

DanV^m Drainage Commissioners

Shire Group of IDBs
Epsom House
Malton Way
Adwick le Street
Doncaster DN6 7FE

Meeting Papers

*Thursday 30 June 2016
9.30am*




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Meeting Papers

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Purpose

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1. Governance

Recommendation:

- Note information contained in this report
- Approve Minutes 5 February 2016
- Approve procedure for DMBC Audit recommendation G12

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Public Forum

No requests have been received

1.4 Key Performance Indicators

Indicator	Achievement to date	Expected target as of June 2016
Adherence to Complaints Procedure	100%	100%
Meeting Papers issued in accordance with Standing Orders	100%	100%
Percentage of rates collected	50.5% special levies 66.5% drainage rates	50% special levies 30% drainage rates
Percentage of planned watercourse maintenance work completed	0% pre maintenance season	0% pre maintenance season

1.5 Minutes of the Meeting held 5 February 2016

Present:

Member	20.6.14	7.11.14	6.2.15	19.6.15	6.11.15	5.2.16
David Atkinson (Dun District)	✓	✓	✓	✓	x	✓
David Dusi				appointed	✓	✓
Derek Bell (Barnsley DC)	✓	✓	A	✓	x	✓
Andrew Cooke (Went District)	A	✓	✓	A	✓	✓
John Duckitt (Dun District)	✓	✓	✓	✓	✓	✓
Martin Falkingham (Went District)	✓	✓	✓	✓	✓	✓
Terry Grady (Doncaster MBC)	✓	✓	✓	✓	✓	✓
Charlie Hogarth (Doncaster MBC)	✓	A	✓	✓	x	✓
Gillian Ivey (Vice Chair) (Selby DC)	✓	✓	✓	✓	✓	✓
Mike Jordan (Selby DC)	✓	A	✓	A	✓	✓
Dave Hill (DMBC)					✓	✓
Steve Lomas (Dun District)	✓	✓	✓	✓	✓	✓
Andrew Parmenter (Selby DC)						✓
Paul Maddison (Wakefield MDC)	✓	✓	✓	✓	✓	✓
Richard Pashley (Dun District)	✓	✓	A	✓	✓	✓
David Platt (Knottingley to Gowdall District)	✓	✓	✓	✓	x	✓
Sue Ryder (Selby DC)	✓	✓	A	A	✓	✓



Tony Sockett (Doncaster MBC)	A	✓	✓	✓	✓	✓
Robert Robinson (Dun District)					Casual vacancy appointment	✓
Cllr Debbie White				A	✓	✓
Richard Ward (Doncaster MBC)	✓	✓	✓	✓	✓	✓
Richard Thompson (Dun District)	✓	✓	A	✓	✓	✓
Neil Welburn (Went District)	✓	✓	✓	✓	✓	✓
Frank Jackson (Doncaster MBC)	✓	✓	A	✓	✓	✓
Chris Crowe (Coal Authority) Knottingley to Gowdall District		Appointed and present ✓	✓	A	✓	A

Officers attending:

Ian Benn – CEO
 Craig Benson – Finance Officer
 Alison Briggs – Administrator/Environment
 Paul Jones- Engineer
 Janette Parker – Rating Officer

Public attendance – Peter Jackson DMBC, two members of the public

Governance

2016.1 The Chairman welcomed members to the first meeting of 2016 noting during the Christmas period Yorkshire and Cumbria had experienced its worst flooding in recent years. New members Robert Robinson and Andrew Parmenter introduced themselves. Chair welcomed Peter Jackson DMBC Audit and one member of the public. MJ advised the sad loss of member Carol Mackman who had served the Board for 8 years and Members observed a minutes' silence.

Apologies

2016.2 No apologies were received.

Declaration of Interest

2016.3 JBA Consulting as Board Management declared in item 3.2 as noted in the papers. AC declared an interest in item within Finance Committee minutes relating to Stubbs Grange Bridge.

Key Performance indicators

2016.4 The CEO advised expected % of rates collected was relevant to this meeting. Delay in completing maintenance related to staff absence through illness and failure to replace a previous employee. CEO confirmed workforce at full strength and covered under a later item. Minutes of Meeting 6 November 2015

2016.5 GI proposed minutes recorded as true record, seconded MJ, all in favour.

Matters arising

2016.6 None.

Audit Task & Finish Group

2016.7 The Chairman advised the Task & Finish Group had reconvened to look at three new recommendations and the reappraisal of others. Chair requested Peter Jackson from DMBC Audit identify those items in DMBC review which required further clarification or further work.

2016.8 PJ positive regarding G4 Training Packages, the training issue for new members was well supported and one to one possible mentoring a sensible suggestion. TG advised the last training session was held on the first floor which he was unable to access. The Chairman noted his comments and apologised for the inconvenience. The Chairman requested a resolution to issue a letter of appointment to new members advising what the Board expects of them with regards to training. He thanked GI for the addition of one to one training for new members. **Proposed FJ, seconded MJ, Agreed by all members**

2016.9 PJ referred to G6 Standing Orders confirming DMBC Audit did not consider this as being implemented. Following discussion PJ suggested that if the Board decided that sufficient action had been taken then DMBC Audit would be prepared to consider the matter closed. **Proposed TS the Board considers it has taken sufficient action to implement recommendation G6, GI seconded all in agreement.**

2016.10 G7 - TS confirmed all member Register of Interest forms were complete therefore fully implemented. PJ agreed. The CEO reminded all present the Register linked with map was exceptional and not something common to the industry.

2016.11 G12 - Chairman requested Board resolution required following Task & Finish Group recommendation that Officers be asked to produce a procedure for investigating any alleged breach of the Member Code of Conduct, which if proven may result in

removal from any position held other than that of member, as stated under the Land Drainage Act. **All members present in favour**

2016.12 PJ referred to G13 advising the recommendation was Board employee contracts should incorporate a Code of Conduct, in line with other Public Bodies. The Board response now produced referred to benchmarking against an industry standard. CEO confirmed the workforce contract linked to Board policies however the Code of Conduct was being further developed with the intention of producing an employment handbook which it was hoped would be in place by the next Board meeting. PJ advised as the workforce were public body employees they should be bound by the Nolan principles. CEO reiterated previous comments and advised employee contract significantly superior to the industry standard ADA White Book terms and conditions

2016.13 F1- Chair confirmed the Board's auditors, had been in place for ten years. In September 2015 quotations had been sought for a five year term. PJ agreed the market had been tested and requested the outcome. The FO confirmed that three parties had been invited to tender with two quotations received. Price difference was minimal and it was decided better for the Board to retain the current incumbent. PJ enquired if financial regulations had been followed in the process. FO confirmed they had.

2016.14 The Chair advised the Audit Report which had begun in late 2014 was now close to conclusion. MJ thanked the Chairman for pushing the matter forward and acknowledged that there had been a lot of work involved. PJ confirmed the Board had progressed acknowledging the work put in by Management staff and members of the Task & Finish Group.

2016.15 Board considered recommendation C1 and separating the Complaints Policy into a Complaint Policy and a Persistent Complaint Policy. GI advised heading on Page 60 should not include word Persistent. The Chairman advised they were draft documents and asked, subject to that amendment for a proposal recommendation C1 was agreed and Policy separated in accordance with drafts. **FJ proposed, GI seconded and all members agreed.** AC enquired of necessity to set a review date. The EO advised that policies were usually reviewed every three years and review would be February 2019. The Chairman thanked the Task & Finish Group for its work.

Freedom of Information Request

2016.16 EO advised purpose of the table was to advise Members of requests received, date acknowledged and that they had been dealt with in accordance with Complaint Policy of FOI Act. She confirmed traffic light system indicates the status of the request. Green believed issue resolved, orange issue under review and red as yet outstanding within response timeframe

Matters Arising

2016.17 Defra-Greater Alignment-PSCA, River Went – SL advised EA confusion over Went catchment area noting Towns Clough and Blackshaw discharged into the River Don. He had drawn the correct catchment around the Went and given a copy to Innes Thompson at the recent ADA meeting to pass to Andrew Percy MP for follow up. The CEO advised APEM were working on behalf of EA identifying WFD failures through point source pollution and was not connected to Board function. EO confirmed following conversations with members last year she had spoken to APEM who advised the catchment boundary was incorrect and they would advise the EA. Members local to that district discussed the issue further confirming no single farmer had been identified for polluting. Several members advised that individual landowners needed to pursue this direct with the EA directly, not through the Board which should garner a speedier response.

2016.18 Sykehouse Maintenance – JD reiterated earlier statement that there had been no notification of a road closure from Oak Lane to Fosterhouses which had resulted in great inconvenience. He objected to the current Board policy necessitating road closure, proposing a simpler system be implemented. The Engineer advised the Board could not make any decision on this matter, it was controlled by the Highways Authority. RW confirmed DMBC had followed what was legally required and advised notices for major closure or diversion required advertising and DMBC erect advance notices two to

three weeks prior to closure. Agreed the Board would continue to work with DMBC Highways Authority to improve advance notification of road closures where possible.

CEO Report

The CEO confirmed there were no recommendations but asked the Board to acknowledge information contained in the report.

Production of Board Logo

2016.19 CEO advised Students from Doncaster College had produced some Logo's but some improvements were required and hoped they would be ready before the next Board meeting. CEO would email to members for comments before June.

Board Website

2016.20 CEO confirmed a technical specification had been produced and he would progress this to website designers to obtain cost proposals. He confirmed that copies could be emailed to anyone interested however this was a technical specification. Discussions took place, Members acknowledged a Task & Finish Group comprising various members of the Shire Group of IDBs would discuss website look once costs were obtained.

Board Workforce

2016.21 MF requested update on status of workforce. CEO confirmed the Board had two new employees. MF queried what their jobs would involve. CEO confirmed they were in training following which they would be involved in maintenance works and developing skills linked to telemetry. NW expressed concern over the cost of training and leaving when training completed. CEO advised it was not possible to tie an employee to an employer but hoped they could identify opportunities by remaining with the Board.

Environment Agency

2016.22 The CEO reported the Board workforce had supported EA over Christmas period and was very pleased how they rose to the occasion; such cooperative work placed the Board in a good position. He thanked the Chairman and Vice Chairman for supporting his decision to deploy the workforce. The CEO confirmed he had already written to the workforce thanking them for their efforts. JD enquired who had paid for the support. CEO confirmed this had been at Board expense but recharge may be possible.

Public Sector Co-Operation Agreement

2016.23 The CEO confirmed the Board had signed the Agreement

ADA

2016.24 CEO advised three members of the Management Team now sit on ADA committees, he advised ADA on Health & Safety matters. He referred to the statement released by Innes Thompson advising that terminology management had been used for some time. MF commented that the statement made clear that maintenance was key and much of the recent flooding had been caused by lack of maintenance. The Chairman was advised not all aspects of the Pitt Report had been implemented. PM advised Local Authorities had funding for capital schemes but funding not available for maintenance of structures and all parties needed to work together to drive for this. MJ confirmed at ADA Northern meeting Innes Thompson advised ADA stated the emphasis should change away from capital to revenue.

Information on Board Constitution

2016.25 CEO advised graphics in the Meeting papers illustrated from where Board income was derived, example pumping station costs advising future information would show the pump station cost per hectare, the number of houses protected and include cumecs of water moved by the station. MJ enquired the purpose of the information. CEO confirmed it a useful exercise showing members costs involved, source of its income, land area, property and infrastructure served by Board function. DB confirmed that the information was useful and would correlate with seasonal conditions at the time allowing recorded rainfall levels to be reflected in power usage at sites. This would allow the Board to understand which areas of its District required more attention or better financial management. GI welcomed the exercise and further details should be available to the Committees for Board recommendations.

2016.26 GI referred to the Local Authority representative Member split in terms of Special Levy pointing out following the combined flat rate that Selby DC and Doncaster MBC collected the same contribution to Board income yet Selby DC had 5 representatives whereas DMBC had 6, suggesting this should now be equal. FO advised Council member seats are based on annual values and not on how much drainage rate collected on behalf of the Board, the annual values were Doncaster MBC £4,216,886 and Selby DC ££4,067,957. This had been taken into account at pre-amalgamation and would not change.

2016.27 SL stated he had heard the Coal Authority were to close some of its station sites and divert water to other stations. CEO advised that he was not aware of any such proposals. MF referred to the River Aire flooding at Gowdall confirming that water came from out of the Board district but the Board still had to pay it to be pumped. FO advised the Board claims Foreign Water contribution from the Agency. The Engineer confirmed modelling would support the position regarding catchments and in wash land areas it was critical to clear the area as the event may be repeated requiring the storage area. The CEO reminded members of repeated reference to total catchment management in meeting papers and stated that Liz Truss MP used that phrase confirming an understanding of catchments was needed following the recent flood events. He continued advising the need to stop treating water as the enemy and look at ways of storing it.

Engineers Report

The Engineer advised that he had a few additions to the report in the meeting papers and thanked FJ for pointing out the date corrections contained therein.

Working Access Task & Finish Group

2016.28 Engineer confirmed the Task & Finish Group had met once to discuss issues with regard working access and an improvement to the Notice of Entry with the aim of improving communication. An updated Notice should be available at the end of February after which the Group would reconvene to take forward with a report to the Board.

Drainage District Hydraulic Model

2016.29 Engineer reported the model was on track and Local Levy funds would be spent within the financial year with completion expected May 2016. The Consultants had been requested to make a presentation at the June meeting showing what the model is and what it can be used for. MJ noted although CA funding was not forthcoming the Engineer had worked with the Consultants to find efficiencies and reduce costs. MJ queried whether pressure could be brought to bear on the CA by Local Authorities and the Board. The Engineer advised the EA had tried and he did not see any advantage in

continuing. The Chairman welcomed the progress made and congratulated the Engineer and his team on the work done.

WLM Committee

2016.30 Working Access – MJ advised the first meeting had been valuable with input from landowner members.

Land Drainage Act 1991 (as amended) Section 23 and Section 66 (Byelaw) Consents

2016.31 RW advised that the EA was undergoing consultation for proposals to increase its consenting fee. He enquired whether there was any means by which the Board and LLFA could increase fees. The Engineer advised the issue was raised with ADA over a year ago; the EA was transferring legislation under which consents were given to the Environmental Permitting Regulations thereby allowing the increase. IDBs and LLFA were constrained by the Land Drainage Act. This should be raised again with ADA to pursue as it required parliamentary approval to amend. RW suggested this could be pushed through Council political members to take forward. DB advised Barnsley MBC was currently reviewing fees and charges and working with other LLFAs and RMAs. MJ enquired if IDB charges were fixed by law and did the Board charge for giving consent. RW confirmed yes at £50. PJ advised a small consent application cost in terms of time spent was in the region of £400.

Finance Report

Rating

2016.32 The FO advised the rating balance outstanding reduced and 99.5% of rates had been collected since papers were produced. He envisaged this would reduce further as £2,000 was in probate and £1,000 comprised debtors being taken to Court.

System of Internal Audit Review and Risk Register

2016.33 The FO paperwork was circulated with the meeting papers, the Register had been updated from last year. The internal audit review panel had looked at the register in detail but the register required individual Board approval formally minuted. GI queried a specific register for this Board or was it generic. FO advised the areas of risk and questions posed related to every IDB and was generic, confirming the Board could add specific areas of risk if required however approval of the Register as it stood was required at this meeting to comply with Regulations. The Chairman advised the Risk Register should be accepted and additionally proposing the Board delegate power to himself, the Vice Chair and the Committee Chairs to revisit the Risk Register. **DB proposed acceptance of the Risk Register and delegated power to Chair, Vice Chair and Committee Chairs, MJ seconded, all in agreement**

Budget Estimates, Rates and Special Levies for the Year Ending 31 March 2017

2016.34 FO discussed the Budget Estimate advising a single harmonised rate would be in place 2016/17. The rate proposed at 9.25 pence within the budget would produce an income of just under 1.5 million. **GI proposed acceptance of the budget, all members in favour.**

2016.35 GI proposed Andrew Parmenter a suitable replacement of Carol Mackman on the Finance Committee, MJ seconded, all in agreement.

