The Chairman welcomed Cllr J. Bradbury to his first Board meeting.

The Chairman introduced and welcomed Mr A. Wallace, the Flood Risk Manager from Nottinghamshire County Council.

1. APOLOGIES

Apologies for absence were received from Messrs I. Davies, T.H. Farr, A. Howick, Cllrs J.A. Cranswick and Mrs P. Woodman.

The Engineer reported that the Operations Manager may be late as he was attending the testing of the doors at Beckingham Pumping Station by the Environment Agency.
2. DECLARATIONS OF INTEREST

None.

3. NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

Mr J. Miller - Maintenance Policy.

4. BOARD MINUTES (Pages 72 to 86)

RESOLVED

That the minutes of the meeting of the Trent Valley Internal Drainage Board held on 27th June 2013 be confirmed as a correct record.

Mr R.R. Oates arrived.

5. MATTERS ARISING

5:1 Minute 11:1, Page 74 - Standards Committee Minutes

Officers reported that the task completion time-lines listed in the Risk Register adopted by the Board at the previous meeting were challenging given other competing priorities and had, therefore, not all have been completed. The Chairman and Vice-chairmen were monitoring progress monthly and the Register would be presented to the Board for annual review at a later date.

RECEIVED

5:2 Minute 14, Page 77 - Finance (Torksey Cottage)

The Chief Executive reported that the current tenant of the property, a retired Newark Area Internal Drainage Board employee, was due to vacate at the end of October. The Board would need to consider what to do with the property after that date and a paper would therefore be presented to the September Board meeting outlining the options, e.g. leaving the property vacant with attendant security issues; renting the property and absorbing any costs to bring it up to present day letting standards; selling the property.

RECEIVED

5:3 Minute 16, Page 78 - Operations Report (Main River Maintenance Framework Contract)

It was noted that this item was covered in detail in the Finance and Plant Committee minutes.

RECEIVED

5:4 Minute 16:5, Page 80 - Cross Compliance

It was agreed to discuss this under Agenda Item 14 (Environmental Matters).

RECEIVED
5:5 Minute 18, Page 81 - Lincolnshire Flood Risk Management Strategy

The Engineer reported that Part 3 of the Strategy Action Plan 2013-2014 was available on-line should members wish to view it.

RECEIVED

Mr J. Evens arrived. The Chairman welcomed Cllr Evens who was the newly appointed representative from Gedling Borough Council.

6. FINANCE AND PLANT COMMITTEE MEETING

The Chairman presented the attached minutes of the Finance and Plant Committee held on 6th June 2013. He stated that the Final Accounts would be discussed in detail under agenda item 7.

Mr R.J. Jackson supported attendance at the Newark Show. The Chairman reported that he hoped the Board could have a joint stand with Nottinghamshire County Council and Mr A. Wallace agreed to raise this with the Council.

The Director of Finance stated that, should the Board agree to join the local buying group, Woldmarsh, this would not preclude purchases from elsewhere and tenders/quotations would still be sought for all major purchases including fuel, electricity, vehicles etc.

RESOLVED

(a) That the minutes of the Finance and Plant Committee meeting held on 10th January 2013 be confirmed as a correct record.

(b) That the Board withdraw from the current Framework contract with the Environment Agency and pursue a Public Sector Co-operation Agreement.

(c) That the tender submitted by T.C. Harrison be accepted for the supply of a JCB JS160 excavator at a cost of £95,045 (including trade-in); the shortfall to be met from balances.

(d) That the Board attend the 2014 Newark Show in partnership with Nottinghamshire County Council if possible.

(e) That the Board fund the cost of an interpreter for the visit from the German Confederation of Water Management.

(f) That the Board join the local buying group, Woldmarsh.

7. FINANCE

7:1 Final Accounts for the Year Ended 31st March 2013

The Director of Finance stated that the Board continued to prepare the accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) as, although no longer an audit requirement, it was considered best practice. He emphasised that although pumping stations were now depreciated in the FRSSE accounts, this was purely a desk-top exercise and they were not included in the
estimates when the rates and special levies were set; this also was the case for the interest on the pension obligation.

It was noted that the money budgeted for any schemes which had not been undertaken during the year had been accrued to 2013/14 to enable the work to be completed.

The Director of Finance presented the attached Final Accounts for the year ended 31st March 2013. He stated that the Board's first year had been a challenge with record rainfall. Net Expenditure for the year was £1.59m with a deficit of £101k. This included non-rated and non-cash expenses of Pumping Station depreciation £83k and interest on pension obligation £185k, therefore, excluding these non-cash items the result was a surplus of £167k (£59k adverse to budget) which was largely due to overspends on pumping station costs.

The Accounts had been considered in detail by the Finance and Plant Committee and were recommended for approval by the Board.

The following detailed explanations were given:

**Drain Maintenance** - Expenditure of £715k; £11k lower than budget.

**Pumping Station Costs** - Expenditure of £314k; £167k higher than budget, excluding non-rated pumping station depreciation of £83k, actual cash expenditure was £231k, (budget £147k). The wettest year on record resulted in large overspends on electricity costs.

