



**Goole & Airmyn**

Internal Drainage Board

**The Courtyard  
Goole  
DN14 6AE**

**Meeting *Papers***

*Tuesday, 13 November 2018  
5:00pm*



**Shire**

Group of IDBs

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## Meeting Papers

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## Purpose

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# 1. Governance

**Recommendation:**

- Note the information contained in this report
- Approve Minute of Meeting (Item 1.3)

## 1.1 Apologies for Absence

## 1.2 Declaration of Interest

## 1.3 Minutes of the Meeting held 23 May 2018

Member	11.2.16	24.3.16	23.6.16	1.09.16	1.11.16	8.02.17	16.6.17	14.11.17	31.01.18	23.5.18
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	x	✓	✓	✓	✓
Mr John Richard Fawbert	✓	✓	A	A	✓	x	-	✓	A	✓
Mr G W Martinson	✓	-	-	-	-	-	-	-	-	-
5 vacancies										
<b>East Riding of Yorkshire</b>										
Mrs Rita Brough	✓	✓	✓	✓	✓	x	✓	✓	✓	✓
Cllr Malcolm Boatman	✓	✓	✓	✓	✓	x	A	✓	✓	✓
Cllr Keith Moore (V Chair)	✓	✓	✓	✓	✓	A	✓	✓	✓	A
Cllr Brent Huntington	A	A	✓	✓	✓	x	✓	✓	✓	✓
Cllr Josie Head	A	✓	✓	✓	✓	x	A	-	A	✓
4 vacancies										

**In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Officer:**

Ian Benn (Clerk)	CI.
Mark Joynes (Finance Officer)	FO
Roger Smith (Engineer)	Eng.
Alison Briggs (Environment & Administration)	EO

### GOVERNANCE.

**2018.29** Apologies for absence – Members noted nominee M. Head had resigned from the Board. KM apologies. Regarding Member GM, noted Board could not request a resignation but only remind what Land Drainage Act said.

**2018.30** Declaration of Interest - none

**2018.31** Minutes of Meeting 31 January 2018 – **BH proposed a true copy for signature by Chairman, RB seconded, all in agreement**

**2018.32** Matters arising not discussed elsewhere on Agenda – none

**2018.33** Complaints - none

2018.34 KPI – Members noted

#### CLERKS REPORT

2018.35 GDPR Policy – Noted ADA had not produced anything to better inform IDBs. Management had produced policy on behalf of Board, Chairman had approved cost. **RF proposed, MB seconded all in agreement.** BH requested ADA subscription be Agenda item for November meeting

2018.36 ADA IDB Policy Statement Flood Risk - Members considered document inappropriate, not a Policy Statement which should consist 1 sheet of A4. Members will review existing policy and update to cover appropriate legislative changes.

2018.37 Humber FRMS Comprehensive Review – 12 options reduced to 4 which will now go forward in review.

#### FINANCIAL REPORT

2018.38 Rating Report – Balance £3.79 remains outstanding. 50% of levy collected and 80% of agricultural rates collected for 2018/19

2018.39 List of Payments - Members considered List of all Payments noting total of £40,546.82 of which £1222.32 had been sanctioned by Clerk only. Other payments had been issued direct from bank account totalling £4,549.50. Members queried reason for PWLB loan, term of loan, date taken out. Responses given. Electricity costs associated with Potter Grange queried. Noted stations on electricity Smart Meters. **Members approved list of cheques approved, proposed RB, seconded JH, all in agreement.**

2018.40 Audit - Internal Audit – Emailed to members 22<sup>nd</sup> May. Members noted risks are associated with imbalance of representation affecting decision making process and level of reserves.

2018.41 Audit – Annual Return Section 1 – Annual Governance Statement – Members reviewed the governance Statement Section 1. **Proposed approved for signature by Chair and Clerk by RB, seconded by JH, all in agreement**

2018.42 Accounts for y/e 31 March 2018 – surplus of £103,000, budgeted for £62,000. Pump stations and administration were less than budgeted and increases in EA precept budgeted for had not occurred. Members requested FO checked on income security regarding run on banks and whether income was better placed across several banks.

**ACTION** – FO to report back at next meeting on security of Board monies. **JH proposed accounts be approved, BH seconded, all in agreement.**

2018.43 Expenditure budget comparison – noted

2018.44 Annual Return Section 2 Financial Statements – Members reviewed Section 2 of the Annual Return. **JH proposed approved, seconded RF, all in agreement**

2018.45 5-year budget estimate – noted.

#### ENGINEER'S REPORT

2018.46 Engineer advised his report was for information only with some updates.

Asset Management – Hydraulic modelling – Discussed appropriate asset management at last meeting and feasibility of hydraulic model of Board's catchment. Discussing funding with EA, RFCC Local Levy may be in region of 60% of cost. Funding will consider Board application for detailed asset inspection, refurbishments planned for in 10 years time, design life will be for 25 years and important to understand state of asset prior to implementing an otherwise programmed planned refurbishment. Extensive discussion regarding benefits of model, noting number of properties protected from surfaced water flooding by Board. **BH Proposed Engineer should move forward with Hydraulic Model. Costs associated with specification £500, costs associated with GiA application at hourly rate circa £400, RB seconded, all in agreement**

2018.47 Pumping Stations – information noted

**2018.48** Planning - noted

**2018.49** Section 23, Land Drainage Act 1991 breach – supporting documents have now been received

#### **ENVIRONMENTAL REPORT**

**2018.50** BAP 2015-2020 – Friends of Oakhill – information noted. BH advised FOO extremely pleased of support received from Board and attendance/presentation by FO at AGM

**2018.51** BAP Actions 2015-2020 - noted

**2018.52** Policy – Advised required in association with new IDB1. Prepared by Management at no cost to Board. **BH proposed adopted, JH seconded, all in agreement**

#### **Health & Safety Report**

**2018.53** Members noted Report for information only. Issued Contractors, Danvm MEICA new lone worker devices for protection.

