

## UPWELL INTERNAL DRAINAGE BOARD

At a Meeting of the Upwell Internal Drainage Board  
held at the Lamb and Flag Public House, Welney on Wednesday the 10<sup>th</sup> May 2017

### PRESENT

K Goodger Esq (Chairman)  
P Clabon Esq (Vice Chairman)  
H G Bliss Esq  
C J Crofts Esq  
G W Gowler Esq  
C F Hartley Esq  
J E Hartley Esq  
P Hartley Esq

S Hartley Esq  
D J Pope Esq  
A Quail Esq  
J Quail Esq  
N R Russell Esq  
D Scott Esq  
W Sutton Esq  
N V M Walker Esq

Miss Samantha Ablett (representing the Clerk to the Board) and Mr Malcolm Downes (representing the Consulting Engineers) were in attendance.

### Apologies for absence

Apologies for absence were received from Mrs V M Spikings, R D Gladwin Esq, R Gott Esq, R S Means Esq, B Scott Esq, P M Tegerdine Esq.

### B.1636 Declarations of Interest

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

Mr Sutton declared an interest in all planning matters as a member of Fenland District Council and (as a Member of the Middle Level Board) in matters concerning the Middle Level Commissioners.

Mr Crofts declared an interest in all planning matters as a member of the Borough Council of Kings Lynn and West Norfolk.

### B.1637 Confirmation of Minutes

### RESOLVED

That the Minutes of the Meeting of the Board held on the 23<sup>rd</sup> January 2017 are recorded correctly and that they be confirmed and signed.

### B.1638 Infill redundant structure

Further to minute B.1623(ii), the Chairman referred to the tunnel under the road at the old Bedlam pump house and reported that, he and the Vice Chairman had met on site with Jonathan

Fenn, Middle Level Commissioners' Operations Engineer, and they proposed pumping out the water to enable a measurement to be taken to ascertain the amount of concrete required.

Miss Ablett reported that, Chris Convine, the Middle Level Commissioners' Senior Engineer, had advised that the cost could be in the region of £5,000 but obviously this depended on the size once actual measurements were obtained.

Mr Bliss understood that the Middle Level Commissioners were to make a contribution. The Vice-Chairman confirmed that they had agreed to contribute up to £1,000.

The Vice Chairman also suggested that blocking the inlet where it comes in instead of filling the tunnel was another option, but would most likely be counter-productive.

The Chairman advised that the tunnel was not as large as first thought so should not need as much concrete and that both he and Jonathan Fenn thought the threat to the road was not as great as thought initially but considered it more important to make sure that any water seeping in did not increase dramatically especially when river levels were high.

Mr J Hartley enquired whether a contribution could also be obtained from the Council. Mr Downes advised that the Council had made a contribution towards a similar culvert in the Benwick district, which Chris Convine had dealt with.

#### RESOLVED

That the Chairman and Vice-Chairman contact Chris Convine to discuss the Boards proposals and to ascertain whether, in view of a potential threat to the integrity of the road, any contribution was likely to be obtained from the Council.

#### B.1639 Clerk to the Board

Further to minute B.1611, Miss Ablett reported that Iain Smith had asked that his thanks be passed on to the Board for their generous contribution towards his retirement gift and he would like it recorded that it had been a pleasure for him to serve the Board and that he wished it all the best for the future.

#### B.1640 Election of Board Members

Miss Ablett reported that the term of Office of the elected Members of the Board would expire on the 31<sup>st</sup> October 2017 and submitted the proposed Register of Electors applicable to the 2017 election.

#### RESOLVED

That the Register be approved.

#### B.1641 Membership of the Board

The Chairman advised that attendance was very varied. Both he and the Vice-Chairman felt that, at times, the number of members on the Board was quite high and that in order to function correctly the Board did not require such a large number of members. The Chairman stated that 50

or 60 years ago there were probably 300 farms in the area so high membership numbers were needed to obtain a better representation, but now, with fewer land owners/occupiers in the District the Board was well represented and those members that did attend on a regular basis were very useful to the Board.

The Chairman advised that he had consulted with Robert Hill, the Middle Level Commissioners' Treasurer, who confirmed that the Land Drainage Act allows for Members to be required to vacate their office at the end of 6 months if they have been absent from meetings for that period without the approval of the Board. The Chairman stated that, as the Board would be more manageable with a smaller number of members, both he and the Vice Chairman would like to exercise those powers to reduce the number of members and to probably alter the constitution, which required the Board's approval.

The Chairman stated that as the Board has two meetings a year, he and the Vice Chairman considered that if a member failed to attend two consecutive meetings, unless his absence is due to illness or some other reason approved by the Board, he shall be required to vacate his office.

Mr Bliss agreed with the Chairman stating that, unless a member was ill, if they were appointed to the Board they should attend.

The Chairman confirmed that the Constitution did state 'unless a genuine reason that the Board accepts is given'.

Mr Sutton considered it was unfair to exclude a member for not attending two meetings if they have good reason for sending an apology and the Board accepts it. He stated it was unacceptable when members just do not turn up at meetings without giving an apology.

The Chairman advised that just an apology was not sufficient and that an apology, together with a genuine reason, is required.

Mr Sutton enquired who decides what constitutes a good enough reason and what the criteria was going to be. He stated that if there is a rule then everyone needs to understand what the rule is and must adhere to it.

The Chairman confirmed that illness or family issues were considered genuine reasons for an apology.

## RESOLVED

- i) That the Clerk investigate changes to the Boards Constitution to reduce the number of members and discuss proceedings with the Chairman and Vice Chairman.
- ii) That amendments to the Boards constitution be included as an agenda item for discussion at the next meeting.

### B.1642 Water Framework Directive

Further to minute B.1571, Miss Ablett reported that there had been no further developments, apart from Mr Paul Sharman being appointed as the IDB representative following the retirement of Mr Iain Smith, but advised that, due to the Environment Agency no longer being able to support it, the River Basin Liaison Panel had since been disbanded. She also reported that the Clerk was

satisfied that there were other partnerships in place and would continue to update Members when required.

#### B.1643 Water Transfer Licences

Further to minute B.1613, Miss Ablett reported that the Environment Agency had previously published, and were now revising, draft handbooks showing examples of where they considered that a transfer licence will and will not be required. She advised that this would, however, have to be reviewed again once the Government decision is known.

Miss Ablett advised that the consultation ran from April 2016 and that, since its closure, discussions had continued to be held seeking to ensure that sensible and workable proposals were produced and confirmed that ADA and the Association of Inland Navigation Authorities have further planned meetings with Defra and the Environment Agency in the coming weeks.

Miss Ablett reported that Defra have now published the responses to the consultation exercise, but as yet have made no announcement on policy although this was anticipated in early 2017.

Miss Ablett reported that ADA's Chief Executive, Innes Thompson, has asked to meet with the Middle Level Commissioners' Chief Executive and Defra's Director of Floods and Water, Sarah Hendry to discuss Defra's thinking on Water Abstraction and Transfer licencing and that a meeting was to be arranged shortly.

#### B.1644 Environment Agency – Precepts

Further to minute B.1614(a), Miss Ablett reported that the Environment Agency had issued the precept for 2017/2018 in the sum of £51,198 (the precept for 2016/2017 being £50,441).

#### B.1645 Hazelmere Homes Ltd

Further to minute B.1615, Miss Ablett tabled a schedule showing the receipts and costs applicable to the discharge contributions and reported on the current position.

#### B.1646 Ouse Washes Reservoir Section 10 Reservoir Inspection

Further to minute B.1616, Miss Ablett referred to a newsletter from the Environment Agency dated March 2017.

The Chairman raised concerns regarding the raising of the Barrier bank as Welney Bridge was lower than the existing bank and if the levels rose they would overtop the bridge. He reminded members of the sandbagging required at the last high levels.

Mr Downes advised that this was a hard defence and did not need as much freeboard as a soft one. Soft defences have to have a given freeboard of say one metre, whereas hard defences only require 500mm.

RESOLVED

That the Clerk contact the Chairman regarding the level of the Middle Level Barrier Bank and the effect it will have on the Welney Bridge and the Chairman report back to the Board at the next meeting.

(NB) – The Chairman declared an interest as Chairman of Welney Parish Council when this item was discussed.

