R. Durdy                                       | Mr P. Hagan                   |
| * Mr P. Horne (Vice-Chairman)                       | * Mr J. Hoare                 |
| * Mr G. Parker                                      | * Mr C. McGuinness (Chairman) |
| Mr G. Platt   | * Mr M. Oldknow               |
| * Mr N. Williams                                    | * Mr D. Ridge                 |
| Vacancy   | * Mrs S. Wilkinson            |
| Vacancy   | Vacancy                       |
| Vacancy   | Vacancy                       |
| Vacancy   | Vacancy                       |
|   | Vacancy                       |
| * <i>Present</i>                                    |                               |
| * Mr A. McGill (Chief Executive)                    |                               |
| * Mr N. Kemble (Engineer)                           |                               |
| * Mrs J.D. Watson (Operations Director)             |                               |
| * Mr R. Brown (Operations Manager)                  |                               |
| Mrs N. Hind (Finance Manager)                       |                               |
| * Mrs L. Parker (Rating Officer/Accounts Assistant) |                               |
| * Mr D.J. Sisson (Strategic Partnership Director)   |                               |
| * <i>In attendance</i>                              |                               |

### 2019.21 APOLOGIES

Apologies for absence were received from Messrs C. Crowe, P. Hagan and G. Platt.

As the Chairman would be late arriving, Mr P. Horne started the meeting.

### 2019.22 DECLARATIONS OF INTEREST

None.

### 2019.23 NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

The Chief Executive raised the recent Good Governance workshops held by the Association of Drainage Authorities. It was agreed this would be discussed under Agenda item 21.

### 2019.24 BOARD MINUTES - 1ST FEBRUARY 2019

#### RESOLVED

That the minutes of the meeting of the Board held on 1st February 2019 be confirmed as a correct record.

### 2019.25 MATTERS ARISING

Mr D.J. Sisson confirmed that all members were welcome to attend the Environment Agency/Internal Drainage Board liaison meeting.

2019.26 HEALTH AND SAFETY

There were no matters to report.

2019.27 DRAINAGE RATES AND SPECIAL LEVIES

The Chief Executive reported a balance of -£21.80 at 11th March 2019.

RECEIVED

2019.28 FINANCE

The Rating Office/Accounts Assistant presented the attached report which was considered in detail. It was expected that there would be a deficit of £49,020 at the year-end to be funded from balances.

RESOLVED

- (a) That the attached report detailing income and expenditure up to 31st December 2018, investments and borrowings, and the forecast for the year-end, be noted.
- (b) That the attached payment schedule be approved.

2019.29 OPERATIONS REPORT

(a) Pumping Stations Electrical Works

Officers confirmed that the necessary electrical work had been completed at a total cost of £24,583 and the appropriate certificates for the stations received. In response to members, the Chief Executive confirmed that an audit of the state of the electrics at all pumping stations had been arranged, as requested by the Board, at a cost of £1,152.

RECEIVED

(b) Cuckoo Lane - Pumping Station

Officers reported on further issues which had arisen at Cuckoo Lane Pumping Station; a failure had occurred following the repair works to pump number 1 but this had now been fixed and the lock to the station building had also been drilled out by someone trying to gain illegal entry.

(c) Low Ellers Pumping Station

A break-in and theft had occurred on the weekend of the 24th March 2019 but fortunately there was no damage to the station, however a trailer bowser and strimmer were stolen. Officers were investigating ways to increase security.

(d) Collapsing Culvert

Officers reported a collapsed culvert on Idle Bank Road near Cadmans Pumping Station and following a site meeting on 11th January 2019 North Lincolnshire Council Highways had agreed to replace the culvert.

(e) Fly Tipping

The Board's operatives, in cooperation with Doncaster Metropolitan Borough Council (DMBC) and the Board's contractors, had cleared the fly tipping around Ramskir Lane from the watercourses and bank sides. Further efforts would be made around the Board watercourses in the Thorne area.