#### **Representation**

**2018.54** Members noted the fora at which the Board had been represented, noted forthcoming attendance at ERYC overview and scrutiny sub-committee in June.

#### **Date of Next Meeting**

**2018.55** 13 November 2018 commencing 17.00 at The Courtyard, Goole, DN14 6AE. BH tentatively gave apologies. Meeting closed 19:00

## **1.4 Matters arising not discussed elsewhere on Agenda**

## **1.5 FOI/Complaints**

None received.



## 1.6 Board Key Performance Indicators

The table presents a reasonable assessment of Board status.

Goole & Airmyn IDB Key Performance Indicators		Inadequate	Work to be done	Adquate	Good	Very good
Management of the Board	Compliance with internal audit requirements					
	Governance					
	Health & safety					
	Partnership working					
	OVERALL					
Reduction of water logging and flood risk to assets	Asset management					
	Flood Risk management					
	Flooding - learning					
	OVERALL					
Environment	Biodiversity Action Plan					
	Partnership working					
	OVERALL					
Financial	Financial statements					
	Drainage rate collection					
	OVERALL					

## 2. Clerks Report

**Recommendation:**

- Note information contained in the report
- To adopt Flood risk & WLM Policy (Item 2.2.1)

### 2.1 Legislation

#### 2.1.1 GDPR

Management produced a consent form where Members agree for the Board to share postal address with ADA. Information has been issued to ADA however it has not yet signed the Board's Data Sharing Agreement and ADA is now requesting IDBs issuing its consenting form direct to Members for signature and return. These will be emailed to Members.

### 2.2 Policy

#### 2.2.1 Flood Risk and Water Level Management Policy

Draft Policy available at Appendix A.

### 2.3 ERYC Overview & Scrutiny Sub-Committee

Attendance at request of ERYC on 6 June 2018. Administrator gave a presentation to Councillors and Officers on:

- Annual Returns and Annual Report
- Expenditure and Special Levy
- Governance, Membership and Vacancy levels
- Future plans
- Actions taken in response to IDB review panel recommendations issued September 2017

### 2.4 Humber Flood Risk Management

The Environment Agency Presentation delivered to the Elected Members Forum is available on the Shire Group website. The forum resolved that consultation with IDBs and Land Owners was fundamental to the success of the strategy moving forward.

Presentation is available at: <https://www.shiregroup-idbs.gov.uk/news/>

### 2.5 Association of Drainage Authorities

#### 2.5.1 ADA Northern AGM

Meeting held on 8<sup>th</sup> June 2018 at Castle Cave Hotel, South Cave. Subscriptions to ADA Northern remain at £150 per Board. New ADA Northern Chairman is Ian Thornton (Clerk Swale & Ure WMB), Nigel Everard (Clerk Selby Area IDB) remains Treasurer and Eddy Allen (Engineer Ouse & Humber IDB) Secretary. Attendees agreed ADA Northern President to remain Andrew Percy MP with David Davis MP as Vice-President.

Members attended a tour to the Foss Barrier courtesy of the Environment Agency followed by lunch at the Hotel.



### **2.5.2 Subscriptions for 2019**

Current subscription £1743.60 p/a, possibility of small increase yet to be formally advised. Member discussion required.

ADA Northern Branch £150 contribution is made annually toward Great Yorkshire Show and Driffeld Shows.

### 3. Financial Report

**Recommendations:**

- To note the information contained in this report
- To approve the schedules of payments

#### 3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 25<sup>th</sup> October 2018:

	£	£
Balance Brought forward at 1 April 2018		3.79
<b>2018/2019 Drainage Rates and Special Levies</b>		
Drainage Rates – District 1	196.19	
Drainage Rates – District 2	5,295.86	5,492.05
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
<b>Total Drainage Rates Due</b>		<b><u>258,579.84</u></b>
<b>Less Paid: -</b>		
Drainage Rates – District 1	196.19	
Drainage Rates – District 2	5,292.14	5,488.33
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
<b>Total Drainage Rates Paid</b>		<b><u>258,572.33</u></b>
<b>Balance Outstanding as at 25 October 2018</b>		<b><u>7.51</u></b>

## 3.2 List of Payments

### 3.2.1 List of Cheques

DATE		CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE	
2018						£	
May	22nd	104522	5	ADA Northern	Conference Fees	80.00	*
	23rd	104523		JBA Consulting	Fee Accounts: -		
			2		BAP Implementation - April 2018	1,013.52	
			3		Management Fees - April 2018	4,440.00	
		104524	4	Sweeting Brothers Ltd	Potter Grange PS - Fencing Repairs	1,070.40	
	25th	104525	-	Goole Fields DDB	Rates	3,007.32	
Jun	13th	104526	9	Brodericks GBC	Internal Audit Fee 2017/18	1,314.00	*
		104527	15,17	Danvm Drainage Commissioners	Workforce Costs - April & May 2018	815.75	*
		104528	105-6,12	O2	Mobile Telephone	24.10	*
		104529	10	The Courtyard	Meeting Expenses	71.00	*
		104530	16	Towergate Insurance	Insurance	74.10	*
	29th	104531	11	JBA Consulting	Management Fees - May 2018	4,976.64	
		104532	18	Towergate Insurance	Insurances	6,766.24	
Aug	9th	104533	24	Danvm Drainage Commissioners	Workforce Costs - June 2018	341.93	*
		104534	26	Humber Nature Partnership	Membership Fees	123.60	*
	16th	104535	19	Environment Agency	Flood Defence Levy	34,430.00	
		104536		JBA Consulting	Fee Accounts: -		
			25		Management Services - Jun 2018	4,280.46	
			27		Management Services - July 2018	3,356.64	
Sep	13th	104537	31-2	Danvm Drainage Commissioners	Workforce Costs - July 2018	1,067.96	
		104538		JBA Consulting	Fee Accounts: -		
			28		BAP Implementation - July 2018	213.54	
			37		Management Fees - August 2018	3,356.64	
		104539	33,35	Oriel Systems Ltd	Annual Maintenance Contract, etc.	4,306.09	
Oct	9th	104540	41	ADA Northern	Contributions	150.00	*
		104541	39	PKF Littlejohn LLP	External Audit Fee 2017/18	720.00	*
				<b>Total Amount of all Cheques</b>		<b>75,999.93</b>	
				<b>*Total Amount of Cheques sent out signed by the Clerk's</b>		<b>3,714.48</b>	