B.1647 Consulting Engineers' Report

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

## Upwell I.D.B.

### Consulting Engineers Report – April 2017

#### Health & Safety

A neighbouring IDB has recently had an occurrence in which a dog ended up trapped between a weedscreen and a pump. This happened at an unmanned pumping station. The dog's owner entered the pump intake area to secure the rescue of the dog and it was fortuitous that an automated pump start did not occur. However, this is perhaps an opportune reminder that members of the general public and even the emergency services are not necessarily aware of the risks posed at such installations. It is recommended that all such sites have reasonable protection from entry and also have signage indicating the risks and who should be contacted in an emergency. It is therefore recommended that the Board reviews its sites and the Middle Level Commissioners' engineers will be happy to assist if required, for example by supplying a sample draft signage template or by giving specific advice on what can be done at a particular site.

#### Pumping Stations

##### Pumping Station Inspections

Other than matters reported to the Board's February meeting or described below only routine maintenance has been carried out.

##### Padgetts Corner

The pump is becoming noisy with a rattle/knocking which could be due to a bearing fault or ingestion of a foreign object and should be monitored.

##### Nordelph

The delay restart timer was found to be faulty allowing the pump to restart immediately; this could result in pump damage and has therefore been replaced.

The following quotation was obtained from Aquatic Control Engineering for a replacement of the missing outfall flap valve, supply only, and was forwarded to the Chairman.

#### **1 No KWT KRK KPK-R-OH Pumped Flap valve**

##### **Specification**

- Manufactured in HDPE and Stainless Steel 316
- Diameter 800mm
- Mounted to Flat Concrete Headwall
- Invert to Coping 2.45m

- 1.5MwC Constant
- Including Attachments and Seal
- No Vacuum Release Required

### **Pricing**

**1 No KWT KRK-RH-O Flapvalve Price £3,530.00**

**Carriage Price £200.00**

Our prices are based on the current material prices. If the material prices and/or the exchange rate increase or decrease with 2 % or more within the validity time, we reserve ourselves the right, in case of an order, to adapt the prices accordingly. Prices above are calculated based on an exchange rate of GBP/Euro - £1 = €1.16

Title in any goods supplied by our company does not pass until all monies due to the company are paid in full.

- Terms and conditions of sale included in this document
- ACE cannot accept and Un-quantified delay damages
- ACE cannot accept any uninsured indirect costs, claims, losses and damages
- ACE propose to limit our liability for any uninsured direct costs, claims, losses and damages to the contract value

Delivery for the above approximately 10 Weeks for confirmation of order.

Prices exclude VAT

Prices valid for 30 days

Terms and conditions of sale included in this document

Warranty 12 months from delivery of goods

### **Upwell Fen**

As previously reported the starter fuse switch is leaking current. With the switch off 18Vac can be detected on L2 & L3 (zero when incomer is off). This level of leakage is not dangerous but could become significant at any time. Several other components are in a poor condition and obsolete.

As weedscreen cleaning equipment is currently being considered at this site and there being little space to accommodate the new weedscreen cleaner controls in the building the Board may wish to consider replacement of the existing pump control panel, which is in excess of 40 years old, with a composite panel incorporating the weedscreen cleaner controls.

### **Automatic Weedscreen Cleaning Equipment**

#### **Cock Fen & Upwell Fen**

At its last meeting, the Board asked for tenders for automatic weedscreen cleaners at Cock Fen and Upwell Fen. The Appraisal of Tender and Project Assessment reports for both sites follow:

## Cock Fen Pumping Station - Automatic Weedscreen Cleaning Equipment

### Appraisal of Tenders and Project Assessment

Tenders were invited from four suppliers/major manufacturers of this equipment, in accordance with the following outline requirements:

*To supply and install at Cock Fen pumping station, automatic, overhead-gantry with trolley mounted grab weedscreen cleaning equipment, robustly constructed, where practical, in galvanised and stainless steel, and capable of removing all weed, debris and broken ice that may collect on the weedscreen, and deposit the material in designated dumping areas.*

The equipment should be operable both:

- i) automatically, a) by ultrasonic sensing of water level differential across the screens*
  - b) time controlled*
  - c) pump-start initiation*
  - d) manual initiation*
- ii) or manually with a pendant type remote controller.*

The equipment should be controlled by a programmable logic controller and be suitably protected against all feasible fault conditions. The control equipment shall be installed within a wall mounted control enclosure adjacent to the existing pump control equipment and was to include a suitable single phase to three phase inverter(s) to power the weedscreen cleaner from the existing 230 volts, single phase electricity supply to the station.

The supply and installation of a new galvanized weedscreen to serve the intake sump bay was also to be included.

Four completed tenders were received from the following companies:

Metalcraft Pro-Active Solutions £74,036.00 including contingencies

C W Group Ltd £81,031.35 including contingencies

Ovivo UK Ltd £105,000.00 including contingencies

Aquatic Control Engineering Ltd £114,005.00 including contingencies

The details of each manufacturer's plant have been checked and are described as follows:

#### ***Metalcraft Pro-Active Solutions Ltd (Tender value £74,036.00 including £5,000.00 contingencies)***

The equipment offered is the company's Heron gantry-type machine, manufactured in Chatteris. The unit would have a maximum lifting capacity of 500 kg with a 1.6 metre wide grab.

The overhead track, to serve the sump and cover the dump area, would be supported on steel stanchions, with a cantilevered end-section to keep the dump area as clear of unnecessary supports as possible. All fabricated steelwork would be fully galvanised.

The trolley will house a Radicon hoist motor and traverse motor rated at 4 kW and 1.1 kW respectively powered by a single phase to three phase 230 volt inverter driven which also provide the 'soft' start and stop and Hytos hydraulic pack of 1.1 kW to operate the grab.

Control equipment and software for the machine would be from Lawtronic of King's Lynn, with automation achieved by a Telemecanique programmable logic controller with door mounted operator interface (HMI). Ultrasonic differential machine control, ie sensing water levels on either side of the screen to monitor any build-up of debris when the pump is running is included. Selectable deep-clean or surface-clean is also offered.

Supply and install of a new galvanised weedscreen is included with diver assistance if required.

From receipt of the order, the delivery period would be approximately 4 months.

**C W Group Ltd (Tender value £81,031.35 including £5,000.00 contingencies)**

The equipment offered is the company's CW5000 overhead-gantry-mounted 500 kg capacity model, locally manufactured in King's Lynn, which would comprise a wire rope-slung 1.70 metre wide grab suspended from, and travelling on, a gantry-supported trolley. The fully galvanised gantry cantilevered columns ~~to be~~ erected at the edges of the deck and cantilevered to a dumping area beside the intake.

The hoist motor/gearbox would be a Van der Graaf motorised unit, rated at 3 kW. An MP hydraulic power pack rated at 0.75 kW would be mounted within the trolley to power the grab and a 1.1 kW Nord Gear motorised gear unit would provide the horizontal travel via three phase 230 volt inverter.

Control equipment and software for the machine would be from Lawtronic of King's Lynn, with automation achieved by a Telemecanique programmable logic controller with door mounted operator interface (HMI). Ultrasonic differential machine control to monitor for any build-up of debris during the pump operation is included, together with selectable deep-clean or surface-clean.

Supply and installation of a new galvanised weedscreen is included; providing damming off or diver assistance is not included.

Delivery of the equipment is quoted at 3 months with a further 1 month for erection and completion.

Some two weeks following the closing date for the return of tenders the C-W Group in addition to their tender documents submitted an offer of a 10% additional discount if the contract for both sites is awarded to them.

**Ovivo UK Ltd (Brackett Bosker) (Tender value £105,000.00 including £5,000.00 contingencies)**

The equipment offered is a Brackett Bosker 850 BT overhead-gantry-type model equipped with a 500 kg safe working load and a 1.20 metre wide grab, whose pivot points would be grease-lubricated. The overhead track, to serve the sump and cover the dump area, would be supported on hollow steel columns, with a cantilevered end-section to ensure that the dump area is kept as clear of unnecessary supports as possible. All fabricated steelwork would be fully galvanised.

The hoist motor would be SEW or WEG rated at 2.2 kW, the travel motor at 0.55 kW and the hydraulic motor at 1.1 kW, all of which would be mounted on the trolley, the motor would be inverter driven as specified to convert the 230V single phase supply to 230V three phase.

