

Doncaster East Internal Drainage Board

Minutes of a Meeting of the Board held via Microsoft Teams and Teleconference on Friday, 19th June 2020 at 2.00 p.m.

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| * Mr M. Brooke | * Mrs R. Chapman |
| * Mr P.A.M. Cornish | * Mr C. Crowe |
| * Mr J.K. Durdy | Mr L. Garrett |
| * Mr R. Durdy | * Mr P. Hagan |
| * Mr P. Horne (Vice-Chairman) | * Mr J. Hoare |
| * Mr G.C. Parker | * Mr C. McGuinness (Chairman) |
| * Mr W.G.S. Platt | * Mr M. Oldknow |
| * Mr N.V. Williams | Mr D. Ridge |
| | * Mrs S. Wilkinson |
- * *Present*
- * Mr A. McGill (Chief Executive)
- * Mr N. Kemble (Engineer)
- * Mr A. Malin (Senior Operations Manager)
- * Mr R. Brown (Operations Manager)
- * Mrs N. Hind (Finance Manager)
- * Mrs C. Davies (Corporate Services Manager)
- * Mr C. Harris (Internal Auditor)
- * *In attendance*

2020.29 APPOLOGIES

Apologies for absence were received from Messrs L. Garrett and D. Ridge.

2020.30 DECLARATIONS OF INTEREST

Mr W.G.S. Platt declared an interest in agenda item 12 - Hatfield Link Road - Unity Connect Development.

2020.31 NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

The Chairman raised moving the September Board Meeting date.

2020.32 BOARD MINUTES

It was noted that the local levy application for the new telemetry was for £27,000 and not £40,000 as stated in the minutes.

RESOLVED

That the minutes of the meeting of the Board held on 27th March 2020 be confirmed as a correct record subject to the above amendment and that the resolutions be adopted by the Board.

2020.33 MATTERS ARISING

(a) Minute 2020.26 (c) Operations Report - Summer Maintenance Works

Mr M. Brooke queried the progress of discussions with the Environment Agency (EA) regarding work on North Engine Drain at Gunness where the channel was not wide enough. The Operations Manager had discussed the issue with the EA who were intending to complete the work inhouse.

Officers reported that the following work was being undertaken on main rivers on behalf of the EA under a Public Sector Cooperation Agreement:

River	Location
North Soak	Upstream New Zealand PS
North Soak	Moors Bridge - Wykewell Bridge
Hatfield Waste Drain	End Woodhouse Sewer to First road bridge
Torne	Source - Auckley weir 80%
Torne	Howarth Sewer
Diggin Dyke	Whole length
Woodhouse Sewer	Whole length
Woodhouse Sewer	Whole length
Low Bank Drain	Whole length
Tunnel Pits Soak Dyke	Whole length
Tunnel Pits Soak to Epworth Road	Whole length
Tunnel Pits Soak to Idle Bank	Whole length
Candy Torne Soak Drains	Whole length

RECEIVED

2020.34 HEALTH AND SAFETY

There had been no health and safety incidents in the Board's area since the last meeting. The Senior Operations Manager reported that employees and contractors had been reminded of the importance of reporting incidents and near misses to ensure that any issues or trends were identified. Incidents across the four boards were monitored and knowledge and best practice shared.

The Board's Officers continued to follow advice and guidance from the Government to ensure the health and welfare of all staff and visitors to the Board's sites. The Senior Management Team had compiled a Dynamic Risk Assessment that specifically addressed the risks associated with the current Covid-19 outbreak and continued to monitor and update this.

The current staff training programme had been affected by the Covid-19 restrictions with many of the planned courses being postponed until further notice. Inhouse and online training would be undertaken in the interim if required.

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2020.35 RISK REGISTER

Mr G.C. Parker joined the meeting.

The DRAFT Risk Assessment and Dynamic Risk Assessment were circulated for members information.

