

# LINDSEY MARSH DRAINAGE BOARD

Minutes of a Meeting of the Board held via Microsoft Teams and Teleconference on Wednesday, 27th January 2021 at 9.00a.m.

* Messrs	G.A. Crust (Chairman)	* Cllrs	T. Aldridge
*	S.W. Eyre (Vice-Chairman)	*	D. Andrews
*	W. Cooper	*	S. Dennis
*	R. Crust	*	D. Edgington
*	T.H. Heys	*	A.J. Howard
*	J.M. Mowbray	*	D. McNally
*	R.H. Needham	*	E. Mossop
*	P.W. Pridgeon	*	W. Parkinson
*	D.R. Tagg	*	P. Rickett
*	R.A.D. Unsworth	*	J. Swanson
		*	Mrs W. Bowkett

\* *Present*

\* Messrs A. McGill (Chief Executive)  
\* N. Kemble (Engineer)  
\* A. Malin (Senior Operations Manager)  
\* S. Fender (Operations Manager)  
\* R. Brown (Technical Engineering Manager)  
\* Mesdames N. Hind (Finance Manager)  
\* C.B. Davies (Corporate Services Manager)

\* *In attendance*

The Chairman informed members of the death of Mr J.L. Dodsworth who had sat on the Board for several years and had been very supportive of its work, Members observed a minutes silence.

## 1. APOLOGIES

Apologies for absence were received from Mr D.R. Tagg and Councillor P. Rickett.

## 2. DECLARATIONS OF INTEREST

Mr G.A. Crust declared an interest in agenda item 19 Delegated Matters - Planning, Byelaws and Supervisory Role, consent LMDB/LDC/2020/087.

Cllr J. Swanson declared an interest in agenda items 17 Byelaw Applications and 19 - Delegated Matters - Planning, Byelaws and Supervisory Role as a member of the District Council Planning Committee.

## 3. NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

None.

## 4. BOARD MINUTES (Pages 1542 to 1561)

RESOLVED

That the minutes of the meeting of the Board held on 25th November 2020 be confirmed as a correct record and the resolutions be adopted by the Board.

## 5. MATTERS ARISING

5:1 Minute 19:4, Page 1549 - Plant and Equipment

The Senior Operations Manager gave an update on repairs to the Betsy pump, the priming issue had been fixed and staff were assessing this to see if the problem was rectified before considering installing on the other Betsy pumps.

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5:2 Minute 22:2 Page 16 - Hill View Park, Hogsthorpe - Town Common Drain.

The Engineer reported that following the last meeting, where concerns regarding maintenance and storage were raised, plans had been revised. The proposed culverted section had been shortened, a section of the existing culvert upstream would be removed and a section of the open watercourse downstream of the new and existing culvert would be reformed to increase storage in the system. The application had been agreed in principle at the last meeting and Officers asked that the Board agree to delegate to the Chairman and Vice-Chairman authority to review the proposal in detail and to approve the application.

RESOLVED

That the Board delegate authority to the Chairman and Vice-Chairman to review the proposal and approve the consent application.

6. HEALTH, SAFETY AND WELFARE

The Senior Operations Manager reported that the Covid-19 Risk Assessment continued to be reviewed regularly with mitigation measures in place to reduce the risk to staff.

The HSE had issued guidance on purchasing new and used plant and machinery giving a duty to ensure it was fit for purpose and there was a process in place to ensure it was sufficient for the task intended. Officers were reviewing procedures to ensure compliance.

An update on incidents reported since the last meeting was presented, there had been four incidents across the Consortium one of which had been Riddor reportable.

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7. RISK REGISTER

An update on the current items affecting the Board was presented for members information. The key points of note were:

- (a) Health and Safety - The Senior Operations Manager had undertaken an audit which highlighted some gaps and these would be actioned over the next two months.
- (b) GDPR - There was still some sorting of old emails and files which needed to be undertaken to bring the Board in line with its document retention policy.
- (c) Banking - This was ongoing, Officers were looking at options to simplify and bring the Board's accounts into line with the account limits.

The Chief Executive also reported that the Senior Management Team would be undertaking a review of expenditure in February 2021.

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## 8. DRAINAGE RATES AND SPECIAL LEVIES

The total balance outstanding at the 12th January 2021 was £219586.30 with collections at 94.4%.

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*Mr R. Needham joined the meeting.*

## 9. FINANCE

The Finance Manager presented the attached report for members to consider.

The overall predicted outturn was a surplus of £138,818; this did not include any potential underspends on electricity which would only be applied after the end of the year.

The current reserves position including unallocated balances withing engineering projects was £1,067,219.82 (27.92%), however, the Finance Manager highlighted that as engineering projects commenced the amount available would reduce.

In relation to the payment schedule, the Finance Manager highlighted a large payment to HMRC for VAT and informed members that this was more than usual but a large amount related to the PSCA work.

### RESOLVED

- (a) That the attached Management Accounts for the year ending 30th November 2020 be approved.
- (b) That the cash balances and borrowing be noted.
- (c) That the attached schedule of payments over £500 totalling £2,046,556.37 be approved.

## 10. ESTIMATES OF INCOME AND EXPENDITURE FOR THE PERIOD 1ST APRIL 2021 TO 31ST MARCH 2022

The Finance Manager presented the attached estimates of income and expenditure which had been discussed in detail at the November meeting, members were asked to approve a 3% increase in the rate.

Mr P.W. Pridgeon queried if a stand on rate could be considered given the additional £200,000 income from PSCA works, commenting that it would show good will to ratepayers and district councils.

The Chairman commented that the Board need to keep cash reserves of 30% and that the Board was lucky it had not experienced the level of rainfall other areas had which could have resulted in flooding and additional costs.

