

## SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

At a Meeting of the Sutton and Mepal Internal Drainage Board  
held at Chatteris Cricket Club on Wednesday the 30<sup>th</sup> May 2018

### PRESENT

M R R Latta Esq (Chairman)	M Jackson Esq
C P K Lee Esq (Vice Chairman)	T Scott Esq
P W Allpress Esq	R H Smith Esq
R J Angood Esq	J O Sole Esq
J Deamer Esq	P E Sole Esq

Miss Lorna McShane (representing the Clerk to the Board) was in attendance.

### Apologies for absence

Apologies for absence were received from S J Criswell Esq, M E Heading Esq and R J Lee Esq.

### B.2042 Declarations of Interest

Miss McShane reminded Members of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any individual on the Board.

### B.2043 Confirmation of Minutes

### RESOLVED

That the Minutes of the Meeting of the Board held on the 4<sup>th</sup> January 2018 are recorded correctly and that they be confirmed and signed.

### B.2044 Death of Mr J M Childs MBE

Miss McShane referred to the death of Mr John Childs on Thursday the 26<sup>th</sup> April 2018.

She reported that Mr Childs had been a member of the Board from November 1978 to June 1995.

Members stood in silence as a mark of respect for Mr Childs.

### RESOLVED

That the Board's appreciation of the services rendered by Mr Childs be recorded in the minutes.

#### B.2045 Vacancy in Membership

Further to minute B.2020, Miss McShane reported that despite two letters being sent on the 8<sup>th</sup> January and the 5<sup>th</sup> March 2018 inviting Nighthayer Leek Co to nominate a representative for membership of the Board, no response had been received.

Mr Scott advised that he would be at a meeting with Trevor Edgley and his son James of Nighthayer Leek Co and would discuss it with them.

#### B.2046 Water Levels in the Counter Drain

a) Further to minute B.2022(a), the Chairman reported that the Environment Agency are still studying the issues with the watercourse and no action had yet been taken by the Agency. A drain survey had taken place to establish where the leaks were occurring in the bank. There was nothing further to report until the Environment Agency came up with a solution for the bank for the Counter Drain.

(NB) – The Chairman declared an interest when this item was discussed.

#### b) Public Sector Co-operation Agreements

Further to minute B.2022(b), the Chairman reported that the Board were currently carrying out work for the Environment Agency under a Public Sector Co-operation Agreement and that Cranbrook Drain was currently being cleaned out. The issue with Public Liability Insurance had been resolved through the Middle Level Commissioners' new insurers.

#### B.2047 Water Transfer Licences

Further to minute B.2024, Miss McShane referred to the fact that licencing of water transfers came into force on the 1<sup>st</sup> January 2018.

She reported that only one licence is required per EA water body transferred from, even if multiple intakes exist, and that the cost per licence is £1,500 which would last for 12 years..

#### B.2048 Ouse Washes Section 10 Reservoir Inspection Middle Level and South Level Barrier Bank works

Further to minute B.2025, Miss McShane reported that the second year of the phased works had commenced.

#### B.2049 Meadlands Drove Culvert

Further to minute B.2027, the Chairman reported that the culvert dam had been replaced and the works were completed.

### B.2050 Tidal River Action Plan Scoping Workshop

Further to minute B.2033, Miss McShane reported that, after significant delays, the Environment Agency had finally received the MMO licence for a dredging pilot on the River Great Ouse. This scheme had been due to start several years ago but had suffered a number of setbacks. The Environment Agency advises that they will now start working with their procurement team to revisit the original tender documents and are expecting to carry out work between October/November/December 2018. They will also be sharing any recent data from their routine centreline bathymetric survey which is used to monitor the silt movements year on year within the tidal river corridor. One other matter which was covered in detail was the concern over the increasing close proximity of Floating Pennywort for which an action plan was being formulated at the September meeting.

### B.2051 Defra IDB1 Returns

Further to minute B.2036, Miss McShane referred to a letter received from Defra dated the 24<sup>th</sup> April 2018.

### B.2052 Consulting Engineers' Report

The Board considered the Report of the Consulting Engineers, viz:-

## Sutton & Mepal I.D.B.

### Consulting Engineers Report – May 2018

#### Pumping Station

The station including pumps, cleaner etc has run without issue since the last meeting with only routine maintenance being required.