Health & Safety

2016.36 The CEO advised that he had nothing further to report other than that already in the papers. CH noted that the information board in the entry of JBA Office was incomplete. The CEO advised that there had been disagreements on how information be reported and this had been removed for now however Shire Group information was correct. He advised ADA Technical & Environmental Committee was currently investigating how human behaviour related to incidents and accidents.

Environment Report

Eels (England & Wales) Regulations 2009

2016.37 The EO confirmed during review of Eel prioritisation of stations the EA had visited Kirk Bramwith, previously classified as low priority but likely to become high priority which would involve the Board in additional expense for eel compliance. It was likely Bramwith Rands culvert would require screening also.

Biodiversity Action Plans

2016.38 The EO advised that some actions had now been undertaken including suitable eel habitat assessment and pond enhancement survey for Great Crested Newts. EO confirmed the Board's workforce would undertake pond enhancement work programmed into the maintenance schedule.

Water Level Management Plans - Shirley Pool SSSI

2016.39 The EO advised that the specification had been submitted to North Lincolnshire Council acting as procurement agents on behalf of the Board, tender assessments would also be undertaken and recommendations made to the Board. As a SSSI the scoring was weighted in favour of ability and experience, not price.

Renewable Energy

2016.40 The EO noted disappointment the project would not be proceeding at this time. MJ enquired if the Board could rent the land out. EO responded the land which was subject to permission was not suitable however the Board also owned the river banks which if rented required fencing and cattle were inappropriate on site, previously damaging dykes and access track to the pumping station. A member suggested restricting grazing to sheep, the EO confirmed the Board Land Agent could advertise an annual grazing licence. NW agreed sheep should keep the ragwort & thistle to a minimum. **MJ recommended that Board's land agent be approached to investigate, DW seconded and all members agreed.**

Date of next meeting

2016.41 Amended to 10 June 2016 at the request of Chair & Vice Chair. Next Finance Meeting rescheduled for 20th May 2016.

Any other business

2016.42 Following agenda item 7, the Chairman requested that JBA staff leave the meeting as there was an urgent confidential matter to discuss which it was felt should not be left until the next Board meeting in June.

2016.43 The Vice-Chair took notes to form the minutes.

2016.44 The Chairman read out an email he had received the day before the meeting from DMBC. The email reminded Board members that the 3-year contract for management services to the Board, would be due to expire in April 2017. DMBC suggest

that the Board needs to consider what arrangements it might wish to make to procure future management services, since procurement can be a long drawn out process.

2016.45 Members agreed that it was important to heed this reminder and resolved to form a task group which would meet to consider all options available. A number of board members volunteered to join the task group and it was agreed that all 4 Local Authorities associated with the Danvm IDB should be represented.

2016.46 The task group will report back with recommendations to the June Board meeting.

2016 Meeting Dates

Board	Finance	WLM
4 November 2016	7 October 2016	7 October 2016
	2 December 2016	

1.6 Matters arising not elsewhere on the Agenda

1.7 Complaints/FOI requests

Status	Date Received	Submitted By:-	Ackby:	Format	Concerning	Nature of Complaint	Dealt with by:-	Response / Action Taken	Matter resolved to satisfaction of Complainant?	Location of Correspondence
Complaint	04/12/2015	ICO	AB	email	Mrs Riley complaint under EIR	refusal to provide draft Coal authority/Danvm Strategy Study documents	AB	FOI revisited. Board does not have drafts however appointed consultant may have. ICO confirmed under EIR draft/unfinished documents exempt. Public interest test consideration evidence required.	currently discussing as final draft version still subject to revision, providing information on how Public Interest test has been applied. Response provided to ICO.	2014s1005-5-1-E008-11, 2014s1005-5-1-E008-12, 2014s1005-5-1-E008-13, 2014s1005-5-1-E008-14, 2014s1005-5-1-E008-15, 2014s1005-5-1-E008-16, 2014s1005-5-1-E008-16a+disk, 2014s1005-5-1-E008-17, 2014s1005-5-1-E008-18, 2014s1005-5-1-E008-19 decision notice issued
FOI	14.2.2016	Mrs Riley		email	Shirley Pool SSSI	requesting details of payments made in connection with work on Shirley Pool 2009-2015	MJ/CB	information collated detailing decision made by Board, Chairman or Clerk		2014s1005letters-5-1-E015-1, 2014s1005letters-5-1-E015-2, 2014s1005letters-5-1-E015-2a
FOI	15.2.2016	Mrs Riley		email	List of Payments updated to February 2016	updating of previous requests		information available in Finance Committee papers on website	believed so	CONTINUATION OF E011 thread to 2014s1005letters-5-1-E011-13
FOI	16.2.2016	Mrs Riley		email	Shirley Pool Pumping Station	request details of approval for payments made 2007-2009	AB	information being collated detailing decision made by Board, Chairman or Clerk. No pump station, SSSI		2014s1005letters-5-1-E019-1, 2014s1005letters-5-1-E019-2,2a,
FOI	18.2.2016	Mrs Riley	AB	email	Minutes 7.2.2014	unable to find Finance Minutes for list of payments	AB	detailed information with screenshot pictures of website navigation to locate information	believed so	2014s1005letters-5-1-E016-002
FOI	19.2.2016	Mrs Riley	AB	email	Board Minutes appointing JBA Bentley Ltd	Absence of Minutes	AB	response none available	unknown	2014s1005letters-5-1-E017-001, 2014s1005letters-5-1-E017-002
FOI	21.2.2016	Mrs Riley	AB	email	Minutes of Joint Board meetings	Absence of Minutes	AB	response non available	unknown	2014s1005letters-5-1-E018-001, 2014s1005letters-5-1-E018-002

FOI	1.3.2016	Mrs Riley	AB	email	VAT - rechargeable works	believes Board should be VAT registered	AB	advised rechargeable works and private works are different	unknown	2014s1005-5-1-E010-001, 2014s1005-5-1-E010-002
Complaint	2.3.2016	J Duckitt	AB	letter	maintenance	lack of maintenance around Wormley Hill, Sykehouse	PJ/MS	still with DMBC for potential culvert replacement under road	unknown	2014s1005-5-9-L005-001, 2014s1005-5-9-L005-002
FOI	7.3.2016	Mrs Riley	AB	email	Shirley Pool SSSI Minutes from 2007 + 2012 together with details of other quotations received and amounts	Minutes and other quote details	AB	provided details	unknown	2014s1005letters-5-1-E020-001, 2014s1005letters-5-1-E020-002
FOI	21.3.2016	Mrs Riley	AB	email	Shirley Pool SSSI	Minutes 2007, 2008, type of financial approval, details of other quotations received, minutes of presentation to Board,	AB	provided details	unknown	2014s1005letters-5-1-E021-001, 2014s1005letters-5-1-E021-002
FOI	1.4.2016	Mrs Riley	AB	email	VAT - rechargeable works	Explanation provided to DMBC, HMRC case reference, copy statute paragraphs determining board only entity able to maintain drains	AB	provided, HMRC case reference for contacting same HMRC officer, refused LDA 1991, matter of public record	unknown	2014s1005-5-1-E010-003, 2014s1005-5-1-E010-004
FOI	12.4.2016	Crown Commercial Services Mystery Shopper	AB	email	Shirley Pool SSSI WLMP procurement	Complaint made by Member of Public regarding Shirley Pool SSSI WLMP procurement, potential conflict of interest	AB	Obtained relevant information from North Lincs Council, responded to Crown Commercial, received response confirming Board able to demonstrate appropriate ethical wall provisions established ensured incumbent not bestowed an unfair advantage. Acknowledged no issues raised by any potential suppliers.	yes	2014s1005-155-L005-001, 2014s1005-155-L005-002, 2014s1005-155-L005-003
Complaint	5.5.2016	Mrs Hartley	IB	email	Wood Lane Drain, Fosterhouses	landowner bund and draining pond, damaging water vole habitat	AB	Site survey 13.5.16, photographs, identified mining subsidence area water logged, Board consented Coal Authority to secure free flow of water through drain at this area, Board unable to sanction landowners	unknown	2014s1005-5-12-E004-001, 2014s1005-5-12-E004-002
FOI	17.05.2016	Mrs Riley	AB	email	VAT - rechargeable works	Annual Report to DEFRA for the y/e 31.3.2014 refers to Rechargeable Works Income of £815,633 and Rechargeable Works Expenditure of £619,511. Request copies of all invoices and receipts relating to above 2 totals	AB	refused under Section 12 FOI 2000 and Regulation 5 of the Regulations relating to cost of compliance and Regulation Section 14 FOI 2000 being number of requests on the same subject matter received within 60 day period and notified Board considers request to be vexatious.	unknown	2014s1005-5-1-E010-005

With regard to the longstanding complaint to the Information Commissioners Office, a copy of the decision notice is set out below:

Decision (including any steps ordered)

1. The complainant has requested information from Danvm Drainage Commissioners ("IDB") for a copy of two draft reports.
2. The Commissioner's decision is that the IDB has correctly applied regulation 12(4)(d) of the EIR to the reports sought in requests 2 and 3 and the public interest favours maintaining the exception.
3. The Commissioner requires the IDB to take no steps.

Regarding the complaint to Crown Commercial Services in connection with Shirley Pool SSSI on 12 April 2016, the result of investigations appears on a Mystery Shopper Publication Table which has now been released publically for the April period. The complaint and the Crown Commercial Services decision can be seen below:

Contracting Authority / Prime Contractor complaint against - ShireGroup of Internal Drainage Boards (IDBs) (Danvm Drainage Commissioners)

Issue: An enquirer raised concerns about the involvement of an incumbent supplier in the development of a specification for water level management implementation. A conflict of interest had been perceived as the incumbent intended to bid for the work.

Outcome: The Danvm Drainage Commissioners was able to demonstrate that appropriate ethical wall provisions had been established to ensure that the incumbent was not given an unfair advantage in bidding for the work. The Danvm Drainage Commissioners have committed to make available all previous studies and facilitate site visits to those bidders who request it. The Board commissioned North Lincolnshire Council not only as procurement agents to run the procurement process but also to conduct

For information: A complaint was also made against Doncaster MBC who supported this Board and Doncaster East IDB in procurement of its Management Services through the Environment Agency WEM framework. The complaint and the Crown Commercial Services decision can be seen below:

Contracting Authority / Prime Contractor complaint against - Doncaster Metropolitan Borough Council

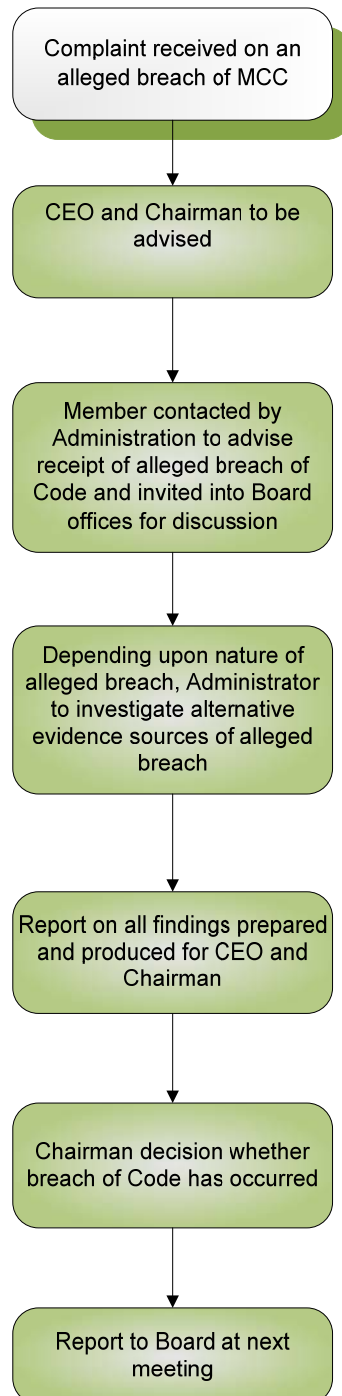
Issue: Concerns were raised about the involvement of a supplier in the development of two specifications for work to two drainage boards supported by Doncaster MBC that was tendered through an Environment Agency framework, believing that this gave the incumbent supplier an unfair advantage in bidding for the contracts.

Outcome: The drainage boards required the incumbent consultant with knowledge of the workings and delivery of such services to draft the specification as neither they, nor the council have the expertise to do this. We agreed that this was appropriate in these circumstances. The supplier had no involvement in drafting the evaluation or weightings and the procurement was managed by the council on behalf of the drainage boards. The choice of framework lot seemed appropriate and whilst we could not find any evidence that the supplier's involvement disadvantaged other suppliers in the process. We reminded the Council of the need to ensure that any potential conflicts of interest are documented and that appropriate measures are put in place in mitigation. The Council accepted these points.

1.8 DMBC Audit

1.8.1 Recommendation G12 – procedure for investigation

Breach of Member Code of Conduct (MCC)



1.8.2 Recommendation G13 – employee code of conduct

The Employee Handbook incorporating a Code of Conduct has been produced and disseminated to all employees.

2. CEO Report

Recommendations:

- **Board acknowledges information contained in this report**
- **Board approves the Data Sharing Agreement and Data Sharing Policy (Item 2.2.1)**
- **Board approves the electoral register**

2.1 Shire Group of IDBs Website

As reported in the February 2016 meeting, the specification was offered for Tender through North Lincolnshire Council Procurement Service, with a closing date of Friday 20 May. The Local Authority procurement team is assessing tenders received on behalf of the Shire Group of Boards and will make a recommendation as to appointment. There have been 10 expressions of interest. The Shire Group administration team are not involved in any part of the tender review process.

All Boards within the Shire Group will need to collectively sign a contract with the successful supplier.

2.2 Policy

2.2.1 Data Sharing Agreement and Data Sharing Policy

The Board holds personal data of land owners and land occupiers within its district. That information is used to enable the Board to carry out its functions. Where the functions of the Board are carried out by contractors or third party agents, it may be necessary to share personal data with those organisations to enable them to carry out the functions of the Board.

The draft wording which has received legal review can be viewed at Appendix A.

2.3 Legislation

The Environment Officer has been part of a small group working with Defra reviewing the Environmental Impact Assessment (Land Drainage Improvement Works) Regulations and incorporation of outstanding Articles of the Habitats Directive.

2.4 Board Assets

The banks of the River Went between A19 and Stubbs Grange Bridge have been let on an annual grazing licence through the Board's Land Agents. The land will be grazed by sheep, the tenant will fence the land and be responsible for any boundary hedges. Rent of £1200 has been paid in advance.

2.5 Defra

2.5.1 Consideration of Incorporation into UK law

of outstanding Articles under the Habitats Directive through the Environmental Impact Assessment (Land Drainage Improvement Works) Regulations. The Board is not currently undertaking any project work that would be affected by any changes.

2.5.2 Demaining and Asset Transfer

Defra is encouraging the Environment Agency to move forward positively with investigating the de-maining of some main river systems and transfer of pumping stations to third parties which do not offer flood risk protection to people and property. This has particularly been highlighted in the Isle of Axholme area and the Implementation of the strategy.