The Chief Executive stated that £3.9 Million was allocated to vital schemes which the engineering team was working hard to deliver. The Board had taken additional risk administering PSCA work giving an income that may not be available in future years. The long-term economic impact of Covid-19 was likely to be seen for three or four years and he emphasised that if the Board kept a strong position now, it could look to reduce the need for increases when the financial impact was being more strongly felt in the future.

Mr W. Cooper queried why the increase in the amount paid by the Councils worked out at more than 3%, Officers explained that land had been transferred into Special Levy following planning permissions etc which had increased the amount paid by the council. The Chairman explained that the increase in rates for land transferred was offset by the fact that the Council was able to charge business or domestic rates during the year, but the Board levied its rates annually so the increases in special levy were only applied the April following transfer from agricultural rates. Mr Cooper asked if the Board could consider a 2.75% increase due to these value changes. The Finance Manager stated that a 2.75% increase would result in a reduction of the Board's Reserves.

Following a vote, members approved the 3% increase in rates.

#### RESOLVED

- (a) That the Estimates of Income and Expenditure for 1st April 2021 to 31st March 2022 be approved in the total sum of £4,050,570.
- (b) That the amounts to be raised by means of drainage rates in respect of agricultural land and buildings, special levies on the local charging authorities and estimates of the amount from balances, for the year commencing 1st April 2021 be as follows:
  - (i) by drainage rates levied in respect of agricultural land and buildings - £999,575,
  - (ii) by special levy on East Lindsey District Council - £3,057,100,
  - (iii) by special levy on North East Lincolnshire Council - £9,677.
- (c) That the special levy for the financial year commencing 1st April 2021 on East Lindsey District Council be made and sealed in the sum of £3,057,100.
- (d) That the special levy for the financial year commencing 1st April 2021 on North East Lincolnshire Council be made and sealed in the sum of £9,677.
- (e) That the statutory record of levies be made up.
- (f) That the drainage rate for the financial year commencing 1st April 2021 be made and sealed in the total sum of 16.15 pence in the pound.

#### 11. COMPENSATION

A schedule of compensation payments totalling £631.80 was circulated for approval; these had been paid in accordance with the Board's policy.

#### RESOLVED

That the compensation payments made since the last meeting totalling £631.80 be approved.

#### 12. OPERATIONS REPORT

The Senior Operations Manager reported that operatives had undertaken tree and bushing works on Tetney Blow Wells Drain, Tetney Soak Dyke, Ingoldmells North Drain and a contractor had been used to remove a large tree on Tetney Soak Dyke.

Emergency slip repairs had been identified on Worths Main Drain, Marsh Yard Drain, North Green Drain, Butterbump Drain, and Westfield Drain. The Operations Manager reported that staff were finding recurring slips and were looking at options to increase the longevity of the repairs. Reforming work on South Somercotes Relief Sewer and Orby Drain was underway.

The Summer Maintenance programme was complete, however, some ground works were needed on several verges because of soft ground under the machinery.

The Operations team was supporting the engineering team with work at Keddington Lock and three more projects had been highlighted and included on the works programme. Discussions were underway with the Environment Agency regarding summer maintenance to be undertaken as part of the Public Sector Cooperation Agreement, this was likely to include a substantial amount of work.

Cllr E. Mossop raised culverting work on Westfield Drain at Alvingham; there had been some concerns locally and he queried what the process would be for the Board to adopt a riparian section of the watercourse which had not been maintained to the same standard. The Senior Operations Manager agreed to discuss the matter further with Cllr Mossop and look at options for the watercourse.

Officers gave an update on the Board's plant. Orders had been placed for the two tracked excavators and welfare cabin, however, these were not due to be delivered until May/June 2021. The Volvo Mini Excavator, Caterpillar 432 Backhoe and five buckets which were surplus to requirements and had been offered for sale by tender. Estimates of value had been obtained and Officers asked that the Board delegate authority to the Chairman and Vice-Chairman to review and approve the tenders.

Tenders to replace the Aebi mower with a tracked skid steer had been received and were presented for consideration. Tenders had been received for four machines from three manufacturers and ranged from £65,375 to £85,074. Following review of the tenders, Officers determined that the cheapest machine had a reduced track width which could affect the stability and would need an additional expenditure of £1,620 for hand and foot joystick controls. As a result, they recommended purchase of the Bobcat T66 R-Series Tracked Skid Steer at a cost of £68,315 which included a sweeper, pallet forks, construction bucket, grapple, flail cutter, earth auger and five-year warranty. Additional servicing cost of £4,700 over five years would be funded from the annual running costs. The manufacturers were able to offer several other attachments if required in the future and operators had been consulted.

Officers were in the process of preparing specifications for the 2021/22 replacements and once obtained these would be reported to the Board. In response to Mr R.A.D. Unsworth, the Chief Executive confirmed that inclusion of electric vehicles would be investigated wherever practical, however there were potential issues with home charging which would need to be considered as well as suitability. He assured members that electric or hybrid options would be considered wherever possible.

Officers gave an update on the adoption of following watercourses previously approved by the Board:

- (a) Thorpe St Peter watercourse - The Board had been given instruction to refrain from any works due to significant archaeological interest, the Operations team had been working with Board's Environmental Officer to liaise with Lincolnshire County council regarding the matter. Once available further details would be presented to the Board.

- (b) Willoughby High Drain - Officers proposed that, following an environmental survey, works would be undertaken as part of the 2021/22 winter works programme.