#### **Main Pumps**

As was previously reported the drive motor winding insulation resistance to earth of all three main pumpsets is low, indicating moisture ingress into the motor housings. The no2 pumpset's CAS protection unit is now tripping and is to be bypassed, as insulation resistance whilst low is not critical, the situation will continue to be monitored.

#### **Pumping hours**

*(note pumping hours are a close estimate derived from available data to show comparable pumping hours for like periods)*

**Total Hours Run No 1 – 20 April 17 to 9 May 2018 = 569 (25438)**

(March 16 to April 17 = 1094)

(May 15 to April 16 = 773)

(May 14 to April 15 = 1065)

**Total Hours Run No 2 – 20 April 17 to 9 May 2018 = 863 (25330)**

(March 16 to April 17 = 808)

(May 15 to April 16 = 762)

(May 14 to April 15 = 1146)

**Total Hours Run No 3 – 20 April 17 to 9 May 2018 = 1191 (25606)**

(March 16 to April 17 = 699)

(May 15 to April 16 = 668)

(May 14 to April 15 = 1110)

**Total Hours Run No 4 – 20 April 17 to 9 May 2018 = 38 (2850)**

(March 16 to April 17 = 833)

(May 15 to April 16 = 1)

(May 14 to April 15 = 28)

#### Insurance

The Board's new insurer AXA/HSB does include Engineering Insurance cover for sudden and unforeseen breakdown of pumping plant, however two recent claims made by local IDBs were rejected as AXA/HSB considered that the pumps should have been removed for service on a 5 yearly frequency. This was contested by the MLC and the frequency extended to 10 years; however even this is considered unacceptable in most instances, hence an alternative insurer is being sought. In the interim there is no cover in place.

## **Eel Regulations**

Following sustained pressure from the IDB sector, notification has been received that a paper was presented to the EA Executive Directors' Team proposing some changes to their current regulatory process. It is understood that Executive Directors supported the recommendations in the paper and that work is now underway to establish how the EA will transition the changes and what this means in the interim for operators such as IDBs.

In line with what IDBs have been calling for, there is to be a new approach identifying the best achievable eel protection (BAEP), in terms of what is technically feasible and generally affordable. The EA also proposes to change when and where it applies its eel cost benefit analysis tool; how it considers affordability of eel protection at individual sites; and how it balances costs with risk to eel at individual sites. The EA will also investigate where there are opportunities to revise its current programming approach to optimise outcomes for eel. Finally, it will work with sector leads in developing new guidance and processes.

However, it is important to note that the EA will not be in a position to introduce its new regulatory approach until it has developed all of the new, interdependent, components of the process which the EA advise will take up to 12 months.

## **Agitation Dredging Group**

The trial, which has been delayed for several years is now expected to commence in the autumn. This follows obtaining a Marine Management Organisation (MMO) licence which has been far more challenging than anticipated.

## **Cranbrook Drain**

Consultants for the Environment Agency have recently undertaken a topographical survey of a section of Cranbrook Drain that will enable various options to address the leakage into the Board's drainage system to be fully reviewed. Once the options have been fully considered a report will be produced for the Board's comments.

## **Planning Procedures Update**

### ***Informatives on Decision Notices***

Despite positive steps being taken, a review of the decisions that have recently been made has identified that none had informatives advising the applicants of their separate legal obligation to comply with the requirements of the Board's Byelaws and the Land Drainage Act.

It is left to the Board's discretion whether it wishes the Middle Level Commissioners to make a formal response to the Councils concerned directly on its behalf, or whether it requests that its Council representatives ensure that such informatives are requested.

## **Planning Applications**

In addition to matters concerning previous applications, the following 6 new development related matters have been received and, where appropriate, dealt with since the last meeting:

<b>MLC Ref.</b>	<b>Council Ref.</b>	<b>Applicant</b>	<b>Type of Development</b>	<b>Location</b>
288	F/YR17/1094/PNC04	RA Latta Farms Ltd	Residence	Chatteris Road, Somersham
289	F/YR17/1141	Mick George Ltd	Temporary haul road (10m wide)	Block Fen, Chatteris
290	E/17/01036/DISA	Mr & Mrs P Baxter	Residence	Chatteris Road, Mepal
291	H/18/00281/HHFUL	Caroline McGonigal	Residence (Extension)	Colnefields, Somersham
292	F/YR18/0222/O	Mr & Mrs J Fuller	Residence	London Road, Chatteris
293	E/18/00128/FUL	Monkfield Nutrition	Proposed milling plant	Chatteris Road, Mepal

*Planning applications ending 'PNC0' relate to prior notification change of use issues  
Planning applications ending 'DISA' relate to the discharge of relevant planning conditions*

From the information provided it is understood that all the developments propose surface water disposal to soakaways, or similar infiltration systems. The applicants have been notified of the Board's requirements.