The IoA FRMS was approved by the Environment Agency's Large Project Review Group (LPRG) and submitted to Defra for approval. Defra approved the Strategy subject to the following recommendation:

"The publication of an implementation document which succinctly and clearly identifies roles and responsibilities, including more certain plans as to how and when asset / maintenance transfer to local IDBs plans will take place; financial contributions and identification of any funding gaps with proposals as to how these will be met; and, clear identification of the environmental benefits the strategy contributes towards"

2.6 Environment Agency (EA)

The transfer to the Environment Agency of Board owned land forming flood defences of the Ea Beck, identified following the Voluntary Registration of Title project has now been completed. Each party had agreed to be responsible for its own legal fees. The transfer has absolved the Board for any future financial risks associated with maintenance or repair these flood defence banks.

2.6.1 Public Sector Cooperation Agreement (PSCA)

The Board has not been requested to undertake any work under the PSCA.

2.6.2 Flood Risk Management Plans



17 March 2016

Flood risk management plans have been published

The first cycle Flood Risk Management Plans, developed jointly by Risk Management Authorities, have been published today. These plans describe the risk of flooding from rivers, the sea, surface water, groundwater and reservoirs; and they do so at a river basin and a catchment scale. The plans set out how Risk Management Authorities will work together, and with communities, to manage flood and coastal risk between 2015 and 2021. This includes measures and actions to manage the risk and improve resilience.

FRMPs are developed using the best information currently available including: information from past flooding, Catchment Flood Management Plans, Shoreline Management Plans, Local Flood Risk Management Strategies and Surface Water Management Plans (where available). Following the December 2015 flooding we updated FRMPs to reflect the impacts seen across the north of England and the resulting priorities. This was important to ensure that they provide an accurate reflection of the risk in a river basin, and we therefore felt it was appropriate to delay publication of FRMPs to make sure that they take account of the recent flooding.

Flood risk management planning is an important part of a collaborative and integrated approach to catchment planning for water. We believe these plans, and their link with the previously published River Basin Management Plans, will help us to move further toward this.

The plans are available on the GOV.UK website. You will be able to find flood risk management plans (FRMPs) here:

- FRMPs published by the Environment Agency:
<https://www.gov.uk/government/collections/flood-risk-management-plans-frmps-2015-to-2021>
- FRMPs published by Natural Resources Wales:
<https://naturalresources.wales/our-evidence-and-reports/flooding/flood-risk-management-plans?lang=en>
- FRMPs published by the Scottish Environment Protection Agency:
<http://apps.sepa.org.uk/FRMStrategies/>

Following publication of FRMPs we report to Europe on the measures contained within each FRMP. We will report to Defra annually on progress with the delivery of the measures.

By continuing to work together, we can achieve the objectives in the plans and help promote a greater awareness and understanding of the risks of flooding, particularly in those communities at high risk. We also believe that the plans can help encourage and enable householders, businesses and communities to take action to manage their own risk.

With the publication of FRMPs, we move into the next six-year cycle of planning. We are already thinking about the next milestone, which is the requirement to review the preliminary flood risk assessments you carried out in the first cycle. We want this to be a proportionate task and we will be engaging with you soon to agree an approach.

Thank you for your involvement so far. We look forward to continuing to work with you to implement flood risk management plans.

2.6.3 Budget 2016 - Additional Funding – investment outcomes

An extra £40m per year for asset maintenance from 2016/17 to 2019/20, £160m in total. The additional funding is provided for FCRM asset maintenance which is the activity funded through the asset management revenue service level.

2.6.4 The Isle of Axholme Strategy – Implementation (For information).

The implementation of the preferred option within the strategy is now moving forward. The area is being used as one of two pilots in England regarding the de-maining of main river systems and asset transfer. The challenges are not insubstantial considering long term funding requirements. The EA are being encouraged to look at opportunities for 'quick wins' to be delivered 2017 with significant rationalisation of main river systems by 2019/20.

Whereas the strategy does not affect the Board directly there are the recognisable long term implications regarding the de-maining of main river systems and assets. It is worth noting that this will not affect the EA's commitment to maintaining the tidal Trent.

2.6.5 EA Flood Data

How much did the winter 2013-2014 floods cost England & Wales?

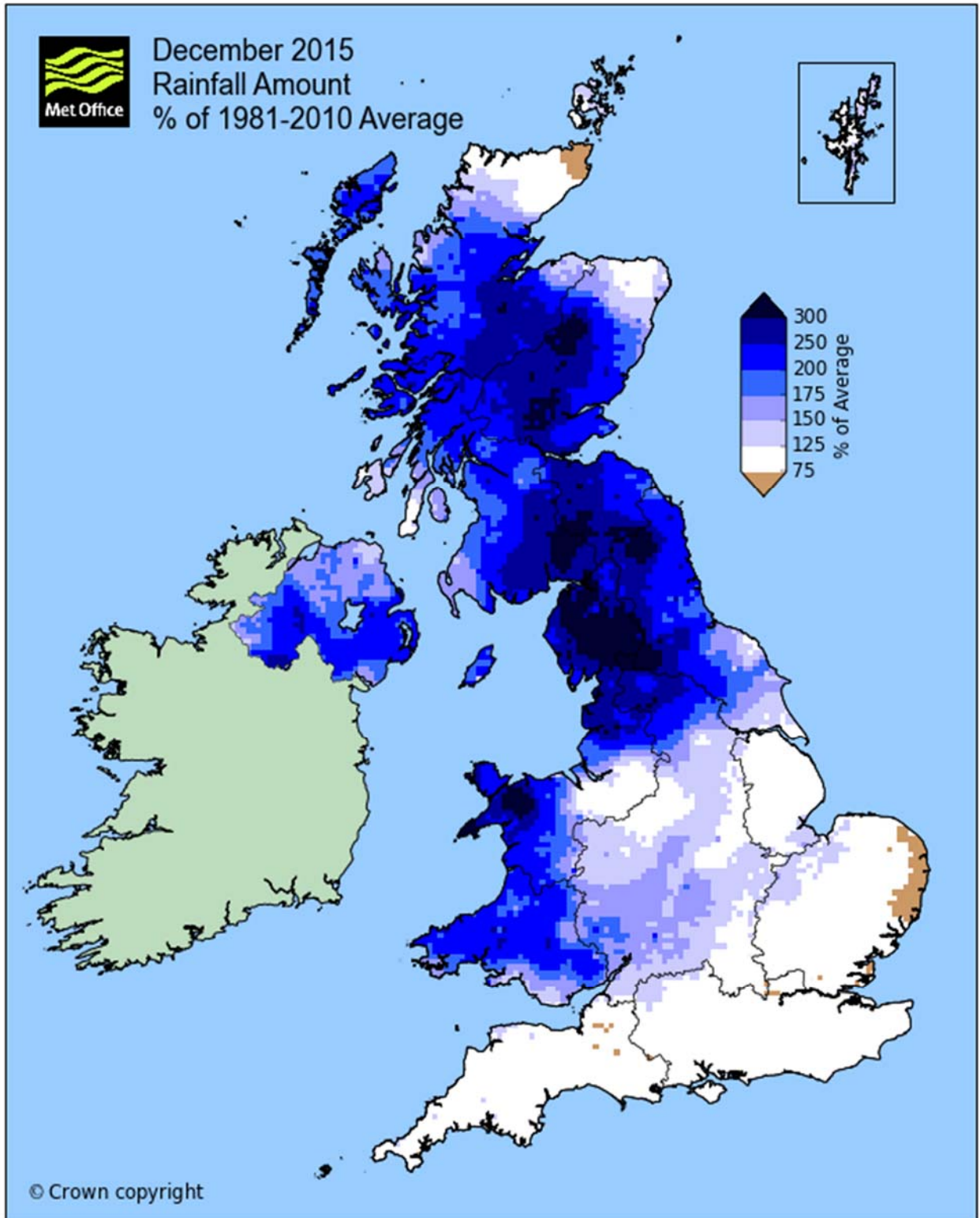


Date: February 2016
 Source: Environment Agency, 2016. *Costs and impacts of the winter 13-14 floods*. Download [here](#)
Please note: Best estimates costs are given in bold and possible ranges are given in brackets
 Figures include direct costs, and indirect costs related to economic disruption where there is a likely economic loss from a national perspective.



Graphic and text reproduced from the Met Office website.
<http://www.metoffice.gov.uk/climate/uk/summaries/2015/december>

Provisional rainfall percent of average map for December 2015



December was an exceptional and record-breaking month. The UK was in a warm and moist tropical air mass for most of the month, bringing unseasonably mild conditions to England and Wales, although Scotland and Northern Ireland were colder at times, particularly in the second week. It was also exceptionally wet and often windy, with frequent deep depressions and frontal systems - including storms Desmond, Eva and Frank - bringing record-breaking rainfall over much of Scotland, Wales and northern England. Severe flooding affected Cumbria for much of December, and became widespread across North Wales, northern England and Scotland after Christmas.

The provisional UK mean temperature was 7.9 °C, which is 4.1 °C above the 1981-2010 long-term average, making it the warmest December in a series from 1910. This was 1.0 °C warmer than the previous warmest December. It was also easily the warmest December in the Central England temperature (CET) series from 1659. Mean temperatures were 5 to 6 °C above average in southern England, and remarkably, no stations in Wales or central southern England recorded any air frosts; temperatures were often comparable with those that might be expected in October, April, or even May. With 191% of average rainfall, it was provisionally the wettest December, and calendar month, in the UK series. Rainfall reached 2 to 4 times the average in the west and north, and the severe flooding was exacerbated by saturated ground conditions following very wet weather in November in these areas. Fortunately, rainfall totals were close to average over much of central and southern England. There were only 73% of average hours of bright sunshine, and it was provisionally the dullest December since 198

2.7 Association of Drainage Authorities (ADA)

2.7.1 ADA Northern

Conference held on 10th June at South Cave included a site visit to the Willerby & Derringham Flood Alleviation Scheme.

Tim Webster, Chair of the Swale & Ure Drainage Board was proposed and agreed as new Branch Chairman.

Andrew McLahlan and Rachael Glossop from East Riding of Yorkshire and Hull City Council delivered an excellent presentation on integrated catchment modelling and how this supported funding bids and joints projects that have been undertaken. Works to date have removed 45,000 properties from immediate flood risk and saved potential damages in the region of £1.4Bn.

ADA Northern will again exhibit work of IDBs at the Great Yorkshire Show in July.

2.7.2 FloodEx 2016

The two-day event was held in Peterborough on 18th and 19th May. Your CEO delivered a presentation on Asset Management and your Finance Officer on difficulties encountered in assessment of land values relating to the proposed creation of new IDBs in Cumbria. Other subjects presented included Total Catchment Management and Ecological Improvement delivery of Biodiversity 2020 outcomes.

2.7.3 Technical & Environment Committee

Meeting held 11 May 2016. Matters discussed

- Health & Safety – importance of monitoring employee health, ticks & Lyme disease adding to Risk Registers
- SuDS amendment to Housing & Planning Bill – postponed for review in 2019
- FloodEx – full complement of exhibitors for the show

- Eel Regulation update
- Workstream progress including:
 - Managing Assets – Whole life costs
 - Water Transfer licencing – effect on some IDBs
 - Total Catchment Management – importance of whole catchment not discrete areas
 - Ecological improvement – update to BAP guidance to deliver Biodiversity 2020 outcomes

2.7.4 Policy & Finance Committee

Meeting held 12 May 2016. Matters discussed:

- ADA Subscription Levels – Agreed to look at alternative billing methods, individual memberships
- IDB1 Form Questions for 2017
- FloodEx
- Ratings and Local Finance – Agreed Board Finance Officer to deliver presentation at FloodEx on New IDBs and the Methodology in calculation of Rates and Special Levies.

2.8 Total Catchment Management

What is Total Catchment Management (TCM)?

Definition of TCM

Total Catchment Management (TCM) is defined in the New South Wales Catchment Management Act (1989) as “the coordinated and sustainable use and management of land, water, vegetation and other natural resources, on a water catchment basis, to balance resource use and conservation”

Drivers for change?

Defra – May 2013

Catchment Based Approach: Improving the quality of our water environment A policy framework to encourage the wider adoption of an integrated Catchment Based Approach to improving the quality of our water environment

Overview

Undertaking flood risk and water level management (WLM) activities within a catchment which involves multiple Risk Management Authorities (RMAs) and stakeholders can be challenging. Cooperation, sharing of information, boundaries and definitions are often blurred yet intertwined. The approaches in dealing with these by individual RMAs still appears disparate and disjointed. Successful WLM requires a holistic view of a catchment and recognition and acceptance of the requirements of others in the delivery of a service. The challenge for individual RMAs is to recognise that their work relies on cooperating and forming successful working partnerships with others. Ultimately being independent yet accepting the inter-dependability on others.

Internal Drainage Boards (IDBs) have now established partnerships for water level management in a number of areas. Opportunities exist to broaden these partnerships through Public Sector Cooperation Agreements (PSCAs) for example with the Environment Agency. Other stakeholders in the catchment include; (not exhaustive)

- Lead Local Flood Authorities,
- Environmental Groups

- Land Owners
- Highways
- Railways
- Water Utility Companies
- Members of the Public

Each particular body has its own unique drivers and aspirations which can on occasion conflict with the views and requirements of others requiring third party facilitation to resolve.

The primary function of an IDB is dealing with land drainage and to permit the flow of water through a defined internal drainage district. Delivering this function benefits agriculture, development, infrastructure, ecology, people and the natural environment as well as supporting other RMAs in performing their roles under the Flood and Water Management Act 2010.

The LLFA role through Section 19 Flood Investigations is a first step towards Collaborative Catchment Management with RMAs, but is a reactive approach in response to a specific flood event within a catchment. The drivers for RMAs remain independent in relation to proactive planned Operations within a catchment and the understanding of interdependency between organisations needs to be strengthened. RMAs will continue to have varying financial and operational drivers but a common objective needs to be identified to support water level management from a catchment perspective and reduce long term risks, taking into account benefits from supporting the local economy.

There are certainly challenges and opportunities for all concerned. Particular attention is given to the role of localism in decision making and of Asset Management Standard ISO 55000 in providing a framework for integrated asset management and understanding the value of our assets. Total Catchment Management (TCM) models of operation utilise whole life asset management approaches in line with Asset Management Standards.

Delivery of truly integrated catchment management requires stakeholders to consider alignment of their Strategic and Asset Management Plans (SAMPs / AMPs) with others under an overarching SAMP document for all. The challenge here is to encourage all the individual RMAs to operate cohesively within the catchment and look for innovative solutions to long standing issues regarding funding and the effective maintenance of assets.

What will a TCM approach mean in reality?

- Review of individual stakeholder requirements and expectations
- Recognising and respecting the views and requirements of others
- All RMAs investing in a hydraulic model of the catchment that can be used by all
- Understanding the environmental requirements within the catchment
- Aligning environmental, technical and financial disciplines to achieve common goals
- Understanding how a catchment reacts in varying weather conditions/events as well as considering the effects of climate change
 - Upper catchment storage
 - Employing natural processes to control water
 - Investigating water storage opportunities
 - Review of land use and practises
- Aligning RMAs operations and Forward Plans as well as exploring funding opportunities
- Move from managing assets ad hoc to Asset Management in the context of ISO 55000; to realise the value of our assets and reduce whole life costs for a more sustainable future

- Promote the use of SMART infrastructure through a shared network of sensors and rain gauges within the catchment.
- Considering predictive water level management
- Investing in water level management technology i.e. Telemetry Systems
- Catchment management decisions should be responsible, realistic, achievable and sustainable, therefore in some circumstances, accepting that defence will not always be possible or achievable.
- Engaging with, and working with communities to enhance their surroundings
- Support a longer term view on policy and strategy taking into account legislation and regulation
- Promoting a best practise approach in the delivery of any works and promoting the highest standards in the delivery of said works and mitigating their effect on the environment.