RESOLVED

- (a) That the Board delegate authority to the Chairman and Vice-Chairman to review and approve the tenders for sale of the Volvo Mini Excavator, the Caterpillar 432 Backhoe and five buckets.
- (b) That the Board purchase the Bobcat T66 R-Series at a total cost of £68,315 with attachments.

### 13. ASSET RENEWAL AND REFURBISHMENT PROJECTS

The Engineer gave the following updates.

#### 13:1 Trusthorpe Main Drain Culverting Phase 4 (LM18504)

Discussions were to take place with Lincolnshire County Council regarding the impact of the adjacent A52 on the drain improvement works and possibility of contributions from them.

#### 13:2 Wyche Pumping Station Refurbishment (LM20304)

Quotations were being sought for the stop logs and frames and the pump refurbishments with works planned to be undertaken in the Spring. Once priced had been obtained a report would be brought back to the Board.

#### 13:3 Emergency Pump Repairs (LM19302)

##### (a) Gibraltar Point Pumping Station

Pump One had been refurbished by Industrial Pumps Limited, was returned to site on the 21st November 2020 and was now fully operational. Pump Two would be removed for refurbishment in the Spring as the station would need to be dammed off to undertake this work.

##### (b) Wainfleet Sea Lane Pumping Station

North Lincs Engineering had lifted Pump One, and found that a piece of wood was wedged in the pump. The pump was removed from site for further inspection which showed that the plate above the pump showed signs of corrosion.

Voids were discovered between the weedscreen and the concrete wing walls on both sides and steel plates would need to be fabricated and fitted to prevent further debris from entering the sump.

Estimated costs for removal, repair and re-install of the pump were in the region of £2,500.

##### (c) Emergency Pump Costs to date - 2020/2021

Costs to date were £30,039 against the approved budget of £60,000.

13:4 Pumping Station Resilience - Thorpe Culvert Pumping Station

The installation of resilience measures was substantially complete with a few minor items outstanding, it was expected that work to complete these would start 25th January 2021.

13:5 Theddlethorpe Pumping Station Replacement (LM18306)

Pump one which was refurbished in 2019 by Fenflow had suffered a motor failure. Coulstock and Place had removed the motor for refurbishment and it was hoped that the this would be reinstalled before the end of January 2021. The automatic weedscreen cleaners had been commissioned, however, problems had been experienced with one of the motors tripping out the circuit breaker on a regular basis; work to rectify this was likely to be completed in March/April.

Outstanding works included replacing two windows, reorganising the toilet and washing facilities, internal painting and floor coverings in the mess area. Quotations were being sought for the perimeter fencing, replacing the walkway over the sump and new security doors. Following the high water levels experienced during December, it was found that water was still working its way through the compound underground. This carried the risk of voids forming, with potential consequential damage to the structure, the hardstanding and pipework. The specialist ground grouting company had been contacted to revisit the site. As a result, concreting the area could not be carried out until the water issues were resolved. Costs to date were £391,888 against the overall approved budget of £676,400.

Mr R.A. D Unsworth queried if the Board was able to reclaim the cost of the motor repair, the Engineer stated that it was outside of warranty however he would investigate the possibility.

13:6 Boygriff Pumping Station Refurbishment (LM17352)

The syphon valves had been relocated and the minor associated electrical works completed. The steel flooring had also been installed with minor pipework paint touching up to be completed.

The following snags were being addressed:

- (a) One valve actuator had been repaired and setup, although there was an issue with the signals for open and close to the panel and,
- (b) The variable speed drives appeared to interfere with the level sensors. More investigation was required when two or more pumps were running for a long period of time.

As part of the contract for the pumps and panel installation, Inter-Lec Limited had attended site on 19th January 2021 to resolve the snagging issues. Information had been sought from the Environment Agency regarding levels at which the pumps were to be enabled and disabled in respect of levels in the outfall basin but, to date, no response had been received.

Outstanding works included concrete filling the hole in the roof in the substation, removing the cast iron down pipe and replacing with plastic, sundry skimming and finishing around the doors, internal painting and the machine parking area needed completing. Costs were £673,795 against the approved budget of £803,000.

13:7 Gotts Pumping Station - Refurbishment of Archimedean screw pumps (LM18300)

Following inspection of the gearbox no leak was found, however, some minor work would be required to modify a grease point which was inaccessible due to the new safety guards. Once further details were available a report would be made to the Board.

13:8 Saltfleet Haven Outfall Consolidation Project (including Saltfleet Pumping Station Refurbishment) (LM19351)

Confirmation had been received that the Outline Business Case had cleared the Assurance Process and would be signed off, essentially giving formal approval although a signed approval statement was awaited.

The second phase of the project planning had commenced with orders expected to be placed by the end of March for the new pumping plant. Construction works and plant installations were due to be carried out between the start of April and end of September 2022.

Mr R.A.D. Unsworth queried what the fall from the Great Eau sill was to the Haven outfall as he had concerns about the accumulation of silt and that the silt build up should be raised with the Environment Agency, the Engineer agreed to check the levels.

13:9 Trusthorpe Pumping Station Refurbishment (LM19304)

Specialist pump performance specifications had been purchased and were being developed to allow concurrent procurement of pumps for Trusthorpe, Anderby and Ingoldmells as a single contract with staged delivery.

13:10 Anderby Pumping Station Study (LM20306) and Ingoldmells Pumping Station Study (LM20305)

Specialist pump performance specifications have been purchased and were being developed to allow concurrent procurement of pumps for Anderby, Ingoldmells and Trusthorpe as a single contract with staged delivery.