42 tyres were removed from Parks Drain off Bootham Lane together with some palisade fencing panels. Following removal and before DMBC could arrive to collect the waste, the tyres had been set alight.

(f) New Vehicle

The new Mitsubishi L200 was due for delivery shortly.

2019.30 BYELAW APPLICATIONS AND CONTRAVENTIONS

(a) Byelaw Application - Clay Dike, Finningley

Application had been made for consent to undertake mineral extraction three metres from the bank top of the Board maintained Clay Dike at national grid reference 469040 399686 in the parish of Finningley.

The applicant had confirmed that the proposed excavations in two fields would be no deeper than seven metres. Officers expressed concern that the close proximity of a deep excavation to the watercourse could jeopardise the stability and potentially the environmental impact and stated that the applicant would need to prove that his proposals were viable.

RESOLVED

That delegated authority be granted to the Chairman and Engineer to determine the application upon receipt of further information from the applicant.

(b) Byelaw Contravention - Mother Drain, Doncaster

As reported at the February meeting, an application for land drainage consent was received to reinforce an existing gas main by laying 950 metres of 315MP and 570 metres of 250MP gas main within nine metres of the Board maintained Mother Drain at Balby Carr Bank in Doncaster between national grid references SE 56965 01626 and 58310 00945. The contractors had commenced work without Byelaw consent after receiving caveated permission to commence from Doncaster Metropolitan Borough Council's Highways (DMBCH) team.

Following the last Board meeting a site visit was made with DMBCH and the contractors to discuss concerns relating to the placement of the main adjacent to the watercourse. DMBCH advised that the initial discussions for the gas main and the road opening permit related to the gas main being laid in the opposite carriageway furthest from the watercourse. Works were stopped on site until all parties were satisfied with the proposed work method and location of the gas main.

Subsequently a letter was issued requiring a formal Agreement from Cadent confirming that their infrastructure was adequately protected and to allow future uninterrupted access by the Board's contractors for maintenance without notification and supervision. A response to this was awaited.

The contractors were currently installing the gas main in the highway and DMBCH was monitoring closely to ensure that work was undertaken to an adequate standard. No work had been carried out in connection with the watercourse crossings.

RESOLVED

That Officers be granted delegated authority to consent for the installation of a gas main within nine metres of the Board maintained Mother Drain subject to all works being carried out to the specification and satisfaction of the Board's Engineer and completion of a deed of indemnity.

(c) Byelaw Contravention - Mother Drain, Doncaster

Whilst attending a site meeting in respect of the proposed gas main within nine metres of the Board maintained Mother Drain at Balby Carr Bank in Doncaster, Officers observed that a transformer and kiosk had been installed on the bank top of the same watercourse, further upstream.

The watercourse protected numerous businesses within the industrial estate at Balby Carr and a large number of properties between the A1632 and the A630, the railport and Woodfield Way; a total area of approximately 126 hectares. In order to comply with health and safety requirements, work could not be undertaken within six metres of a transformer and a 12 metre section of the Mother Drain could, therefore, no longer be maintained. Officers were working with the landowners who had constructed the transformer and kiosk to find a mutually acceptable resolution, one option being considered was the culverting of the section past the structures with all costs being met by the landowner. Members queried whether the Board's administration costs in dealing with the contravention would also be covered and the Engineer agreed to look into this.

In response to Mr N. Williams, the Engineer confirmed that planning permission for the structures had been granted and the landowner thought that this was sufficient, not realising that he also required the Board's consent.

A further report would be presented to the next Board meeting.