The Senior Management Team reviewed the Dynamic Risk Assessment weekly and updated on the following areas which had been identified as high risk:

- (a) Cuckoo Lane Pumping Station (which would be covered under item 12)
- (b) Planning and Consenting (new postholder in place)
- (c) Capacity within the Accounts department (in-house training accelerating and beginning to gather pace)
- (d) Data Protection compliance (improvements underway)
- (e) Banking (covered under Audit report)
- (f) Environmental Recording (environmental briefing for staff and contractors prior to summer works)
- (g) Health and Safety (CHAS re-accreditation received).

The Board's Environmental Officer would give an update on (f) at the September meeting.

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2020.36 DRAINAGE RATES AND SPECIAL LEVIES

The balance at 31st March 2020 was £-140.78 (this was in respect of overpayments which had been credited to the individuals' accounts and brought forward to 2020/21).

A balance of £488,575.87 was outstanding at the 31st May 2020; an overall collection rate of 44.50%.

In response to Mr M. Brookes, the Finance Manager reported that officers were still investigating the Crown land and would keep members updated.

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It was agreed to bring forward item 11:1 on the agenda.

2020.37 TELEMETRY SYSTEM REPLACEMENT (DE19308)

The Engineer presented a detailed report on the five tenders received for the provision of a new telemetry system for the Consortium and Doncaster East IDB. Of these, three had been shortlisted and discussions with them had commenced. All tenders submitted exceeded the estimate and Officers were identifying where costs could be reduced. All contractors had included a large risk element in their tenders as they did not know the sites; this could be reduced if the work was undertaken a contractor familiar with the Board's pumping stations. This had been discussed with the tenderers and they were content with this arrangement (a saving of around £1,500 per station); Officers would therefore be seeking quotations for this element of the contract. The Board's pumping stations had been surveyed at a cost of £1,600 to ascertain what connections were available and what work would be required for the installation of the new system.

Officers reported that £23,750 remained unspent in the telemetry budget and £27,200 local levy funding had been received. Savings made elsewhere in project costs could also be used to offset the cost.

An analysis of the tenders had been undertaken by Officers to ascertain the whole-life cost and they clarified that a higher capital investment resulted in significant operational savings which increased with time; investing an additional £22,500 now would reduce operational costs by one fifth.

Mr C. Crowe asked the Board to provide costs to the Coal Authority as soon as possible so that they could ensure sufficient funds were available for their contribution.

RESOLVED

- (i) That the installation of telemetry at Idle Stop and Park Drain Pumping Stations at a cost of £5,540 per station be funded from savings in their existing refurbishment budgets.
- (ii) That funds be relocated as follows; £27,078.55 (DE14002) from deferred income and £4,000 from the reserve fund for projects (DE14001) to the 2020/2021 telemetry budget.
- (iii) That the Board proceed with the purchase of a new telemetry system up to a cost of £90,000 and that the Chairman and Vice-Chairman be granted delegated authority to award the contract to the best value providers.

2020.38 FINANCE

The Finance Manager presented the attached report for members consideration.

(a) Management Accounts for the Year ending 31st March 2020

The final accounts for the year 2019/20 had been prepared and were presented for members approval.

Regarding the income and expenditure account, the Finance Manager explained that Contributions were considerably higher and included recovery of outstanding pumping station costs. Lower legal fees this year had reduced the Support and Establishment costs significantly.

The Finance Manager also reported that for transparency a schedule of movement of funds between schemes and reserves for 2019/20 had been included for members approval.

The Balance Sheet showed £296,000 in respect of the Thorne and Crowle Moors account which was due to be paid over within 12 months. Trade debtors included recharges which were sent out in March so not recovered within the financial year.

In response to Mr M. Brooke, Officers confirmed that £28,000 had been received towards additional pumping costs £3,500 towards staffing costs as a result of the flood event. The Chief Executive thanked Doncaster Metropolitan Borough Council for making this claim on behalf of the Board under the Belwin formula.

It was proposed by Mr M. Brooke and seconded by Mr P. Horne that the Management Accounts be approved.

It was further proposed by Mr P. Horne and seconded by Mr P. Cornish that the schedule of transfers be approved.

RESOLVED

- (i) That the attached Management Accounts for the year ending 31st March 2020 be approved.
- (ii) That the attached schedule of transfers be approved.
- (iii) That the remaining balance of engineering projects be noted.