Operation of the plant would be controlled by an 'IES of Colchester' built system incorporating Allen Bradley Programmable Logic Controller (PLC) with a door mounted operator interface (HMI) and Ultrasonic water level to provide differential level control.

Supply and installation of a new galvanised weedscreen is included provided it can be carried out in the dry, no allowance has been made for damming off and dewatering or the use of a dive team.

Delivery of the equipment is quoted at 5 months from drawing approval and a further 1 month would be required for erection and commissioning. In situ load testing is not included.

**Aquatic Control Engineering Ltd (Landustrie Sneek BV) (Tender value £114,005.00 including £5,000.00 contingencies)**

The equipment offered is a Landustrie R71 gantry-type machine, manufactured in Holland. The unit would have a maximum lifting capacity of 500 kg with a 1.2 metre wide grab.

The overhead track, to serve the sump and cover the dump area, would be supported on two steel support columns, with a cantilevered end-section to keep the dump area as clear of unnecessary supports as possible. All fabricated steelwork would be fully galvanised.

The hoist motor is rated at 3.0 kW, the travel motor at 0.37 kW and the hydraulic motor at 1.1 kW, all of which would be mounted on the trolley and supplied by Nord Gear. In order to operate this machine from the existing single phase an additional sum of approximately £10,000.00 would be applicable.

Control equipment and software for the machine would be by Landustrie, with automation by a Mitsubishi programmable logic controller. Ultrasonic differential machine control sensing the water levels on either side of the screen to monitor any build-up of debris when the pump is operating is included.

Supply and installation of a new galvanised weedscreen is included provided it can easily be carried out above water level.

From receipt of the order, the delivery period would be approximately 5 months and a further 1 month to completion.

**Notes on Manufacturers**

The four companies that were invited to tender are the main suppliers/major manufacturers of the type of machine required.

The units supplied by Metalcraft and the C W Group are manufactured at the companies' factories in Chatteris and King's Lynn respectively. The machines supplied by Ovivo and Aquatic Control Engineering are built in Holland by Bosker and Landustrie respectively.

Metalcraft, who took over the Middlemass Lord weedscreen cleaner business in the late 1990's but ceased production of the machines a few years ago, have recently re-entered the weedscreen cleaner market and have supplied 3 new machines for IDBs within the Middle Level in recent months; further orders have recently been placed for two more.

Metalcraft's proposed machine design is somewhat more robust than the C-W Group machine and it does not use spring tensioned hydraulic hose recoil drums which can prove to be unreliable especially in cold weather and the grab tines have a history of becoming distorted. The company and their control equipment supplier are also local to the site for future maintenance.

The C W Group manufactures machines that were previously built by C W Engineering who stopped trading. There are approximately 100 machines of this type in use, one of which is at the Bedlam Pumping station. The reliability, service and back up of the company's latest machines have been reasonable.

Landustrie, who manufactures the equipment supplied by Aquatic Control Engineering, has to date sold only a small quantity of this type of machine to the British market. We therefore, have no direct experience of the use or operation of this unit.

Ovivo UK Ltd (Brackett Bosker) is a leading supplier of cleaners and has installed in excess of 600 machines worldwide. Although Bosker will manufacture the equipment in Holland, the supplying company is based in Colchester. Both the manufacturer and the supplying company have considerable experience with the machine's requirements and operation and have established good reputations. In our experience, the reliability of their gantry machines has been very good, however their repair service has been found to be rather slow.

### **Conclusion**

The design and construction of each of the companies' machines are quite similar.

The offer from Ovivo UK Ltd for a Brackett Bosker type machine would be a well-tested machine from a long established manufacturer with a back-up service centre at Colchester, however their tender was again significantly more expensive than Metalcraft, it also did not include for in situ load testing and has a grab width of only 1.2 metres.

The tender from Aquatic Control Engineering Ltd is for a Landustrie machine which has been produced in Holland since 1965. It however has not been used extensively in the UK and therefore we cannot comment on the reliability or service backup.

After comparing the details of Ovivo and ACE they were discounted due to their high cost.

If the Board decide to purchase the Cock Fen and Upwell Fen machines together the offer from the C W Group, if the late summited 10% discount were to be accepted, would be lower by some 2 % than the Metalcraft Pro-Active Solutions offer. As described earlier the Metalcraft's machine is considered somewhat more robust than C W cleaners and Metalcraft do include an allowance for divers to assist in screen installation.

The discount offer from the C W Group was well after the closing date for return of tenders and in any event given the closeness in cost and the lack of an offer of diver assistance, the bid from Metalcraft Pro-Active Solutions is recommended for acceptance.

There will be other costs for the project ie MLC engineering fees, hardstanding and access ramp for the dump area at an estimated cost of £4500 and additional costs incurred due to any unforeseen difficulties that may be encountered due to excessive debris build up at the weedscreen base.

**The Board's attention is drawn to ongoing issues in relation to the Eel Regulations. Guidance on this matter is being updated and it is hoped that this will provide clarification on the requirements at Flood Risk Management structures. In the past we have been advised that refurbishment or renewal of assets will trigger consideration of what might be required, however, at present (and unless the EA advise us otherwise) we are viewing the installation of automated weedscreen cleaners for health and safety reasons as not falling into either category. We must stress that we do not know what the future**

**requirements will be for facilitating eel passage at this structure or whether they could impact upon the use of automated screen cleaners.**

The Board's further instructions are requested.

Malcolm Downes  
Mechanical & Electrical Engineer  
**Middle Level Commissioners**  
Middle Level Offices  
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13<sup>th</sup> April 2017

## Upwell Fen Pumping Station - Automatic Weedscreen Cleaning Equipment

### Appraisal of Tenders and Project Assessment

Tenders were invited from four suppliers/major manufacturers of this equipment, in accordance with the following outline requirements:

*To supply and install at Upwell Fen pumping station, automatic, overhead-gantry with trolley mounted grab weedscreen cleaning equipment, robustly constructed, where practical, in galvanised and stainless steel, and capable of removing all weed, debris and broken ice that may collect on the weedscreen, and deposit the material in designated dumping areas.*

*The equipment should be operable both:*

- i) automatically,*
  - a) by ultrasonic sensing of water level differential across the screens*
  - b) time controlled*
  - c) pump-start initiation*
  - d) manual initiation*
- ii) or manually with a pendant type remote controller.*

*The equipment should be controlled by a programmable logic controller and be suitably protected against all feasible fault conditions. The control equipment shall be installed within a wall mounted control enclosure adjacent to the existing pump control equipment.*

*The supply and installation of a new galvanized weedscreen to serve the intake sump bay was also to be included.*

Four completed tenders were received from the following companies:

Metalcraft Pro-Active Solutions	£69,823.00 including contingencies
C W Group Ltd	£75,643.94 including contingencies
Ovivo UK Ltd	£94,700.00 including contingencies
Aquatic Control Engineering Ltd	£105,285.00 including contingencies

The details of each manufacturer's plant have been checked and are described as follows:

#### **Metalcraft Pro-Active Solutions Ltd (Tender value £69,823.00 including £5,000.00 contingencies)**

The equipment offered is the company's Heron gantry-type machine, manufactured in Chatteris. The unit would have a maximum lifting capacity of 500 kg with a 1.6 metre wide grab.

The overhead track, to serve the sump and cover the dump area, would be supported on steel stanchions, with a cantilevered end-section to keep the dump area as clear of unnecessary supports as possible. All fabricated steelwork would be fully galvanised.

The trolley will house a Radicon hoist motor and traverse motor rated at 4 kW and 1.1 kW respectively, the latter being inverter driven to provide 'soft' start and stop and Hytos hydraulic pack of 1.1 kW to operate the grab.

Control equipment and software for the machine would be from Lawtronic of King's Lynn, with automation achieved by a Telemecanique programmable logic controller with door mounted operator interface (HMI).

Ultrasonic differential machine control, ie sensing water levels on either side of the screen to monitor any build-up of debris when the pump is running is included. Selectable deep-clean or surface-clean is also offered.

Supply and installation of a new galvanised weedscreen is included with diver assistance if required.

From receipt of the order, the delivery period would be approximately 4 months.