Some immediate questions that spring to mind:

- Can TCM be limited in its delivery purely to address WLM activities?
- What are the likely barriers that to be faced in the delivery of TCM from key stakeholders?
- Factual decision making processes are vital to supporting expenditure, what are the key areas that need to be acknowledged?

Can land use and management processes be modified to comply fully with WFD edicts yet still be effectively productive and viable?

2.9 Election Year

2016 is an election year for the Board and the procedure is set out below.

31 October 2016 will see the end of the current three-year term of office of the elected members of the Board, a new Board coming into place on 1 November 2016.

The Board are required to approve certain procedural arrangements in respect of appointment of a returning officer, date of poll if necessary as follows: -

- i) To confirm the appointment of JBA Consulting as returning officer
- ii) A draft register of electors was prepared on 1 April 2016 and has been advertised on the Board's website. The Board are asked to consider any representations made by the public and approve the register. This approval must then be advertised.
- iii) It is proposed to receive nominations by post and the last date for return of the nomination papers in Friday 7 October 2016.

If there are more candidates nominated than the fixed number of elected members, then a poll must be arranged and the date for that poll is to be Friday 28 October 2016.

3. Engineers Report

Recommendation(s):

- To note information contained in this report

3.1 Drainage District Hydraulic Model

A Presentation will be delivered by JBA Consulting (Skipton) to provide an insight into hydraulic modelling, demonstrate some of the outputs of the model to date and hopefully provide a flume demonstration.

Check out JBA Consulting's Flume Demonstration on **You Tube** "*Hydraulic Flume Demonstration*" (<https://www.youtube.com/watch?v=awsbnljy78>)

3.2 WLM Committee

13th May 2016 meeting

Approved Minutes are available within Appendix B with the following recommendations:

The COMMITTEE RECOMMENDS to the full BOARD the following:

1. The Board agree to participate in the M&E Framework with North Lincolnshire Council and the Coal Authority and, subject to soft market testing, provide assurances that the Board will commit to the Contract when finalised.
2. The Board agrees to Prepare its own Incident Response Plan working in Partnership with Category 1 or 2 Responders within its District.

The COMMITTEE agreed the following requiring no further action from the BOARD:

- To Publish the Watercourse Maintenance Plan (with no change from 2015/16)

Date of the next meeting

7th October 2016 @ 10am, Shire Group office, Doncaster

3.3 Planning, pre-application advice and consents

3.3.1 Planning Applications

Available within Appendix C

3.3.2 Land Drainage Act 1991 (as amended) Section 23 and Section 66 (Byelaw) Consents

Available within Appendix C

4. Finance Report

Recommendations:

- To note the information contained in this report
- To Approve the Governance Statement (Section 1 of the Annual Return)
- To approve the Board Accounts for the Year Ended 31 March 2016 and the Accounting Statement (Section 2 of the Annual Return)
- Automatic Enrolment – The Board appoint an independent financial advisor
- Automatic Enrolment - The Board approve the Finance Committee's agreed contribution level.

4.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 31st March 2016:-

	£	£
Balance Brought forward at 1 April 2015		3,785.90
2015/2016 Drainage Rates and Special Levies		
Drainage Rates		136,363.71
Special Levies		
Barnsley Metropolitan Borough Council	31,533.00	
Doncaster Metropolitan Borough Council	399,991.00	
East Riding of Yorkshire Council	10,719.00	
Rotherham Metropolitan Borough Council	2,100.00	
Selby District Council	331,557.00	
Wakefield Metropolitan District Council	82,984.00	858,884.00
Total Drainage Rates Due		<u>999,033.61</u>
Less Paid:-		
Drainage Rates		135,558.03
Special Levies		
Barnsley Metropolitan Borough Council	31,533.00	
Doncaster Metropolitan Borough Council	399,991.00	
East Riding of Yorkshire Council	10,719.00	
Rotherham Metropolitan Borough Council	2,100.00	
Selby District Council	331,557.00	
Wakefield Metropolitan District Council	82,984.00	858,884.00
Total Drainage Rates Paid		<u>994,442.03</u>
Add Paid Refunds		<u>118.30</u>
Less Admin Adjustments		<u>-548.26</u>
Balance Outstanding as at 31st March 2016		<u>4,161.62</u>
<i>Accounts in Probate (5)</i>		1,958.24
<i>Court Action (2)</i>		526.64
<i>Bad Debts (10)</i>		1,116.22
<i>Remaining (42)</i>		560.52

4.2 Finance Committee

Minutes of the meeting of the Finance Committee, which took place 27 May 2016 can be reviewed at Appendix D.

4.3 Schedules of Payments Made

The schedule of payments was presented to the Finance Committee at their meeting on 27 May 2016. The committee approved the schedule of cheques paid, which amounted to £1,090 all of which were signed by the officers only.

At the same meeting the committee also approved a schedule of payments made directly from the bank account which amounted £1,217,696.90 of which £352,442.36 were direct debits and payments approved by the chief executive & senior financial officer only.

4.4 Audit

4.4.1 Internal Audit

The Internal Audit of the Board's accounts and financial statements has been completed. The internal audit report is attached at Appendix E

4.4.2 Annual Governance Statement – Section 1 of Annual Return

At the previous meeting the Board the considered a review of the effectiveness of its system of internal controls. The Board is now requested to approve the Annual Governance Statement, Section 1 of the Annual Return. The document is shown at Appendix F

4.5 Accounts for the Year Ending 31 March 2016

The accounts for the year ending 31 March 2016 are attached as a separate document.

4.5.1 Accounting Statements – Section 2 of Annual Return

The Board is asked to approve the Accounting Statements shown at Appendix F



4.6 Five Year Budget Estimate

Danvm Drainage Commissioners	0	1	2	3	4	5	
Income & Expenditure Account	2015/16	2016/17	2016/17	2017/18	2018/19	2019/20	2020/21
	Actual	App	Est	Est	Est	Est	Estimated
	Out-turn	Budget	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn
	£	£	£	£	£	£	£
Income							
Drainage Rates	135,815	143,613	143,611	151,373	163,018	170,780	182,424
Special Levies	858,884	910,545	910,545	959,764	1,033,592	1,082,811	1,156,639
Other Income	29,229	12,200	12,200	12,810	13,451	14,123	14,829
Contribution to Pumping Stations	42,113	46,481	46,481	47,875	49,312	50,791	52,315
Contribution to Other Works	55,740	30,500	30,500	21,500	21,500	21,500	21,500
Easements/Rents	10,386	8,978	8,978	9,000	9,000	9,000	9,000
New Works and Improvement Contributions	-	-	-	5,000	5,150	5,305	5,464
Other Authority Assets (100% recovered)	574,845	720,324	-	-	-	-	-
Bank Interest	2,318	500	500	525	551	579	608
Total Income	1,709,330	1,873,141	1,152,815	1,207,848	1,295,573	1,354,888	1,442,778



Expenditure							
Environment Agency - Flood Defence Levy	306,482	315,676	315,676	325,146	334,901	344,948	355,296
New Works	23,068	-	-	-	-	-	-
Administration Costs	212,437	211,956	211,956	210,000	210,000	210,000	210,000
Pumping Stations	185,030	190,472	190,472	196,186	202,072	208,134	214,378
Other Authority Assets	574,845	720,324			-	-	-
Drain Maintenance	357,905	385,000	393,775	407,000	419,210	431,786	444,740
Other Expenditure (Depot Costs)	27,260	20,750	20,750	21,373	22,014	22,674	23,354
Loan Repayments:-	11,678	11,678	11,678	11,678	11,678	5,839	-
New Loan Repayments	-	11,760	11,760	11,760	11,760	11,760	73,219
Total Expenditure	1,698,705	1,867,616	1,156,067	1,183,143	1,211,634	1,235,141	1,320,987
Surplus/(Deficit)	10,625	5,525	(3,252)	24,705	83,939	119,747	121,791
Balance Brought Forward	618,819	536,115	529,444	446,192	345,897	329,836	319,583
Transfer to NW&P	100,000	80,000	80,000	125,000	100,000	130,000	120,000
Balance Carried Forward	529,444	461,640	446,192	345,897	329,836	319,583	321,374
New Works and Plant Account	206,370	70,631	152,165	154,448	73,731	23,014	9,064
Penny Rate in £	8.73p	8.73p	9.25p	9.75p	10.50p	11.00p	11.75p
Penny Rate £113,791	47.11%	40.24%	38.60%	29.24%	27.22%	25.87%	24.33%



	0	0	1	2	3	4	5
New Works and Plant Account	2015/16	2016/17	2016/17	2017/18	2018/19	2019/20	2020/21
	Actual	App	Est	Est	Est	Est	Estimated
	Out-turn	Budget	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn
	£	£	£	£	£	£	£
Income							
PWLB Loan	400,000	-	-	300,000	-	-	-
From committed Reserves	-	-	-	-	-	-	170,000
Interest	218	100	100	-	-	-	-
Sale of Plant - Excavator	8,500	-	-	10,000	-	10,000	10,000
Sale of Plant - 4x4	4,400	-	-	-	-	-	-
Sale of Plant - Tractor	10,000	10,000	10,000	-	-	-	-
Sale of Plant - Low Loader	2,000	-	-	-	-	-	-
PWLB Loan for PS replacement	-	100,000	100,000	-	-	-	1,000,000
Grant Received - WLM Strategy	2,836	-	37,164	-	-	-	-
Catchment Modelling - Grant	23,326	-	41,719	-	-	-	-
Catchment Modelling - CA Contribution	-	-	39,605	-	-	-	-
Total Income	451,280	110,100	228,588	310,000	-	10,000	1,180,000



Expenditure							
Machine Replacement - Excavator 2 (Doosan)	52,375		-	-			
Machine Replacement - Excavator (Komatsu)				60,000	-	-	
Machine Replacement - Tractor 3 (New Holland T7250)	100,629		-	-			-
Machine Replacement - Bomford *m Eagle & front Topper	43,093		-	-			-
Machine Replacement - Tractor 4 (McCormick XTX 185 2)			-	81,000	-		
Machine Replacement - Herder Mid Mount Flail Cavalier MBK 180)			-	41,000	-		
Machine Replacement - New Holland T7200	79,685		-	-			-
Plant Replacement - 2.5 tonne Pallet Tines & Buckets for T7200	1,450						
New Silage Grab	1,900						
New Low Loader - RBM GX2 2LL	24,950						
Machine Replacement - Low Loader 1 (Marston)	-			25,000	-	-	
Machine Replacement - Low Loader 2 (Herbst Low Loader)				20,000	-	-	
Plant Replacement - 4x4 1 (Toyota Hilux)		21,000	21,000	-	-		
Plant Replacement - 4x4 2 (Ford Ranger Board)	20,354		-	-			21,000
Plant Replacement - 4x4 3 (Ford Ranger supercab)	17,434		-	-		-	21,000
Plant Replacement - Van 1 (Ford Connect Van)	11,877		-	-			11,500
Plant Replacement - Van 2 (Ford Connect base van)	12,357		-	-			13,000
Vehicles and Plant loan repayments	-	139,444	103,267	180,717	180,717	180,717	77,450
Website development and IT		10,000	10,000				
Thornhurst PS pipeline Scheme	201						
PS Refurbishment	-	108,250	108,250	25,000	-	10,000	1,170,000
Catchment Modelling	23,326		120,276				
Catchment UAV Survey	10,585						
Water Level Management Strategy	2,836		-	-	-	-	
Total Expenditure	403,052	278,694	362,793	432,717	180,717	190,717	1,313,950
Surplus/(Deficit)	48,228	(168,594)	(134,205)	(122,717)	(180,717)	(180,717)	(133,950)
Balance Brought Forward	58,142	159,225	206,370	152,165	154,448	73,731	23,014
Transfer from I&E	100,000	80,000	80,000	125,000	100,000	130,000	120,000
Balance Carried Forward	206,370	70,631	152,165	154,448	73,731	23,014	9,064

5. Environment

Recommendation:

- To acknowledge the information contained in this report
- Ratification of Chairman's decision and action (Item 5.3.1)
- Appoint Member to Shirley Pool SSSI Steering Group to represent the Board (Item 5.3.1)

5.1 Legislation

5.1.1 Eels (England & Wales) Regulations 2009

EA Area Fisheries has the Scheme of Delegation in place to implement the Eel Regulations. Area teams will make contact with all IDBs to discuss planned work programme for High Priority Sites. The Regulations apply to all sites which pose an obstruction to the passage of eel.

With regard to medium and low priority sites, for the present, the EA has taken an economic and risk based decision to take a "no enforcement" position. The advice being disseminated is, if the opportunity arises to undertake work on medium and low priority sites, it must be taken as this represents the most cost effective way of regulation implementation

Kirk Bramwith PS has now been identified as High Priority site and will comply with the Regulations at refurbishment.

Bramwith Rands pipeline has been identified as critical, currently any eel within the catchment can be swept down the pipeline directly into Kirk Bramwith sump, current EA requirement is that the pipelined is screened. We have asked this be delayed until the result of catchment modelling is available which will assist in identifying the appropriate action to take at this site. This pipeline was installed during 1940's as part of a land drainage improvement scheme when the new River Catchment Board was planning to straighten the course of the river Don and build flood defence banks.

The Environment Agency wishes to see the Board's plans for compliance with eel regulation in respect of both assets.

5.2 Biodiversity Action Plans

5.2.1 BAP 2015-2020

Barn Owl Species Action Plan

Suitable sites have been identified at Kirk Bramwith, Blackshaw Clough, Gowdall, Tilts and on Wrancarr Drain, all agreed suitable sites by the Conservation Wildlife Trust. The boxes have been delivered and will be erected by the workforce.

Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2015/16 Report
Barn Owl	15	Enhance Barn Owl numbers within the drainage district	15.1	Erect three Barn Owl boxes on IDB pumping stations	Number of boxes erected	at end of plan	5 sites identified and agreed by Conservation Wildlife Trust
	16	Monitor Barn owl numbers within	16.1	Submit all barn Owl records from the drainage district to local record	No of records	at end of plan	
			16.2	Monitor the use of Barn owl boxes once erected	No of monitoring visits	at end of plan	

Pond Habitat Action Plan

Work relating to Ponds Habitat with target actions has been undertaken.

Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2015/16 Report	2016/17 Report
Ponds	6	Improve understanding of status	6.1	Undertake surveys of Tilts Bridge ponds north and south of Ea Beck	Survey effort (hrs)	Within life of Plan	Survey Ea Beck south bank November 2015, updated April 2016 following invertebrate survey and water quality survey. Ea Beck north bank known population of GCN.	Work recommended following survey to be undertaken by Board workforce under Environment Officer supervision. Survey undertaken of Wildlife Pond north Ea Beck 18.5.2016. Some maintenance thinning of Common Reed required.
			6.2	Submit all records from surveys to local biological records centres and National Ponds Monitoring Network at Freshwater Habitats.org	Number of records submitted	following survey		
	7	Maintain and improve quality of ponds with Board ownership	7.1	Identify if quality of Board owned pond to south of Ea Beck requires improvement	work undertaken	within life of plan	Report by Ecus Ltd on pond enhancement at Ea Beck south bank for GCN. Actions to be implemented 2016/17 season and triennially thereafter. Follow up invertebrate and water quality survey March 2016	Survey and report on Tilts Bridge Wildlife Reserve May 2016. Identified need for second pond maintenance to remove Common Reed by 60%. Tadpole identified however species unidentifiable.