**Asset Renewals and Reforming Maintenance** - Expenditure of £31k; £101k lower than budget. The delay in the progression of the Beckingham Pumping station project was the main factor in this underspend. Unexpensed costs of £101k on 2012/13 projects still to be completed at the year-end would be accrued and adjusted in the 2013/14 estimates to fund the completion of these works.

**Support Services** - Expenditure of £335k; £44k higher than budget. This adverse variance was largely due to unbudgeted gratuity payments to retiring staff of £11k, unbudgeted unfunded retired employee pension payments of £8k, office repairs and maintenance of £6k, office heating of £1k, and legal and professional fees of £7k.

**Environment Agency Precept** - Expenditure of £195k; £121k below budget due to the offsetting of Highland Water income.

**Interest on Pension Obligation** - A £185k adjustment which is the accounting adjustment required for FRS17 Pensions reporting and represented the notional cost of financing the pension deficit. This was not a cash expense to the Board, was not rated for nor included in the Board's estimates.

**Other Income** - Actual income of £162k; £100k adverse compared to budget. This was due to Highland Water (-£130k adverse) now being offset against Environment Agency Precept but masked favourable variances from pump hire of £7.8k, cottage rental £1.5k and rechargeable works of £33k including the Fairham Brook study on behalf of the Nottinghamshire Wildlife Trust and the Environment Agency Main River Maintenance Contract.
Deposit Interest Income - Income of £13k; £1k adverse to budget due to lower deposit interest rates in the market. These rates which were being depressed by Government Quantitative Easing and Funding for Lending Schemes, were likely to continue for at least a further three years.

The Director of Finance stated that the deficit for the year of £101k was £128k adverse to the March forecast although if the non-rated FRSSE adjustments for depreciation and interest on Pension obligations were excluded, the net variance from the March forecast was +£152k favourable, being the underspend on capital schemes and the extra contract income.

The main variances from the March forecast were reported as follows:

**Miscellaneous Income etc:** +£38k due to extra Environment Agency contracting and third party contracting income in March.

**Pumping Stations:** -£89k due to the unbudgeted and unrated pumping station depreciation of £83k required for the FRSSE accounts, plus slightly higher than forecast electricity invoices for March due to the saturated catchments continuing to discharge water to the Board’s systems.

**Drainage Schemes:** +£101k. The forecast included the expected costs of the Board’s Capital projects in the year. Some of these projects remained uncompleted at the year end, so were not included in the published accounts, however, the £101k would be carried forward to 2013/14 to allow completion of the projects.

**Administration/Establishment Costs:** -£12k largely due to the inclusion in the FRSSE accounts of the depreciation charges for the office and depots of £11k.

**Interest on Pension Obligation:** -£185k. This notional expense was required by FRS17 (accounting for pensions in the FRSSE accounts) in Limited Company accounts to reduce distributable profits to protect pension beneficiaries, but would have no effect on the Board as it was a non-cash and non-rated expense.

The Director of Finance reported that the year-end fixed assets net book value was £3.35m which included pumping stations valued at £2.4m. Ex Laneham Internal Drainage Board Pumping Stations had been re-valued in the year to comply with the FRSSE Financial reporting standard, resulting in a valuation gain of £1.4m. Net plant expenditure for the year was £154k against a budget of £74k; the overspend being due to the Board’s decision to purchase a Case wheeled excavator to produce efficiencies and eliminate third party contractor usage.

He further reported that current assets at the year-end totalled £1.234m, bank balances of £1.135m being £121k lower than budget reflecting the deficit for the year and the £80k spent on unbudgeted net plant additions. Year end debtors of £86k included £4k for ratepayers, £4k for VAT and £68k of sundry debtors being largely the payment for the sales of the traded in tractors and £9k for March 2013 Environment Agency Main River Maintenance contract debtor. Stocks at the year-end were £13k.

Year-end current liabilities were reported at £112k, mainly due to the outstanding payments on plant purchases and the final payment of the Case Hire purchase agreement due in 2013/14 plus year end accruals.
Long term liabilities at the year-end totalled £1.968m; the deficit on the pension fund. The Director of Finance stated that this deficit had increased by £285k on last year due to continued low gilt investment returns which were used to discount the Fund’s future liabilities. This fall in gilt rates was due to the Government’s policy of Quantitative Easing. The increased deficit was despite the Fund’s assets performing well in the year and rising in value by £248k.

Total year-end reserves were £2.5m; £910k higher than budget. The Director of Finance explained that the revaluation of the former Laneham pumping stations had offset the increase in the pension deficit detailed above. The revenue reserve balance was £914k.

The year-end accounts included a note from the Actuary of the combined pension deficit for the Board and was an estimate of the Board's pension fund position at that date (see Finance and Plant minutes). The Director of Finance reported that the Actuary was currently undertaking the tri-annual review and a report was expected in September this year which would set the contribution rate to clear the deficit over 20 years. It was expected that the Board's employer's pension contribution rate would increase from 1st April 2014.