**C W Group Ltd (Tender value £75,643.94 including £5,000.00 contingencies)**

The equipment offered is the company's CW5000 overhead-gantry-mounted 500 kg capacity model, locally manufactured in King's Lynn, which would comprise a wire rope-slung 1.70 metre wide grab suspended from, and travelling on, a gantry-supported trolley. The fully galvanised gantry cantilevered columns to be erected at the edges of the deck and cantilevered to a dumping area beside the intake

The hoist motor/gearbox would be a Van der Graaf motorised unit, rated at 3 kW. An MP hydraulic power pack rated at 0.75 kW would be mounted within the trolley to power the grab and a 1.1 kW Nord Gear motorised gear unit would provide the horizontal travel via an inverter to provide 'soft' start and stop.

Control equipment and software for the machine would be from Lawtronic of King's Lynn, with automation achieved by a Telemecanique programmable logic controller with door mounted operator interface (HMI). Ultrasonic differential machine control to monitor for any build-up of debris during the pump operation is included, together with selectable deep-clean or surface-clean.

Supply and installation of a new galvanised weedscreen is included, providing damming off or diver assistance is not included.

Delivery of the equipment is quoted at 3 months with a further 1 month for erection and completion.

Some two weeks following the closing date for the return of tenders the C W Group, in addition to their tender documents, submitted an offer of a 10% additional discount if the contract for both sites is awarded to them.

**Ovivo UK Ltd (Brackett Bosker) (Tender value £94,700.00 including £5,000.00 contingencies)**

The equipment offered is a Brackett Bosker 850 BT overhead-gantry-type model equipped with a 500 kg safe working load and a 1.20 metre wide grab, whose pivot points would be grease-lubricated. The overhead track, to serve the sump and cover the dump area, would be supported on hollow steel columns, with a cantilevered end-section to ensure that the dump area is kept as clear of unnecessary supports as possible. All fabricated steelwork would be fully galvanised.

The hoist motor would be SEW or WEG rated at 2.2 kW, the travel motor at 0.55 kW and the hydraulic motor at 1.1 kW, all of which would be mounted on the trolley.

Operation of the plant would be controlled by an 'IES of Colchester' built system incorporating Allen Bradley Programmable Logic Controller (PLC) with a door mounted operator interface (HMI) and Ultrasonic water level to provide differential level control.

Delivery of the equipment is quoted at 5 months and a further one month would be required for erection and commissioning. In situ load testing is not included.

**Aquatic Control Engineering Ltd (Landustrie Sneek BV) (Tender value £105,285.00 including £5,000.00 contingencies)**

The equipment offered is a Landustrie R71 gantry-type machine, manufactured in Holland. The unit would have a maximum lifting capacity of 500 kg with a 1.0/1.2 metre wide grab.

The overhead track, to serve the sump and cover the dump area, would be supported on steel support columns, with a cantilevered end-section to keep the dump area as clear of unnecessary supports as possible. All fabricated steelwork would be fully galvanised.

The hoist motor is rated at 3.0 kW, the travel motor at 0.37 kW and the hydraulic motor at 1.1 kW, all of which would be mounted on the trolley and supplied by Nord Gear.

Control equipment and software for the machine would be from Lawtronic of King's Lynn, with automation by a Mitsubishi programmable logic controller. Ultrasonic differential machine control sensing the water levels on either side of the screen to monitor any build-up of debris when the pump is operating is included.

From receipt of the order, the delivery period would be approximately 5 months and a further 1 month to completion.

This company also provided a quotation in the sum of £59,300.00 excluding contingencies for an alternative option of a backracking machine. See photos below.



### **Notes on Manufacturers**

The four companies that were invited to tender are the main suppliers/major manufacturers of the type of machine required.

The units supplied by Metalcraft and the C W Group are manufactured at the companies' factories in Chatteris and King's Lynn respectively. The machines supplied by Ovivo and Aquatic Control Engineering are built in Holland by Bosker and Landustrie respectively.

Metalcraft, who took over the Middlemass Lord weedscreen cleaner business in the late 1990's but ceased production of the machines a few years ago, have recently re-entered the weedscreen cleaner market and have supplied 3 new machines for I.D.B.'s within the Middle Level in recent months, further orders have recently been placed for two more.

Metalcraft's proposed machine design is somewhat more robust than the C W Group machine and it does not use spring tensioned hydraulic hose recoil drums which can prove to be unreliable especially in cold weather and the grab tines have a history of becoming distorted. The company and their control equipment supplier are also local to the site for future maintenance.

The C W Group manufactures machines that were previously built by C W Engineering who stopped trading. There are approximately 100 machines of this type in use, one of which is at the Board's Bedlam Pumping Station. The reliability, service and back up of the company's latest machines have been reasonable.

Landustrie, who manufactures the equipment supplied by Aquatic Control Engineering, has to date sold only a small quantity of this type of machine to the British market. We therefore, have no direct experience of the use or operation of their products.

Ovivo UK Ltd (Brackett Bosker) is a leading supplier of cleaners and has installed in excess of 600 machines worldwide. Although Bosker will manufacture the equipment in Holland, the supplying company is based in Colchester. Both the manufacturer and the supplying company have considerable experience with the machine's requirements and operation and have established good reputations. In our experience, the reliability of their gantry machines has been very good, however their repair service has been found to be rather slow.

### **Conclusion**

The design and construction of each of the companies' machines are quite similar.

The offer from Ovivo UK Ltd for a Brackett Bosker type machine would be a well-tested machine from a long established manufacturer with a back-up service centre at Colchester, however their tender was again significantly more expensive than Metalcraft, it also did not include for in situ load testing and has a grab width of only 1.2 metres.

The tender from Aquatic Control Engineering Ltd is for a Landustrie machine which has been produced in Holland since 1965. It however has not been used extensively in the UK and therefore we cannot comment on the reliability or service backup.

After comparing the details of Ovivo and the main offer from ACE they were discounted due to their high cost.

The alternative lower cost backraked machine offered by ACE dumps directly onto the weedscreen deck not to the side as the gantry machines do. However, it can be fitted with a conveyor system but this would significantly add to the cost and may also cause Health and Safety issues. The tines on the machine are quite short and are unlikely to be as efficient at picking up large debris. We have no operational experience of the product or its reliability and cannot therefore recommend its acceptance.

If the Board decide to purchase the Cock Fen and Upwell Fen machines together the offer from the CW Group, if the late summited 10% discount were to be accepted, would be lower by some 2% than the Metalcraft Pro-Active Solutions offer. As described earlier the Metalcraft's machine is considered somewhat more robust than C W cleaners and Metalcraft do include an allowance for divers to assist in screen installation.

As per the offer for Cock Fen it is noted that the discounted offer from the C W Group was well after the closing date for return of tenders and that no diver assistance is offered and hence, given the closeness of quotation, the bid from Metalcraft Pro-Active Solutions is recommended for acceptance.

There will be other costs for the project ie MLC engineering fees, Security fencing to enclose the dump area at an estimated cost of £4500, hardstanding for the dump area at an estimated cost of £3500 and additional costs incurred due to any unforeseen difficulties that may be encountered due to excessive debris build up at the weedscreen base.

The Board's further instructions are requested

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**Middle Level Commissioners**  
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9<sup>th</sup> September 2016

## **Internal Consultation with the Board**

To ensure that our limited resources are maximised and to enable more timely responses to pre-/post-application consultation and applications for byelaw consent, and occasionally discharge consent, we have introduced a defined process of "internal consultation" between the Commissioners and the Board, usually, but not always, with the Chairman and/or District Officer to seek the Board's comments and thus aid the decision-making process.

Members are reminded that if a response, ideally in writing by post or email, has not been received within fourteen days from the request being issued then it is considered that the Board does not wish to comment and is content for the Commissioners' staff to process and make a recommendation on the respective consent application/discussion procedure based upon information to hand.

## **Changes to Planning Procedures Update**

### Notes/Informatives on planning decision notices

Following a concern raised by one of the Boards administered by the Commissioners, a brief review of a random, yet representative, sample of planning application Decision Notices made by the Huntingdonshire District Council (HDC) that have primarily been granted in the last two years has been undertaken.

Many of the relevant decisions within HDC's area made during 2016, and to a lesser degree during 2015, relate to the Prior Approval of agricultural building to dwellings or Prior Notification applications which, on the whole, do not include conditions or refer to notes/informatives possibly because of the nature of the application. In a similar manner most of the other decision notices found did not, with a few exceptions, include notes/informatives either.