No further correspondence has been received from the applicants or the applicants' agents concerning the following developments and no further action has been taken in respect of the Board's interests.

- *Extraction of sand and gravel with restoration to agricultural use both at low level and existing level using waste silt and imported inert waste at land off Block Fen Drove, Mepal – Redland Aggregates Ltd (MLC Ref No 350/8) & First periodic review of mineral permissions F/01467/89 and F/00781/91 (as amended) at Block Fen Quarry, Block Fen Drove, Chatteris – LaFarge Aggregates Ltd (MLC Ref Nos 192 & 196)*
- *Extraction and Processing of Sand and Gravel and Restoration to Agricultural use at Low Level and Block Fen, Langwood Drove, Chatteris - Hanson Quarry Products Europe Ltd (MLC Ref Nos 350/9A, 218 & 242)*
- *Various developments at at Witcham Meadlands Quarry, Block Fen, Mepal/Chatteris – Mick George (Haulage) Ltd (MLC Ref No 156) & Mick George Ltd (MLC Ref No 207, 211, 213 & 286)*
- *Extension to Mepal Quarry at Block Fen Drove, Near Chatteris – Aggregate Industries UK Limited (MLC Ref Nos 171 & 272)*
- *Proposed extraction and processing of sand and gravel and construction of access onto Chatteris Road (B1050), in connection with the construction of agricultural reservoirs on land at Bridge Farm, Holme Fen Drove, Colne - R Latta (Farms) Ltd (MLC Ref Nos 179, 188, 199 & 258)*
- *Restoration of land at Colne Fen using imported inert waste to create conservation habitats at Colne Fen Quarry, Chatteris Road, Colne Fen – Mr D Newman (MLC Ref Nos 220 & 242)*

- *Erection of an Anaerobic Digester (AD) plant with maize clamps involving the construction of a new access, and the formation of a surface water reservoir land east of Greys Farm, Iretons Way, Chatteris – Pretoria Energy Ltd (MLC Ref Nos 227, 231 & 240) & Installation of a Biomethane Injection pipeline (to inject into the National Grid) at Gas pipeline for anaerobic digester plant at Iretons Way, Chatteris - Little Green Consulting Ltd (MLC Ref No 245) & Pretoria Energy Ltd (MLC Ref No 246)*

**In view of the absence of recent correspondence and any subsequent instruction from the Board it will be presumed, unless otherwise recorded, that the Board is content with any development that has occurred and that no further action is required at this time.**

*Mixed Use Development on land south east of London Road, Chatteris - Hallam Land Management Ltd (MLC Ref Nos 160,184 & 190)*

Further to the last meeting report additional discussions have occurred in respect of this development but, according to Fenland District Council's (FDC) Public Access web page, a decision on this site still remains pending.

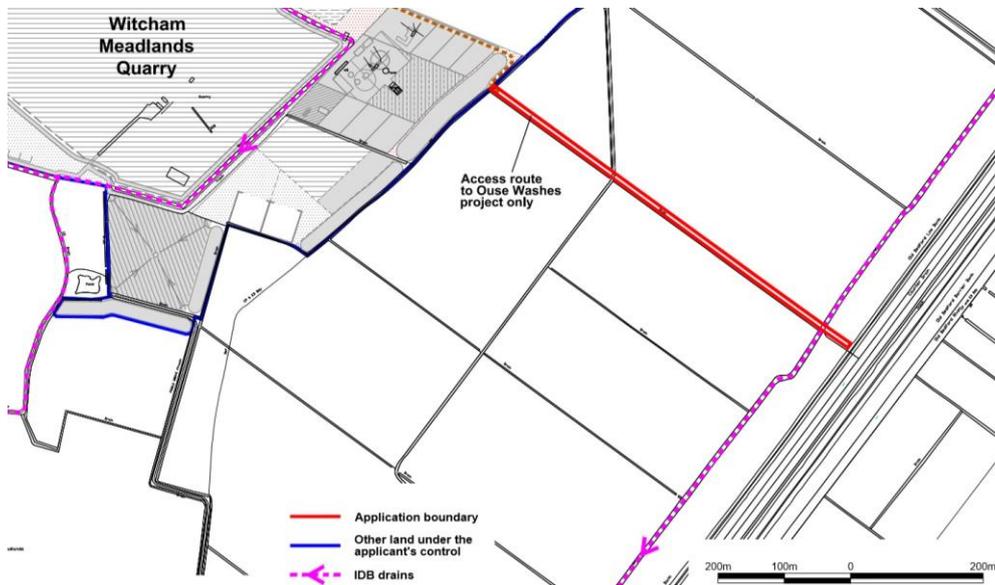
The Board has yet to be formally contacted.