RECEIVED

2019.31 BYELAW AND SECTION 23 APPLICATIONS - DN7 HATFIELD ROAD LINK

As part of Doncaster Metropolitan Borough Council's (DMBC) delivery of the Hatfield Link Road scheme, application had been made for the following five crossings of Board maintained watercourses:

<i>Name</i>	<i>Drain ID</i>	<i>Grid Ref</i>	<i>Details</i>
Cuckoo Lane Drain	DED310300	466407 – 410680	70m x 1200mm diameter
Old Culvert Link Drain	DED310700	466390 – 410688	25m (pipe diameter to be agreed)
Hop Hills Link Drain	DED310800	465846 – 410609	27m x 1050mm diameter
Parks Drain	DED310100	465482 – 410658	25m x 2.1m x 1.8m PCC culvert

Pudding and Dip  
Drain

DED310900

465605 – 410395

38m x 900mm  
diameter

As the culverts were 25 metres in length or greater, the Board's approval was required. Officers recommended that consent be granted subject to the applicant complying with the Board's standard conditions. In response to Mr P. Horne, the Operations Manager confirmed that the culverts were of a sufficient size to cope with additional flows.

Officers confirmed that surface water would be attenuated to 1.4 litres per second per hectare and Doncaster Metropolitan Borough Council (DMBC) had applied for consent for three outfalls with oil interceptors prior to the attenuation ponds. Two of these outfalls would discharge into the Board maintained Park Drain and the third into the Board maintained Cuckoo Lane Drain. Application for the outfalls would be dealt with under officers' delegated authority.

A further six applications had been made under Section 23 of the Land Drainage Act 1991 to re-align, culvert and eradicate riparian watercourses. These would also be dealt with under officers' delegated authority.

The Engineer reported that the Coal Authority had agreed to fund a hydraulic model and outline scheme design for the re-alignment of the culverted length of the Board's Parks Drain. The discussions in principle with the Coal Authority, DMBC and the developer had been supportive of the potential scheme, subject to design. Following production of drawings, the work would be costed by the contractor delivering the link road.

#### RESOLVED

That consent be granted to DMBC for the installation of five culverts to cross the Board maintained watercourses in paragraph 1 above subject to all works being carried out to the specification and satisfaction of the Operations Manager.

#### 2019.32 HUXTERWELL PUMPING STATION AND DRAIN AND ROSSINGTON INLAND PORT (I-PORT)

The attached report was presented for consideration.

Regarding 1. on the attached report, the Engineer reported that widening of the Toe Drain by up to one metre would be necessary to give the required capacity and some revetment on the motorway side may be required but this would be confirmed once the surveys had been completed. He stated that it had been necessary to remove some self-set trees and bushes in order to alleviate the flood risk but around 40,000 trees had been planted on the I-Port site already which would mitigate this work.

On the matter of fencing alongside the Huxterwell Drain (paragraph 2:1), the Engineer reported that there was a one metre strip available on the opposite bank to deposit arisings from the watercourse. It was noted that rivulets had now developed down the bank from runoff from the road but the applicant had come back with a proposal for a french drain which would alleviate this problem and protect the bank in the future and the bank would be reformed before these were installed. The Engineer confirmed that although the bank looked steep on the photographs presented, it was within the required tolerance. The Board's officers were due to meet with the developers again shortly to discuss relocation of the fence. In response to Mr P. Cornish, the Engineer reported that the fence could be removed in sections to repair the watercourse banks. An update would be presented to the next Board meeting.

Officers reported on the following Byelaw Applications which were being considered:

- (a) Outfall from Countryside Lakes to Huxterwell Drain replacing outfall pipe with concrete weir structure.
- (b) Mombricks wood access culvert - permanent consent to retain temporary culvert.
- (c) Outfall from Long Pond to Little Mother Drain and works to improve the Board's access.

Regarding the future funding of Huxterwell Pumping Station, the Engineer confirmed that all costs, including maintenance, servicing, repair and replacement etc., would be included in the contract and recharged on the percentage basis shown in 3:2 of the attached report. Members stated that an amount should also be included for administration to cover officers' time and it was agreed that this must be cost-neutral for the Board.