As a result a letter was sent during December to all the planning authorities that the Commissioners deal with, both directly and on behalf of its administered Boards, requesting that the use of informatives could be (re-) introduced on future notices "in order to make applicants aware of other consents which may be required in addition to Planning Consent and prevent them being in breach of the Boards' Byelaws"

It is understood that the principle of using notes/informatives on Planning Decision Notices is based on the Court of Appeal which remarked following the case of *Slough Borough Council v Secretary of State for the Environment and Oury* [1995] "The general rule is that, in construing a planning permission, regard may only be had to the permission itself, including the reasons stated for it."

The decision and its reason(s) is the primary document, with the informatives no more than non-binding additional information which lack a statutory basis. Planning Conditions, on the other hand, may impose mandatory requirements for the carrying out of development and have statutory authority.

The purpose of a note in respect of a condition is to provide the applicant with further information and an informative is to provide relevant guidance to the applicant without having to impose relevant conditions. The Planning Circular 11/95: use of conditions in planning permission advises how these can be used to bring the applicants' attention to certain matters, such as, reminding an applicant to obtain further planning approvals and other consents but should not establish mandatory requirements with which an authorised development must comply.

However, it is further understood that there are a limited number of exceptions to this rule which could lead to a challenge to the permission which may result in a decision being "quashed" but this is outside of our interest on this occasion.

### **Planning Applications**

In addition to matters concerning previous applications, the following 10 new development related matters have been received and, where appropriate, dealt with since the last meeting:

<b>MLC Ref.</b>	<b>Council Ref.</b>	<b>Applicant</b>	<b>Type of Development</b>	<b>Location</b>
446	16/01688/F	MRC Engineering	Residential (2 dwellings)	Main Road, Lott's Bridge
447	16/01721/F	Mr M Hoy	Agricultural	Birchfield Road, Nordelph
448	13/01538/DISC_C	Client of John Stephenson	Residential (2 dwellings)	Main Street, Welney
449	Enquiry	Client of Gleeds Building Surveying Ltd	Education	Townley Primary School, Christchurch
450	16/01880/F	Mr & Mrs Aston-Dive	Equestrian	Cock Fen Road, Lakes End,
451	F/YR16/1028/F	CCC	Equestrian	Sixteen Foot Bank, Stonea
452	16/01990/F	Mr & Mrs Aston-Dive	Residence	Cock Fen Road, Lakes End
453	F/2016/16/CC & FYR16/2016/F	CCC	Education	Townley Primary School, Christchurch
454	F/YR16/1170/O	CFC Disposals Ltd	Residential (16 dwellings)	Upwell Road, Christchurch
455	16/02143/PACU3	Mr & Mrs Johnson	Agricultural	Silt Road, Three Holes

***Planning applications ending 'DISC' relate to the discharge of relevant planning conditions  
Planning applications ending 'PACOU' relate to household permitted regulations notification***

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

The following applicant has chosen to use the soakaway self-certifying process, and, in doing so, agreed that if the soakaway was to fail in the future it would be liable for discharge consent.

- *Equestrian at Sixteen Foot Bank, Stonea – CCC (Miss A Hicks) (MLC Ref No 451)*

*Erection of a house with detached carport on land south west of The Rectory, Church Road, Christchurch – The Ely Diocesan Board of Finance (MLC Ref No 269) & Mr & Mrs Mannion (MLC Ref Nos 309, 313 & 366) & Dr & Ms Mannion (MLC Ref No 416)*

No further correspondence has been received from the applicants or the applicants' agents concerning this development and no further action has been taken on the Board's behalf.

*Erection of single-storey side extension and formation of pitched roofs to existing flat roofs of existing pavilion to form village hall/pavilion and formation of car park (MLC Ref Nos 312, 319 & 376) & Erection of a single-storey building for use as Village Hall involving demolition of existing Village Hall at the Bowling Green, Upwell Road, Christchurch - Christchurch Parish Council (MLC Ref No 411)*

No further correspondence has been received from the applicant or the applicant's agents concerning this site and no further action has been taken in respect of the Board's interests.

*Erection of 4-bed dwellings and formation of access road at land north of playing field Upwell Road, Christchurch - Christchurch Parish Council (MLC Ref Nos 342 & 362); Mr M Simonds, (MLC Ref No 397) & Messrs G & K Baxter & D Smith (MLC Ref No 414)*

A number of items remain outstanding, these include the provision of a formal access to the property (the pipe for this is installed) and the removal of the original access into the field, now occupied by the house, that does not contain a pipe. It is also noted that surface water run-off from the garage roof has been piped direct to the adjacent roadside ditch. Mr Simonds was informed that this will require discharge consent and he has subsequently advised that he now intends to direct the run-off to a soakaway.

*Residential development involving demolition of existing hall and buildings at Christchurch Memorial Hall, Church Road, Christchurch - Mr W Poole (MLC Ref Nos 350 & 374)*

No further correspondence has been received from the applicant or the applicant's agents concerning this development and no further action has been taken in respect of the Board's interests.

*Semi-detached dwellings adjacent to Harwin, Main Road, Three Holes – Curson Homes Ltd (MLC Ref Nos 382, 422, 432 & 440)*

No further correspondence has been received from the applicant or the applicant's agents concerning this development and no further action has been taken in respect of the Board's interests.

*Erection of 4 dwellings with detached garages, comprising of 2 x 2-storey 4-bed dwellings and 2 x 3-storey 5-bed dwellings at the site of the former Shrub House, 46 Church Road, Christchurch – P J Farms Ltd (MLC Ref Nos 409, 412 & 414)*

At the time of writing an application for consent has just been received but is awaiting the receipt of the associated fee before it can be progressed further.

Apart from this matter no other correspondence has been received from the applicant or the applicant's agents concerning this development and no further action has been taken in respect of the Board's interests.

*Erection of 6 dwellings (Outline with all matters reserved) at land south west of Syringa House, Upwell Road, Christchurch - Mr J Stittle & Miss R Watson (MLC Ref No 437)*

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

*Demolition of Horsa building and erection of a building to be used as a kitchen and dining hall, ancillary accommodation with revised parking layout at Townley Primary School, Crown Road, Christchurch – Client of Gleeds Building Surveying Ltd (MLC Ref No 449) & Cambridgeshire County Council (MLC Ref No 453)*

Advice was given to Gleeds Building Surveying Ltd in early November on which method of pre-application consultation to follow, to which a response was not received.

A planning application was subsequently submitted to Cambridgeshire County Council in December for the demolition of an existing 'Horsa' (Hutting Operation for the Raising of the School-leaving Age) building and the construction of a replacement nearby (for the provision of kitchen and dining facilities).

According to the planning application documents the proposal offers 136 m<sup>2</sup> of floor space and that surface water disposal will be to “main sewer” but initial correspondence inferred that a soakaway may be used. It was later confirmed that all new hard surfacing areas, ie the increased car park and pathways, would use permeable products to allow any surface water to drain naturally.

Planning permission was granted by CCC in late March subject to the imposition of planning conditions none of which relate to flood risk or surface water management. However, it is pleasing to advise that the following informative was included on the Decision Notice:

“1 Middle Level Commissioners

The applicant has a separate legal obligation to the Upwell Internal Drainage Boards and the Middle Level Commissioners. Granting or refusal of consent under the Internal Drainage Board's byelaws or the Land Drainage Act 1991 is a matter for the Board itself and will require a formal application and prior written consent from the Board or Commissioners. The applicant is advised to contact Middle Level Commissioners at their earliest opportunity to establish their requirements.”

No further correspondence has been received from the applicants or the applicants' agents concerning this site and, with the exception of responding to the planning applications, no further action has been taken in respect of the Board's interests.

Further involvement will be required if development of the proposal is progressed and the Board's consent may be required.

*Erection of up to 16 no dwellings at CFC Disposals Ltd, Upwell Road, Christchurch, – CFC Disposal Ltd (MLC Ref No 454)*

A planning application for the re-development of the Roffco Works with up to sixteen dwellings was made to Fenland District Council in October 2016.

According to the District Council's Public Access web page, at the time of writing, the planning application is currently pending consideration.