RESOLVED

That the attached Final Accounts for the year ended 31st March 2013 be approved and submitted to the Auditor.

7:2 Internal Audit Report

The Director of Finance presented the attached report from the Board's Internal Auditor, David Gowing Internal Audit Services Ltd. It was noted that the report gave the Board an ‘Adequate Assurance’ level; unfortunately there was not sufficient separation of duties with the low staffing levels to achieve a level of ‘Substantial Assurance’.

Members’ attention was drawn to the recommendations made on Pages 6 and 7. Regarding 01.02.01, the Director of Finance reported that the rating report print-out had shown an anomaly of £70 and this was being investigated. 04.05.01 referred to the purchase of the Case excavator which had been purchased in place of the Board approved Terex machine. This change had been approved by the Chairman and Vice-Chairmen as the machine had proved to be better value, however, the change had not been recorded in the minutes. The Auditor had viewed the file and confirmed that he was satisfied with the decision but that this change should have been recorded and approved by the Board. Members confirmed that the Board was comfortable with the decision made at the time as the purchase of the Case had been better value for money and a decision had been required prior to the Board meeting. The Chairman agreed and emphasised that there was a proper audit trail, it had been an oversight not to approve this decision in the minutes.

RESOLVED

That the attached report of the Internal Auditor be noted.

7:3 Annual Return

The Director of Finance reported that the Internal Auditor had completed the Annual
Return Section 4 (Page 5), confirming the Board's Internal controls had been met in the year.

The Annual Governance Statement (Page 3) was considered in detail and agreed.

RESOLVED

That the attached Annual Return for the year ended 31st March 2013 be signed by the Chairman and submitted to the Auditor.

7:4 Internal Audit Strategy and Plan for 2013/14

The attached document detailing the internal audit strategy and plan for the current financial year was presented for consideration.

The Director of Finance reported that the Internal Auditor worked for most of the Lincolnshire Internal Drainage Boards and was therefore also able to compare and recommend the best practice within the industry.

RESOLVED

That David Gowing Internal Audit Services Ltd be employed to undertake the internal audit for the Board during the financial year 2013/14.

7:5 Cash Reserves and Investments

The Director of Finance reported that the total invested at 4th June 2013 totalled £1,373,150.86. A balance of £15,018.00 remained outstanding on a hire purchase loan.

Cllr R. Hetherington queried what progress had been made in finding suitable accounts for investing the Board’s balances in order to spread the risk. The Director of Finance confirmed that he was continuing to seek suitable alternatives.

RECEIVED

8. DRAINAGE RATES AND SPECIAL LEVIES

The Chief Executive reported that drainage rates of £3,996.89 had been carried forward from the financial year 2012/13. The Rating Officer reported that 67% of drainage rates issued for the current financial year had been collected and reminders were due to be sent out in the next couple of weeks. The first instalment of the special levies had been received.

Mr R. Warburton enquired whether small amounts of drainage rates outstanding (say under £5) would be accumulated. The Rating Officer confirmed that he would wait until this got to a reasonable amount before pursuing. Mrs Bradley referred to the suggestion made at a previous meeting, that members should be approached to see if they could assist with the identification of landowners, and asked for maps to be prepared identifying those areas of land where ownership was an issue. The Rating Officer stated that further queries had been identified during the 2013/14 rate billing process and he would prepare maps for consideration at the next Board meeting.

RESOLVED
That maps be prepared showing those areas of land where ownership was an issue for consideration at the September Board meeting.

9. OPERATIONS REPORT

9:1 Update on Works

The Director of Operations gave the following update on progress to date:

(a) Maintenance Works

A total of 490km has been identified for summer maintenance works which consisted of vegetation removal. This represented 65% of the Board’s maintained watercourses; an increase of 5% on last year’s works.

Meetings had been held with lead workers with the objective of increasing productivity and areas with access issues had been identified. A programme to address these issues would be implemented during the maintenance works programme.

Reforming works not completed last year had been carried forward into this year’s programme which would also include those watercourses identified as requiring improvements following the flood events. A programme of tree and bush removal would also be undertaken.

(b) Contracted Maintenance

The current MRM Contract with the Environment Agency had been extended until 1st July 2013 to allow for adjudication of tenders for the new five year contract.

(c) Plant and Vehicles

The Energreen machine had been adapted for weedcutting to allow greater utilization.

Once agreed by the Board, the JCB JS160 tracked excavator with bespoke equipment would be ordered for delivery in mid-October.

(d) Drain Weed Growth Monitoring

Watercourses continued to be monitored and a log of the inspections undertaken which included the following:

- Drain name and location
- Date and time the inspection takes place
- General description of weed growth status
- Any action needed (i.e. re-inspection date, planned or remedial action if required)
- Control photographs

The very cold weather at the beginning of the year had meant that an early start to cutting had not been necessary.
(e) Rainfall

Rainfall recorded at Sturton was 66.6mm in March, 7.8mm in April and 58.7mm in May and at Torksey was 48.3mm in March, 5.2mm in April and 64.6mm in May.