The full Ecus report and evening survey undertaken in May can be viewed at Appendix G.

Great Crested Newt Species Action Plan

Once the habitat is enhanced, Great Crested Newt surveys will be undertaken as an additional action under 11.4 and 13.2. Evidence of breeding has already been identified at Ea Beck pond.

Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2015/16 Report
Great Crested Newt	11	Maintain and enhance suitable habitat for Great Crested Newts within Danvm drainage district	11.1	Assess the suitability of Board owned ponds for breeding GCN	Number of ponds assessed	ongoing through life of plan	Report by Ecus Ltd on pond enhancement at Ea Beck south bank for GCN. Actions to be implemented 2016/17 season and triennially thereafter
			11.2	Seek to retain appropriate aquatic plants used by GCN to deposit eggs	area (m) plants retained	ongoing through life of plan	Lifting tree canopy on southern boundary of Ea Beck pond projected to increase availability of <i>Najas saccinoides</i> (Water forget-me-not) for egg laying
			11.3	Assess the feasibility of undertaking restoration work on ponds adjacent to IDB watercourses	number of ponds restored	when work undertaken	Feasibility assessed for restoration work on Ea Beck south bank pond. November 2015. Spot deepening pockets of pond bed will increase water retention for GCN.
			11.4	Maintain pond at Bramwith Rands for the benefit of the known GCN population and South Ea Beck	appropriate maintenance	annually	South Ea Beck Pond to be maintained for benefit of GCN on triennial basis
	12	Ensure all IDB works comply with relevant legislation protecting Great Crested Newts and their habitats	12.1	Provide training to IDB employees on legislation pertaining to Great Crested Newts and their habitats	number of employees trained	annually	
			12.2	Ensure GCN surveys are conducted prior to any drainage or other engineering works in close proximity to ponds	number of surveys	ongoing	
	13	Monitor populations of GCN within the district	13.1	Submit all Great Crested Newt records from the Danvm district to local biological recording centres	No records submitted	of 2016 onward	Submitted DMBC Biodiversity Records
			13.2	Undertake monitoring of GCN population at Bramwith Rands and South Ea Beck	No surveys	of 2016 onward	

Water Vole Species Action Plan

Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2015/16 Report	2016/17 Report
Water Vole	8	Maintain and enhance suitable habitat for water vole within Board maintained drains	8.1	Ensure appropriate habitat management of watercourses with known Water Vole populations.	length (m) managed/maintained	Ongoing through life of plan		
			8.2	Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat.	Length (m) enhanced	2015 onward		
	9	Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat.	9.1	Provide training to IDB employees on legislation pertaining to Water Vole and their habitat.	No employees trained	Ongoing through life of plan		
			9.2	Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works.	Number of surveys undertaken	Ongoing through life of plan		
	10	Monitor populations of Water Vole within the drainage district.	10.1	Submit all Water Vole records from the drainage district to local biological recording centres.	number of records submitted	annually		
			10.2	Undertake monitoring of key Water Vole colonies.	Length (m) surveyed	annually		1200m West Lane, Sykehouse. Burrows evident but no latrines or grazing. 1000m Wood Lane Drain surveyed May 2016. No evidence located

5.3 Water Level Management Plans

5.3.1 Shirley Pool SSSI

The implementation work originally put out to tender through North Lincolnshire Council was withdrawn following identification by the Environment Officer of a second Scheduled Ancient Monument immediately adjacent to the SSSI just above Shirley Pool to the west of the old Haywood & Trumfleet drain. Following consultation with Heritage England, appropriate methodology was agreed to ensure any scrub clearance work did not affect the Bowl Barrow. A large number of expressions of interest were lodged with North Lincolnshire Council. The tender submission appraisals were undertaken on behalf of the Board by Council Officers together with representatives from Natural England and the Environment Agency.

The successful tenderer was Haskoning DVK Ltd. It is hoped groundworks will commence late this year. There are a number of constraints with the site including proximity of the Scheduled Ancient Monuments, bird breeding season and site ground conditions.

This project receives 100% GiA, the Chairman approved the appointment in accordance with North Lincolnshire Council's recommendation following tender evaluation and has signed the Contract on behalf of the Board. Board ratification of Chairman's decision and action is required.

A Board Member is required to take a seat on a Steering Group to be set up to guide implementation of the WLMP in accordance with the specification and GiA funding elements.

5.4 Dearne & Dove District - RSPB Old Moor Reserve

The site is within the Board District. RSPB has recently undertaken work to release eel from its Dearne Valley Nature Reserves. Between 2010 and 2014 RSPB introduced around



100,000 glass eels. The eels have now grown considerably and will need to migrate from the catchment.

There was no suitable route into the River Dearne suitable for eel escapement. A flap-valve was fitted to the outlet on Knoll Beck to allow migration when conditions were right.



Funding was required to ensure bank levels were correct for this work to be undertaken and monies were made available from the Disney foundation.

Before and after pictures shown below.



6. Health & Safety Report

6.1 Board Employees

6.1.1 Accidents and Incidents

There have been no accidents or incidents to report since the last Board meeting

6.1.2 Lone Worker Arrangements

The lone worker system has been successfully tested to confirm its operational integrity.

6.1.3 Workforce H&S Briefings Delivered

Tool Box Talks delivered at Friday Staff Briefings have included;

- Safety Alerts
- Legislation Up dates
- Smoking Policy
- HAV's
- Electricity & Dangers
- Bio Security

The workforce has recently been involved in and successfully completed 'Water Safety Training'

6.1.4 Association of Drainage Authorities (ADA) T&E Report

The report submitted to the committee included;

- Employee monitoring
- Ticks and Lyme disease
- Working outdoors
- Manual handling
- Risk Assessments
- The Health and Safety at Work Act

Accidents, Incidents and Prosecutions

6.1.5 Addressing Welfare Issues - Working in the District

We are currently investigating the possibility of purchasing two welfare units that can be utilised by staff (and potentially Contractors) whilst working in the district.

7. Representation

The Board is represented at a number of fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group	EA-CIRIA Partnership Funding Opportunities	ADA Policy & Finance Committee
EA/ADA Eel Liaison Group		
Defra/ADA EIA (Land Drainage Improvement Works) Regulations		

8. Date of next meeting

Board	Finance	WLM
4 November 2016	7 October 2016	7 October 2016
	2 December 2016	

9. Management Services – Closed session

The meeting will be closed to members of the public and management.

10. APPENDIX A: Data Sharing Agreement and Data Sharing Policy

Suggested Terms for Data Sharing Agreement Danvm Drainage Commissioners

1. The **contractor/consultant** ('the recipient of data') shall comply in all respects with the provisions of the Data Protection Act 1998 (the "Act") and all subsequent and supporting legislation made pursuant to it, and shall ensure that its employees and subcontractors comply with the same. The recipient of data will hold, process, keep and destroy the data in accordance with this legislation.
2. The recipient of data received from or on behalf of the Board shall only use that data for the sole purpose of enabling it to carry out works or services on behalf of the Board or to facilitate the Board's functions. Such data shall not be used for any other purpose.
3. The recipient of data will indemnify the Board against all actions costs expenses claims proceedings and demands which may be brought or made against the Board for any breach of the Act which arises from the use disclosure or transfer of personal data by the recipient of data or its agents and/or sub-contractors.


Data Sharing Policy

1. Danvm Drainage Commissioners (the Board) holds personal data of land owners and land occupiers within its district. That information is used to enable the Board to carry out its functions.
2. Where the functions of the Board are carried out by contractors or third party agents, it may be necessary to share personal data with those organisations to enable them to carry out the functions of the Board.
3. Before personal information is shared the Board will normally require that there is a data sharing agreement with the contractor or agent which addresses the following;
 - a. The recipient organisation has a policy in place dealing with data sharing and security.
 - b. The recipient has in place systems to ensure the data is received, stored, and dealt with in a secure manner.
 - c. Staff and other recipients of the data have received adequate training on their duties and responsibilities.
 - d. The data is destroyed when it is no longer required, or at the end of the contract.
4. Where there is no data sharing agreement, a separate agreement in relation to the sharing of data will be requested before data is shared.
5. The Board will consider the nature of the recipient and the type of data which is being shared before a decision is made to share the data.
6. The Board may also require the recipient of the data to indemnify the Board against any claim, complaint or actions arising from their failure to store, process, use, keep or destroy the data in accordance with their obligations.
7. It is not anticipated that the Board will share sensitive personal data under this agreement.

8. Data that is shared may consist of data which is publically available and data which is not publically available.
9. All data may be shared by post, or telephone (where the identity of the recipient has been verified) or secure email. Data may also be shared by non-secure email when it is appropriate to do so, given the nature of the data.
10. Data owners will be informed annually of the possibility that their data will be shared.
11. In case of accidents and emergencies, data will be shared according to the circumstances that prevail at that time.

12. APPENDIX B: WLM Committee

MEETING MINUTES



JBA Project Code	2014s1005
Contract	Management Services
Client	Danvm DC
Day, Date and Time	Friday 13 th May 2016, 10:00am
Meeting	Water Level Management Committee
Venue	Epsom House, Chase Park, Redhouse Interchange, Doncaster DN6 7FE

Attending	Mike Jordan	Committee Chairman	MJ
	Paul Maddison	Committee Member	PM
	Tony Sockett	Committee Member (DDC Chairman)	TS
	Neil Welburn	Committee Member	NW
Officers	Paul Jones	Engineer	PJ
	Martin Spoor	Asset Manager	MS

Action/Notes taken by IDB Officers

The COMMITTEE RECOMMENDS to the full BOARD the following:


1. The Board agree to participate in the M&E Framework with North Lincolnshire Council and the Coal Authority and, subject to soft market testing, provide assurances that the Board will commit to the Contract when finalised.
2. The Board agrees to Prepare its own Incident Response Plan working in Partnership with Category 1 or 2 Responders within its District.

The COMMITTEE agreed the following requiring no further action from the BOARD:

- To Publish the Watercourse Maintenance Plan (with no change from 2015/16)

MEETING MINUTES

JBA Project Code 2014s1005
Contract Management Services
Client Danvm DC
Day, Date and Time **Friday 13th May 2016, 10:00am**
Meeting Water Level Management Committee
Venue Epsom House, Chase Park, Redhouse
Interchange, Doncaster DN6 7FE



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Minute

- 2016.01 **Item 1 – Apologies for absence**
Apologies were received from G. Ivey, M. Falkingham, and S. Lomas.
- 2016.02 **Item 2 – Declarations of interest**
Officers declare an interest on behalf of JBA Consulting in Item 4.3 as JBA Consulting (Skipton) are the Consultant delivering the Drainage District Hydraulic Model.
- 2016.03 Members confirmed that they would declare any specific interest in any items throughout the meeting.
- 2016.04 **Item 3 – Minutes of the meeting 2nd October 2016 for approval**
The minutes were published as approved in the previous Board Papers.
- 2016.05 **Item 4 – Matters arising**
Item 4.1 (Minute 2015.41) Canal & River Trust (SO d)
Works on the full Soak Drain system in the 2015/16 season were completed by CRT with the remaining locations scheduled in for September 2016. Desilting of the River Don outfall tidal doors and discharge bay has been given a maximum provision of 3 visits per year subject to need.
This is a good example of CRT understanding and responding to their riparian responsibilities within the District.
- 2016.06 NW declared an interest as an occupier of land adjacent to the soak drain systems.
- 2016.07 NW asked if CRT are to undertake maintenance annually which MS confirmed.
- 2016.08 PJ recommended that a letter should be sent to CRT on behalf of the Board in recognition of the good work that had been carried out and noticeable benefits through undertaking their riparian responsibilities which was agreed by all.
- 2016.09 **Item 4.2 Riparian Owner mapping exercise (SO c, e)**
MS demonstrated the mapping work that had been completed identifying maintained watercourse which served single riparian owners. This now needs to be supported by the hydraulic modelling outputs to understand the wider benefits of each of those watercourses before a final presentation is made to the Committee at their next meeting.
- 2016.10 **Item 4.3 Hydraulic Modelling**
Instruction to proceed was provided on 16th November 2015 capping the tendered service from £143,062.07 to £103,457 based upon available funding. The suppliers were tasked with finding efficiencies within the project to reduce the overall cost and deliver as much of the project as possible. Efficiencies have been found from existing survey data but at present enables delivery of 13 of the 20 catchments identified by 18th July 2016.
- 2016.11 The shortfall in funding is c.£40,000 to deliver the remaining 7 sub catchments which are *Thorpe in Balne, South Emsall, Whitley_Kellingley, Bently, Ackworth, Balne_Pollington, and South Bramwith.*
- 2016.12 The model is already starting to be utilised to benefit the Coal Authority through being able to test options in the Fosterhouse area and inform future decision regarding Hensall.
- 2016.13 In terms of the funding shortfall the Committee agreed that a letter should be sent to the Coal Authority seeking their current position regarding funding of the Hydraulic Model so that the remaining catchments may be completed. If no response was received within 1 month then alternative funding needs to be obtained.
- 2016.14 PJ highlighted that the supplier is to provide an overview of hydraulic modelling, the benefits of hydraulic modelling and hopefully a practical flume demonstration at the next Board meeting and that invites could be sent to the Coal Authority to attend. Agreed by all.
- 2016.15 TS also thought an invitation to the EA PSO contact would be beneficial as well due to the local levy funding into the project. Agreed by all.

MEETING MINUTES

JBA Project Code	2014s1005
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- 2016.16 **Item 4.4 Main River PSCA**
PJ noted from the papers that a PSCA was now in place to allow the Board to work with the EA on Main Rivers but work would be subject to understanding the benefits through the hydraulic modelling.
- 2016.17
2016.18
2016.19
NW declared an interest as an occupier of land adjacent to the River Went.
NW questioned whether the modelling work was needed before a decision was reached on work in the River Went. MS confirmed that the EA were also undertaking hydraulic modelling of the River Went to determine their position with regards to future maintenance before the Board made any decisions and that understanding the wider internal drainage benefits was critical before committing monies to work in the Went.
TS raised a question on how person(s) identified riparian owners. PJ confirmed that in the first instance the Board could try to help identify riparian owners and write to them but ultimately the upstream owner/occupier may check on Land Registry and apply to the Land Tribunal for an Order for the downstream owner/occupier to cleanse or remove obstructions to flow.
- 2016.20 **Item 5 – Health and Safety**
Accidents, Incidents and Near Misses
1 Manual Handling Incident (non-reportable) had accrued since the last meeting as a result of a Board Employee having to undertake the manual raking of a weedscreen grid, due to the failure of the Cleaner. We await a decision from the Coal Authority as this is 100% funded by them on how they wish to proceed with its repair or replacement.
- 2016.21 **Training**
The following training has been undertaken by the Workforce:

7 x 4x4 RoSPA Off Road Driving, 2 x NPTC Level 2 Excavator Training, 2 x NPTC Level 2 Flail Mower Training, 4 x NPTC Level 2 Independent Assessments, 2 x SoloProtect Attended Training in Doncaster, 2 x Staff attended and passed IOSH Work Safety Course at High Melton College, 1 x Staff completed and passed Safety Driver CPC 35hrs.