### 3.2.2 Other Payments

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
<b>2018</b>					£	
May	14th	8	Vodafone	Telemetry Lines	37.50	*
	19th	-	HSBC	Bank Fees	12.50	*
	21st	14	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	393.38	*
				Membership Fees	-2.02	*
Jun	13th	13	Vodafone	Telemetry Lines	37.50	*
	18th	-	HSBC	Bank Fees	12.20	*
	20th	21	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	360.66	*
				Supply to Hook Clough PS	1,894.19	*
				Supply to Downes Ground PS	3,170.32	*
				Supply to Southfield Lane PS	191.52	*
				Supply to Potter Grange PS	476.58	*
Jul	13th	20	Vodafone	Telemetry Lines	37.50	*
	19th	-	HSBC	Bank Fees	14.50	*
	20th	23	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	222.02	*
Aug	13th	29	Vodafone	Telemetry Lines	37.50	*
	17th	22	Information Commissioner	Data Protection Registration	35.00	*
	18th	-	HSBC	Bank Fees	7.90	*
	20th	38	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	155.40	*
				Membership Fees	113.00	*
Sep	12th	30	Vodafone	Telemetry Lines	37.50	*
	18th	-	HSBC	Bank Fees	9.70	*
	20th	36	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	156.46	*
				Supply to Hook Clough PS	542.40	*
				Supply to Downes Ground PS	724.16	*
				Supply to Southfield Lane PS	202.76	*
				Supply to Potter Grange PS	162.67	*
Oct	3rd	34	Public Works Loan Board	Loan Repayment	3,687.02	*
	12th	40	Vodafone	Telemetry Lines	37.50	*
	19th	-	HSBC	Bank Fees	9.50	*
	22nd	44	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	147.89	*
				Screwfix - Trailer Locks	36.06	*
<b>Total Amount of all Payments</b>					<b>12,960.77</b>	

### 3.3 Audit

#### 3.3.1 Internal Audit

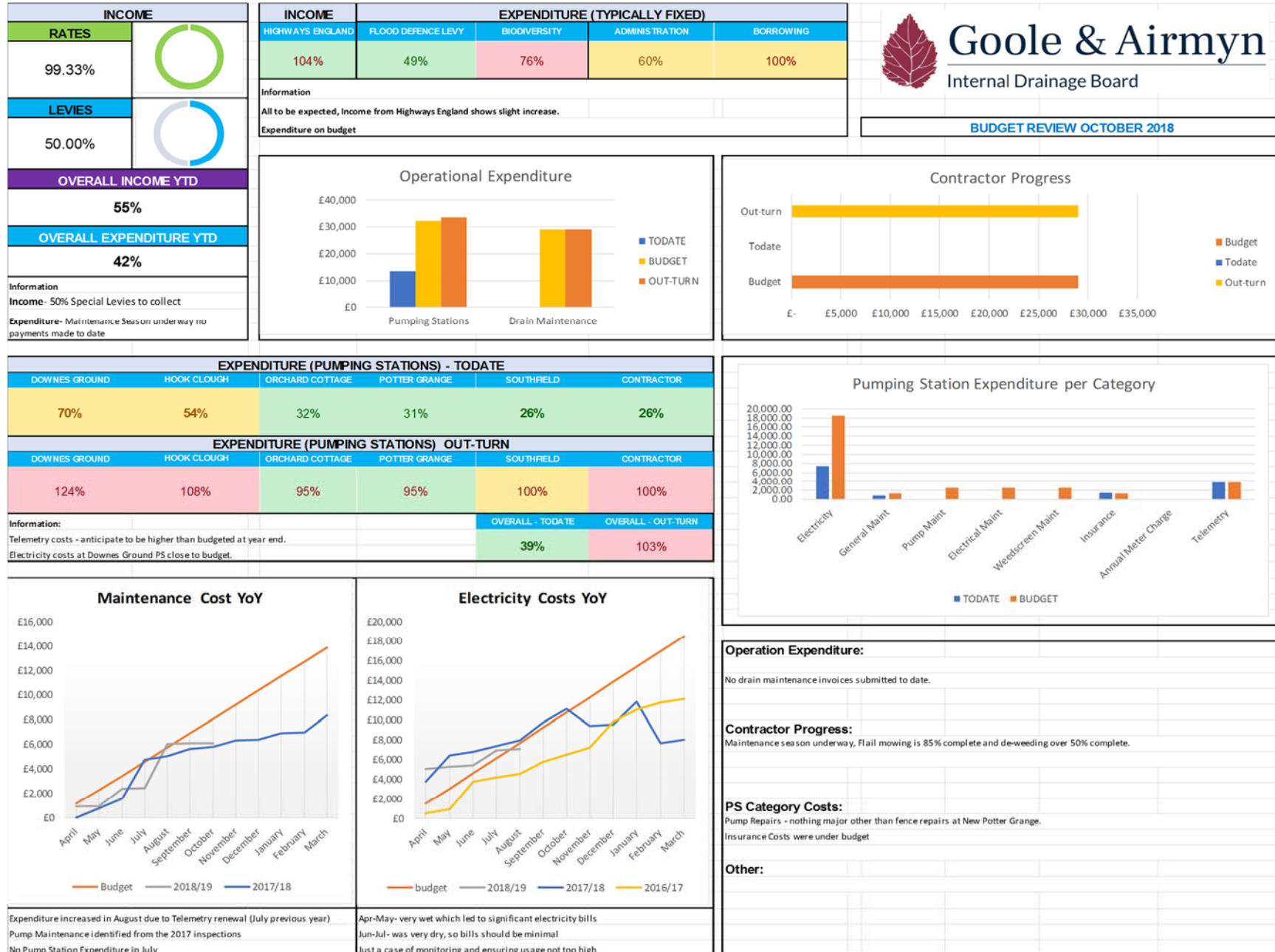
The meeting of the Internal Audit Review Panel will take place at 10:00am on Monday, 26th November 2018. The venue will be the offices of JBA Consulting in Doncaster.