13:11 Covenham Pumping Station Refurbishment

Modelling of the catchment had been undertaken which indicated that an increase from 38 l/s to 55 l/s in pumping capacity was required for a 1 in 10 year agricultural flooding standard of protection. This meant a slight increase in costs for the new electrical control panel through the addition of variable speed drives and for the supply of new pumps as opposed to refurbishment of the existing. Replacement and refurbishment attracted similar costs, so replacement was preferred. The electricity supply at the site was more than adequate to cope with the future requirements at the station.

Quotations were being obtained for the new pumps and a report would be made to a future meeting of the Board. Current projections were that the work could be undertaken well within the existing budget of £50,000.

13:12 Telemetry System Replacement (LM20303)

The new telemetry system was progressing well, however, Officers reported that the outstation units with 4G mobile communications would not be available until March because of Covid-19 delays. To keep on programme the first batch of units would



operate on the 3G network. The telemetry system may benefit from 4G coverage and there was a possibility that in a few years' time the 3G network would be closed down but the 3G units could be upgraded to 4G in the future by the manufacturer (Schneider). It was planned that the four Boards jointly purchase two additional telemetry base units at a cost of around £2,800 to swap with 3G sites to have them updated to 4G without interruption later this year when all sites had been completed. The two units would then be held as spares for emergency use. Twenty-four out of the ninety-two units would be affected.

The Functional Design Specification had been approved, logic sequences confirmed, telemetry pages were being programmed, cloud hosting established, and trial installations scheduled for the two-week period commencing 18th January 2021.

The Engineer expected that the new system installed at Theddlethorpe Pumping Station would be operational by the 29th January 2021.

#### 13:13 Gayton Engine Pumping Station

Subsidence to the rear wall of the old pumping station had been identified, the wall showed a large crack approximately 15mm wide and the wall appeared to be peeling away from the building. A specialist grouting company would be brought in to look at this.

#### 13:14 Keddington Lock (LM19032)

The Direct Labour Organisation would commence works to repair the failed lock at Keddington during February 2021, however, weather conditions could delay work as levels in the canal were high. Working methods had been altered slightly to improve the speed of the work and to minimise reliance on managing the flows in Louth Canal. The existing structure would be utilised as much as possible and be reinforced with granite boulders which would also be used to support both banks along the line of the watercourse. The boulders would be used as opposed to gabions because of the ease of placement and the immediate effect that they would have on managing the flows.

Consent from the Environment Agency to amend the existing permit was awaited and a letter would be issued to residents explaining the work and the impact.

#### 13:15 Possible Environment Agency (EA) support funding through Local Choices

Two schemes were taken to the EA for potential local choices funding; an upgrade to the riparian watercourse to the east of Willoughby that connected to Willoughby High Drain, enabling subsequent Board adoption and financial support for the new telemetry system.

Subject to a formal submission, the Willoughby project was likely to be granted Local Choices funding support. The RFCC had one condition to funding, that the landowner should contribute to the scheme and the Engineering department would discuss this with them. Money had been earmarked and the telemetry system might attract some FDGiA support, the means for securing this was being addressed with the EA. If no FDGiA funding was available local choices may be an option for funding.

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#### 14. ENVIRONMENT AGENCY (EA) AND PARTNERSHIP MATTERS

##### 14:1 River Steeping Catchment – Dredging Project (LM20901)

The Project was progressing well with 5.08 km of the 5.75 km to be dredged this autumn / winter completed. Silt volumes were higher than estimated from the 2019 surveys but the design profile of 1.5m of water had been achieved. Phase One was due to be completed in December 2020 but a re-survey downstream of Merryfields Farm showed that silt levels in the section down to where the river and Relief Channel met were on average 0.4m higher than indicated on the 2019 survey and consequently above the design bed level. This also explained the additional silt that had been encountered during the early stages of the dredging upstream of Wainfleet and the reason that Lagoon B had been filled ahead of completion of the scheduled dredged length.

The EA agreed to fund additional dredging of an extra 1.88 km to ensure that the required channel bed was achieved. An extra 14 dredging days was added to the contract at a cost of £75,000 and an extension of the contract was agreed taking the end date up to the 21st January 2021. Prior to this decision being made it had been established that Lagoon A at Riverside Farm in Wainfleet All Saints could accommodate the additional silt safely. By the 17th December, 1.32 km (70%) of the extra work had been completed.

Covid restrictions had presented major challenges for the Project Teams. By joint agreement the return of the dredging team was postponed until a safe working environment and travel arrangements could be ensured. The Project Teams were committed to completion of the 2020 campaign and the dredging company had confirmed they would not be seeking any additional payments due to the delay. The situation was being reviewed weekly with a view to resuming site operations as soon as possible.

The estimated costs of the two-phase project had risen by £75,000 to £1,075,000 which would be funded from contributions of £625,000 from the EA, and fixed contributions of £250,000 from the Board, £150,000 from Lincolnshire County Council and £50,000 from East Lindsey District Council.

The Board's Engineering and Operations Teams were working with the EA, planning the works required to accommodate the second year campaign which was due to be carried out in September 2021. The DLO would construct the Silt Lagoon (Lagoon C) to be located on lands near Lenton's Bridge, works were planned to take place in May / June 2021 ahead of the weed cutting season. It was also planned that reinstatement of the sites of Lagoon A and Lagoon B would take place August / September 2021, but these dates were subject to weather conditions that would allow natural drying of the silt.

Public interest in the project had been high and the Board commissioned aerial photograph and video footage of the operations and submitted an article for the winter edition of the ADA Gazette. Visitors and visits to site had been limited to provide a Covid-19 safe environment for our teams and staff, it was hoped that an open day could be arranged for when the dredging recommenced in September 2021.

The Chief Executive stated that during recent rainfall he had received a report that the EA had been able to lower the levels in the river to provide additional capacity.