*Change of use to Insect/reptile breeding centre, including new access arrangements, erection of storage buildings, reptile/insect breeding buildings, staff hostel, office/mess rooms, biomass boiler, solar panels plus refurbishment of residential dwellings and buildings at Arthur Rickwoods Farm, Iretons Way, Mepal – Monkfield Nutrition (MLC Ref Nos 249, 261 & 293)*

An application for a milling plant building has been submitted and is currently being considered by East Cambridgeshire District Council (ECDC).

*Formation of a temporary access road (10m wide) at land east of Witcham Meadlands Quarry, Block Fen Drove, Chatteris – Mick George Ltd (MLC Ref No 289)*

This planning application is for a temporary haul road providing a direct access from the quarry (acting as a borrow pit) and the Ouse Washes Project, without accessing a public highway.



Extract from Mick George Ltd's Drawing Number M3 43 17 02

Currently the clay being used for the works is being hauled along the A142 to Ely, the A10 to Littleport and the A1101 to Welney.

A planning permission for a temporary period has been granted by FDC. The use permitted shall be discontinued and all surfacing and subsurface shall be removed and the land restored to its former use, which is arable land, on or before 31 October 2021; unless a further planning application for renewal or continued use is submitted prior to that date.

The temporary access road crosses the Board's system between Points 15-14.

Mick George and its consultant chose to take advantage of a "surgery" meeting at which they were advised that any crossing of the Board's watercourse will require consent and that should consent be granted any works must not affect the flow as this drain feeds the pumping station. At the time of report no correspondence or consent application have been received.

### **Fenland District Council (FDC)**

No progress has occurred with its District Wide Level 2 SFRA.

### ***FDC Liaison Meeting***

A meeting attended by representatives from the Commissioners and FDC was held in November to improve working relations between the two authorities.

The actions arising from the meeting included:

- Development of a joint protocol/leaflet to clarify the inter-relationship between FDC, CCC (in its role as the LLFA), the Commissioners & associated IDBs and the EA in relation to flooding and surface water drainage for developers.
- The Commissioners to offer a seminar for “planners”.
- The Commissioners to review their approach to responding to planning applications with a focus on major schemes/Broad Concept Plans (BCP's).
- Meeting to discuss the potential tourism opportunities on our waterways perhaps initially focusing on March.
- Communication opportunities for FDC to promote/signpost the Commissioners' information and pre-application process or to join this up with its own processes.
- Investigate whether the FDC Local Validation List review can include requirements to benefit the Commissioners or drainage in general.

Another meeting is to be held in May this year.

### **Huntingdonshire District Council (HDC) Local Plan to 2036**

The Huntingdonshire Local Plan to 2036: Proposed Submission and its supporting documents were submitted for independent examination to the Secretary of State for Communities and Local Government via the Planning Inspectorate in late 29 March.

The Secretary of State has appointed Kevin Ward from the Planning Inspectorate to carry out an independent examination of the Local Plan. The Inspector's task is to establish whether the Huntingdonshire Local Plan is 'sound'. He will then report on his findings, including advising if modifications are needed to make the Local Plan sound.

### ***Housing and Economic Land Availability Assessment (HELAA)***

A consolidated version of the HELAA has been produced to support the Proposed Submission Huntingdonshire Local Plan to 2036. This incorporates all site assessments from the HELAA documents published for consultation in July and October 2017. It also reflects the outcomes of the Call for Sites which accompanied the Huntingdonshire Local Plan to 2036: Consultation Draft 2017.