No further correspondence has been received from the applicant or the applicant's agents concerning this site and, with the exception of responding to the planning applications, no further action has been taken in respect of the Board's interests.

Further involvement will be required if development of the proposal is progressed and the Board's consent may be required.

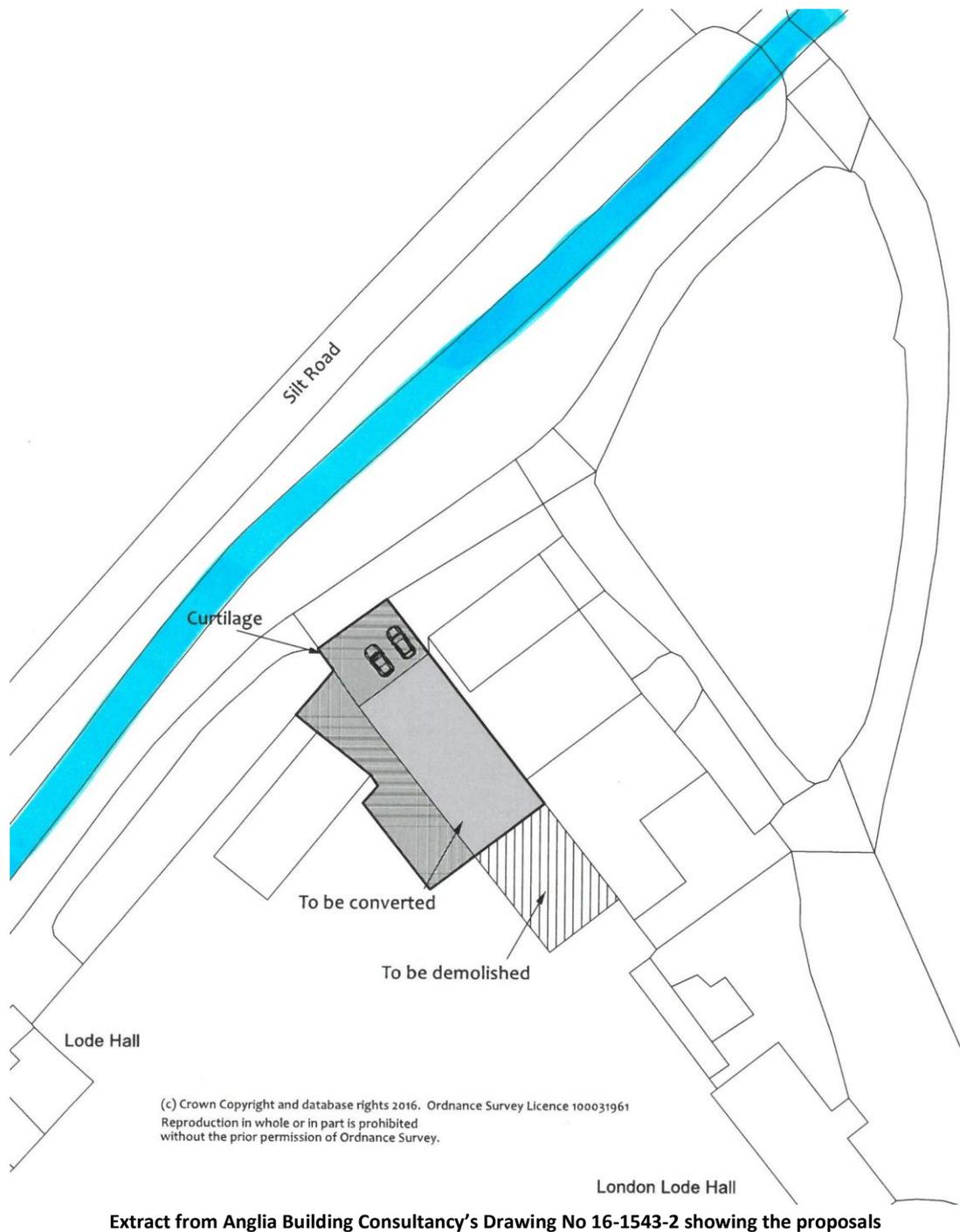
*Change of use of agricultural building to a dwelling house at Lode Hall, Silt Road, Three Holes – Mr & Mrs Johnson (MLC Ref No 455)*

A Household Permitted Regulations Notification Planning application for the re-development of an existing agricultural building into a house was submitted to the Borough Council in December and was subsequently approved in February.

Due to the type of application the details concerning the method of surface and foul water disposal were not included. In addition, the proposal looks to be in close proximity to the Board's Silt Road Drain, but the submission documents are not sufficient for this to be accurately determined.

No further correspondence has been received from the applicants or the applicants' agents concerning this site and, with the exception of responding to the planning applications, no further action has been taken in respect of the Board's interests.

Further involvement will be required if development of the proposal is progressed and the Board's consent may be required.



### ***Development Contributions***

Contributions received in respect of discharge consent will be reported under the Agenda Item – *'Contributions from Developers.'*

### **King's Lynn & West Norfolk Local Plan**

Further to the last meeting the MLC, on the Board's behalf, have been consulted on and provided the following responses to the Statement of Community Involvement (SCI) Consultation – Local Plan and planning applications.

This consultation document explained and sought comments upon the local planning system, the parties and processes involved, the method in which planning applications are made and considered and the means of consultation.

The response advised that the document was clear and succinct. However, the opportunity was taken to advise on the Boards status as a Non-Statutory consultee, consultation during the application process in respect of both the Flood risk and water level management and Biodiversity and protected habitats and species aspects. The use of the Boards Pre-/Post-Application process was encouraged.

### **Norfolk Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review**

The purpose of the Review is to address the predicted shortfall in the quantity of silica sand extraction sites allocated in the Plan, by designating specific sites and areas of search which would be suitable to meet this shortfall.

It is predicted that around 750,000 tonnes of silica sand will be extracted from Norfolk per year and that no more than 1 or 2 additional specific sites will need to be allocated over the plan period (to 2026) to meet the shortfall.

A response made on behalf of the Commissioners and our relevant associated Boards, within Norfolk, in response to a public consultation held between 16 May and 27 June, advised that the above documents have been considered and the proposals were found to be outside the respective catchments and, therefore, no specific comments were made.

In December 2016 Norfolk County Council, in its capacity as the Mineral Planning Authority, formally submitted the Review to the Planning Inspectorate, to enable it to carry out an independent examination. The Planning Inspector's task is to consider the soundness of the document, based on the criteria set out in paragraph 182 of the NPPF, and will also consider whether the plan has been prepared in accordance with the Duty to Co-operate and meets the appropriate legal and procedural requirements.

The Hearing Sessions for the Examination will be held on 14-15 March 2017.

### **Cambridgeshire Flood and Water Supplementary Planning Document (SPD)**

**Note.** A *Supplementary Planning Document (SPD)* is a document that provides further details and/or guidance with reference to policies and proposals contained in a *Development Plan Document (DPD)* or *Local Plan*.

The SPD was endorsed by the County Council and the completed document was circulated to the relevant planning authorities and risk management authorities (RMAs) for adoption where appropriate. The SPD was adopted by FDC's Full Council on 15 December 2016.

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

No further correspondence has been received from FDC concerning the Neighbourhood Strategy and no progress has occurred with its District Wide Level 2 SFRA.

No further action has been taken in respect of the Board's interests.

### **General Advice**

Assistance has been given, on the Board's behalf, in respect of the following:

- (a) A small length of watercourse has been filled in by the owner of Syringa House Farm, Crown Road, Christchurch which could cause road flooding as two road gullies discharge into the head of the watercourse. The owner was asked a number of months ago to remove the material from the watercourse and, if he wished to, to submit an application for consent for its piping and filling so that due consideration can be given. No work has been undertaken over the winter, however, the owner informs us that work will commence in the next month.

Consulting Engineer

28 April 2017

Upwell (331)\Reports\March/April 2017

Mr Downes referred to a quotation sent to the Chairman, in the sum of £3,530, to replace the missing outfall flap valve at Nordelph Pumping Station.

The Chairman reported that, according to the District Foreman and his predecessor, there had never been a flap valve at this location.

The Chairman advised that a flap valve would only be required if the pump ran backwards, or if the syphon breaker failed, and that, provided the Board kept the syphon breaker in good order, in his opinion, a flap valve would not be necessary.