A rainfall comparison and graph would be presented to future meetings.

9:2 Maintenance Policy

The Director of Operations and Operations Manager had met with the lead workers to investigate ways to improve efficiency and complete more work within the available time frame as Officers were keen to increase the amount of watercourses that were maintained annually. Changes to current working practices were being made to undertake Summer Maintenance (weeding) from mid-July to October and to undertake other work as part of the Winter Maintenance Programme. The Director of Operations stated that one of the main issues was time wasted tracking machines; this could be overcome by improving access, however, some landowners had raised concerns over security. It was noted that the Board did have a right of access to undertake maintenance although Officers would be preparing a list recommending where access culverts should be installed to improve access and they would liaise with land owners accordingly.

Mr J. Miller understood the problem with access, particularly in the Newark area, and expressed concern that some drains had not been maintained for three years. He enquired whether these were important watercourses or whether the Board should be considering giving some of them up.

Mr S.E. Richardson stated that the Board had a scoring system and enquired how this worked. The Chairman stated that one of the problems was that lower priority drains were often not cleaned out as frequently as they should be. This was why it was important for the Board to increase the amount of work undertaken each year by maximising use of its finite resources.

The Engineer reported that the Asset Management System (AMS) surveys would review each watercourse and the areas they served. Once they were completed, the Board would be in a better position to make a decision on whether to relinquish any watercourses.

Mr J. Strawson stated that it was counterproductive to leave any drain longer than three years as more work would be required when it was cleaned out. He stated that even low priority drains should be cleaned out at least every three years. Mr R.R. Oates agreed and stated that this would also help to preserve access. Mr A. Arden suggested that a few low priority watercourses should be included in the annual maintenance programme to ensure that they were all cleaned out every three years. The Engineer agreed that three years was the maximum that a watercourse should be left but stated that he would prefer to undertake a little maintenance annually as this would also have less environmental impact.

Mr R.N.J.S. Price enquired whether the gravity areas would be dealt with in the same manner. The Chairman stated that he would certainly recommend looking at these more often than at present.

Regarding the maintenance of main rivers which had a huge impact on the Board’s
systems, the Chairman hoped that the Board would pick up more work from the Environment Agency under the Public Sector Cooperation Agreement. The Chief Executive confirmed that the Board may be able to undertake additional works to ensure the integrity of its systems whereas in the past under the Contract arrangement the Board had been restricted on what work it could carry out.

Officers asked members to let them know if there were any areas with which they had any particular concerns. Once the surveys had been completed and the AMS updated a proper review could be undertaken but particular issues would be considered individually in the meantime.

Mr R.N.J.S. Price requested that the South Notts area be surveyed next as some of these watercourses had not been cleaned for five or six years.

RECEIVED

10. ASSET RENEWAL AND REFURBISHMENT PROJECTS

10:1 Medium Term Plan (MTP) Flood Defence Grant in Aid (FDGiA) Application

The attached MTP FDGiA application for 2014/2015 onwards was circulated for information.

RECEIVED

10:2 Beckingham Pumping Station

The Engineer stated that the methodology for calculating the benefits and potential FDGiA grant aid had been submitted to the Environment Agency and it had been indicated that this was acceptable.

The Beckingham pumped catchment formed a flood cell for the River Trent with a return period of ten years, therefore, benefits were limited to nine out of ten years and properties were excluded. The Engineer stated that benefits came solely from agricultural production (wheat) and business interruption avoided.

The following three options were reported as follows:

<table>
<thead>
<tr>
<th></th>
<th>PV Damage</th>
<th>PV Benefit</th>
<th>PV Scheme Cost</th>
<th>Benefit:Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>£23.5M</td>
<td>-</td>
<td>£0.0</td>
<td>0</td>
</tr>
<tr>
<td>Do nothing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option 2</td>
<td>£4.8M</td>
<td>£18.7M</td>
<td>£0.4M</td>
<td>46.8</td>
</tr>
<tr>
<td>Gravity discharge only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option 3</td>
<td>£0.3M</td>
<td>£23.2M</td>
<td>*£1.9M</td>
<td>12.1</td>
</tr>
<tr>
<td>Pumping station</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incremental difference</td>
<td>£4.5M</td>
<td>£1.5M</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>Option 2:Option 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(PV = present value over 30 year scheme life)
**Capital cost £1.3M 30 year PV operating cost £0.6M.**

The Engineer stated that the incremental benefit (additional benefit for additional cost) was 3.0 and, therefore, Option 3 was robust. The MTP FDGiA application had, therefore, been made for a grant allocation of £550K in 2014/2015 against a scheme cost of £1.3M. If this received the green light from the Regional Flood and Coastal Committee then the Project Appraisal Report (PAR) for grant approval would be prepared.