3 months into the new Operatives 6 month probation period and we are receiving positive feedback on their performance to date.
- 2016.22 **Item 6 – PO 1 – Pumping Stations and Ordinary Watercourses**
Item 6.1 Watercourse Maintenance Plan 2016/17 (SO e, h)
The Committee agreed to publish the plan with no amendments from last year and noted that the former Dearne & Dove area was now being brought in-house rather than contracted out providing savings for the Board of approximately £17,000 per year.
- 2016.23 **Item 6.2 M&E Framework**
The Committee agreed that the recommendation should go to the full Board and agreed with the recommendation to participate in the M&E Framework.
- 2016.24 **Item 6.3 Asset Failure Response Plan & Incident Support Plan**
MS provided a presentation exploring the Board's role in relation to the Civil Contingencies Act 2004 (as amended) and in relation to asset failure and supporting Risk Management Authorities with their duties.
- 2016.25
2016.26
PJ considered that the Board should definitely have an asset failure plan in place but this would be a similar procedure to an Incident Response Plan in terms of activations and contacts. MS also noted that the hydraulic model will help identify the critical catchments to inform the Boards flood resilience (e.g power outages/temporary pumping/generators etc.).
MJ noted that there was to be a North Yorkshire Police community website which is currently used by communities in relation to crime but in the future may be used for flooding etc., TS noted the Bentley Pavilion website, and PJ noted that DMBC had the We Sense It community forum as well to share information.
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MEETING MINUTES

JBA Project Code 2014s1005
Contract Management Services
Client Danvm DC
Day, Date and Time **Friday 13th May 2016, 10:00am**
Meeting Water Level Management Committee
Venue Epsom House, Chase Park, Redhouse Interchange, Doncaster DN6 7FE



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of IDBs

- 2016.27 PM asked about the liability of not having a plan in place for asset failure as the Board could be liable.
- 2016.28 PJ said that liability would be in terms of reasonableness. At present the Board has a 24/7 out of office call centre through *First County Monitoring* and responded to asset failures with temporary pumping etc. but these decisions were being made by Officers or with approval from the Chairman or Vice Chair. An Asset Failure / Incident Responses Plan would be the ideal.
- 2016.29 The Committee further discussed the following options in detail:
- Option 1: Adopt the role & responsibilities of a Category 1 or 2 Responder
Option 2: Prepare its own Plan working in Partnership with Category 1 or 2 Responders within its District.
Option 3: Prepare its own Plan and work in isolation
Option 4: Do Nothing
- 2016.30 The Committee recommended Option 2 be put forward to the Board for approval.
- Item 7 – Any other business**
- 2016.31 Environment Agency Main River: December 2015 Asset Recovery
A snapshot of the defects identified in relation to Main River from the EA was presented to the Committee for information. The EA will be preparing an Asset Recovery funding package in relation to the River Aire defects.
- 2016.32 Future presentations at Committee meetings
The Committee asked for the following presentations at their next meeting:
- Telemetry system with CCTV
 - Riparian owner mapping exercise update
- Item 8 – Date of next meeting(s)**
- 2016.33 30th June 2016 @ 9:30am, Shire Group office, Doncaster (**Full Board**)
7th October 2016 @ 10am, Shire Group office, Doncaster (**WLM Committee**)

11. APPENDIX C: Planning and Consents

28 no. Planning Applications have received comments as below:

LPA	Planning Ref	Location (including grid ref)	Proposal	Address	Applicant	Work in, on, under or within 9m (7m SAIDB) of an Ordinary Watercourse?	Alteration to surface water discharge or discharge structure?	Consent Form and Information provided?
Doncaster MBC	16/00708/FUL		Erection of general purpose agricultural building, landscaped bund and access track - AMENDED LANDSCAPING	Land at Burghwalis Park, The Abbes Walk, Burghwalis	CH Scholey & Sons Ltd - Mr Robert Scholey	no	yes	yes
Selby DC	2016/0510/DOC	DN14 0NY	Discharge of conditions 3 (Materials), 7 (Drainage) and 15 (External Lighting) of approval 2013/1236/FUL Section 73 application for the variation of condition 2 (approved drawings) of approval 2012/0415/FUL extension to Euro Auctions site including development of office building, workshop, auction area, new access arrangements, car parking, hardstanding and associated landscaping.	Euro Auctions Ltd Roall Lane Kellington Goole East Yorkshire	Mr Basil O'Malley	no	yes	yes
Doncaster MBC	16/01012/AGR	DN6 0DW	Erection of agricultural steel portal frame building (16.0m x 10.0m)	Moss Villa Trumfleet Lane Moss Doncaster	Mr Mason	no	yes	yes
doncaster MBC	16/01076/FUL		Reorganisation of the car parks and the provision of a new	Centurion Retail Park Centurion Way Bentley	Gilgamesh (Gravesend) Limited	no	yes	yes

			drive thru restaurant	Doncaster				
selby	2016/0415/FUL		Proposed change of use from dwelling annex to dwelling with new extension	Annex, 1 Weeland Road, Eggborough	Mr & Mrs R Watkins	no	yes	yes
doncaster MBC	16/00480/FUL	DN6 0EA	Installation of sewage treatment plant to replace existing cesspool	Wintering ham House Farm Bell Croft Lane Thorpe In Balne Doncaster	Mr D Allison	no	yes	yes
doncaster MBC	16/01073/FUL	DN7 5SS	Erection of one detached house with detached garage on approx. 0.05ha of land	Land Adjacent Chapel Farm Low Lane Braithwaite Doncaster DN7 5SS	Charlton And Swinger Limited - Mr Richard Charlton	no	yes	yes
doncaster MBC	16/01081/FUL	DN6 0HD	Erection of 4 bedroom detached house & detached double garage with garden store	Land On The North Side Of Shaw Lane Fenwick Doncaster	Mr & Mrs Brian Lindley	no	yes	yes
selby	/2016/0124/OUT		Outline application for up to 34 residential dwellings with all matters reserved except for access on land off	Street Record, Weeland Road, Eggborough	Glade Developments Ltd	no	yes	yes
doncaster MBC	16/00998/OUTM		Outline application for residential development (Class C3) with open space, landscaping and associated access on approx 17.72 ha of land (Approval being sought for access) (being resubmission of application ref 14/01789/OUTM, refused on 02/10/2015)	Land Off Doncaster Road Hatfield Doncaster	Hallam Land Management	no	yes	yes

Selby DC	2016/0060/OUT		Outline consent for 8 No Affordable Housing Units	Street Record, Gravelhill Lane, Whitley	Mr Raymond Wood	no	yes	yes
Doncaster MBC	16/00912/FUL	DN7 5JY	Erection of detached garage	Furrlong House Hay Green Sour Lane Fishlake Doncaster	Mr P Furr	no	yes	yes
Doncaster MBC	14/02511/OUT	DN6 9NZ	Outline application for the erection of farmhouse on approx. 0.19ha of land (Approval being sought for scale)	Caravan Rockley Lane Owston Doncaster	Mr P Harrison	no	yes	yes
Doncaster MBC	16/00631/FUL	DN5 9TG	Erection of Workshop, Showroom and Storage Building to replace existing buildings	D & M Doncaster Rear Of 287 Bentley Road Bentley Doncaster	D & M Upholstery	no	yes	yes
Doncaster MBC	16/00902/FUL		Erection of detached house and garage on approx 0.15 ha of land	Land South Of Hushells Lane Fosterhouses Nr. Fishlake Doncaster	Mr G Roly	NO	YES	yes
SELBY DC	2016/0321/HPA	DN14 0NJ	Retrospective application for retention of bedroom/bathroom extension to side of dwelling	Wyndham Low Road Kellington Goole	Mr John Gilmer	NO	YES	yes
Doncaster MBC	16/00885/FUL	DN6 0DZ	Erection of single and two storey side extension, first floor front extension and rooms in the roof	Ash Tree Farm Thorpe Lane Thorpe In Balne	Ms Nicholson			yes
Selby DC	2016/0277/HPA	DN14 0TA	Proposed erection of two storey side extension	26 The Oval Beal Goole	Mr Mark Clay	no	yes	yes
Doncaster MBC	16/00848/FUL	DN6 0HD	Erection of new dwelling (Plot 4) previously granted permission under 15/01671/OUTM on 20.10.15	Land On The West Side Of Fenwick Common Lane Fenwick Doncaster	Mr And Mrs T Moyes	no	yes	yes

Doncaster MBC	16/00860/FUL	DN7 5ST	Erection of extensions to front and rear of existing building	Hermitage Farm Willow Bridge Lane Braithwaite Doncaster	Mr S Sleath	no	yes	yes
Doncaster MBC	16/00857/FUL	DN6 9EZ	Erection of detached bungalow with associated garage	Land To Rear Of Oval Hill House Common Lane Norton Doncaster	Mr Trevor Kirsopp	no	yes	yes
Doncaster MBC	16/00847/FUL	DN6 7BH	Erection of two B2 Use Class Industrial Units and associated external works	Carcroft Common Industrial Estate Holmeroyd Road Carcroft Doncaster	Threepines Ltd - Mr Mervyn Duddy	no	yes	yes
Doncaster MBC	16/00018/FUL	DN14 9AJ	Change of use of land to a campsite (tents only) and erection of an amenity block and creation of access. (AMENDED PLANS AND DESCRIPTION CHANGED)	Land To North Of Mawson Green Cottage Mawson Green Lane Sykehouse Goole	Mr And Mrs M Adam	NO	YES	YES
Barnsley MBC	2016/0246	S73 0BS	Variation of condition 2 of planning application 2015/0224: (Erection of a new manufacturing unit adjacent to the existing PVC unit, and additional staff parking provision) to raise height of part of building by an additional 3m	Station Road Industrial Estate, Valley Road, Wombwell, Barnsley,	Mr Ricky Rhodes	no	no	yes
Selby	2016/0221/HPA	WF11 8DS	Proposed two storey extension to side of existing semi-detached dwelling following demolition of existing side porch	8 Glebelands Weeland Road Kellingley West Yorkshire	J A Property Rentals	no	yes	yes
Doncaster MBC	16/00600/FULM	DN14 9AE	Erection of two Pig Rearing	Oaktree Farm Oak Lane	R And G Thompson & Son	no	yes	yes

			Units with associated hardstanding and feed silos	Sykehouse Goole DN14 9AE				
Doncaster MBC	16/00417/AGR	DN6 0DP	Erection of agricultural cattle housing building (27.5m x 12.2m maximum)	Wrancarr Mill Wrancarr Lane Moss Doncaster DN6 0DP	Mr A McNeil	no	yes	n/a
Doncaster MBC	16/00261/FUL	DN6 0PE	Erection of detached house and detached garage on approx. 0.03ha of land	Land Adjacent 72 Norbreck Road Askern Doncaster	Mrs Christine Walker	no	yes	yes

Our email address for consent applications is consents@shiregroup-idbs.gov.uk

7no. consents have been provided on behalf of the Board between January and May 2016

Applicant	Location	IDB	Proposal	Permanent / Temporary Works	Approved/R efused/ other	Date issued
VHE Construction (National Grid)	Wath gasworks, Station Road, Wath upon Dearne, S63 7DH	DDC	Remediation of contaminated materials and the replacement of 100mm of top / sub soil with a crushed stone to create a capping layer	Permanent	Approved	18.03.2016
AMCO (Network Rail)	Womersley, DN6 9BT	DDC	Repair of culvert 14A Repair of culvert 14B Repair of culvert 14C	Permanent Permanent Permanent	Approved Approved Approved	17.02.2016 17.02.2016 17.02.2016
WYG Engineering (Lidl UK Ltd)	Lidl UK store, Bradberry Balk Lane, Wombwell	DDC	New surface water outfall	Permanent	Approved	18.03.2016
James Martin (DMBC Bridges Section)	Dryhurst Bridge, Dryhurst Drain, Norton Footpath No 12, Askern	DDC	Replacement footbridge	Permanent	Approved	26.02.2016
Rob Pilmore (The Coal Authority)	Wood Lane Drain, Fishlake	DDC	Install pump and bund across drain to mitigate mining subsidence	Temporary (24 month)	Approved	19.04.2016

12. APPENDIX D: DRAFT Finance Committee Minutes

Present: Andrew Cooke (AC) (Chairman)
Gillian Ivey (GI)
Richard Ward (RW)
Dave Hill (DH)
Derek Bell (DB)

Observers: Tony Sockett (TS) Commissioners Chairman

Attendees JBA: Craig Benson (CB)
Ian Benn (IB)
Janette Parker (JP)

2016.1 Apologies – were received from Andrew Parmenter and Richard Thompson.

2016.2 Declaration of Interest – There were none given.

2016.3 Minutes of meeting 11 December 2015 were proposed as a true record by GI, seconded by RW and approved by the Committee.

2016.4 Matters Arising – There were none.

2016.5 Finance - Audits – External Audit– The Finance Officer informed members that the external audit on the Commissioners Financial Statements was now complete. He referred members to the report produced by the auditors and their recommendations. Members were aware that the report looked specifically at the perceived conflict of interest of producing tender specifications. Members considered the report in detail and agreed that it was important that all relationships were clearly defined. It was confirmed that the particular project where this issue was raised did follow the guidelines now recommended by the external auditors.

The Commissioners had already agreed to make changes to their Financial Regulations to ensure that no conflict of interest would arise. The Regulations state:

“The CEO shall have the authority to affect the purchase of goods and services in accordance with an approved budget without further reference to the Board or sub-committee. Unless there is a conflict of interest with the management service provided. In this event the procurement process and rules will be followed.

If the service can be carried out by the Management Service Supplier, a 3rd party should be appointed to carry out the invitation and evaluation stages of the tender process”.

2016.6 Internal Audit – The Finance Officer informed members that the internal audit on the Commissioners financial statements is underway.

2016.7 Draft Accounts for the Year Ending 31 March 2016 – The Finance Officer circulated a comparison between the actual and budgeted income and expenditure to review with the draft accounts. The layout of the accounts had changed in that those assets and items not funded by the Commissioners were removed to their own income and expenditure account.

Discussions followed and detailed explanations were given for the variances, specifically on Administration Costs, and New Work and Plant account movements. The Finance Officer confirmed that the outstanding PWLB loan figure shown in the accounts would be increased to reflect the new loan. It was also noted that the word “rechargeable” would be changed to “contribution”. Members discussed the Catchment Modelling scheme expenditure and its current position. After further comment, GI proposed that the Commissioners should consider funding the whole cost of the model to ensure it was completed. Members agreed that the complete model was what the Commissioners required moving forward.

It was recommended that the Commissioners would contribute the full cost of the model less the grant in aid income that was available. The Commissioners would invoice those other, previously agreed, funding partners for their contribution. It was noted that a presentation would be given at the next full Board meeting on the progress of the Modelling and it was agreed that this recommendation would be tabled after the presentation.

Members discussed the pumping station running costs and agreed that they would like to know what savings had been made due to night time pumping. The Finance Officer confirmed that he would review the electricity usage and produce some information for comment at the next Finance Committee Meeting.

Members approved the accounts, with the minor changes.

2016.8 Five Year Budget Estimate – The five year estimate was reviewed and members noted that the forecast was based upon the Board's Reserve Policy. It was noted that the reserve levels were forecasted to reduce over the next five years as expenditure was estimated to increase.

2016.9 Planned Capital Expenditure – Members discussed the future programme and agreed that funding the proposed works would be of upmost importance. DH suggested that a working group is established to look at the options of borrowing or saving for the future capital replacement. DH stated that he would like to be on the working group as, in his role for DMBC, has gone through process of identifying different funding possibilities. Both DB and RW also requested to be on the group along with the FO. Members agreed.