(b) Audit of Accounts for the Year Ending 31st March 2020

The Board's Internal Auditor presented the attached report for the year ending 31st March 2020 which gave a 'Reasonable Assurance'. He drew members' attention to the recommendations on pages 2 to 5 of his report which were being addressed by Officers.

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(c) Annual Governance Statement and Review of Internal Control

The Finance Manager presented the Annual Governance Statement for consideration by members who agreed that the Board had a sound system of internal control.

It was proposed by Mrs R. Chapman and seconded by Mr R. Durdy that the Annual Governance Statement be approved.

RESOLVED

That the attached Annual Governance Statement for 2019/20 be approved and signed by the Chairman and Chief Executive.

Mr M. Oldknow left the meeting.

(d) Accounting Statements of the Annual Governance and Accountability Return

The Finance Manager presented the Accounting Statements for 2019/20 for consideration by the Board.

It was proposed by Mr R. Durdy and seconded by Mr P. Horne that the Accounting Statements be approved.

RESOLVED

That the attached Accounting Statement for 2019/20 be approved and signed by the Chairman.

(e) Variance Report for the Year Ending 31st March 2020

The Finance Manager presented the variance report which showed a surplus of £149,902.63 which was largely due to additional contributions for pumping stations.

The reserves position was very good which was a result of the 6.8% rate increase last year. The Chief Executive stated that the Board took a bold step to increase the rates by 6.8%. Officers would review the ten year plan regularly and the need to increase rates further would be reassessed if needed when the 2021/22 estimates were prepared.

It was proposed by Mr R. Durdy and seconded by Mr N. Williams that the variance report be approved.

RESOLVED

That the attached variance for 2019/20 report be approved by the Board.

(f) Cash Reserves and Investments at 31st March 2020

The Finance Manager reported that the Board had £1,029,069.09 invested in three accounts and £516,330.13 outstanding in respect of ten loans.

In response to Mr P. Horne, the Finance Manager confirmed that the Rating account would be closed.

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(g) Payments Over £500

A schedule of payments over £500 totalling £191,646.63 made since the last meeting was presented for members approval.

It was proposed by Mrs R. Chapman and seconded by Mr N. Williams that the payment schedule be approved.

RESOLVED

That the attached schedule of payments over £500 be approved.

2020.39 OPERATIONS REPORT

No reforming work had been completed since the last meeting but some recorded slips had been passed over to the Board's contractors to be completed later in the year. A full list of bank repairs and reforming projects would be reported at the next meeting together with costs. Members were asked to contact the Operations Manager if they were aware of any specific issues. Mr M. Brooke suggested that the Boating Dyke at Dirtiness should be desilted.

Officers had commenced discussion with the Board's contractors regarding a one-year extension to the maintenance contract. Once this had been agreed, a meeting would be held with the contractors before the end of June to ensure they were aware of the health and safety and environmental requirements.

Mr M. Brooke raised concerns about slips at Sandtoft (100m). The Operations Manager had discussed this with the highways department and repairs would be undertaken after the cutting season; there was a slight restriction in flow but not enough to cause concern and there was no risk of the road slipping. This would be monitored. South Motorway dyke also had slips and issues with silt which would be looked at following the summer maintenance programme.

The Environment Agency (EA) had requested the Board undertake slip repairs on South Soak Drain which would be completed as part of the summer maintenance programme. A draft multi-year maintenance proposal for work on Diggin Dyke, Woodhouse Sewer, Torne Soak Drains, Candy Farm Drains and Tunnel Pits was expected from the EA. Work on the River Torne was also under discussion.

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2020.40 ASSET RENEWAL AND REFURBISHMENT PROJECTS

The Engineer updated members on ongoing projects and, in particular, the following:

(a) Strategic Hydraulic Modelling Project and Watercourse Surveys

Work was slightly ahead of schedule with sub-catchments 2, 3 and 5 now completed and delivered. Sub-catchment 4 was due to be completed by the end of August.