#### 3.3.2 External Audit

The audit of the Board's accounts for the year ended 31 March 2018 is complete, with no issues raised. The completed Annual Governance & Accountability Return (AGAR), including the external auditor comments, can be viewed at:

<https://www.shiregroup-idbs.gov.uk/idbs/goole-airmyn/financial/financial-documents/annual-return/>

### 3.4 Budget Comparison for the Ending 31 March 2019





### 3.5 Five Year Budget Estimate

The five-year budget estimate is shown below.

Goole & Airmyn IDB			1	2	3	4	5
Revenue Account	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	App Budget	Estimated Out-turn					
	£	£	£	£	£	£	£
<b>Income</b>							
Drainage Rates	5,492	5,492	5,492	5,492	5,492	5,492	5,492
Special Levies	253,084	253,084	253,084	253,084	253,084	253,084	253,084
Highways England Contribution	20,000	20,761	20,000	20,000	20,000	20,000	20,000
Bank Interest, consents etc	75	20	50	50	50	50	50
<b>Total Income</b>	<b>278,651</b>	<b>279,357</b>	<b>278,626</b>	<b>278,626</b>	<b>278,626</b>	<b>278,626</b>	<b>278,626</b>
<b>Expenditure</b>							
Flood Defence Levy	70,926	68,860	70,926	73,054	75,245	77,503	79,828
New and Improvement Works	15,000	15,000	-	-	-	-	-
Drain Maintenance	29,500	29,500	30,500	31,415	32,357	33,328	34,328
Other Expenditure	3,000	3,000	3,000	3,090	3,183	3,278	3,377
Pumping Stations	39,850	41,073	40,800	42,024	43,285	44,583	45,921
Administration	51,858	51,162	51,873	53,429	55,032	56,683	58,384
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374
<b>Total Expenditure</b>	<b>217,508</b>	<b>215,969</b>	<b>204,473</b>	<b>210,386</b>	<b>216,476</b>	<b>222,749</b>	<b>229,210</b>
Surplus/(Deficit)	61,143	63,388	74,153	68,240	62,150	55,877	49,416
Balance Brought Forward	115,710	140,248	153,636	177,789	196,029	208,179	224,056
Transfer to Capital Reserve Acc	50,000	50,000	50,000	50,000	50,000	40,000	40,000
<b>Balance Carried Forward</b>	<b>126,853</b>	<b>153,636</b>	<b>177,789</b>	<b>196,029</b>	<b>208,179</b>	<b>224,056</b>	<b>233,472</b>
<b>Penny Rate in £</b>	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p
<b>Penny Rate £52,771</b>	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p
<b>Commuted Sum Balance</b>	193,057	190,139	190,139	190,139	190,139	190,139	190,139
<b>Capital Reserve Account</b>	49,132	56,632	64,132	114,132	164,132	159,132	199,132
% of Expenditure	58.32%	71.14%	86.95%	93.18%	96.17%	100.59%	101.86%

	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Capital Reserve Account	App budget	Estimated Out-turn					
	£		£	£	£	£	£
<b>Income</b>							
FGIA Grant			30,000			30,000	
<b>Total Income</b>	-	-	<b>30,000</b>	-	-	<b>30,000</b>	-
<b>Expenditure</b>							
Catchment Modelling			65,000				
Pumping Station Asset inspection	7,500	-			-	75,000	
<b>Total Expenditure</b>	<b>7,500</b>	-	<b>65,000</b>	-	-	<b>75,000</b>	-
Surplus/(Deficit)	(7,500)	-	(35,000)	-	-	(45,000)	-
Balance Brought Forward	6,632	6,632	49,132	64,132	114,132	164,132	159,132
Transfer from Revenue	50,000	50,000	50,000	50,000	50,000	40,000	40,000
<b>Balance Carried Forward</b>	<b>49,132</b>	<b>56,632</b>	<b>64,132</b>	<b>114,132</b>	<b>164,132</b>	<b>159,132</b>	<b>199,132</b>

### 3.6 Banking Arrangements

At the May 2018 meeting, members requested an update on the Board's banking arrangements, particularly in regard the security of their funds. The balance on some of the accounts has been transferred to the main HSBC current account. A summary of the balances at 30-Oct-2018 is set out below:

<b>Account Description</b>	<b>Balance at 30-Oct-2018 £</b>
HSBC Current Account	402,807.44
Barclays Current Account (dormant)	1,540.57
HSBC 7 Days Saving Account	0.00
HSBC Saving Account	0.00
Barclays Business Saver	101,714.66
<b>TOTAL</b>	<b>506,062.67</b>

The Board are invited to consider their position in this regard.

## 4. Engineer's Report

### Recommendations:

- Note the information contained in this report

### 4.1 Asset Management

#### 4.1.1 Demaining and Asset Transfer

The Boards attention is drawn to the current consultation in the Black Sluice Catchment.

The briefing note gives an update on the outcome of work to transfer Black Sluice Pumping Station to Black Sluice IDB. It also provides an update on the wider catchment, and continued partnership working to manage flood risk in the South Forty Foot area. (See the Shiregroup website for more detail)

The consultation highlights the direction of travel the Environment Agency are taking with regards to assets and low consequence systems that are perceived to offer no flood risk management benefit.