The Vice Chairman also confirmed that the District Foeman was on site to inspect these things.

The Chairman enquired of members whether, now that the Board had received a quote, they felt it was necessary to install a flap valve. Mr Bliss felt it was not required, to which members agreed.

Mr Downes referred to the quotations received for the installation of automatic weedscreen cleaners at both Cock Fen and Upwell Fen Pumping Stations, together with the appraisal of tender and project assessment reports.

The Chairman reported that he had met with Robert Hill, the Middle Level Commissioners' Treasurer, to make enquiries regarding borrowing monies from the government to fund the purchase of the weedscreen cleaning equipment. Both the Chairman and the Vice Chairman considered that two weedscreen cleaners could be funded by a loan of £175,000, over a twenty five year repayment period and had included provision for loan repayments, amounting to £12k a year, in the budget for 2017/2018. The Chairman advised that if a third weedscreen cleaner were to be installed it would cost slightly more as the pump was a different design and would need more civil engineering works. This would also result in an additional 1p being added to the rate.

Mr Downes advised that the members should note there were other costs involved including security fencing and hard standings.

The Chairman advised that it was due to these additional costs that both he and the Vice Chairman had arrived at a figure of £175,000 to be borrowed from the Public Works Loan Board.

Mr Downes referred to the eel regulations and that it may be the case that EA/DEFRA approval would be needed for the automatic weedscreen cleaning equipment as the installations were close to the Main River. He suggested that the Clerk ascertain whether approval is required and report to the Chairman.

Mr Downes referred to the poor condition of the control panel at Upwell Fen Pumping Station and in view of this the Board may wish to consider replacing the existing pump control panel, which was in excess of forty years old, with a composite panel incorporating the weedscreen controls.

Members approved this action and requested that Mr Downes obtain a quote.

Miss Ablett referred to the Consulting Engineer's report and to their recommendation that the Board should have appropriate signage in place for Health and Safety purposes. Members discussed the type and form of signage required and Miss Ablett reported that some Boards were using external lockable cabinets to display Health & Safety notices and others were choosing to use

laminated notice boards indicating the risks; providing contact details in an emergency, together with the grid reference to identify each location.

With regards to the development at Upwell Road, Christchurch, Miss Ablett reported that the Consulting Engineer had met on site with Mr Simonds concerning the surface water run-off from the garage being piped into the roadside ditch. He confirmed that the pipe had still not been moved and that Mr Simonds advised that he intends to direct the run-off to a soakaway.

Miss Ablett reported that the Consulting Engineer had spoken with the proprietor at Syringa House Farm, Crown Road, Christchurch, in relation to a small length of watercourse that had been filled without consent. The proprietor acknowledged that this work should not have been undertaken and confirmed that, once the house renovations were complete and the caravan removed, he intended to dig out the ditch, pipe and fill it and also requested that the Board allow him more time.

The Chairman confirmed that both these problems had been going on for some time and felt that the Board should now write to both individuals giving them a timescale for the work to be carried out stating that if the work was not carried out within that time period the Board would take further action and would recover their costs.

Mr Sutton reported that he had been contacted recently by a developer who, having submitted an application with the required payment to the Middle Level offices at the end of January 2017 and also supplying the additional information requested, nothing further had been done by the Consulting Engineers concerning this application. Mr Sutton reported that he had contacted the Middle Level Commissioners' Chief Executive who had investigated the matter and informed him that due to the high volume of work involved in producing IDB Board reports for meetings at this time of year it was not possible to deal with everything immediately.

In view of this, Mr Sutton queried the need for such a detailed report, the majority of which reported on planning applications as having no further update.

## RESOLVED

- i) That the Report and the actions referred to therein be approved.
- ii) That no further action be taken with regards to the missing outfall flap valve at Nordelph Pumping Station.
- iii) That automatic weedscreen cleaning equipment be installed at Upwell Fen and Cock Fen Pumping Stations
- iv) That a quote be obtained by the Consulting Engineer to replace the existing pump control panel at Upwell Fen Pumping Station with a composite panel incorporating the weedscreen cleaning equipment controls.
- v) That an amount not exceeding £175,000 be borrowed from the Public Works Loan Board over a period of 25 years, for the installation of automatic weedscreen cleaning equipment at Upwell Fen and Cock Fen Pumping Stations.
- vi) That the Middle Level Commissioners be requested to supply health and safety signage at the Board's pumping stations to include indication of risks; contact details in an emergency, together with the grid reference to identify each location.

- vii) a) That a letter be sent to Mr M Simonds requesting that either the surface water run-off from the garage roof be directed to a soak away and not the ditch or a discharge consent application must be made.
- b) That a letter be sent to the proprietor of Syringa House Farm advising of the consent requirements and requesting that the ditch be dug out to its original profile to enable free flow of surface water from the road.
- c) A three month timescale be allowed for both Mr Simonds and the proprietor of Syringa House Farm to carry out the necessary works after which the Board will take further action and recover all costs.
- viii) That for future board reports, the Consulting Engineers produce a list of planning applications for which there has been no further correspondence and only include details for those applications where a Board decision/instruction is required.
- ix) That the Clerk advise the Chairman why the Middle Level Commissioners' fees in relation to dealing with Planning applications cannot be recharged to applicants.

#### B.1648 Capital Improvement Programme

Members considered the Board's future Capital Improvement Programme.

#### RESOLVED

That the Capital Programme be approved in principle and kept under review.

#### B.1649 Works truck

The Chairman reported that, as the MOT on the Board's Nissan truck was due to expire on the 19<sup>th</sup> May and was in need of some work, both he and the Vice Chairman would like to replace it. He tabled details of a couple of alternatives and advised that the Isuzu was the preferred option at a cost of £13,000 with £2,500 quoted as part exchange for the old truck. The Chairman confirmed that the Isuzu had done 42,000 miles, had been regularly serviced, had a hard top and the District Foreman had inspected it. The Vice Chairman had been researching other options and confirmed that a new truck with a hard top would cost over £24,000.

#### RESOLVED

That the Isuzu truck be purchased from balances.

#### B.1650 Maintenance Work in the District

- a) District Work Report – February – April 2017

The Board considered the District Work Report.

#### RESOLVED

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

b) Drainworks Programme 2017/2018

The Chairman confirmed that he was satisfied with how the drainworks had been carried out last year and advised that there had been only one small section that had not been done, otherwise most of the drainworks programme, together with some extra work had been completed. The Vice Chairman advised that the new mower purchased by the Board in September was working well.

The Chairman thanked Carl for his work

With reference to minute B.407, the Board gave consideration to maintenance work required in 2017/2018.

The Chairman circulated a map indicating the proposed works for the coming year and requested members to contact either himself or the Vice Chairman if they noticed any works in the District that they felt needed to be done.

RESOLVED

That the programme be approved and the District Officers be authorised to undertake the necessary maintenance work.

c) Complaint of Mr D Partridge – Worlds End Farm, Nordelph

Further to minute B.1617, the Chairman confirmed that the water levels had been dealt with but subsequently Mr Partridge had advised that the levels were in the wrong place.

The Chairman told Mr Partridge that he would have to arrange the works himself and nothing has been heard since.

The Chairman reported that he had received a further email from Mr Partridge stating that a culvert was blocked resulting in his land being flooded and asking the Board to deal with it. Having made enquiries, the Chairman advised that together with the District Foreman he inspected the culvert, which it transpired was not a Board's structure or even a Board's Drain. Mr Partridge had subsequently been advised and no further communication had been received.

d) The Chairman advised that the District Foreman had suggested a weed clean rather than slub on the stretch of main drain from Worlds End to Nordelph between points 52-53.

The Chairman advised that this was something he needed to bring to the attention of the Board as it would be a couple of years before they could get round to doing it again.

Mr N Russell advised there was a mess on the river bank at Three Holes where trees had been pulled out from the drain. The District Officer confirmed that there was only a dumper load and he would clear it up.

RESOLVED

That no works be carried out on the drain between point 52 and 53.

B.1651 District Labour  
Board's Employee's Wages

The Clerk reported that during the financial year 2016/2017 overtime payments had been made as indicated on the Supplementary Schedule.