## ***Huntingdonshire Strategic Flood Risk Assessment (SFRA)***

**Note.** *SFRAs are high level strategic documents and, as such, do not go into detail on an individual site-specific basis and are developed using the best available information at the time of preparation.*

The note referring to the SFRA 2010 mapping for the Middle Level Commissioners' area remains on the Council's website.

## **East Cambridgeshire District Council (ECDC) Local Plan**

The [East Cambridgeshire Local Plan \(Proposed Submission\)](#) was submitted to the Secretary of State for Communities and Local Government via the Planning Inspectorate on Friday 16 February 2018 for independent examination.

The Inspector is likely to hold Hearing Sessions to assist in reaching her conclusions.

## **Cambridgeshire Flood Risk Management Partnership (CFRMP)**

The Middle Level Commissioners' Planning Engineer has represented both the Middle Level Commissioners and their associated Boards since the last meeting.

The main matters that may be of interest to the Board are as follows:

### ***The Great Ouse Tidal River Baseline report***

This EA document is complete and available in PDF format. The report sets out the status of flood risk management on the tidal River Ouse. One of the most critical/important maps highlights cost benefits in terms of GiA and other funding sources. The report also sets out issues going forward with regard to long term funding of managing the catchment.

### ***The Future Fenland Project***

Phase 1 of this EA project, which concerns all of the Fens, has commenced. This will take a couple of years to complete and will include Lincolnshire and Northamptonshire. Workshops for stakeholders were held in January and March 2018. One of the aims of this phase is to outline the total cost benefit analysis of maintaining the Fens.

Phase 2 will assess how the Fens may change in the future based on information from phase 1. This may include considering changes in land uses and funding streams.

There are varying views on the future of the Fens and the development of the project. One of the concerns raised was the source of future funding for the management of the Fens and the conflicting views on how it should be managed.

### **Programme Development Unit (PDU)**

This EA team will focus on helping partners deliver projects more efficiently. There are a number of large EA projects that the PDU will be involved with, therefore a hierarchy of projects will need to be established to ensure clarity of their involvement.

### **Flood risk activities: environmental permits (formerly flood defence consents)**

There is currently a proposal by the EA to raise the costs of permitting in stages from the current £170 minimum potentially up to £1441.

Cambridgeshire County Council (CCC) has advised that the Lead Local Flood Authority (LLFA) has also been involved in a similar process with ADA. A response has been prepared by ADA and for more detail see item 25 on the Agenda.

Members will be aware that the statutory fee for obtaining consent stated within the Land Drainage Act has, for many years, been only £50.00 which does not cover the real costs of processing such a consent.

**Cambridgeshire County Council – Flood and Water Team** – Ordinary watercourse consents have been considered and issued when required.

The Bedford Group of IDBs has advised that Ordinary watercourse consents in its area were not originally considered with protected provisions in the Development Control Order (DCO), a planning document. A legal agreement was subsequently agreed that reflects the IDBs' byelaws and protected provisions.

It is understood that the EA had a similar situation at Peterborough on a Main River, even though it was a stakeholder in the project.

IDBs are reminded that they are not Statutory Consultees in such consultations but do need to be aware of forthcoming schemes in order to protect their interests.

### **Rain Gauges Project**

**Note.** *The Official Journal of the European Union (OJEU - previously called OJEC, the Official Journal of the European Community) is the publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation, must be published. The legislation covers organisations and projects that receive public money, such as Local Authorities, NHS Trusts, MOD, Central Government Departments and Educational Establishments.*

The Eastern Regional Flood & Coastal Committee (RFCC) area (largely Norfolk, Suffolk and Essex) will be joining this Central RFCC project which is likely to be Project Managed by the EA.

The size of the project is causing delays but draft OJEU tender documents, a business case and inter LLFA and AWSL legal agreements are currently being drafted.

### ***Strategic Flood Risk Planning Advisor***

Funded by the Local Levy the EA has employed a Strategic Flood Risk Planning Advisor on a two year contract. The role will include providing input to LPA's Local Plans (most of which, within Cambridgeshire, are approaching completion) and highlighting flood mitigation opportunities within strategic development proposals.