(review of Shiregroup Demain and Asset Transfer and potential PSCA opportunities flow chart for guidance)

#### 4.1.2 Pumping Stations

##### Hydraulic Modelling:

Board Officers have been in communication with EA concerning partnership funding associated with the above. It is likely the EA will contribute financially towards the scheme, with a proposed commencement beginning April 2019.

##### Southfield Lane Pumping Station:

Npower, the current electricity provider, is due to exchange the meter at site in the near future.

##### Mobile Pumping Plant:

Following recommendation from the board's insurance provider, reducing theft measures will be implemented to the trailer unit.

#### 4.1.3 Telemetry

Board officers have experienced several issues related to the telemetry provided by Oriel Systems Ltd. This is currently being rectified.

### 4.2 Maintenance

#### 4.2.1 Pump station MEICA Support

The services of Danvm DC continue to be used.

Mobile Lifting Plant (MLP) was employed to undertake the annual inspection of the weed screen cleaners and gantries at the boards pumping station sites.

#### 4.2.2 Ordinary Watercourses

Watercourse maintenance works commenced mid – August. Approximately 85% of the flailing works has been completed, while 50% of the de weeding works has been undertaken.



## **4.3 Planning, pre-application advice and consents**

### **4.3.1 Planning Applications**

The Board may only comment on surface water run-off in excess of the green field run-off rate of 1.4 litres per second per hectare, 9 in total (from 2 May 2018 to 22 October 2018).

18/02836/STPLF – Board officers expressed their concerns to ERYC on the lack of consideration to flood risk, surface water discharge, future maintenance issues associated with the proposed scheme and the existing development. Copy correspondence at Appendix B.

The application was subsequently refused and is now going to appeal

### **4.3.2 Land Drainage Act 1991 Section 23 and 66 (20<sup>th</sup> Byelaws) Consents**

There have been no consent applications received from 2 May 2018 to 22 October 2018.

### **4.3.3 LDA 1991, Section 23 breach**

Nothing to report



## 5. Environmental Report

### Recommendation:

- Note the information contained in this report

### 5.1 Legislation

#### 5.1.1 Biodiversity Action Plan 2015-2020

Biodiversity 2020	Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2018/19 Report
<b>Key sector: Water Management Outcome: 1C Habitats and Ecosystems on Land Priority Action 1.1 and 3.12</b>	<b>Standing Open Waters and Canals - formerly Drains &amp; Ditches</b>	1	Maintain and enhance the existing habitat and species diversity of watercourses within the drainage district	1.1	Ensure the appropriate management of the IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime following best practice guidelines	Plan production	ongoing through life of plan	EBP undertaken flail mowing.
				2.1	Identify and assess potential impacts of all new discharges into IDB maintained waterways	Number assessed	annually	
		2	Control of non-native invasive species along IDB waterways	2.2	Record and monitor non-native invasive plants and animals, report INNS findings to GB INNS Secretariat	length (m) of channel surveyed	annually	
		3	Maintenance of storage lagoons Capitol Park site,	3.1	Maintain half only of lagoon storage every 5 years outside breeding season for benefit of breeding reed warbler, Cetti's warbler and hunting ground Marsh Harrier and snipe. Work with Friends of Dakhill	no of species using site	annually	not required this year
<b>Key sector: water Management Outcome 3: Species Priority Action 1.3</b>	<b>Water Vole</b>	3	Maintain and enhance suitable habitat for water vole within Board maintained drains	3.1	Ensure appropriate habitat management of watercourses with known Water Vole populations.	length (m) managed/maintained	Ongoing through life of plan	Environmental Best Practice methods of maintenance
				3.2	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	Very dry year appears to have negatively impacted on good WV populations in Southfield Lane Drain. Drain slightly muddy, used by dogs which may have disturbed WV, and lack of water protection from predation.
		4	Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat.	4.1	Provide training to IDB contractors on legislation pertaining to Water Vole and their habitat.	No of employees trained	Ongoing through life of plan	advised Drainage Channel Biodiversity Manual
				4.2	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	no improvement works
		5	Monitor populations of Water Vole within the drainage district.	5.1	Submit all Water Vole records from the drainage district to local biological recording centres.	number of records submitted	annually	TownsDrainUpper-M62-A614 No evidence. A614-M62 junction with East Hook, several sightings, multitude potential burrows, Towns Drain-pump station several burrows, one latrine. Hospital Drain, Westfield Drain no evidence. 1000m Anderson Road Drain and New Potter Drain. Several burrows, no definitive evidence. Re-surveyed October, no evidence found, concerns over predation during very dry year. Received anecdotal reports of WV in New Potter Drain and Anderson Road Drain within vicinity of FOO site
				5.2	Undertake monitoring of key Water Vole colonies.	Length (m) surveyed	annually	see above



<b>Key sector: Water Management Outcome 3: Species Priority Action 1.3</b>	<b>Barn Owl</b>	6	Enhance Barn Owl numbers within the drainage district	6.1	Erect a Barn Owl boxes on IDB pumping stations adjacent river Aire	Number of boxes erected	at end of plan	
		7	Monitor Barn owl numbers within the drainage district	7.1	Submit all barn Owl records from the drainage district to local ecological centres.	No of records submitted	at end of plan	
				7.2	Monitor the use of Barn owl boxes once erected	No of monitoring visits	at end of plan	
<b>Key Sector: Water Management, Outcome 3: Species and Priority Action 1.3</b>	<b>Grass snake</b>	17	Introduction of compost heaps at several station sites	17.1	Using piles of vegetation taken from the watercourse and left to dry. Compost heaps will be exposed to direct sunlight and left undisturbed from June-September.	Number of surveys undertaken	Annually	most station sites have a small compost heap to one side of compound left undisturbed all year
				17.2	Where possible the heaps will remain over winter as hibernacula	Number of	Annually	
<b>Key Sector: Water Management, Outcome 3: Species and Priority Action 1.3</b>	<b>terrestrial and aquatic invertebrates</b>	18	Creation of hibernacula	18.1	Using old pallets, logs, twigs, cut reed, bricks and bark creation of a bug hotel within several suitable station sites.	Number of	Annually	
			appropriate watercourse maintenance for aquatic invertebrates	18.2	Appropriate aquatic plant diversity to retain species diversity	length of maintained watercourse to EBP	Annually	EBP advised
<b>Key Sector: Water Management, Outcome 3: Species and Priority Action</b>	<b>Dragonfly and damselfly</b>	19	habitat breeding and shelter protection	19.1	ensure appropriate drain maintenance to cut and remove only emergent growth of any invasive plants, retaining marginal, floating and submerged vegetation for dragonfly	number of species using	annually	Attendance at Humber Nature Partnership identified species located in Board maintained drains adjacent to FOO site.