**RECEIVED**

10:3 **Pumping Plant and Ancillary Equipment Strategy 2025 Forward Capital Programme / Long Term Investment Plan**

The Board’s Officers were evaluating existing pumping station asset information and the historical plant electrical and mechanical inspection reports in order to provide an assessment of the actual condition and performance against the planned refurbishment / replacement schedule. This would form the basis of a harmonised Long Term Investment Planning and Asset Management Strategy.

The Engineer stated that mechanical and electrical inspections commissioned by the Board had highlighted a number of mechanical and electrical issues (as detailed on the attached Table 1).

The Engineer confirmed that, although the repairs had been recommended by the Contractor, these had been assessed and confirmed as necessary by the Board’s Officers. Work totalling £9,716 had already been undertaken as this was urgently required either to maintain pumping capability or to comply with health and safety. Further works totalling £32,005 were recommended to be undertaken as soon as possible to ensure that all stations were in good order before the winter period. The remainder of the works (£40,500) could be undertaken during 2014/15 and provision would be made in the budget.

The Engineer stated that several factors had contributed to the number of issues requiring attention and highlighted the benefit in conducting the investigations. Of particular note, the electrical inspections had highlighted areas where the current systems were in need of updating or replacement. Additionally, the unplanned mechanical maintenance was probably attributable to the exceedingly high demand placed on the pumping plant in 2007 and 2012.

Although some of the highlighted works could be funded from the Station Maintenance budgets, the Engineer stated that it would advantageous to absorb the additional repairs with any routine maintenance works to avoid any duplication of callout charges and reduce station down time.

Burton Round, Cottam, Torksey Lock and Fenton Marsh Pumping Stations required the most remedial works in the Board's area. Regarding the work at Cottam, the Engineer stated that the pump and 100 metres of electricity cable required replacing and the work had been carried out because the station was facing an emergency breakdown situation. Mr J. Strawson enquired whether, if the damage at Cottam was caused by the work of a contractor some time ago, there was any recourse. The Engineer agreed to investigate and report back to a future meeting.

In response to Mr R. Warburton, the Engineer reported that work had been undertaken at Fledburgh but the station had not yet been commissioned. Mr R.N.J.S. Price enquired whether the changes made to the maintenance regime (e.g. regular inspections and planned
maintenance) would stop this happening in the future. The Engineer stated that it should reduce the chance of breakdowns.

The Chief Executive stated that the inspections undertaken had been very thorough and the contractor used had been successful in winning tenders for the Consortium. Officers were, therefore, confident that the contractor provided a good value for money service. The Chief Executive stated, however, that a market testing exercise would be taken before the next financial year. All works would be reviewed and prioritised by Officers before the work was authorised.

Mr R.N.J.S. Price enquired what measures were in place should a pump fail. The Director of Operations confirmed that the Board’s Emergency Procedures contained a section for each pumping station detailing what equipment was in situ and all the equipment that would be necessary in the event of a pump failure together with a list of contact details for the suppliers. The Chief Executive reported that last year the Board had borrowed a pump from Lindsey Marsh Drainage Board but suggested that the Board should consider this at a future meeting when reviewing the risk register.

RESOLVED

(a) That emergency works already undertaken totalling £9,716 be approved and funded from balances.

(b) That the further work highlighted in pink on the attached schedule totalling £32,005 be undertaken by contractor during the current financial year, to be funded from balances.

(c) That a provision of £40,500 be made in the 2014/15 estimates to undertake the works highlighted in yellow on the attached schedule.

10:4 Telemetry System - Automatic Rain Gauges

Officers were now looking to identify four optimum sites to install automatic rain gauges to cover the Board’s area. Members were asked to contact the Engineer if they would like to recommend any suitable sites for consideration.

RECEIVED

11. FLOOD INVESTIGATIONS

The Engineer presented the attached schedule detailing ongoing investigations.

After discussion it was RESOLVED

(a) Car Colston Village Flood Relief - To include Long Ings Syke Drain and Branch in the Board's future annual maintenance programme from 2013/2014 onwards.

(b) Low Marnham and Normanton on Trent Flooding -

• To include drains serving the villages of Normanton on Trent and Low Marnham in the Board's annual drain maintenance plans from 2013/14 onwards.
• To adopt and bring up to the Board's standards, the riparian drain serving the village of Low Marnham immediately (2013/14).

• Engineer to assess the need to carry out improvements at the head of village drain in Low Marnham to facilitate deployment of temporary mobile pumps if required during flooding of wider catchment (2014/15).

• To undertake a full catchment study in 2014/15 to assess long term capital or maintenance needs on Main Rivers and Board Maintained Drains.

(c) Egmonton Village Flooding - To re-engage Consultants to re-run the drain model to evaluate options for watercourse improvements and to develop final designs and prepare detailed drawings for tender purposes.

(d) Swinderby Area Drainage - To include watercourses in the Board's annual weed cutting programme from Summer 2013 onwards.