B.1652 Chemical Weed Control of District Drains

With reference to minute B.1580, the Chairman reported that there were no plans for chemical treatment works planned at the present time.

B.1653 District Officers' Fees

- a) The Board gave consideration to the District Officer's fees for 2017/2018.
- c) The Board gave consideration to the expenses payable to Mr Goodger.

RESOLVED

- i) The Board agree that the sum of £3,500 be allowed for the services of the District Officers for 2017/2018.
- ii) That the Board agree that a sum of up to £900 mileage payment be allowed to Mr Goodger.

(NB) – The Chairman and the Vice Chairman declared an interest when these items were discussed.

B.1654 Environmental Officer's BAP Report

Members considered and approved the most recent BAP report.

B.1655 State-aided Schemes

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

RESOLVED

That no additional proposals be formulated at the present time.

B.1656 Charges for hire of plant when engaged on private work

- a) Consideration was given to whether any revisions were necessary in the Board's charges for hiring plant for private work (last reviewed – May 2016).

Flail mower

Present charge - £32 per hour (inclusive of operator's wages etc)

RESOLVED

That the hire charges remain as at present.

B.1657 Inspection of District 2017

The Board considered the desirability of having an inspection of the District in 2017.

RESOLVED

That an inspection of the District be held on Monday the 19<sup>th</sup> June 2017, and that arrangements be made to meet at the Lamb and Flag Public House at 5.00pm.

B.1658 Determination of annual value for rating purposes

The Board considered the recommendation for the determination of annual value for rating purposes, viz:-

**UPWELL IDB**

Determination of Annual Values for Rating purposes

April 2017

**2017-2018**

		Transfer value to Special Levy - £475.895 per hectare	Area	Agricultural	Special Levies		TOTAL
			(Hectares)	Land	Fenland	BKL&WN	
				-	-	-	-
Opening Values (£)		4336.877	<b>712,309</b>	<b>91,297</b>	<b>134,292</b>	<b>937,539</b>	
Opening %			75.98%	9.74%	14.32%	100.04%	
<u>Location</u>	<u>Reason for change.</u>						
-							
Prev Mr R Harrison	Half Penny Toll Drove	Change of use - reclaim yard	0.405	-67		193	126
-							0
							0
							0
Total determinations		4337.282	-67	0	193	126	
Closing Values (£)			<b>712,242</b>	<b>91,297</b>	<b>134,485</b>	<b>938,024</b>	
Closing %			75.93%	9.73%	14.34%	100.00%	

## RESOLVED

- i) That the determination recommended be adopted by the Board.
- ii) That the Clerk be empowered to serve notices and to take such other action as may be necessary to comply with statutory requirements.
- iii) That the Chairman and the Clerk be empowered to authorise appropriate action on behalf of the Board in connection with any appeal against the determination.

### B.1659 Rate arrears

Consideration was given to writing off rate arrears amounting to £53.80.

## RESOLVED

That the arrears be written off.

### B.1660 Association of Drainage Authorities

#### a) Annual Conference

Miss Ablett reported that the Annual Conference of the Association of Drainage Authorities would be held in London on Thursday the 16<sup>th</sup> November 2017.

## RESOLVED

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

#### b) Annual Conference of the River Great Ouse Branch

Miss Ablett reported on the Annual Conference of the River Great Ouse branch of the Association held in Prickwillow, Ely on Tuesday the 7<sup>th</sup> March 2017.

#### c) Floodex 2017

Miss Ablett reminded Members that Floodex 2017 will be held at The Peterborough Arena on the 17<sup>th</sup> and 18<sup>th</sup> May 2017 and referred to the free Health and Safety Seminars that will also be taking place.

### B.1661 Governance of Water Level Management in England

Miss Ablett referred to the publication of the National Audit Office's (NAO) Report on Internal Drainage Boards, available on their website, [www.nao.org.uk/report/internal-drainage-boards](http://www.nao.org.uk/report/internal-drainage-boards); to the Report Summary and to the response from ADA.

### B.1662 Health and Safety Audits

Miss Ablett drew attention to the continuing need to ensure that the Board complied with Health and Safety Requirements and reminded Members of the arrangements with Croner and that if the Board had any issues they could seek advice from Croner via the Middle Level Commissioners.

Miss Ablett reported that the Middle Level Commissioners had put together a pack consisting of a practical guide, templates and examples relating to health and safety requirements, which they hoped would assist Boards with their health and safety responsibilities.

### B.1663 Cambridgeshire and Norfolk Flood Risk Management Partnership Update

Further to minute B.1589, Miss Ablett reported the main issues considered and discussed by the Partnership were:-

1. Work on the A14 project has now commenced.
2. The Supplementary Planning Document on flood risk has now been endorsed by Cambridgeshire County Council.
3. That there was an update on the surface water management plan and surveys have been undertaken for property level protection (PLP).

### B.1664 Governance and Accountability for Smaller Authorities in England

Miss Ablett referred to the recently issued Practitioners' guide to proper practices to be applied in the preparation of statutory Annual Accounts and Governance Statements which will apply to Annual Returns commencing on or after 1<sup>st</sup> April 2017.

### B.1665 Review of Internal Controls

The Board considered and expressed satisfaction with the current system of Internal Controls.

### B.1666 Risk Management Assessment

- a) The Board considered and expressed satisfaction with their current Risk Management Policy.
- b) The Board considered and approved the insured value of their buildings.

### B.1667 Exercise of Public Rights

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

### B.1668 Annual Governance Statement – 2016/2017

The Board considered and approved the Annual Governance Statement for the year ended on the 31<sup>st</sup> March 2017.

#### RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2017.

### B.1669 Payments

The Board considered and approved payments amounting to £227,601.19 which had been made during the financial year 2016/2017.

(NB) – Messrs C Hartley and Sutton declared an interest (as Members of the Middle Level Board) in the payments made to the Middle Level Commissioners.

### B.1670 Annual Accounts of the Board – 2016/2017

The Board considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31<sup>st</sup> March 2017 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

The Board enquired of the rates outstanding at the year end and Miss Ablett advised that £1,052 was owed by Mr Lewin and £2,200 related to land where the owner/occupier were unknown.

Members enquired of any action taken against Mr Lewin.

Miss Ablett advised that the amount related to rates outstanding for several years, together with court costs. She confirmed that each year a court summons is issued to Mr Lewin and the bailiffs have been instructed to recover the monies outstanding, but this was not successful as there were no goods that could be recovered. Miss Ablett advised that as a last resort the Board could send Mr Lewin to prison, but the debt would then be written off.

#### RESOLVED

- i) That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2017.
- ii) That a charge be put on Mr Lewins' property.
- iii) That any rates that have been overdue for more than 12 months be included as an agenda item at the May meeting.

B.1671 Expenditure estimates and special levy and drainage rate requirements 2017/2018

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2017/2018 and were informed by Miss Ablett that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 75.93% and 24.07%.

RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £187,604 be raised by drainage rates and special levy.
- iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £142,448 and £45,156 respectively.
- iv) That a rate of 20.0p in the £ be laid and assessed on Agricultural hereditaments in the District.
- v)
  - a) That a Special levy of £26,897 be made and issued to the Borough Council of Kings Lynn and West Norfolk for the purpose of meeting such expenditure.
  - b) That a Special levy of £18,259 be made and issued to Fenland District Council for the purpose of meeting such expenditure.
- vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levies referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levies by such statutory powers as may be available.

B.1672 Display of rate notice

RESOLVED

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

B.1673 Dates of next Meetings

RESOLVED

That the next Meetings of the Board be held as follows in 2018, viz:-

- i) Monday the 22<sup>nd</sup> January 2018 at 6.00pm
- ii) Wednesday the 9<sup>th</sup> May 2018 at 5.00pm

B.1674 Rallingham Hall Farm, Three Holes

It was mentioned that the entrance at Rallingham Hall Farm, Three Holes was not in a good state of repair and the Board were asked if this could be piped or dug out.

The Chairman enquired who owned the structure as it was likely to be the owner of the land. Miss Ablett advised that she would ask the Clerk to contact the Chairman. The Chairman and Vice Chairman agreed to have a look at the site before the inspection.

RESOLVED

- i) That the Clerk ascertain whether the Board own the structure and report to the Chairman.
- ii) That the Chairman and Vice Chairman inspect the site before the inspection.