## 5.2 Policy

Nothing to report

## 6. Health and Safety Report

### Recommendations:

- To note the information contained in the report

### 6.1 Contractor Management

#### 6.1.1 Accidents and Incidents

Nothing to report.

#### 6.1.2 Lone Worker Arrangements

Nothing to report.

#### 6.1.3 Inspection and Testing of Plant and Equipment

Inspection and Testing of Plant and Machinery.

Providing safe access for inspection and testing can be an issue in some areas. To ensure that weedscreen cleaners pass a LOLER<sup>1</sup> inspection requires close inspection of both the supporting elements of the structure and the trolley/grab assembly. After long discussion on the subject it was agreed the only safe way to carry out these inspections is with the aid of a cherry picker. It is difficult to quantify using any other means of access (i.e. ladders) for this work to be carried out safely and effectively.



<sup>1</sup> LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority

## 6.2 ADA Gazette

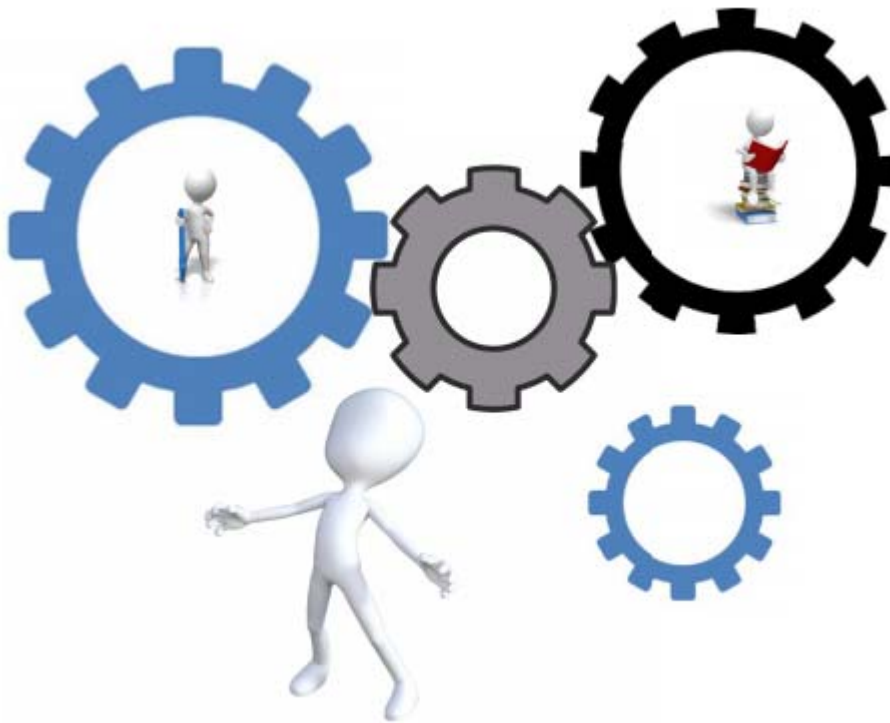
### 6.2.1 Mental Health and Wellbeing

Dealing with problems related to Mental Health and Wellbeing (MHW) in the workplace provide unique challenges for management. It is an area that requires careful attention and professional support which may initially prove costly causing some to question its value. However, in depth investigation and review at the outset will inevitably prove to be more cost effective and reduce difficulties and further problems later. Employers legal requirements in terms of their duty of care are often pigeonholed and deal with hazards that are physically tangible and more easily identifiable. Mental health still has a stigma attached which is often mis-reported in the media who either trivialise, generalise or scandalise news items linked directly to an individual or groups of people. There is also still a tendency to report the high profile or the most shocking cases. Developing an understanding of employee needs, providing health care and support when required, will help staff remain effective in the work environment. Recognising that an employee's personal circumstances can drastically affect their workplace performance, personal health, self-esteem and how they treat others is the first step toward active health care. What can an employer do to improve the health and wellbeing of their staff? Whereas there are several opportunities to improve an employee's wellbeing at work these are not always easily defined due to lack of information. In the first instance an employer could benchmark where they currently are in managing their employee wellbeing. This does not have to take the form of an intrusive interrogation of an individual's private life but to try and understand how they perceive the work environment and possibly how they manage outside of the workplace. An anonymous employee survey would be a usual starting point. However, be warned, whereas some employees will welcome this sharing of information others will be vehemently against sharing anything and may cite invasion of privacy so tread carefully!