Members expressed their thanks for the quality work completed by all parties.

Following a discussion, it was agreed that the Chief Executive write to the Department for Environment, Food and Rural Affairs, and local MPs, detailing the success achieved, the benefits of partnership working, and affordability and to ask for help implementing similar arrangements in other locations.

Cllr E. Mossop queried if the Board had a record of issues on other watercourses likely to cause flooding. The Engineer stated that the Board holds records for its own systems but that the EA was identifying issues on their own watercourses and had funding in place, and he expected that additional would be undertaken over the coming years.

Mr R. Crust commented that the quality of work undertaken by EA contractors had been poor this year.

RESOLVED

That the Chief Executive write to DEFRA and MPs regarding the success of the scheme.

*Cllr S. Dennis and Mr R. Crust left the meeting.*

14:2 PSCA EA/LMDB Recovery Works - Embankment Repairs on the Great Eau, Long Eau, Greyfleet Drain and River Steeping (LM20902)

Works were progressing well and were ahead of schedule, the old setts had been collapsed and dug out at most of the sites after the official monitoring period. Contractors would return to the sites in the Spring to re-profile and grass seed the embankments. Works commenced in the first week of January at Site 2 (Barfen) to collapse and dig out existing badger setts, however, due to wet weather and high water levels in the river, works were temporarily halted.

Following inspections of the embankment along the Great Eau in November 2020, further outlier setts were discovered. Cameras were installed and monitored for the required 21 days and the setts had subsequently been collapsed and dug out.

400 to 450 metres of permanent meshing was installed on the River Steeping and works to install the two artificial setts was due to commence. The badger activity observed in the area highlighted the importance of the need for artificial setts to be in place.

The Board's Engineers visited the sites when requested to check the adequacy of compaction of the reinstated embankments. The Environment Agency's approved method of compaction was being used throughout the reinstatement works. Shear vane testing had also been used. Additionally, a comparison of shear vane test results had been made on the River Steeping, comparing the original embankment and a section recently dug out and reinstated. The compaction of the embankment was to a satisfactory standard.

Costs to date were £813,161.11 with contract costs of £784,120.87, Ecologist costs of £18,000 Board costs of £10,476.64 and other costs of £563.60. The total value of the works contract was £2,057,789.36.

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## 15. ENVIRONMENTAL REPORT

The Board had adopted its BAP in 2010, with the intention that the Board would report annually on BAP delivery via a web-based Biodiversity Action Reporting System (BARS), a system that had since been withdrawn. The IDB BAP was scheduled to be reviewed in 2013, however, the Association of Drainage Authorities (ADA) and Natural England delayed the review pending the introduction of now defunct BARS system. A new BAP template had been published alongside ADA's proposed metrics.

The Engineer stated that, in developing BAPs, there was potential for IDBs to join to create coherent ecological or hydrological units. The Board's district was predominately in the Lincolnshire Coast and Marshes National Character Area (94%) with a small area in the Fens (5%) where the Board works in partnership with Witham Fourth District Internal Drainage Board via the Greater Lincolnshire Nature Partnership and a very small area in the Lincolnshire Wolds (1%). It was therefore recommended that the Board continued with its own Biodiversity Action Plan linked to the Greater Lincolnshire Nature Partnership's Nature Strategy. A draft BAP would be presented to the Board once complete.

### RESOLVED

That the Board continue with its own BAP linked to the Greater Lincolnshire Nature Partnership's Strategy.

## 16. QUERIES AND COMPLAINTS

The Board had received thirty-four queries or issues since the last meeting but no formal complaints. Officers would be reviewing these to ensure they were resolved.

Mr R.A.D. Unsworth queried the depositing of weed cuttings and waste on banks in front of domestic properties as this caused a mess. The Senior Operations Manager reported that it was not the Board's policy to remove from this from site and to do so in front of all houses would result in increased workload and costs. The Chief Executive asked that the Senior Operations Manager investigate this further following the meeting to establish if the issues related to weedcutting or desilting work.

### RECEIVED

## 17. BYELAW APPLICATIONS

The Engineer reported on the following applications for consideration:

### 17:1 Harps Drain West Drain and Branch - Golf Road, Mablethorpe

An application for works within nine meters of the Board's Harps Drain West and the ring drain Harps Drain West Branch Number One had been received. Planning permission was granted subject to flood resilience measures being incorporated into the proposed development.

Extensive discussions had been held with the developers to ensure the Board's Byelaws were complied with and the Board's access for maintenance was protected. The application was for a flood defence bund, approximately two metres high which tied into existing landform at the south eastern edge of the site and wraps around the north eastern and north western boundary adjacent to two Board watercourses. The bund would be set back a minimum of 1.2 metres from the bank top along the north east boundary and 6.0 metres from the bank top along Harps Drain West which

allowed a clear unrestricted access strip. The Board also had access in perpetuity on the opposite bank for maintenance.

The proposed bund would be constructed on a soil improved solution of controlled modulus columns overlaid with a soil mattress for stability. The bund was to be reinforced with woven geotextiles internally for slope stability and a geo-cellular component on the surface for soil erosion protection and planting. A three-metre demountable close boarded fence would also be erected running parallel with the north eastern site boundary and would be set back four metres from the bank top of the ring drain, behind the proposed bund.

The Board's Operations team had no objections to the proposed works and Officers, therefore recommended that the application be approved.