Capita Systems Ltd had delivered the Modelling Reports for sub-catchments 1, 2, 3 and 5 and had incorporated comments made by the partner Project Board members. They were currently modelling sub-catchment 4.

The Project Board had invited a quotation to carry out additional optioneering works appertaining to sub-catchments 1 (Dirtiness Area) and 5 (Park Drain / Idle Stop Area). Subsequently, the additional works were commissioned as two Compensation Events CE01-Dirtiness Area (£15,756) and CE02- Park Drain/ Idle Stop Area (£9,077). Provision for these extra optioneering works was held within the Project contingency funds and the Park Drain work would be recovered from the Park Drain project when it was set up.

To date there were no additional unapproved contractor costs identified and the overall project costs remained within the approved expenditure in the project budgets.

Management fees were being paid to Lindsey Marsh Drainage Board in respect of the checking, validating and administering of the Strategic Hydraulic modelling project. The additional work to each of sub-catchments 1 and 5 would attract a small additional fee, estimated at below £1,500 in each instance. The Park Drain cost would become a part of the Park Drain project which is currently being established, nevertheless approval was requested from the Board to expend this money. Similarly, for sub catchment 1, approval was sought to charge the modelling project DE18005 for the additional services (£1,500).

In response to members, the Engineer confirmed that once complete Officers intended to consult local landowners. He thought this would be better held face to face and when the whole strategy had been compiled and hoped that this would be possible in October or November when the Covid-19 restrictions should have eased.

RESOLVED

That the Board approve additional costs of £1,500 for sub-catchment one and £1,500 for sub-catchment five due to Lindsey Marsh Drainage Board in connection with additional work to the strategic hydraulic model.

(b) Park Drain/Idle Stop Rationalisation

The Board had previously approved the project in principle up to a value of £150,000. Confirmation of grant funding was awaiting but agreement had been approved in principle in line with the figures in the estimates (£1.275m grant-in-aid and £175k Board funding). The work had to be delivered as soon as possible, with substantial spend this year, and concept/modelling work had therefore commenced.

The new pumping station at Park Drain would be constructed off-line with a capacity of around 4m³/s. Fish friendly submersible pump and screw pump options would be considered for the new station. Application for advance funding to take the project to outline business case (OBC) stage would commence shortly.

In response to Mr P. Cornish the Engineer confirmed that landowners had not yet been consulted but this would happen once details were finalised.

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(c) Balby Carr Pumping Station - Pump Refurbishment

A date for the removal of pump two had been delayed due to COVID-19. Once the contractor had taken their crane company to site to inspect the lifting gear, a date would be arranged for the pump removal.

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(d) Emergency Pump Repairs

Franklins Pumping Station - Contractors were investigating a fault with one of the pumps and their report was awaited.

Elmhirst Pumping Station - Contractors had revisited the site and inspected the pumps to investigate overheating of the motors. One pump had contaminated oil in the gearbox and needed to be flushed out and replaced. A full report was awaited but the minimum recommendation would be to replace the oil in both pump gearboxes and replace the drive belts on both.

Cuckoo Lane Pumping Station - Once the sump had been cleared, the pumps would be lifted and inspected. The chamber would be desilted once the new channel was complete.

South Thorne Bank Pumping Station - The new pump had been ordered but delivery was delayed due to Covid-19.

RECEIVED

(e) Inspection of Pumps and Automatic Weedscreen Cleaners

Inspection work was ongoing and a report was awaited.

RECEIVED

(f) Hatfield Link Road (DN7) - Parks Drain Diversion

There had been a slight delay but work was progressing on site with a large portion of the earthworks being undertaken through the Hatfield Link Road contract. Hydroseeding contractors had been invited to submit prices to quickly vegetate the bank slopes of the watercourse to protect them from erosion, improving stability of the banks.

A meeting had been arranged with the land agent to discuss compensation for loss of land for affected landowners.