2016.10 Fishlake Pumping Station Scheme - The FO reported that the Stoney Lane Pumping Station scheme was nearing completion.

2016.11 Board owned assets – Grazing of Went Banks – The Finance Officer confirmed that a five year grazing licence has now been issued.

2016.12 List of Payments – The committee approved the list of payments made by cheque totalling £1,090 all of which were signed by Officers only. Approval was given to the list of payments made direct out of the bank totalled £1,217,696.90 of which £352,442.36 were signed by Officers only.

2016.13 Workforce – Automatic Enrolment – After lengthy discussions members agreed that there would be no change to existing pension contribution levels.

Members also discussed a request, from the workforce for a remuneration increase. It was agreed to keep in line with the public sector increase and that this would be offered to the workforce.

2016.14 Any Other Business – There was none.

2016.15 Date of next meeting – 7 October 2016 commencing at 10:00am.

13. APPENDIX E – Internal Audit Report

A copy of the report can be found over the following pages.

Danvm Drainage Commissioners

Report of the Internal Auditor on the internal controls of the Drainage Board for the year ended 31st March 2016.

Dear Sirs

We have audited the Internal Control System of Danvm Drainage Commissioners operational for the year ended 31st March 2016.

1) Scope and Responsibility

The Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Board also has a duty to make arrangements to secure continuous improvements in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Board is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Boards functions and which includes arrangements for the management of risk.

2) The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Boards policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3) The Internal Control Environment

The key elements of the internal control environment, which the Board have addressed, are in ensuring that they:

- Prepare its accounting statements in the way prescribed by law.
- Make proper arrangements and accept responsibility for safeguarding public money and resources in its charge.
- Have only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
- Have given all persons interested the opportunity to inspect and ask questions about the board's accounts.
- Considered the financial and other risks it faces and has dealt with them properly
- Arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether these meet the needs of the board and reviewed the impact of this work.
- Responded to matters brought to its attention by internal and external audit.
- Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

4) Review of Effectiveness

JBA Consulting are Clerks to the Board. Certain procedures are prescribed by statute. Our internal audit has covered the procedures and controls exercised by JBA over the Drainage Board. Our audit has been carried out on a test basis.

An assessment of the risks facing the organisation is being updated by JBA on an ongoing basis. This is then discussed with ourselves and reviewed on an annual basis and updated further as appropriate. The risk assessment is summarised using the following heads:

- ❑ Governance
- ❑ Operational
- ❑ Financial
- ❑ External
- ❑ Compliance with Law and Regulation

The risks identified are categorised depending on the assessment of their impact on the organisation and their likelihood of occurrence. Each area is been attributed an:

- ❑ A Denoting immediate action, or
- ❑ B Denoting consider action and have a contingency plan, or
- ❑ C/D Consider action or keep under periodic review.

The risk assessments are also currently reviewed and discussed as part of the 'Review of the Effectiveness of the System of Internal Audit' meeting, which currently takes place annually in November.

Whilst this is not a mandatory meeting it has been maintained on an annual basis as part of exercising good practice.

In addition further work has been carried out in establishing the administrative and accounting procedures in terms of segregation of duties and recording of financial information.

Specific Internal audit review work

The following areas relevant to Danvm Drainage Commissioners were reviewed in detail in line with the principal of ensuring the standards and characteristics of an effective internal control system are evident:-

The Board's governance arrangements should include and ensure

- There is clarity of purpose and strategic direction.
- They act within their legal framework.
- Roles of officers and board members are clear and documented.
- Decisions are transparent and clearly reported
- Conduct of Board members and officers is of a high standard.

The Board's decision-making framework should include and ensure

- The board has a scheme of rules, including standing orders, which have been subject to minister approval.
- The make up of the board is in accordance with the land drainage act 1991.
- Adequate minutes of all board meetings are maintained.
- Adequate financial regulations are in place and followed.
- No conflicts of interest are evident.

Budgets

The budget process undertaken by the board is reviewed in detail during the course of our internal audit work. This incorporates both the process itself and details comparison between the budget set and actual income and expenditure. This culminates in the calculation of any variances and then ascertaining the reasoning and explanations for these variances.

This is underpinned by the budgetary work undertaken on an ongoing basis during the course of the year by the clerks to the board as follows:

- On a monthly basis the sage 200 software is exported through to the formal accounts produced in order to ensure all items of income and expenditure are included.
- The figures from the accounts are then pulled through to the approved budget statement and a percentage comparison from budget to actual is calculated automatically on the spreadsheet.
- This is then reviewed fully by the clerk to assess the ongoing budgetary position.
- Reporting to the board can then be undertaken promptly as necessary.
- Within the November meeting all budget reports and reviews updated at that point in time are included within the meeting papers for discussion and ultimate approval.

5) Significant Internal Control Issues

In general, the Drainage Board is underpinned by a sound management and operational structure through the offices of JBA Consulting.

The following areas are identified as risk areas:

Risk areas

Comments in relation to specific areas highlighted above

Decision-making: -

The percentage of income contributed in respect of the special levies for the year ended 31st March 2016 represents around 76% of consistent total income.

At the June 2015 meeting there were 8 appointed and 8 elected members present (50% appointed member percentage), the November 2015 meeting 10 appointed and 9 elected members present (53% appointed member percentage) and at the February 2016 meeting 13 appointed and 11 elected members present (54% appointed member percentage).

The overall make-up of the board is in accordance with the percentage of drainage rates to special levy income and it is noted that all none attendance of the appointed members is reported to the council.

Attendance at board meetings on the whole is good. Over the above period it is clear that appointed members generally outnumber elected members at meetings (certainly at 2 of the last 3 meetings).

This area is key to the board's decision-making process and therefore should be under frequent review and consideration by the board in order to ensure that any decision making process is made in line with the above ratios and certainly to reflect appointed members outnumbering elected members by one.

Other risk areas

Financial Risk

Timesheets

All employees are salaried working fixed hours. Any payments over and above the salary (e.g. call outs) are fully reviewed and checked by the engineer or asset manager prior to payment.

Reserves

As at the year ended 31st March 2016 a reserve level existed of revenue reserves (not including capital and commuted sum reserves) in the amount of £529,447.

This represents around 5 months of ongoing average expenditure at current levels and whilst we emphasise our previous comments regarding a formal reserves policy, the reserves level at 31st March 2016 is reasonable.

Bank mandate/Lloyds Link online payment system

During the year an electronic payment system has been operated (BACS) in respect of making payments to various creditors.

This system incorporates the following procedures: -

- Mr C Benson (JBA Consulting) reviews invoices and authorises them for payment initially.
- Mr M Joynes (JBA Consulting) enters the payments into a payments file and uploads them onto the Lloyds link system.
- Mr M Joynes then e-mails the Chairman, with a summary of payments and a copy of all the invoices to be paid for authorisation.
- The chairman will then check payments to invoices and if in agreement will log onto the Lloyds link online banking system and authorise the payments.
- Lloyd's link online system will then at this point show Authorisation 1.
- Mr C Benson will then log onto the Lloyds link online banking system and give the second authorisation to send the payment.

The bank mandate provides for payments under £5,000 to be processed with one authorisation. This allows for timely payments of utility invoices to be paid with the second tier authorisation from the Chief Executive.

We have assessed the control procedures in place in respect of the online banking system and with the two-tier authorisation system in place the instructions within the bank mandate are being maintained.

Whilst risk in this area cannot be totally eliminated, the system being operated is fairly robust and keeps risk down to an acceptable level.

We have maintained the number of extensive walk through tests of the online banking system for the year ended 31st March 2016, no issues have arisen and our sample tests suggest that the current system is working effectively.

Brodericks GBC
Chartered Certified Accountants and
Registered Auditors
Melbourne House
27 Thorne Road
Doncaster
DN1 2EZ

Dated: 27th May 2016

14. APPENDIX F – Annual Return

The sections of the annual return referred to in the finance report can be found over the following pages.

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

DANVM DRAINAGE COMMISSIONERS

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE
dated DD MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YY

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

DANVM DRAWAGE COMMISSIONERS

RESTATED

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	874603	1158383	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	975676	994699	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1446139	1183797	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	182778	207277	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	11678	11678	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	1943579	1898886	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	1158383	1219038	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	855278	1490583	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	2140776	2360179	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	53776	443662	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

27/05/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

DANYM DRAINAGE COMMISSIONERS

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT COVERED - NONE.
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

MR ANDREW CANE - FCCA - REGISTERED GBC-CHARTERED ACCOUNTANTS.

Signature of person who carried out the internal audit

SIGNATURE *A. Cane*

Date

27/05/2016.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

15. APPENDIX G: BAP Actions

Drain Name

Tilts Bridge Aquatic and Terrestrial Wildlife Pond

Location

Location source: GPS

Local X: 457262

Local Y: 409126

Local system: OSGB36

Survey Date

18/05/2016 17:28

Site description/conditions

Evening visit, dull and raining.

General Photographs



Numerous swallow (*Hirundinidae*) were observed during survey. Watercourse banks at toe of Ea Beck flood defence banks species rich containing, cowslip (*Primula veris*), lady's smock (*Cardamine pratensis*), knapweed (*Centaurea nigra*) amongst others.



First pond, contains tadpole, not identified which species) and Lesser water boatmen (*Corixa punctate*), water lily (not in flower unknown which), with Common Reed (*Phragmites australis*) fringing pond edge



A pair of Canada geese (*Branta Canadensis*) were observed on the pond together with single gosling as seen below. A pair of Greater Scaup (*Aythya marila*) flew into this pond during survey. 40% coverage blanket weed noted indicative of nutrient rich water, possibly blown from adjacent farmland.



40% coverage blanket weed noted indicative of nutrient rich water, possibly blown from adjacent farmland. Broad leaved pond weed present (*Potamogeton natans*).



Second pond considerable coverage by Common reed (*Phragmites australis*) compared with 2012 site. Maintenance required to create open water suggest 60% removal. Second waterbody contains dark peaty water. Broad leaved pond weed present (*Potamogeton natans*).



Water lily present, unknown species, not in flower and water mint (*Mentha citrate*)



Possible opposite leaved pond weed (*Groenlandia densa*), suggest identification during late summer.

Work will be undertaken by the workforce to thin Common Reed (*Phragmites australis*) in the second pond to ensure an area of open water for bat foraging and increase the area available for water lily and other broad leaved aquatic species used by great crested newt for egg laying.



Ea Beck, Tilts, Pond Enhancement Options

Report prepared by:
ECUS Ltd.
Brook Holt
3 Blackburn Road
Sheffield
S61 2DW
0114 266 9292

April 2016

ECUS Ltd

Report to: **Danvm Drainage Commissioners**

Report Title: **Ea Beck, Tilts, Pond Enhancement Options**

Revision: **Final**
Issue Date: **April 2016**
Report Ref: **7104**

Originated By:



Emma Baxter
Consultant Aquatic Ecologist

Date: January 2016

Reviewed By:



Dave Ottewell
Senior Aquatic Ecologist

Date: April 2016

Approved By:



Stuart Silver
Principal Ecologist

Date: April 2016

Prepared by:
ECUS Ltd.
Brook Holt
3 Blackburn Road
Sheffield
S61 2DW
0114 2669292

The report and the site assessments carried out by ECUS on behalf of the client in accordance with the agreed terms of contract and/or written agreement form the agreed Services. The Services were performed by ECUS with the skill and care ordinarily exercised by a reasonable Environmental Consultant at the time the Services were performed. Further, and in particular, the Services were performed by ECUS taking into account the limits of the scope of works required by the client, the time scale involved and the resources, including financial and manpower resources, agreed between ECUS and the client.

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1. Introduction

- 1.1.1 Ecus Ltd. were commissioned in November 2015 by Danvm Drainage Commissioners (the Board) to provide Enhancement Options for the pond at Tilts, Ea Beck (SE 57358 09097).
- 1.1.2 As part of its BAP 2015-2020 the Board are undertaking a number of pond surveys. The pond at Ea Beck has a known great crested newt (*Triturus cristatus*) population (Ecus Ltd, 2011) and the Board would like to investigate whether any enhancements could be made to make the pond more attractive to the amphibians and achieve wider biodiversity gains.
- 1.1.3 Great crested newts use ponds for breeding; displaying in the open margins and laying eggs on floating and submerged aquatic vegetation. The larvae forage for invertebrates in all zones of ponds and adults feed on other amphibians and invertebrates.
- 1.1.4 The adjacent terrestrial habitat is also important: newts forage in rough grassland, pasture and hedgerow and over-winter in the undergrowth, litter layer and tree stump voids.
- 1.1.5 A site visit in November 2015 assessed the current condition of the pond and identified options for potential enhancement measures. These enhancements will ensure that the pond is managed to maximise its value for great crested newts, helping to secure and enhance newt conservation within the local area for the long term. A second visit in spring included survey of the invertebrate community and measured in-situ water quality.

2. Method

- 2.1.1 The initial survey of the pond at Ea Beck was undertaken on 26th November 2015 by Ecus' Consultant Aquatic Ecologist Emma Baxter GradCIEEM (Natural England Great Crested Newt Licence 2016-22087-CLS-CLS) and Environment Consultant Thomas Larke. The pond was dry during the first visit, which necessitated a return visit by Emma Baxter and Graduate Aquatic Ecologist Dr Scott McKenzie on 4th April 2016.
- 2.1.2 The surveys followed an adapted National Pond Survey Method (Pond Action, 1998), which was used to gather physical, chemical and biological data for the pond. For a full assessment, ponds are surveyed in three seasons: spring, summer and autumn, however due to the presence of a known great crested newt population at the Ea Beck Pond, this has been adapted, so that the invertebrate sampling minimises the potential of disturbance to the great crested newts.
- 2.1.3 In the first instance the pond perimeter was walked and a standard field recording sheet populated. A description of the key physical features of the pond and its surroundings were made. This included recording various physical characteristics required, such as presence and nature of inflows and outflows, water and sediment depth, bank and bed types and adjacent land use and amenity.
- 2.1.4 A sketch map was created, indicating the stands of different vegetation communities and highlighting opportunities for enhancements. Photographs were taken at regular intervals to record the general character across the site.
- 2.1.5 A list of the wetland species found within the outer boundary of the pond was recorded; with estimates of abundance using the DAFOR scale (Dominant, Abundant, Frequent, Occasional and Rare) for vegetation stands occupying more than 5% of the pond calculated.
- 2.1.6 Standard water chemistry parameters were recorded using a multi-parameter water quality probe (Model: Hanna Instruments HI-98194), including pH, temperature and conductivity. The turbidity was recorded using a Secchi disk.
- 2.1.7 Macroinvertebrate communities present within each waterbody were sampled using a standard pond net using three minutes of sample effort, comprising proportional sampling of microhabitats present. Additional one minute searches have been made for species unlikely to be detected during pond net survey, such as whirligig beetles and pond skaters.
- 2.1.8 Samples were washed and inspected in the field and notable species recorded. Samples were preserved in industrial methylated spirits (IMS) and sorted at Ecus' laboratories. Samples were enumerated and identified to species level with the exception of pea mussels (Sphaeriidae), ostracods (Ostracoda), midge larvae (Chironomidae), which were identified to family level. Worms (Oligochaeta) were identified to genus level. Animals that were damaged, too small or for which no key exists were identified to species level.
- 2.1.9 Searches were made for any signs of key species such as those protected under national or international nature conservation legislation or included on

national or local Biodiversity Action Plans. The presence of any invasive plant or animal species were noted as appropriate.