#### 17:2 Bristol Farm Drain, North Drain and Black House Farm Drain - Addlethorpe

An application to install a LV power supply to an existing telecommunications mast from an existing LV point located to the south of the Board maintained Bristol Farm Drain had been received. The proposed route crossed the Board maintained Bristol Farm Drain and then followed Bristol Farm Drain, North Drain and Black House Farm Drain in a northerly direction. The armoured cable would be installed at a minimum of four metres from the bank top of all Board maintained watercourses and to a depth of 675mm.

The Operations Team and Environmental Officer had been consulted and had no objections to the location of the cable and Officers, therefore, recommended that the application be approved by the Board.

#### RESOVLED

- (a) That the Board approve the relaxation its Byelaws for works within 9.0 metres of the Board maintained Harps Drain West and Harps Drain West Branch on Gold road, Mablethorpe.
- (b) That the Board approve the relaxation of its Byelaws for works within 9.0 metres of the Board maintained Bristol Farm Drain, North Drain and Black House Farm Drain at hides Lane Addlethorpe.

#### 18. PLANNING AND BYELAW POLICY UPDATE - INCLUDING DEVELOPMENT CONTROL AND FEES

Officers presented the attached revised Planning and Byelaw Policy for members to consider. The new policy included fees in line with other Board's and local authorities, Officers had been waiting on guidance from ADA, however, this had not been received. The fees would cover the considerable time spent dealing with and advising on requests which were not currently charged for as well as charging for the additional run off and discharges which impacted on the Board's systems.

In response to members the Technical Engineering Manager confirmed that developments were transferred into special levy generating income however this did not cover the increased storage. Calculations showed that small developments had a larger impact on the Board's systems. Officers had compared the charges proposed to other authorities and for example a local council would charge a fee of £294 to consider and application for a fence, the new Board fee would be between £100 and £200.

The proposed charges were;

- (a) **Application fees** - All Byelaw, Section 23 and Development Control applications to the Board would be subject to a fee. The minimum fee was £100 with £200 charged for surface and treated foul water discharges (previously most applications were exempt from fees and the maximum fee was £50).
- (b) **Inspection fees** - Where consent was granted and an inspection required to ensure that works were undertaken in accordance with the conditions and to record pertinent data for the Board's records, an inspection fee would be charged.
- (c) **Consultation fees** - Application advice, Flood Risk Assessments and significant development would now be subject to some basic fees or where appropriate recharged on an actual cost basis.
- (d) **Surface Water Development Charges** - These were a charge to developments where there was an increase in drained impermeable area. Developments where practical would still be limited to 1.4l/s/ha but even this restriction could result in the Board receiving more water by volume. A charge was recommended for this service.
- (e) **Commutated Maintenance Fees (Culverts)** - A one-off charge for new culverts in the Board's network to support the future maintenance cost of ensuring continuity of flow. This included the option of the applicant to offset some costs if redundant access culverts were removed from the Board's network.
- (f) **Biodiversity and Habitat Mitigation** - Developments within the Board's area that disrupt the local biodiversity within the land drainage network must be mitigated for by the Developer. Should the Developer be unable to provide mitigation on site, a contribution for biodiversity improvements would be required for the Board to invest within the district.
- (g) Inspection fees, consultation fees, surface water development charges and commuted maintenance fees would be index linked and increase at the start of each financial year commencing April 2021. A detailed review of all fees and charges would be undertaken in March 2023 and then subsequently on a five-year basis.
- (h) Where the Board administered applications in an extended area on behalf of a Lead Local Flood Authority, the fees set out under Items (a) to (d) above would apply.

The Chairman queried (e) environmental mitigation, stating that some developers would rather pay the Board than provide mitigation on site. The Technical Engineering Manager stated that this was still being developed, however, the need for the mitigation to be on site would be included as part of the consenting process. This only related to watercourses as there were other considerations for the site, which the district council considered at planning.

In response to Cllr E. Mossop the Technical Engineering Manager stated that as part of planning, the systems installed to mitigate/reduce run off should store the excess water within the development and this should be enforced by the District Council. The charging system would look to charge only for the direct impact to the Board's systems and any sites with no mitigation on runoff/discharge would attract a higher charge.

An example of fees for surface water contributions was; A 2.02 hectare site with 10,152.5m<sup>2</sup> impermeable area would fall within Band 1 of Table 3 (£12.35 £/m<sup>2</sup>). Peak discharge would be calculated as 2.02 x 1.4 (l/s/ha) = 2.804l/s. The Proposed discharge rate of 5l/s (5 ÷ 2.804 = 1.78, 1.78 x 1.4 = 2.5l/s/ha equivalent rate) would mean the site falls within Table 4 Band 2 giving a 10% contribution. So, the total Surface water discharge contribution would be calculated as follows 12.35 x 10152.5 x 0.1 = £12,538.34

Mr P.W. Pridgeon asked that the decision be delayed until March and Members be given more time to consider the proposal and review the figures. Mr W. Cooper supported delaying a decision to give members time to consider the figures.

The Chairman stated that Officers were already undertaking the work but not charging for it and these developments were having a direct impact on the Board's systems, he did not think that the charges were excessive.

The Chief Executive stated that all Lincolnshire Clerks were looking to be in step with each other and that some developers were using lots of Officer's time to get advice with no charges for this. The policy and fees were well researched, however, the Board would be able to review these if any anomalies were found.

Following a vote, members approved the policy and fees. The Technical Engineering Manager agreed to circulate the figures to members and asked members to contact him if they had any questions or queries.

#### RESOLVED

That the Board adopt the revised Planning and Byelaw Policy, including development and control charged and revised fees with charges to come into force from 1st April 2021.