### ***Integrated FRM PhD research project***

A PhD researcher at the Flood Hazard Research Centre (FHRC) Middlesex University is working on integrated flood risk management within Cambridgeshire with the aim of understanding the connectivity between different networks (such as the RFCC, CFRMP, catchment partnerships, local resilience forums, enterprise partnerships) and to see how these influence the integration of different FRM objectives (preventing new risk, reducing existing risk and managing residual risk) and other wider sustainable development objectives. An interview attended by the Chief Executive and Planning Engineer was held with the researcher on 5 January, to discuss their roles; the role of IDBs and partnership working, amongst other things.

### ***Fenland Flooding Issues Sub-Group***

Following the extreme rainfall event experienced within March during August 2014, a March Flood Investigation Sub-Group was formed. The meetings associated with this investigation have proven beneficial to all the stakeholders involved and may lead to the resolution of many historical issues and, as a result, the responsibilities of the Sub-Group were extended to cover any local flooding issues within the District Council's area. There are currently no issues within the Board's catchment.

### **Cambridgeshire and Peterborough (C&P) Minerals & Waste Management Development Plan (M & WMDP)**

In view of the current "partnership" approach, encouraging better liaison between the authorities, being promoted by the County Council, the Commissioners have requested that the previously proposed "liaison forum" that was suggested circa 2013, but never implemented, is revived.

Members will recall that the purpose of this forum was to provide an opportunity to discuss projects and active casework of mutual interest to foster a clearer understanding between the responsibilities of the planning authority, the Middle Level Commissioners' Boards and developers.

Consulting Engineer

16 May 2018

Sutton & Mepal(350)\Reports\May 2018

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The Chairman updated Members on the moisture ingress which had occurred in the motor housing

RESOLVED

That the Report and the actions referred to therein be approved.

(NB) – The Chairman declared an interest in the planning applications (MLC Ref No 179, 188, 199, 258 and 288) for R A Latta Farms Ltd.

(NB) – The Vice Chairman declared an interest in the planning applications (MLC Ref Nos 227, 231, 240 & 246) for Pretoria Energy Ltd.

B.2053 Capital Improvement Programme

Members considered the Board's future capital improvement programme.

The Chairman advised that it would be necessary during the course of the next year to replace the tractor and he would seek quotations from a local supplier in order to get back up and service support.

RESOLVED

- i) That the Capital Programme be approved in principle and kept under review.
- ii) That the Chairman obtain three quotations from local dealers for a tractor.

B.2054 District Officer's Report

The Board considered the Report of the District Officer.

RESOLVED

That the Report and the actions referred to therein be approved.

B.2055 Environmental Officer's BAP Report

Members considered and approved the most recent BAP report together with the information sheets on floating pennywort.

Miss McShane reported that Cliff Carson had recently filmed a piece on otters which was due to be shown on the BBC Spring Watch programme on Monday the 11<sup>th</sup> June. She reported that Cliff was due to retire at the end of June and that his replacement had been appointed.

RESOLVED

- i) That the Board's thanks for his work on their behalf and their good wishes for his retirement be passed on to Cliff Carson.
- ii) That the Board make a £100 contribution towards a gift for Cliff Carson's retirement.

### B.2056 State-aided Schemes

Consideration was given to the desirability of undertaking further State-aided Schemes in the District and whether any future proposals should be included in the capital forecasts provided to the Environment Agency.

#### RESOLVED

That no proposals be formulated at the present time.

### B.2057 District Labour District Officer's Salary

- a) Miss McShane reported that during the financial year 2017/2018 overtime and bonus payments had been made as indicated on the Supplementary Schedule.
- b) The Board gave consideration to the District Officer's salary for 2018.
- c) NEST Pension Update

Miss McShane reported that the employer's Nest pension contribution rate had increased to 3% from the 1<sup>st</sup> April 2018 and would be increasing to 4% from the 1<sup>st</sup> April 2019.

#### RESOLVED

That the salary of the District Officer be increased by 1.5% from 1<sup>st</sup> October 2018 as indicated on the Supplementary Schedule and that this be reviewed annually at the summer meeting.

### B.2058 Expenses Allowances

The Board gave consideration to the reimbursement of proper out of pocket expenses incurred by the Chairman and Vice Chairman on the Board's behalf.