Taking care to design questionnaires appropriately may require external assistance if it is the intention to elicit particular information in order to review or attempt to deal with specific areas of concern. Understanding an employee is not embarking on a quest to become best friends but trying to ensure that communication channels within the work place are clear, give the opportunity for consultation and highlight issues of concern promptly. Unfortunately, if this communication is delivered by untrained staff the message can be confusing, be wide of the mark and create mistrust. An employer's team leaders and managers may not recognise employee wellbeing or the correlation between personal, work life and a content workforce. Poor delivery may undermine an employer's recognition or initiatives to improve the individual's wellbeing. This is a complex area of people management especially as individuals can be incredibly diverse in views on items such as politics, religion, etc. It is therefore vital that middle management receive support and training and are able to present a neutral view on items that an employee feels strongly about. By providing basic health and welfare standards, information, instruction, training and supervision will set solid foundations to build upon. However, as the human element generally demands more input to address an individual's specific and unique needs, to be a successful employer requires proactive communication and consultation with employees (or their nominated representative(s)) on a regular basis. The management structure should seek to utilise managers that are not only trained in identifying potential issues but are then supported by suitable health and welfare professionals as and when required. For further information on up to date statistics on Health and Well-Being at Work, the Chartered Institute of Personnel and Development (CIPD) in partnership with Simplyhealth has recently published its eighteenth annual survey. The analysis is based on replies from over 1,000 organisations in the UK covering 4.6 million employees. Mental Health and Wellbeing In the Public Sector key challenges for HR were identified as;

1. Identify and tackle root causes of ill health,
2. build a more robust framework to promote good mental health,
3. strengthen the capability of line managers and
4. ensure a holist approach.<sup>1</sup>

There is also a lot of free information available on the HSE website covering Stress, Anxiety and Depression as well as several books that offer in depth views and guidance. For example; **Mental Health and Productivity in the Workplace** – ISBN 978-0-7879-6215-9 **Happiness at Work** – ISBN 978-0-470-74946-3



Ian Benn – Dip Nebosh Grad IOSH Dip H&S and Env Law MCI CQP

1 <https://www.cipd.co.uk/>

## 7. Representation

Officers represent the Board in several fora:

<b>Environmental</b>	<b>Flood Risk Management</b>	<b>Other</b>
Humber Estuary Relevant Authorities Group	Humber Flood Risk Management Steering Group	ADA Northern branch meeting
Humber Nature Forum	Comprehensive Review Humber FRMS working group	ADA T&E
		ADA P&F

## 8. Date of Next Meeting



## **9. APPENDIX A: Draft Flood Risk & WLM Policy**

### **1. Introduction**

#### **Purpose**

1.1. The Goole & Airmyn Internal Drainage Board (the Board) has produced this policy determining the Board's approach to management of water levels and flood risk within its Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a Flood Risk and Coastal Erosion Risk Management Authority (RMA) under the Flood & Water Management Act 2010.

1.2. On behalf of stakeholders, the Board chooses to manage water levels and other infrastructure within its District to mitigate risks from flooding and drought. In delivering function, the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment where possible. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body, the Board is committed to the pursuit of economy efficiency and effectiveness.

#### **Background**

1.3. The Department for Environment, Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and coastal erosion 'Risk Management Authorities' (RMA), which includes the Board.

1.4. This Policy sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the National flood and coastal erosion risk management strategy for England 2011 (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summarises what plans the Board has in place to manage water levels and mitigate flood risk, whilst protecting and enhancing the environment.

### **2. Delivering the National Strategy's policy aim and objectives**

#### **Aim**

2.1. The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public-sector organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

#### **Objectives**

2.2. The National Strategy sets out five objectives in pursuance of the overall aim as follows:

- understand the risks of flooding and coastal erosion, working together to put in place long-term sustainable plans to manage these risks and making sure that other plans take account of them;
- avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
- build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
- increase public awareness of the risk that remains and engaging with people at risk to encourage them to act to manage the risks they face and to make their property more resilient; and



- improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

2.3. The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

### **3. Flood risk and water level management in the Board's District**

3.1. The District has been determined as an area of special drainage need and to derive benefit from drainage operations. As such the District is at some risk from several types of flooding including pluvial, fluvial and ground water, but that risk is managed wherever it is practically, environmentally and financially viable.

3.2. The Board makes decisions regarding flood risk within the District considering the following:

- assets in place considering design standard and life;
- Environment Agency and Lead Local Flood Authority flood risk strategies plans and maps;
- other information such as the history of flooding and land use impacts.

3.3. The following outlines the key details of the District:

- Total area of the drainage district: 1,802 ha
- Area of agricultural land: 641 ha
- Area of other (non-agricultural) land: 1161 ha

3.4. Assets for which the Board has operational responsibility:

- Watercourses the Board chooses to maintain based on need: 24 km
- Pumping Stations: 5

### **4. Building, maintaining and improving flood and coastal erosion risk management systems**

4.1. Through the operation, maintenance and improvement of pump stations and watercourse assets within the District, the Board seeks to achieve a general balance of water level management that enables the drainage and irrigation of agricultural land, reduce the risk of flooding to developed areas, and sustain environmental features within the District.

4.2. The Board monitors and reviews the condition of assets within its District, particularly pump stations and watercourses leading to pump stations or where overtopping from which could affect people and property. A planned programme of maintenance is in place to ensure asset condition remains appropriate.

4.3. Where condition is not at the desired level, improvement works will be sought where considered by the Board to be practical and financially viable. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where possible, works will be undertaken in partnership with other Risk Management Authorities and the opportunity taken to work with natural processes.

4.4. Maintenance work for and by the Board will be carried out in accordance with environmental best practice taking regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency, and other organisations.

4.5. The Board's power to carry out water level and flood risk management works are permissive, and resources are limited. The Board's policy following any hydraulic modelling of its district, will be to designate watercourses within the District as Primary, Secondary or Tertiary and prioritize resources to the appropriate maintenance and, where necessary, improvement of watercourses and associated structures. The Board acknowledges its most important water level management assets are the pump stations.

4.6. All watercourses are the responsibility of riparian owners or other parties and the Board operates permissive powers under the Land Drainage Act 1991.

4.7. The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in its District and will, where appropriate, advise



others regarding the undertaking of works when it is not appropriate for the Board to exercise its powers.

4.8. The Board will also seek to ensure, where possible, that assets which reduce flood risk to the District, managed by other RMAs are maintained. Where those other RMAs do not have sufficient resource to provide maintenance, the Board will consider entering into a Public-Sector Co-operation Agreement to undertake that work on behalf of other RMAs.