### 19. DELEGATED MATTERS - PLANNING, BYELAWS AND SUPERVISORY ROLE

#### 19:1 Byelaw Applications

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

- |                   |   |
|-------------------|---|
| LMDB/LDC/2019/099 | The installation of a formal access to land off The Spinney within 9 metres but no closer than 3 metres of the Board maintained Mowbrays Drain at National Grid Reference 554939 - 364367 in the parish of Skegness.  |
| LMDB/LDC/2020/051 | Increase in flows from a package treatment plant into the Board maintained Cricket Ground Drain from Graywell Farm at National Grid Reference 548491 - 365264 in the parish of Burgh le Marsh.  |
| LMDB/LDC/2020/057 | The installation of a 6 linear metre culvert to extend an existing culvert in the Board maintained Rotton Row Sudales Branch No 1 at land off Rotten Row, OS Field Nos 6667 and 6164 at National Grid Reference 546571 - 385781 in the parish of Theddlethorpe. |

- LMDB/LDC/2020/058 Construction of up to 6 linear metres of dropped kerb vehicular access within 9.0 metres of the Board maintained Donkey Bank Drain culvert at 4 Seacroft Drive at National Grid Reference 556346 - 361770 in the parish of Skegness.
- LMDB/LDC/2020/071 The increase in flows to the Board maintained Tetney Soke Dyke from the surface water from a development at Land off Becklands, Thoresby Road at National Grid Reference 531384 - 400671 in the parish of Tetney.
- LMDB/LDC/2020/073 The construction of a temporary abstraction point in the right bank of the Board maintained Boy Grift Drain at OS Field No 1074 at National Grid Reference 553246 - 379862 in the parish of Sutton on Sea.
- LMDB/LDC/2020/075 The erection of an agricultural building within 9.0 metres but no closer than 7.0 metres from the bank top of the Board maintained Rookery Drain at National Grid Reference 551544 - 362398 and the installation of a water supply pipe to the agricultural building within 9.0 metres but no closer than 3.5 metres from the Board maintained Rookery Drain (culvert) at The Chase at National Grid Reference 551561 - 362406 in the parish of croft.
- LMDB/LDC/2020/076 The installation of an outfall for drainage from the agricultural building into the right bank of the Board maintained Rookery Drain at The Chase at National Grid Reference 551553 - 362398 in the parish of croft.
- LMDB/LDC/2020/077 The erection of an agricultural barn within 9.0 metres but no closer than 4.0 metres from the bank top of the Board maintained Crabtree Lane Drain Branch No. 2 watercourse at land rear of 66 Huttoft Road at National Grid Reference 552108 - 380586 in the parish of Sutton on Sea.
- LMDB/LDC/2020/078 The installation of a 2 linear metre extension to the Board maintained Crabtree Lane Drain Branch No. 2 culvert at land rear of 66 Huttoft Road at National Grid Reference 552112 - 380575 in the parish of Sutton on Sea.
- LMDB/LDC/2020/079 The installation of a new 315mm PE medium pressure gas main over the Board maintained Catchwater Drain Culvert and the removal of the existing 10" spun iron medium pressure gas main at land off Bishop Tozer Close at National Grid Reference 550346 - 365288 in the parish of Burgh Le Marsh.
- LMDB/LDC/2020/080 The increase in flows from a discharge from a biotec unit into the right bank of the Vine Cottage Drain at Vine Farm,



- Middlemarsh Road at National Grid Reference 552369 - 363471 in the parish of Burgh le Marsh.
- LMDB/LDC/2020/082 The construction of fencing and garages as part of a phase development off Churchill Avenue within 9.0 metres but no closer than 8.0 metres of the bank top of the Board maintained Water Tower Drain at land off Churchill Avenue between National Grid References 555975 - 365292 in the parish of Skegness.
- LMDB/LDC/2020/083 The installation of an underground electricity cable to connect to a new substation within 9.0 metres but no closer than 7.0 metres from the bank top of the Board maintained Vicarage Drain between National Grid References 555680 - 370919 and 555689 - 370818 at Chapel Fields Trunch Lane in the parish of Chapel St Leonards.
- LMDB/LDC/2020/084 The installation of an overhead 11kv electricity cable crossing the Board maintained Town Common Drain at land off Skegness Road at National Grid References 554076 - 371669 in the parish of Hogsthorpe.
- LMDB/LDC/2020/085 The increase in flows to the Board maintained Trusthorpe Pumping Station from works to facilitate the management of flows during works on the Trusthorpe outfall at National Grid Reference 551384 - 384075 in the parish of Mablethorpe.
- LMDB/LDC/2020/087 The erection of 2no. 5 bar metal gates within 9.0 metres of the Board maintained Hogsthorpe Relief Channel at land R/O 48 Stones Close at National Grid Reference 553832 - 372470 in the parish of Hogsthorpe.
- LMDB/LDC/2020/088 The installation of 1no. Land drainage outfall into the right bank of the Board maintained Bilsby Tank Trap Drain at OS Field No 4878 at National Grid Reference 548874 - 378349 in the parish of Bilsby.
- LMDB/LDC/2020/089 The installation of 4no. Land drainage outfall into the right bank of the Board maintained Bilsby Tank Trap Drain Branch at OS Field No 4878 at National Grid Reference 548544 - 378264 in the parish of Bilsby.
- LMDB/LDC/2020/090 The installation of 4no. Land drainage outfall into the left bank of the Board maintained Bilsby Tank Trap Drain Branch at OS Field No 4218 at National Grid Reference 548541 - 378246 in the parish of Bilsby.
- LMDB/LDC/2020/091 The installation of 1no. Land drainage outfall into the right bank of the Board maintained Bilsby Tank Trap Drain at OS

Field No 4878 at National Grid Reference 548441 - 378398 in the parish of Bilsby.