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2020.41 HATFIELD LINK ROAD - UNITY CONNECT DEVELOPMENT

Discussions were ongoing regarding the development of part of the Unity site at Hatfield, Doncaster, phase one related to what was being termed Unity Connect. This phase of works would see several watercourses removed from the Board's network and flows to pumping stations and routes altered. A planning application had been submitted for the installation of the access road to which representations have been made on behalf of the Board. This included at least one culvert more approximately 35m long on a Board watercourse under a new highway.

The re-routing of flows would see Pissy Beds Pumping Station removed from the system, Kirton Lane Pumping Station increased in capacity from 450l/s to 600l/s and Cuckoo Lane Pumping Station from 960l/s to 1160l/s. Due to Fish and Eel Regulations and the substantial alteration to the Board's system it was possible current exemptions would be lost and stations be required to become Fish and Eel compliant, which could also see alterations and upgrades to Wikewell Pumping Station.

The following watercourse modifications were proposed:

- (a) Wormley Bridge Drain (DED320100) - Board watercourse be relinquished, diverted, sections in-filled and new sections cut subject to consent and completed works adopted.
- (b) Wormley Bridge Drain North (DED320200) - Board watercourse to be relinquished and in-filled.
- (c) Kirton Lane Drain West (DED320300) - Board watercourse, short sections to be relinquished and in-filled with a new section diverting the watercourse to the north.
- (d) Stainforth Drain (DED300100) - Board watercourse to receive diverted water from Kirton Lane Drain West. Section would require upgrading through to Kirton Lane Pumping Station.
- (e) Bank Drain (DED290500) - Board watercourse to receive additional diverted water from Kirton Lane Drain West following upgrade of Kirton Lane Pumping Station. The watercourse would require upgrading.
- (f) Pissy Beds Drain (DED290300) - Board watercourse to receive less flows from Pissy Beds Pumping Station and more from Cuckoo Lane Pumping Station, section to be relinquished, partly in-filled in close proximity to Pissy Beds Pumping Station and upgraded after Bank Drain (DED290500) through to Brierholme Carr Drain (DED290100).

The Environmental impact of the works was significant with substantial changes to the Board's systems and the developer had been advised that compensatory habitat (aquatic) must be provided with a net gain approach taken. The position being represented to the developers was:

- (i) Upgrade works to the Board's pumping stations should be undertaken prior to any development on site commencing with all costs funded by the developer.
- (ii) Commuted sums should be agreed for pumping stations where increases in capacity or refurbishments are taking place including for future refurbishments on a proportional basis.
- (iii) Upgrade works to receiving watercourses should be undertaken prior to any diversions with all works funded by the developer including compensation with a bond/agreement for any slips/defects in the first two years.

It was agreed that full details of the commuted sums would be presented at the September Board meeting to ensure it was sufficient to cover future maintenance.

Cllr Mrs S. Wilkinson queried the impact of the scheme and pumping station changes on flooding in the Howden and Stainforth area. The Operations Manager reported that works by the Coal Authority to improve flows to Cuckoo Lane Pumping Station should reduce the risk of flooding in that area. Discharge rates would be limited for new development.

RESOLVED

- (i) That full details of the commuted sums be presented at the next Board meeting.
- (ii) That the Board approve the current position being represented to the developers.
- (iii) That consent be granted for the installation of culverts up to 40 metres under the proposed new access road provided they met the standard specifications and highway requirements.
- (iv) That the Board approve the upgrade and modification works to Kirton Lane, Cuckoo Lane and Wikewell Pumping Stations in consultation with the Coal Authority with all costs, including proportional future maintenance costs being funded by the developer, to be brought back to the Board in September for approval.

2020.42 ENVIRONMENT AGENCY AND PARTNERSHIP MATTERS

Officers were still negotiating works to be undertaken as part of the Public Sector Cooperation Agreement. The Chairman commented that work on Environment Agency watercourses used to be ad hoc and were now more organised and programmed so that there was a clear plan of works. Officers agreed to include the North Engine Drain in discussions with the Environment Agency.

In response to Mr M. Brooke the Operations Manager confirmed that work on the River Torne would be undertaken as part of their Keadby scheme, discussions were underway but it was thought this would include a three year maintenance programme to reduce the weed fringes.