(e) Walkeringham Village - To agree in principle to providing maintenance support for the newly constructed watercourses outside the district on condition agreement that financing of works was reached with stakeholders.

12. BYELAWS AND BYELAW CONTRAVENTIONS

12:1 New Byelaws

In April 2012 new Byelaws were approved by the Board, however, it was noted that these differed slightly from the Model Byelaws issued by the Department for Environment, Food and Rural Affairs (DEFRA) in October 2012. The Engineer presented a comprehensive report detailing proposed amendments to the Board's Byelaws following advice received from DEFRA.

RESOLVED

That the attached Byelaws be signed and sealed by the Board and submitted to the Department for Environment, Food and Rural Affairs for approval.

The Operations Manager arrived.

12:2 Byelaw Contravention - Fledborough Beck

The Board's Operations department had recently discovered that a timber fence approximately 70 metres long had been erected along the right bank of the Fledborough Beck in the vicinity of the Board's Fledborough Beck Pumping Station as shown on the attached plan.

It was noted that this was an extension of a previously erected fence of similar design. The Board's former Foreman had confirmed that the previous fence (30m long) erected on the frontage of the Old Vicarage was erected approximately 15 years ago.
with the consent of the Board. The former Foreman also confirmed that the owners of
the Old Vicarage were required under conditions applied to the consent to remove the
fence on receipt of a request by the Board to do so.

The additional 70 metre section of fence had been erected without the Board’s
consent. The Engineer reported that, whilst the landowner had acknowledged and
apologised for the contravention, he had requested that the fence be allowed to remain
as he was in the process of converting the property for use as a residential educational
facility for children in care and the fence was required to secure a physical boundary to
the site. In making this request, the landowner had stated that he would remove the
fence if the Board required access for works in the future.

The Board's Operations department had confirmed that the bank could be maintained
using a combination of hand and mechanical techniques with plant operating from the
opposite bank. It was noted, however, that the fence would prevent any reforming
works being carried out on the right bank in the future.

RESOLVED

That the 70m section of fencing along the Board maintained
Fledborough Beck be allowed to remain subject to the landowner
entering into a legal agreement, at his cost, to agree to remove the
fence at the Board's request.

12:3  Byelaw Application - Staythorpe Sub-Station

The Engineer reported that Consultants working on behalf of Staythorpe Sub-Station
had been in consultation with the Board's Officers and the Environment Agency
regarding a proposed scheme to construct flood walls or earth bunds around the site to
increase flood resilience for the sub-station. It was noted that the Board's consent
would be required at three locations due to the proximity of the works to Board
maintained watercourses.

At position 1 the Board's Officers had requested removal of a small number of trees to
improve the access for the Board's machinery. At position 2 the Board's Officers had
insisted that no further encroachment take place to ensure future access was
preserved.

During discussions with the Board and the Environment Agency the need to
demonstrate that the scheme did not increase flood risk to third parties was raised.
The Consultants had highlighted the fact that position 3 acted as a restriction to flood
flows and requested the Board's permission to alter the watercourse to improve the
flow of water. The Engineer reported that the alterations were expected to consist of
either channel widening or ground lowering to create a maintenance berm; alternatively
a combination of both methods could be used. At position 3 the Board's Officers had
also highlighted the need to retain access to the watercourse following the works.

RESOLVED

That the Board's Officers be given delegated authority to continue
negotiations and grant the necessary consents subject to there being
no adverse impacts on flood risk locally and that access to the
Board's systems is improved.
13. **DELEGATED MATTERS**

13:1 **Byelaw Applications**

The following Byelaw consents had been issued under delegated authority since the last Board meeting:

- **B014-2013** Planting of 70 metres of hedge along the right bank top of the Board maintained South Drain (400604) at national grid reference SK 79479 90030 to SK 79548 90038 at Beckingham Marshes, Old Trent Road in the parish of Beckingham.

- **B015-2013** Infilling of an area of low land within nine metres of the bank top of the Board maintained Carr Drain at national grid reference SK 82983 79584 in the parish of Treswell and Cottam.

- **B016-2013** Temporarily increasing the flow of surface water to the Board maintained Brough Drain from a lagoon at Holly Farm at national grid reference SK 84284 58500 in the parish of Collingham.

- **B017-2013** Installation of a six metre long access culvert in the Board maintained Foxholes Drain to the north of Foxholes Farm at national grid reference SK 78702 60625 in the parish of North Muskham.

All works would be carried out to the specification and satisfaction of the Board’s officers.

RECEIVED

13:2 **Section 23 Applications**

No Section 23 consents had been issued since the last meeting.

RECEIVED

13:3 **Planning Applications**

The Engineer presented a list detailing 24 planning applications that Officers had consulted on for the various Councils within the Board’s area since the last meeting.

Officers had objected to the following applications which may contravene the Board’s byelaws and the applicants had been advised to contact Officers to discuss:

- **13/00072/Ful** - extension to shop and store at Forrest Feeds, Mansfield Road, Edingley.

- **13/00563/Ful** - extension to factory unit at 23 Moorbridge Road, Bingham.