LMDB/LDC/2020/096 The erection of 0.9 metre high fencing within 9.0 metres but no closer than 1.0 metre from the bank top of the Board maintained watercourse Aqua Drive Drain at Blue Dolphin Caravan Park at National Grid Reference 550659 - 383739 in the parish of Mablethorpe.

RECEIVED

19:2 Section 23 Applications

The following Section 23 applications had been dealt with since the last meeting:

LMDB/LDC/2020/072 The installation of up to 30 linear metres of culvert in a riparian watercourse to the north of North Road in Trusthorpe to facilitate road widening at National Grid Reference 551188 - 383450 in the parish of Mablethorpe.

LMDB/LDC/2020/081 The eradication of 256 linear metres of riparian watercourse at land off Churchill Avenue between National Grid References 556044 - 365343 and 566059 - 365143 in the parish of Skegness.

LMDB/LDC/2020/092 The installation of 4no. Land drainage outfalls into a riparian watercourse at OS Field No 4878 at National Grid Reference 547853 - 378248 in the parish of Bilsby.

LMDB/LDC/2020/093 The installation of 5no. Land drainage outfalls into a riparian watercourse at OS Field No 7327 at National Grid Reference 547854 - 378255 in the parish of Bilsby.

LMDB/LDC/2020/094 The installation of 4no. Land drainage outfalls into a riparian watercourse at OS Field No 4778 at National Grid Reference 547290 - 378260 in the parish of Beesby with Saleby.

LMDB/LDC/2020/095 The installation of 4no. Land drainage outfalls into a riparian watercourse at OS Field No 6519 at National Grid Reference 546801 - 378260 in the parish of Beesby with Saleby.

RECEIVED

The following Section 23 application had been dealt with on behalf of the Lead Local Flood Authority:

LMDB/LDC/2020/074 The installation of a culvert up to 6 linear metres in length in a riparian watercourse at The Bungalow, King Street at

National Grid Reference 535486 - 393362 in the parish of Yarburgh.

LMDB/LDC/2020/086 The installation of up to 3 linear metres for an access culvert in a riparian watercourse at Cheapside Farm at National Grid Reference 535416 - 399122 in the parish of Holton le Clay.

LMDB/LDC/2020/098 The installation of a 5 linear metre access culvert into a riparian watercourse at site at corner of Middlesykes Lane and Pickhill Lane at National Grid Reference 539268 - 388640 in the parish of Grimoldby.

RECEIVED

19:3 Planning Applications

Officers had consulted on 48 planning applications since the last meeting and appropriate comments relating to surface water drainage were made.

RECEIVED

20. ASSOCIATION OF DRAINAGE AUTHORITIES - LINCOLNSHIRE BRANCH

Minutes of the ADA Lincolnshire branch meeting held on the 21st October 2020 were circulated for members information.

RECEIVED

21. WATER RESOURCES EAST

The Chief Executive and Chairman reported on a meeting they had been involved in regarding Water Resources East, to obtain a seat on the Board there was a £15,000 fee which ADA had apportioned according to the rates used to calculate subscriptions. This had resulted in a £1,950 fee for LMDB (£1,668 for TVIDB and £401 for IOA) however the project did not currently have any immediate benefit to the Board as it was focused in the Norfolk area. The Chief Executive highlighted that there may be future uses in the area for the knowledge gained from the project such as ownership of water resources and options for storage. He had suggested that the fee be divided equally between all Boards which would have resulted in a fee of around £300 per Board which had been rejected by ADA. There were also issues surrounding the retrospective fee charging which had not been made clear to Officers in 2020. He further reported that the Board could become associate members for a cost of £1.

The Chairman stated that there was no correlation between what a Board got out of the project and what it contributed with small Board's local to the scheme paying considerably less than LMDB.

*Cllr W. Bowkett left the meeting.*

Following discussion, members supported the aims on the project but decided that the contribution requested was disproportionate and, therefore, proposed that the Board join as an Associate Member.

RESOLVED

That the Board join Water Resources East as an Associate Member at a cost of £1.00.

22. STAFFING

The Corporate Services Manager reported that the ADA Lincolnshire Branch Pay and Conditions Committee had met and discussed the following:

- (a) Review of the 2021 pay award - After much discussion, the Committee had agreed to honour the three-year agreement already in place with the Unions which resulted in a 4.1% pay increase for 2020/21.
- (b) Reducing the DLO's weekly hours from 38 to 37 - This had been considered and had been rejected.
- (c) Clarification of Covid-19 absences - The Committee clarified that periods of self-isolation due to Covid should be paid in line with the sick pay policy, however, there should be no payment for self-isolation resulting from a Holiday or returning to the UK.

The Corporate Services Manager reported that the Board needed to consider whether to adopt the recommendations made by the Pay and Conditions Committee and agree the 4.1% increase. She highlighted that the annual increase over the last ten-years (including the 4.1%) averaged around 2% a year. It was noted that should the Board wish to withdraw from the Agreement it would be required to give notice.

Following discussion members agreed to the 4.1% increase and to remain with the current Agreement.

RESOLVED

That the Board approve a 4.1% pay increase for staff with effect from 1st April 2021 and adopt the changes in relation to time off for Covid-19 as detailed above.

The Corporate Services Manager also reported that a Cleaner had been recruited at the Strubby Depot and the new Financial Data Entry Assistant had started work. Recruitment for the Mechanical and Electrical Field Engineer role was ongoing.

The Chief Executive informed members that the Rating Officer was planning to retire in April, Officers would be advertising for a replacement. Members expressed their thanks for her hard work over her time with the Board.

21. ANY OTHER BUSINESS

None.

CHAIRMAN