RESOLVED

- (a) That the actions taken under Emergency Works to reduce immediate flood risk in Huxterwell Drain be approved.
- (b) That discussions continue to effect a permanent solution to the capacity issues along the section of M18 Toe Drain/Huxterwell Drain at no cost to the Board.
- (c) That the actions taken by Officers in relation to Byelaw contraventions on the frontage of Plots 1a, 1b and 1c I-Port Development be approved.
- (d) That Officers be granted authority to approve applications in relation to new Land Drainage Consents required to complete the I-Port development and water management strategy.
- (e) That the proposal to secure a legally binding agreement with all parties for the future funding of operational and refurbishment activity at Huxterwell Pumping Station be approved; all costs to be recharged as reported in 3:2 and to include a sum for administration.

2019.33 RELINQUISHMENT OF WATERCOURSE

A request had been made for the Board to relinquish a 100 metre section of the Board maintained Division Drain (DED141000) between national grid references 457703 - 400359 and 457797 - 400358 as part of Carr Lodge Development (Phase 2) in Doncaster. Attenuation ponds would be created to cater for the surface water run-off and control structures would limit any flows into the Board's systems. Officers would continue to liaise with the developers to ensure that adequate provision was made for the surface water.

The applicant intended to infill the 100 metre section of watercourse and re-cut a storage swale of greater width and length to provide attenuation for the proposed housing development with a restricted discharge into the Division Drain further downstream of 1.4 litres per second per hectare. A survey of the watercourse had been undertaken and showed that there were no incoming connections located within this 100 metre section and Officers reported that the relinquishment would not adversely affect any other ratepayer. Officers reported that access to this watercourse was severely restricted and annual maintenance had not, therefore, been undertaken recently by the Board.

Although the infilling of the watercourse would create a minor loss of storage and habitat, this would be more than mitigated for within the development proposals of the housing estate and Officers, therefore, recommended that consent be granted.

**RESOLVED**

That the Board relinquish control of a 100 metre section of Division Drain (as detailed above) and issue consent under Section 23 of the Land Drainage Act 1991 to the infilling of this section subject to all works being carried out to the specification and satisfaction of the Board's Officers.

**2019.34 ENVIRONMENT AGENCY (EA) AND PARTNERSHIP MATTERS**

Officers reported that work had been completed on the River Torne from Auckley weir upstream on behalf of the EA under the Public Sector Cooperation Agreement. Costs were being updated for this year with a view to this being incorporated into the Summer Maintenance programme.

The Board has assisted the EA with issuing briefing notes to land owners and occupiers within the Keadby Pumping Station catchment area. Briefing Note 3 has recently been sent out and was circulated for members' information.

The February 2019 Humber newsletter from the EA was circulated for members' information. Mr C. McGuinness stated that the EA had restricted development within the flood plain and emphasised the need for the EA to liaise with the local council to come up with a solution or the Strategy would be out of kilter. The Engineer reported that the EA realised that this was not sustainable and that they needed to work with partners to make this work.

The Chief Executive reported that the Isle of Axholme and North Nottinghamshire Water Level Management Board had requested updates from the EA on Keadby Pumping Station and the Humber Strategy. It was noted that the EA would be giving a presentation on these at the Association of Drainage Authorities Trent Branch meeting on 6th June 2019.

Officers had recently assisted the EA cleaning up an oil spill which had occurred in the Board's system. The boom was still in place at Balby Carr Pumping Station to contain the pollution which was being monitored by the Board's Officers and the EA.

**RECEIVED**

**2019.35 ASSET RENEWAL AND REFURBISHMENT CAPITAL PROJECTS**

**(a) Balby Carr Pumping Station - Pump Refurbishment**

When Pump Number 1 was removed from site, it was discovered that a length of the shaft (~1.4m) had sheared and damaged the impellor. An initial quote was obtained for the repairs in the sum of £7,500 plus parts for the removal and inspection of the motor and pump. However, following further investigations, the contractor had submitted a revised quote for £21,201 for the repair work which included a new shaft, plus £3,302 for divers to remove the remainder of debris from the sump. Officers had obtained a quote for a comparative new pump from Bedford Pumps for £55,000 but this did not include installation and modifications which would be required to the existing pipework. Although a new pump would be more efficient and have a lower power demand, with a capital cost of more than double the repair cost, this option was not considered justifiable.