RECEIVED

2020.43 ENVIRONMENTAL REPORT

Officers reported that Nottinghamshire Wildlife Trust was evaluating releasing Beavers in a fenced enclosure at the Idle Valley Nature Reserve. The project was in the development stage with a possible release in 2021 and this would require a license from Natural England. It was likely that the Idle Valley Nature Reserve could sustain a population of Beavers. The adjacent watercourses were probably too shallow for free living Beavers to live in without constructing a network of dams.

Officers emphasised that this needed to be monitored closely to ensure that the Beavers were adequately fenced as their activity could cause issues in watercourses if they were not restricted.

The Environmental Officer would give a full update to the Board once more information was available.

RECEIVED

2020.44 POLICY REVIEW

Officers had reviewed and updated the Board's Complaints Procedure, Gifts and Hospitality Policy, Data Protection Privacy and Breach Policy, Anti Fraud and Corruption Policy, Whistle Blowing Policy, Anti Bribery Policy and the Risk Management Policy. They were continuing to review the Board's other policies to ensure compliance and best practice. Refresher training would be given to staff and would be available to members on the Members on-line training programme which would be available later in the year. The seven policies were circulated for members comment and approval.

Members were also reminded that any changes to Declarations of Interest should be notified to Officers as soon as possible following the change. Officers would be reviewing the current declarations and any requiring update would be sent to members to be completed before the next meeting.

RESOLVED

That the Complaints Procedure, Gifts and Hospitality Policy, Data Protection Privacy and Breach Policy, Anti Fraud and Corruption Policy, Whistle Blowing Policy, Anti Bribery Policy and the Risk Management Policy be adopted by the Board.

2020.45 QUERIES AND COMPLAINTS

Officers reported that currently any queries or complaints were recorded on a log however monitoring of the process was manual. A system was therefore being developed to which flagged up reminders to ensure the queries were dealt with in a timely manner. Complaints were reportable part of the IDB1 Annual Return and the new system would make this easier.

Complaints would be reported to the Board as one of its KPIs once the new system was up and running. It was proposed that members be informed of the complaints received for their area. Members queried the number of queries and complaints received, officers confirmed that three had been recorded since the 1st April 2020.

RECEIVED

2020.46 DELEGATED MATTERS

(a) Byelaw Applications

Officers reported that the following byelaw applications had been dealt with under delegated authority since the last Board meeting:

DEIDB/LDC/2020/001 The replacement of an existing site access free span bridge to incorporate ducting for the crossing of HV cables for a new supply crossing the Board maintained Mother Drain at National Grid Reference 458230 - 400975 at Balby Carr Bank, Doncaster.

RECEIVED

(b) Planning Applications

Officers had consulted on eight planning applications since the last meeting and appropriate comments relating to surface water drainage were made.

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2020.47 RECONSTITUTION OF THE BOARD

The reconstitution of the Board was still ongoing and further information was awaited from DEFRA.

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2020.48 CONSORTIUM WORKING

A copy of the Water Management Consortium minutes were circulated for information. The Chairman and Vice-Chairman had been invited to attend the meeting to consider various matters that affected all the IDBs.

RESOLVED

- (i) That the purchase of tablet devices for Board members be approved retrospectively.
- (ii) That a paper on Consortium working be presented to the Board for consideration at the next Board meeting.

2020.49 THORNE AND CROWLE MOORS SSSI - RESTORING THE HUMBERHEAD PEATLANDS LIFE PROJECT

In accordance with Section 2 of the Public Bodies (Admission to Meetings) Act, 1960, it was agreed to exclude the public from this part of the meeting due to the confidential nature of the business being discussed.

The Chief Executive presented an update which is recorded on Pink Paper.

RECIEVED

2020.50 ANY OTHER BUSINESS

The September Board meeting date had been brought forward to the 11th September 2020 and the Chairman asked that consideration be given to items included on the agenda to ensure the meeting was not too long.

Mr M. Brooke queried when the next ADA Trent meeting would be held. Officers intended that the next meeting would be in October 2020 however depending on the situation with Covid-19 it may be held virtually.

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CHAIRMAN