2.2 Limitations

- 2.2.1 The in-situ water sampling and an aquatic macroinvertebrate survey was attempted during the initial site visit but due to the pond being dry during the November visit, a second visit in spring was undertaken to undertake these elements of the survey, avoiding areas where newt breeding was evident to minimise any potential disturbance.
- 2.2.2 Late autumn is not the optimal time of year to survey plant communities, which die back for winter, but the survey timings meant minimal disturbance to great crested newts. During the return visit in spring, any additional species that were observed during the survey were recorded.

3. Results

3.1 Physical Habitat

- 3.1.1 The pond at Tilts Farm is located to the south of Ea Beck and comprises a linear pond running alongside the Ea Beck flood embankment (Figure 1). It is approximately 275 m long and 10 m wide, with steep sloped banks. The pond has previously been described as shallow and marshy, with limited open water and levels that drop by late spring (Ecus Ltd, 2011). The pond was dry at the time of survey in November 2015, with a relatively dry earth substrate, implying it had been dry for some time. There is a shallow step in the northern half of the pond bed, along the majority of the shore length, with predominantly terrestrial vegetation, comprising willow (*Salix* sp.) and hawthorn (*Crataegus monogyna*) indicating that this is not frequently inundated for long periods.
- 3.1.2 The in-situ water chemistry results from the survey visit on 4th April 2016 are presented in Table 1 below. The water level was more than 0.5 m deep in the centre of the pond. The water was moderately turbid, with a Secchi depth of 0.2 m, and circum-neutral with a low conductivity.

Table 1. In-situ water quality measurements (4th April 2016).

Water parameter	Result
pH	7.15
Conductivity ($\mu\text{S cm}^{-1}$)	137
Total dissolved solids (ppm)	95
Salinity (PSU)	0.09
Temperature ($^{\circ}\text{C}$)	9.78
Dissolved oxygen (%)	23
Dissolved oxygen (ppm)	1.88
Turbidity (m)	0.2

- 3.1.3 The southern bank of the pond is tree lined, shading the pond bed. The adjacent land is arable farmland. The northern bank is more open, with occasional trees, thick bramble (*Rubus fruticosus* agg.) scrub and stinging nettles (*Urtica dioica*). The pond is fenced along the northern bank, limiting any grazing.
- 3.1.4 The willow and hawthorn growing within the pond boundary, cast dense shade, resulting in a frequently bare substrate covered by leaf litter. The complete aquatic vegetation list is presented in Table 2. There was no submerged or floating leaved aquatic vegetation recorded within the pond at the time of survey due to the absence of permanent open water.

3.2 Aquatic Plant Assemblage

- 3.2.1 The predominant vegetation community within the inundated area of the pond was dominated by bulrush (*Typha latifolia*) with occasional water mint (*Mentha aquatica*) and great yellow-cress (*Rorippa amphibia*) and rare occurrences of soft rush (*Juncus effusus*), common club-rush (*Schoenoplectus lacustris*), water-plantain (*Alisma plantago-aquatica*) and hemlock water-dropwort (*Oenanthe crocata*).
- 3.2.2 To the eastern end of the pond, there was a smaller more open rush and

bulrush dominated community accompanied by lower growing emergent vegetation, including water forget-me-not (*Myosotis scorpioides*), water mint and great yellow-cress.

- 3.2.3 *Myosotis scorpioides* provides egg laying material for great crested newts. Large homogenous patches were present at the most easterly and most westerly ends of the ponds, however, individual plants were also scattered throughout the pond. There was evidence of great crested newt breeding observed during the site visit on 4th April 2016.

Table 2. Emergent and marginal species recorded at the pond at Tilts, Ea Beck.

Species	Common name	DAFOR
<i>Agrostis stolonifera</i>	Creeping bent	O
<i>Alisma plantago-aquatica</i>	Water-plantain	R
<i>Carex</i> sp. (no fruiting heads)	Sedge	R
<i>Crataegus monogyna</i>	Hawthorn	F
<i>Juncus effusus</i>	Soft rush	R
<i>Juncus inflexus</i>	Hard rush	R
<i>Mentha aquatica</i>	Water mint	O
<i>Myosotis scorpioides</i>	Water forget-me-not	LF
<i>Oenanthe crocata</i>	Hemlock water-dropwort	R
<i>Phalaris arundinacea</i>	Reed canary-grass	R
<i>Pyrus</i> sp.	Pear tree	R
<i>Riccia</i> cf. <i>fluitans</i>	Floating crystalwort (liverwort)	R
<i>Rorippa amphibia</i>	Giant yellow-cress	O
<i>Rubus fruticosus</i> agg.	Bramble	F
<i>Rumex</i> sp.	Dock	R
<i>Salix</i> sp.	Willow	F
<i>Schoenoplectus lacustris</i>	Common club-rush	R
<i>Scrophularia nodosa</i>	Figwort	R
<i>Typha latifolia</i>	Bulrush	LA
<i>Urtica dioica</i>	Stinging nettle	F

3.3 Macroinvertebrate Community

- 3.3.1 The macroinvertebrate community recorded was typical of a seasonally dry pond; there were a small number of species, which are predominantly widespread and common or with records locally that can either tolerate water level fluctuations or have recolonised from the nearby Ea Beck (Table 3).
- 3.3.2 The cased caddisfly *Grammotaulius nigropunctatus* is often recorded amongst emergent vegetation in ponds or ditches (Wallace et al., 2003) and the caseless caddisfly *Cyrnus trimaculatus* is widespread in ponds (Edington and Hildrew, 1995). The beetle species *Hydroporus palustris* is associated with almost any vegetated still or slow-moving water, particularly amongst plant debris in shaded habitats (Foster and Friday, 2011).

Table 3. Macroinvertebrate community (Spring 2016) at Tilts, Ea Beck.

Taxa	Family/Order	Genus	Common Name	Abundance
Trichoptera (Caddisflies)				
	Limnephilidae		Cased caddisfly	20
		<i>Grammotaulius nigropunctatus</i>	Cased caddisfly	1
	Polycentropodidae		Caseless caddisfly	4
		<i>Cyrnus trimaculatus</i>	Caseless caddisfly	12
Diptera (True Flies)				
	Chironomidae		Non-biting midge	17
	Culicidae	<i>Aedes gp.</i>	Mosquito	1
		<i>Culisella</i>	Mosquito	51
	Limoniidae	<i>Helius sp.</i>	Limoniid Crane Flies	2
	Tabanidae		Horsefly	1
Insects (Water Beetles)				
	Dytiscidae		Diving beetle (larvae)	15
		<i>Hydroporus</i>	Diving beetle	6
		<i>Hydroporus palustris</i>	Diving beetle	1
		<i>Suphrodytes sp.</i>	Diving beetle	16
	Haliplidae	<i>Halipus sp.</i>	Crawling water beetle	2
	Helophoridae	<i>Helophorus brevipalpis</i>	Water scavenger beetle	1
	Hydrophilidae	<i>Anacaena globulus</i>	Water scavenger beetle	2
		<i>Berosus luridus</i>	Water scavenger beetle	3
	Scirtidae		Marsh beetles	4
Arachnids				
	Hydracarina		Water mite	5
Crustaceans				
	Asellidae	<i>Asellus aquaticus</i>	Water hoglouse	30
	Daphnidae	<i>Daphnia sp.</i>	Water flea	105
	Copepoda		Copepod	7
	Ostracoda		Seed Shrimp	2
Molluscs (Snails)				
	Lymnaeidae	<i>Lymnaea palustris</i>	Marsh snail	17
		<i>Lymnaea peregra</i>	Wandering pond snail	8
	Sphaeriidae		Mussel	4
Tricladida (Flatworms)				
	Dugesidae	<i>Dugesia sp.</i>	Flatworm	4
Oligochaeta (Worms)				
	Oligochaeta		Aquatic worm	40

4. Discussion: Enhancement Options

- 4.1.1 The pond has potential to be a good breeding habitat for great crested newts, particularly due to existing abundant water forget-me-not which provides opportunities for egg laying. The tendency for periodic drying out reduces the viability of fish populations and associated predation pressure and can be a positive factor in maintaining the suitability of GCN breeding pond. However, if drying becomes too frequent, or pond permanence too limited, this can significantly reduce the suitability of a breeding pond and may result in unsuccessful breeding.
- 4.1.2 The pond should be periodically maintained to ensure it remains in optimal condition for great crested newts. Enhancements should include tree and scrub management to reduce shading. This will encourage a greater diversity of marginal ground flora and greater aquatic macrophyte / plant growth. Removal of trees from within the pond boundary will contribute to improved pond permanence later into the summer, due to reduced water uptake through the roots. Arisings from the tree management works should be used to create refugia and habitat piles, as appropriate, to further improve the habitat for sheltering or over-wintering great crested newts and provide dead wood habitat for terrestrial invertebrates. Spot dredging could be considered to improve pond permanence and provide greater variation in pond topography

4.2 Enhancement Options

Tree maintenance and scrub thinning

- 4.2.1 Some shade is beneficial to the pond, moderating water temperature, while the cover provided by trees and scrub provides refugia habitat. However, the growth of willow and hawthorn within the pond boundary will contribute towards the accelerated drying of the pond in spring and provides dense shade restricting plant growth. In addition, the woody material and leaf litter will increase the rate of pond siltation.
- 4.2.2 It is recommended that tree management is undertaken to remove a portion of the willow trees and scrub (hawthorn and bramble) from the middle of reaches of the pond. In addition, approximately a 20% length of embankment around the southern margin of the pond should be subject to tree thinning and crown lifting. This will minimise shading and leaf fall, opening pockets to encourage greater macrophyte growth. The scrub and understory vegetation should be cleared in patches as appropriate.
- 4.2.3 Any tree management works should be undertaken between **1st November and 31st January** to minimise impacts on the great crested newt population and nesting birds. **No root or stump removal works are to be undertaken.**
- 4.2.4 Woody material, twigs and leaves should be raked from the pond in the cleared areas to reduce nutrient levels in pond, avoid deoxygenation of the water and provide clear areas for macrophyte re-growth. This work should be undertaken over the winter months.

Refugia

- 4.2.5 Any arisings from the tree maintenance works should be stacked into loose

habitat/log piles, where appropriate, avoiding features offering existing potential hibernacula. The brushing should be chipped and the chippings used to create habitat piles away from pond edges and as a covering for log piles.

Aquatic plant management

- 4.2.6 The emergent and marginal vegetation should be managed within ponds as required. It is recommended that emergent vegetation is managed to reduce its dominance, promoting colonisation by marginal vegetation which will provide egg laying material for GCN. Clearance should be undertaken on a rotational basis, with a maximum of 30% cleared in any one year. Clearance works should be undertaken between **1st November and 31st January** to avoid the main great crested newt breeding season. Any emergent vegetation removed should be placed a short distance from the pond and allowed to compost, providing potential egg laying sites for grass snake which are known to be present within the local area.
- 4.2.7 If mechanical removal is not possible, late autumn herbicide treatment should be considered to reduce the dominance of emergent vegetation.

Spot Dredging

- 4.2.8 The pond is very shallow and water levels were recorded as being very low in early summer 2011 (Ecus Ltd, pers. comm.), posing a risk to juvenile newts. Deeper pockets within the pond have been made in a comparable adjacent pond at (SE 57699 09044) to improve the quality for breeding and increase the water permanence within the pond. This will avoid drying before larvae have metamorphosed. Deepening pockets, to at least 1 m depth (Langton et al., 2001) within this pond will enhance the habitat, securing its long term future as a breeding pond. It is recommended that deepening works are carried out between **1st November and 31st January**, when great crested newts are unlikely to be in the ponds and mechanical removal of emergent vegetation could also be undertaken at this time.
- 4.2.9 Silt arisings from dredging / deepening works should not be deposited on areas used by great crested newts and suitable areas for disposal should be identified by an ecologist. Dredging works should be undertaken in accordance with best practice and under the relevant consent.
- 4.2.10 There are likely to be practical constraints to accessing sections of the pond with machinery due to the steep bank slopes. To minimise disturbance, a single access track should be used.

4.3 Licensing

- 4.3.1 In cases of standard pond management, a licence from Natural England would not be necessary if work is planned to minimise the risk of deliberate killing, injuring or disturbing newts (Natural England, 2014). Work should be carried out in late autumn through to winter, typically early November to late January, when great crested newts are least likely to be present in the pond. It is recommended that the works are clearly outlined within a 5 year management plan to define specific management prescriptions and provide a management schedule. Large machinery has potential to damage habitat and hibernacula, therefore, avoid areas with existing log piles and chippings.

- 4.3.2 If works are not covered by a licence works must cease immediately if great crested newts are found in the pond before or after the commencement of operations.

4.4 Biosecurity

- 4.4.1 The highly invasive, non-native species New Zealand pygmyweed (*Crassula helmsii*) is known to be present in ponds within the vicinity, although it was not recorded within the pond during the survey visit.
- 4.4.2 As a precaution and in accordance with good practice any contractors must take measures to ensure they do not introduce invasive species to the site, or cause the spread of invasive species within the site. Contaminated PPE or equipment should be thoroughly checked and cleaned prior to removal from the site. Recommended procedure: Check clean dry
- 4.4.3 Contractors should arrive on site with clean clothes and footwear, ensuring no pathogens, plants or animal fragments are present. All equipment and footwear must have been cleaned in line with the Check Clean Dry protocol (outlined below) and footwear disinfected. If contractors are moving between areas of the site, equipment and footwear should be checked and cleaned prior to moving between locations.
- 4.4.4 The check clean dry procedure will be implemented to ensure that any potentially invasive species or pathogens are not transferred elsewhere.
- Check: Equipment and clothing will be inspected for plant fragments and animals, particularly in areas that are damp or hard to check.
 - Clean: All equipment, footwear and clothing will be thoroughly cleaned . Surveyors will use the brush provided in the biosecurity kit to assist this. Equipment and footwear will be sprayed with the disinfectant Virkon S. Washing will be undertaken at a dedicated location within or immediately adjacent to an existing infestation area, with any arisings left in situ.
 - Dry: Equipment, footwear and clothing will be dried - some species can survive for days/weeks in moist conditions.

5. References

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Appendix 1: Figures

Appendix 2: Photographs



Plate 1: Water forget-me-not in shaded west end of the pond.



Plate 2: Bulrush dominated vegetation.



Plate 3: Bulrush dominated vegetation.



Plate 4: Shaded section within the Bulrush community with bramble covered margin



Plate 5: Bulrush dominated vegetation.



Plate 6: Shaded section within the rush community.



Plate 7: Rush community with lower growing emergent plants.



Plate 8: Terrestrial community within the pond boundary on higher ground.



Plate 9: Water forget-me-not at east end.



Plate 10: View of pond from track.



Plate 11: View of pond in Spring 2016 from Plate 5 location.



Plate 12: Spring 2016 (east end) from Plate 8.



Key

- Pond boundary
- - - Inundated area
- Key areas of scrub and willow growth
- Higher ledge, colonised by willow and hawthorn scrub.
- Photo numbers

- 1:** Shaded by willow and hawthorn, with water forget-me-not in the unshaded areas.
- 2-5:** Reedmace dominated section in the unshaded areas, willow and hawthorn occasionally growing within the inundated area.
- 6:** Hawthorn and willow block within pond.
- 7:** Rush dominated with lower growing emergent vegetation.
- 8:** Higher level with terrestrial vegetation communities.
- 9:** Water forget-me-not patch.

Danvm Drainage Commissioners
Ea Beck, Tilts, Pond Enhancement

Figure 1
Pond Location

Brook Holt 3 Blackburn Road Sheffield S61 2DW
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Sources: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, IGF, swisstopo, and the GIS User Community



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