Officers confirmed that the sump clearance by divers was needed as there was a significant amount of unaccounted for debris from the failed pump, however, they felt that the quotation was too high and alternative quotes would be sought before an order was placed.

The Board had already accepted the repair expenditure, however, the sump clearance was an additional cost taking the total repair sum to £24,503; the Board's responsibility in terms of cost would be 27% of this. Officers had received advice from the Board's insurers indicating that the incident may be covered and would be pursuing this.

RECEIVED

That Officers actions be approved and the expenditure noted, and an insurance claim be made.

(b) Low Ellers Pumping Station - Pump Refurbishment

Officers referred to the last Board meeting where issues with the small submersible pump were reported. The pump was not operational, and officers had requested quotations from suitable companies to inspect the pump and provide costs for the necessary repairs and/or refurbishment.

It was noted that the station was under shared ownership (Doncaster East IDB 27%, Coal Authority 2%, Yorkshire Water 22% and the Environment Agency 49%).

A further update would be presented at the next meeting.

(c) Strategic Hydraulic Modelling Project

Mr N. Kemble declared an interest and left the meeting for this item, taking no part in the discussion.

Tenders were sought from five suitably qualified survey companies for the survey element of the work and four had been returned. These had been adjudicated by Mr D.J. Sisson and a slide detailing those received was presented. The cheapest tender had been submitted by Latitude Surveys Ltd for all five surveys in the sum of £25,250 and as this was significantly less than the other tenders, Mr Sisson had contacted them to ensure that they were aware of all the requirements. Mr Sisson confirmed that they had not included an element for boat work so an additional £3,500 had been added to their price to cover this should it be required, however, their tender still came out cheaper than the other tenders, and he recommended that the contract for the survey work be awarded to them.

The survey work would be undertaken in five lots: (1) Hatfield Chase and Armthorpe, (2) Hatfield Moors and Wroot, (3) Hatfield and Stainforth, (4) Thorne and Ealand, and (5) Finningley and River Idle.

Discussions with the Environment Agency (EA) and their PDU Framework Partners Capita for the work required to deliver the Operational Hydraulic Model for all EA and DEIDB pumping stations and watercourses were nearing conclusion. Officers confirmed that the viability of contractors would be confirmed prior to entering into any agreements.

The scope of the work had been amended to reflect the collaborative approach adopted and a full report on the current financial implications including funding proposals and the associated Partnership Agreement was presented for approval. The total revised project budget was £199,900, the Board's contribution being £96,675 and the remainder funded from Local Levy, the Environment Agency and the Coal Authority. Members were pleased to learn that the Coal Authority had agreed to contribute towards the project.

Mr D.J. Sisson further recommended that additional work be undertaken to update the Board's data. An original budget of £3,000 had been allowed but this was increased to £5,000. In response to Mr M. Brooke, Officers confirmed that the data would belong to Doncaster East Internal Drainage Board and would be available for future use. It was noted that once collected, a charge could be made to developers if this was for commercial use, e.g. potential development could be added and the model run to show the impact on the systems. Mr Sisson confirmed that the model would be run using various scenarios, e.g. on summer/winter levels, weeded and clear system, 1:100 year return period, subsidence, etc. and would take into account climate change.

It was noted that the assistance of the landowners would be required when undertaking the survey work.

#### RESOLVED

- (i) That the Board enter into a formal partnership agreement with the Environment Agency and Coal Authority to deliver an area wide working Hydraulic Catchment Model.
- (ii) That the Board agree to enter into a formal contract arrangement with Capita (EA PDU5 Framework partner) Value £120,000.
- (iii) That the surveying Contract for the five lots be awarded to Latitude Surveys Ltd, in the sum of £25,250, plus an additional £3,500 should boat work be required.
- (iv) That Lindsey Marsh Drainage Board be appointed to undertake Project Management up to an estimated cost of £5,000.
- (v) That Lindsey Marsh Drainage Board be appointed to undertake data collation and provision for Pumping Station Operations to Modelling Consultant up to an estimated cost of £5,000.