RECEIVED

13:4 **A453 Ratcliffe on Soar**

The Engineer reported that consent had been granted for the culverting of a riparian watercourse through the site of the Ratcliffe on Soar Power Station in order to facilitate
the widening of the A453 carriageway. He confirmed that surface water arising from the carriageway would be attenuated in a number of storage ponds along the route of the carriageway before discharging into adjacent watercourses.

RECEIVED

13.5 The Newark Flood Forum

It was noted that the Board had recently been invited to participate in the Newark Flood Forum set up by Severn Trent Water to consult and liaise with the community and partner organisations over their proposals to bring major sewer improvements to Newark and surrounding areas over the next few years.

The Board’s Engineer and Operations Manager had recently met with the project team for Severn Trent Water to receive an update and to discuss possible interactions between their project and the Board’s watercourses. This had led to a joint investigation of the Old Trent Dyke which was the evacuation route for surface water run-off in the Kelham Road area of Newark and which had suffered from flooding in recent times (see also Flood Investigation Update spreadsheet and report).

RECEIVED

14. ENVIRONMENTAL MATTERS

14.1 Conservation Advisory Group Meeting Notes

The attached notes of the Conservation Advisory Group meeting held on the 11th June 2013 were circulated for information.

RECEIVED

14.2 Trent Valley IDB Biodiversity Action Plan (BAP)

Following approval by the Board, the Biodiversity Action Plan had been scrutinised by the Conservation Advisory Group and some minor amendments had been made.

RESOLVED

That the attached Biodiversity Action Plan be adopted by the Board.

14.3 Policy on Dealing with Badgers in Watercourses

The Engineer reported that badgers were protected under The Protection of Badgers Act 1992 which included a provision for licensing activities that may disturb Badgers. It was noted that the Board had a disturbance license for its normal operational activities, however, it was considered good practice to have a Policy for dealing with badgers in watercourses. A DRAFT policy had, therefore, been prepared detailing measures that would be undertaken both with the existing disturbance/operational licence and where this proved ineffective, by site specific licenses.

The Engineer stated that, if necessary, a low level pipe would be installed where badgers were causing damage to the banks. This had proved successful in the past and the work could be carried out under the Board’s normal licence. He stated that it was better to contain badgers where they were, as moving them only created a
problem elsewhere; the only time they would be moved was if their activities were creating a major problem which could cause flooding and a special licence would then be required.

RESOLVED

That the attached Policy for Dealing with Badgers in Watercourses be adopted by the Board.

14:4 Eel Regulations 2009

It was noted that the Eel Regulations empowered the Environment Agency to:

- Require the installation of an eel pass at any pumping station (Regulation 14).
- Require the installation of an eel screen at any pumping station, after the 1st January 2015 the fitment of an eel screen will be mandatory unless an exemption is granted (Regulation 17).

The Engineer stated that the Environment Agency had issued a list of priority sites which included Beckingham, Burton Round, Cottam, Cuckstool, Marton, Sturton and Weir Dyke for which the Board had been requested to include “option appraisals” in the Medium Term Plan 2014/2015. The Environment Agency had stated that, if pumping stations were to be refurbished in the next few years, implementation could take place then and a time limited exemption would be issued.

The Engineer confirmed that a Plan for Implementing the Eel Regulations 2009 was being prepared and would adopt the approach of installing equipment as pumping stations were refurbished and requesting time limited exemptions from the Eel Regulations. This plan would be submitted to the next Board meeting for consideration.

RECEIVED

14:5 The Fairham Brook Restoration Project

The Engineer reported that the initial phase had been completed and a report of the hydraulic aspects of the study was presented to and approved by the Conservation Advisory Group on the 11th June 2013.

Nottinghamshire Wildlife Trust had now secured funding for Phase 2 of this project which would investigate the feasibility of improvement options such as widening and adding features such as berms to Board maintained watercourses. The Engineer confirmed that any options adopted would be funded in full by the project and would be brought back to the Board for approval before being implemented.

As part of Phase 2, Nottinghamshire Wildlife Trust proposed to undertake liaison and consultation with landowners and the Board had been asked to facilitate this.

Mrs J. Bradley confirmed that £35,000 had been received from the Environment Agency towards developing details of the model and capital works. She hoped that a similar sum would be received next year. Mrs Bradley stated that all members were welcome to attend the next stakeholder group meeting.
RESOLVED

That the Board support Phase 2 of the Fairham Brook Restoration Project and assist by facilitating liaison with the local landowners.

14:6 Besthorpe Meadows SSSI - Water Level Management Plan

The Engineer reported that the above Nottinghamshire Wildlife Trust Reserve site was in unfavourable condition as the grassland was no longer inundated in the winter, as would have previously occurred when this grassland type was developed.

A proposal had been put forward to add surface water to the site in the winter and sources for the water were being investigated but it was expected that an on-site borehole may be feasible. The Engineer confirmed that bunds would be created on the site to retain the water and avoid increased flows to the Board's catchment.