#### RESOLVED

That there be no change in the sums allowed to the Chairman and Vice Chairman respectively for out of pocket expenses incurred on behalf of the Board for 2018/2019.

(NB) – The Chairman and Vice Chairman declared a financial interest when this item was discussed.

### B.2059 Charges for hire of plant when engaged on private work

The Board considered whether any revisions were necessary in their charges for hiring of plant for private work.

- i) Atlas 140W Excavator

Present charge - £30 per hour in the District ) (inclusive of operator's wages).  
- £35 per hour outside the District )

ii) Flail mower

Present charge - £30 per hour (inclusive of operator's wages)

iii) Weed boat

Present charge - £30 per hour (inclusive of operator's wages)

iv) Piling Hammer

Present charge - £30 per hour (inclusive of operator's wages)

(NB) – Travelling time being charged in addition to working time.

RESOLVED

That the hire charges remain as at present.

B.2060 Environment Agency – Precepts

Miss McShane reported that the Environment Agency had issued the precept for 2018/2019 in the sum of £105,091 (the precept for 2017/2018 being £103,538).

B.2061 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

a) Miss McShane reported that the sum of £2,873.49 (inclusive of supervision) had been received from the Environment Agency (£4,198.44 representing 80% of the Board's estimated expenditure for the financial year 2017/2018 less £1,324.95 overpaid in respect of the financial year 2016/2017).

b) Further to minute B.1993, Miss McShane referred to the discussions with the Environment Agency over the monies available to fund highland water claims.

RESOLVED

That the position be monitored.

B.2062 Association of Drainage Authorities

a) Annual Conference

Miss McShane reminded Members that the Annual Conference of the Association of Drainage Authorities would be held in London on Wednesday the 14<sup>th</sup> November 2018.

RESOLVED

That the Clerk be authorised to obtain a ticket for the Annual Conference of the Association for any Member who wishes to attend.

b) Annual Conference of the River Great Ouse Branch

Miss McShane reported on the Annual Conference of the River Great Ouse branch of the Association held in Prickwillow, Ely on Tuesday the 6<sup>th</sup> March 2018 and the fact that the administration of this branch had now been passed to the Middle Level Commissioners.

Miss McShane advised that the new members elected to the Branch's Executive Committee included the Middle Level Commissioners' Operations Engineer, Jonathan Fenn and the Chairman, Marc Heading who was appointed Vice Chairman (with Harry Rabey of the Bedford Group being appointed Chairman). She added that the agreed aim of this reworked branch will be to be more pro-active and accordingly it was expected that the Executive Committee will meet periodically to discuss catchment wide issues and will then report back to the Branch at its Annual Conference on what it has achieved over the year.

c) New Model Policy Statement

Miss McShane referred to the publication of the new model Policy Statement issued in late April by ADA.

RESOLVED

That the Clerk be requested to draft a new Policy Statement for consideration by the Board at their next meeting.

d) Floodex 2019

Miss McShane reported that Floodex 2019 will be held at The Peterborough Arena on the 27<sup>th</sup> and 28<sup>th</sup> February 2019.

B.2063 Middle Level Commissioners and Administered Boards Chairs Meeting

Miss McShane reported that a meeting of the Chairmen of all of the Middle Level Commissioners' administered Boards met on the 8<sup>th</sup> March 2018 to discuss the challenges facing Boards. Innes Thomson, Chief Executive of ADA, spoke on the arrangements adopted by other Boards around the country.

Matters raised included:-

- 1) Advantages, disadvantages and barriers to amalgamation.
- 2) Future meetings and the opportunity for Boards to request items be added to the agenda.
- 3) Reviewing Board membership numbers.
- 4) Frequency of Board meetings.

B.2064 Requirements for a Biosecurity Policy

Miss McShane reported that, from 2018, Board's will be required to advise (through the IDB1 returns) whether they have in place a Biosecurity Policy. This is considered necessary following increased concern over the spread of alien invasive weeds from one waterbody to another, possibly through the use of contracted or shared plant which can carry elements of such plants if not properly cleaned after being moved from contaminated locations. ADA have stated

that they support the principle of having a policy in place and, conscious that for most boards the policy requirements will be identical, they are producing a model document. The Board were asked to confirm that they were content to adopt a policy as long as it is suitable and will not include overly onerous steps which might restrict their activities.