#### 2019.36 POLICY DOCUMENTS

The Chief Executive presented DRAFT Financial Regulations and Policy Statement for approval.

In response to Mr P. Horne, the Chief Executive gave an overview of cyber security measures that were in place and reported that he was also considering additional insurance to ensure that the Board was adequately covered in the unlikely event of a breach.

Referring to the Policy Statement, the Chief Executive reported that a cover sheet would be put on this document, referring to the Board's aims and objectives and would also include the standards of protection for the area.

RESOLVED

That the Financial Regulations and Policy Statement be approved.

2019.37 RECONSTITUTION OF THE BOARD AND ELECTION

Officers reported that the Environment Agency had been contacted to start the process for reconstituting the Board down to 15 members. Although the Department for Environment, Food and Rural Affairs had confirmed that the process could be completed before the term of office of the Board expired on 31st October 2019, this would be tight and Officers, therefore, suggested that the election process should commence as usual. It was agreed that Election notices would be posted on the Board's website rather than in the local press in order not to incur unnecessary costs.

Officers further reported that the EA had requested names to be put forward for the newly constituted Board and elected members had already been asked if they wished to stand. Doncaster Metropolitan Borough Council would notify the Manby office directly of the Council representatives.

RESOLVED

- (a) That the following members be put forward for the reconstituted Board: Messrs M. Brooke, P. Cornish, K. Durdy, R. Durdy, G. Parker, G. Platt and N. Williams.
- (b) That the election process commence in case it was not possible to complete the reconstitution by 31st October 2019.
- (c) Mr A. McGill be appointed Returning Officer to conduct the election and Mrs C. Davies be appointed Deputy Returning Officer.
- (d) That, should it be necessary, the Election date be set for Monday, 28th October 2019.

*Mr M. Oldknow left the meeting.*

2019.38 DELEGATED MATTERS - PLANNING, BYELAWS AND SUPERVISORY ROLE

(a) Byelaw Applications

Officers reported that consent had been granted under delegated authority for the following:

DEIDB/LDC/2019/006 Installation of a UV CIPP structural liner in the Board maintained Willow Close Drain culvert under Idle Bank Road at national grid reference 472521 398674 in the parish of Misson.

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(b) Section 23 Applications

No Section 23 consents had been granted since the last Board meeting.

(c) Planning Applications

Officers reported on seven planning applications which had been reviewed, objection had been raised to the following due to their proximity to the watercourses:

18/03110/FUL Erection of a new dwelling on Mosscroft Lane, Hatfield.

18/03163/FULM Erection of 179 dwellings adjacent to Wike Gate Road, Thorne.

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2019.39 THORNE AND CROWLE MOORS SSSI - RESTORING THE HUMBERHEAD  
PEATLANDS LIFE PROJECT

Due to the confidential nature of this item, details are recorded on Pink Paper.

2019.40 WHISTLEBLOWING COMPLAINT

Due to the confidential nature of this item, details are recorded on Pink Paper.

2019.41 ANY OTHER BUSINESS

The Vice-Chairman reported on the Good Governance seminar he had recently attended organised by the Association of Drainage Authorities where the importance of an Emergency Plan, Risk Management Plan, Cyber Security and Website had been highlighted.

The Chief Executive confirmed that measures were in place to deal with an emergency situation and this had been put into practice following the incident at Cuckoo Lane last year. The Risk Register had been discussed with the auditor and would be updated in a simple format showing dynamic risks as well as standing risks. All the required information would be uploaded onto the Board's website and it was hoped to review the overall layout and possible improvements later in the year.

Officers were reminded to liaise with the Board's contractors to ensure the flail mowing and weedcutting was undertaken in tandem and to iron out any issues prior to summer works commencing.

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CHAIRMAN