## **5. Regulation of activities - Avoiding inappropriate development and land management**

5.1. The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulation.

5.2. The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure actions within, alongside, and otherwise impacting the maintained drainage system, do not increase flood risk by prevent the efficient working of drainage systems, or adversely impact the environment.

5.3. The potential impact on flood risk from future development, both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development, and planning applications, to prevent inappropriate development and land use within the District ensuring that flood risk is not increased.

5.4. The Board will where appropriate designate structures or features affecting flood risk under section 30 of the Flood and Water Management Act 2010.

## **6. Communication and transparency**

6.1. The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and mitigate flood risk. The Board will be open and transparent in its actions and decisions and will publish on its website

- A map of the watercourses it periodically maintains;
- Its Annual Report to Defra (IDB1 Form)
- Board Agenda, meeting papers and Minutes

6.2. The Board will work with local partners to build a culture within which water level management is seen as vital to managing flood risk and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.

## **7. Working together**

7.1. The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion risk management functions. The Board will contribute to local strategies, plans and consultations relevant to its catchment and functions.

7.2. The Board will assist other Risk Management Authorities where possible during flood emergencies however the Board is neither a Category I or Category II responder in these situations. The Board will participate as necessary in exercises to develop and test emergency response procedures.

## **8. Environmental measures**

8.1. The Board's watercourse maintenance work constitutes vegetative control of submerged, emergent, and floating aquatic plants and will control bankside vegetation to ensure shrub successional growth is tempered. Inevitably some short-term impacts may arise, however herbaceous growth re-establishes over the next growing season.

8.2. When carrying out maintenance work the Board works in accordance with environmental best practice guidelines.

8.3. When undertaking improvement work consistent with the need to maintain satisfactory flood protection, the Board aims to:

- Avoid any unnecessary or long-term damage to natural habitats and species;

- Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

8.4. The District contains three sites of biological interest managed by or on behalf of East Riding of Yorkshire Council and its District borders Humber Estuary SSSI, Ramsar and Special Area of Conservation site:

**9. Approval and Review of this Policy Statement**

- 9.1. This Policy is adopted by the Board on dd mm yyyy.
- 9.2. The Board will review and update this document as and when required

## 10. APPENDIX B: Planning Correspondence

Our Ref: 2015s3683-5-20-2-3-L001-001

1<sup>st</sup> October 2018

East Riding County Council.  
Planning Department.  
County Hall.  
Beverley  
East Yorkshire.  
HU17 9BA

Dear Sirs

**18/02836/STPLF – Erection of 87 dwellings with associated parking, access from adopted road for phase 1. (revised scheme of 17/03359/STPLF)**

Further to our recent telephone conversation, I write to express concerns on behalf of the Board in relation to the above proposal.

Current access and any future watercourse improvement work required to the Board maintained watercourse Hook Drain S & E Central has already been jeopardised by the Whin Croft development between the north and east banks of the watercourse. Some of that development has been in the form of unconsented works under Section 23 of the Land Drainage Act 1991.

Access for maintenance is already restricted for two reasons:

- o The south bank of Hook Drain because of the public footpath on Long Lane;
- o The north bank whilst although a byelaw width has been provided in part, access to that strip is via a children's play area with no gates from the estate road facilitating that access.
- o The east bank of Hook Drain because the access gates to the 9.0m permanent strip are permanently locked from the other side and in any event at the end of that strip stands an electricity pole carrying high voltage overhead wires at a height with which an excavator arm could make contact

In relation to the most recent application concerning the adjoining development, very little design consideration has been implemented with the Board's requirements to facilitate drainage of the District and it appears the issues identified above are to be repeated.

- o An open space/children's play area has been sited adjacent to Hook Drain S&E Central
- o The proposed 9.0m easement strip, is demarked by removable fence panels and form the boundary fence of household back gardens
- o The easement strip may be referred to in the Transfer documents as a restrictive covenant however the Board is unable to enforce any such covenant, it is not the owner of land enjoying the benefit of the restrictive covenant or the easement, it must rely upon the Land Drainage Act.

On behalf of the Board I must also make it clear that any structure/asset within 9.0 metres of a watercourse requires prior consent from the Board under s23, LDA 1991 (as amended). Access for maintenance and any associated improvement works for the future is paramount, ensuring flood risk within the Board's District is not increased.

As currently proposed, the easement strip will be part of individual property back gardens, with demountable fencing. Whilst this looks rather wonderful and entirely plausible on plans, in real life this will be an area of land within the property ownership where householders put garden sheds, children's swings, plant trees, create attractive gardens and similar. Property owners will be devastated when they find heavy plant and machinery has arrived to run through their back gardens. Even the logistics of arranging maintenance through private property back gardens will be undeliverable. The Board will have to serve notice on each household of its intention, the householder will be requested to take down the fences and remove all items creating an obstruction.



One can imagine headlines in the local paper when a tractor and flail mower attachment or an excavator arrives ready to run through the back gardens of six properties, 4 of which are affordable houses where the 9.0m easement comprises the whole back garden.

Should there be any flooding issues within this area, or indeed any flooding issues downstream, caused by obstructions to flow which the Board cannot access, the Board will be very clear in its response to investigations under a section 19 Flood & Water Management Act 2010, this issue was highlighted on several occasions with ERYC.

The proposed 9.0 metre easement strip must remain a buffer strip allowing year-round access whilst also conserving and enhancing biodiversity within an area rapidly suffering loss of any natural habitat.

From available supporting documents, I cannot see where any consideration has been given to surface water discharge. On behalf of the Board I must be clear that attenuation of flow will be required restricting surface water to 1.4 litres per second per hectare in accordance with Section 66 of the Land Drainage Act 1991 and representing the current green field run off rate.

I look forward to your responses to the above at the earliest opportunity.

Yours faithfully

R Smith  
Engineer to the Board



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# Shire

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