A further report would be presented to the Board for consideration once the proposals had developed.

RECEIVED

14:7 Eakring Meadows SSSI - Water Level Management Plan

The above Nottinghamshire Wildlife Trust Reserve site which had the same grassland type as Besthorpe Meadows was inundated for short periods each winter by overtopping of the adjacent Board maintained Carlton/Caunton Beck Pt. 2. The Engineer reported that the site was in unfavourable condition as poor drainage in riparian watercourses had led to the retention of water on the site and, consequently, the grassland was being replaced by sedges.

The Engineer reported that the Wildlife Trust planned to undertake work on the site which would include clearance and de-silting of riparian watercourses and possibly the installation of land drains. This work would not affect the Board's systems.

The Board had been invited to submit a quotation for the ditch cleaning works, however, officers reported that, due to an already challenging works programme, they had regrettably decline the offer.

RECEIVED

14:8 Environmental Stewardship

The Engineer circulated a DRAFT Advice Note which had been prepared for the Consortium Boards. It was noted that this matter had been taken up by the Association of Drainage Authorities (ADA) on behalf of all internal drainage boards and the Board's officers had also spoken to the Royal Society for the Protection of Birds, the National Farmers' Union and the Wildlife Trust who were all assisting in coming up with a pragmatic approach so that drainage boards could continue to carry out their works without detriment to the landowner. The Engineer reported that there was a presumption that land drainage works were undertaken every three years but this did not comply with the Board's current maintenance policy so landowners were at risk of losing payments.

Mr S.E. Richardson stated that the Board must, wherever possible, avoid putting debris
on environmental strips.

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

RECEIVED

15. DATA PROTECTION POLICY

The Chief Executive circulated a DRAFT Data Protection Policy for consideration.

Cllr D.R. Payne enquired whether this covered the safe transportation of information by staff, e.g. in vehicles. The Chief Executive agreed to ensure that this was included within the document.

RESOLVED

That the attached Data Protection Policy be adopted by the Board.

16. ASSOCIATION OF DRAINAGE AUTHORITIES (ADA)

16:1 Working Demonstration

Members were reminded that the ADA Working Demonstration would be held on 17th July 2013 and encouraged to attend.

It was agreed that, weather permitting, all the staff should attend.

RECEIVED

16:2 Executive Committee

Mr W.J. Staunton (Chairman of Trent Valley Internal Drainage Board) had recently been appointed to represent the Trent Branch on the ADA Executive Committee.

RECEIVED

16:3 Local Audit and Accountability Bill

The Chief Executive reported that ADA would be responding to the Bill on behalf of internal drainage boards. It was expected that the Bill would be passed this year and he, therefore, suggested that the Board should contact all local authorities prior to the rate setting to ensure that they were aware of the Board’s future planned works.

RECEIVED

16:4 Consortium Working

The Chief Executive reported that ADA was investigating a concern expressed about the legality of Consortium working and it was hoped they would respond on behalf of all IDBs.

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17. HEALTH AND SAFETY

The Director of Operations reported that the Board’s Health and Safety Consultants, Cope Safety Management, had visited the Board’s Pumping Stations the previous day to undertake the annual review.

It was noted that a full report on their findings would be presented to the September Board meeting for consideration.

RECEIVED

18. ELECTION

18:1 Registers of Electors

The Chief Executive reported that, in accordance with the Land Drainage Act 1991, the Land Drainage (Election of Drainage Boards) Regulations 1938 and the Land Drainage (Election of Internal Drainage Boards) (Amendment) Regulations 1977, Registers of Electors had been prepared for the five electoral districts.

He confirmed that Notice had been published in local newspapers on 2nd May 2013 that the Registers were open for inspection and no claims or objections had been received.

Nomination papers would be sent out in September and notice would be placed in the local press.

RESOLVED

(a) That the Registers of Electors for the five electoral districts be approved in accordance with the above Regulations.

(b) That, if necessary, elections for the five electoral districts be held on 25th October 2013.

18:2 Appointment of Officers

In accordance with the Land Drainage Act 1991, the Chief Executive would take the role of Returning Officer. The Chief Executive stated that it had been the Board’s practice in the past to also appoint a Deputy Returning Officer and members were asked to consider this.

RESOLVED

(a) That the Chief Executive undertake the role of Returning Officer.

(b) That the Chief Executive’s Personal Assistant be appointed Deputy Returning Officer.

19. VISIT FROM THE GERMAN CONFEDERATION OF WATER MANAGEMENT

The Chief Executive reported that the Board had hosted a visit from the German...
Minutes of a meeting of the Trent Valley Internal Drainage Board held on 27th June 2013

Confederation of Water Management on 20th June 2013.

RECEIVED

20. RETIREMENT OF MR R.N.J.S. PRICE

On conclusion of business the Chairman thanked Mr R.N.J.S. Price for his stewardship of the Board during challenging times to mark his retirement as Chairman of the Board.

CHAIRMAN