#### RESOLVED

That the draft policy be reviewed by the Board at their next meeting.

#### B.2065 Charging for Environmental Permits

Miss McShane reported on the consultation on charging for Environmental Permits which closed on the 26<sup>th</sup> January 2018. It is suggested within the consultation that charging should be designed to recover costs and as such there may be significant increases in the charges for obtaining Environment Agency permits for some IDB activities which require such consents. ADA have responded on behalf of the industry and their response is available on their website, [www.ada.org.uk/2018/01/ada-responds-environment-agency-charge-proposals-2018](http://www.ada.org.uk/2018/01/ada-responds-environment-agency-charge-proposals-2018).

#### B.2066 Health and Safety Audits

Further to minute B.2035, the Board discussed health and safety issues.

#### RESOLVED

- i) That the District Officer attend a first aid course and a manual handling course.
- ii) That the Vice Chairman be provided with the health and safety templates for completion.

#### B.2067 Review of Internal Controls

- a) Members considered and expressed satisfaction with the current system of Internal Controls.
- b) The Board considered and approved the appointment of Whiting & Partners as Internal Auditor for the three period 2018/2019 to 2020/2021.
- c) The Board approved the Audit Strategy and Audit Plan.

#### B.2068 Risk Management Assessment

- a) The Board considered and expressed satisfaction with their current Risk Management Policy.
- b) The Board considered and approved the insured value of their buildings and considered having a revaluation of the Board's real estate assets, as required for audit purposes.

## RESOLVED

That no changes be made to the valuation at this time and for the matter to be reviewed again at the next annual meeting.

### B.2069 Appointment of External Auditor

Further to minute B.1901(c), Miss McShane referred to the decision by the Board to join the Sector Led Auditor Appointment Body for the appointment of the External Auditor and that the Smaller Authorities' Auditor Appointments (SAAA Ltd) had formed for this purpose. She reported that they had now confirmed the appointment of PKF Littlejohn to carry out the external audit of the Board for a five year period commencing with the financial year 2017/2018.

### B.2070 Exercise of Public Rights

Miss McShane referred to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

### B.2071 Annual Governance Statement – 2017/2018

The Board considered and approved the Annual Governance Statement for the year ended on the 31<sup>st</sup> March 2018.

## RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2018.

### B.2072 Payments

The Board considered and approved payments amounting to £207,197.37 which had been made during the financial year 2017/2018.

(NB) – The Chairman declared an interest (as a Member of the Middle Level Board) in the payments made to the Middle Level Commissioners.

### B.2073 Annual Accounts of the Board – 2017/2018

The Board considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31<sup>st</sup> March 2018 as required in the Audit Regulations.

## RESOLVED

That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2018.

## B.2074 Governance and Accountability for Smaller Authorities in England

Miss McShane referred to the recently issued Practitioners' guide to proper practices to be applied in the preparation of statutory Annual Accounts and Governance Statements which will apply to Annual Returns commencing on or after 1<sup>st</sup> April 2018.

## B.2075 Expenditure estimates and special levy and drainage rate requirements 2018/2019

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2018/2019 and were informed by Miss McShane that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 81.97% and 18.03%.

### RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £228,522 be raised by drainage rates and special levy.
- iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £187,309 and £41,213 respectively.
- iv) That a rate of 36.30p in the £ be laid and assessed on Agricultural hereditaments in the District.
- v)
  - a) That a Special levy of £17,268 be made and issued to Fenland District Council for the purpose of meeting such expenditure.
  - b) That a Special levy of £15,640 be made and issued to Huntingdonshire District Council for the purpose of meeting such expenditure.
  - c) That a Special levy of £8,305 be made and issued to East Cambridgeshire District Council for the purpose of meeting such expenditure.
- vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levies referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levies by such statutory powers as may be available.

## B.2076 Display of rate notice

### RESOLVED

That notice of the rate be affixed within the District in accordance with Section 48(3)(a) of the Land Drainage Act 1991.

B.2077 Dates of next Meetings

RESOLVED

That the next Meetings of the Board be held as follows in 2019, viz:-

- i) Thursday the 10<sup>th</sup> January 2019 (prior to which the District Inspection will be held) and
- ii) Wednesday the 29<sup>th</sup> May 2019