SWAVESEY INTERNAL DRAINAGE BOARD

At a Meeting of the Swavesey Internal Drainage Board Held at The Memorial Hall, Swavesey on Tuesday 8th February 2022

PRESENT

K Wilderspin (Chairman)
J E Dodson Esq (Vice Chairman)
J S Burgess Esq
Mrs S Dodson
Mrs A C Hemington
Miss H Parish
N K Stroude Esq

Miss Lorna McShane (representing the Clerk to the Board) was in attendance.
Iain Smith (member of the Regional Flood and Coastal Committee) was also in attendance.

Apology for Absence

An apology for absence was received from Cllr W Handley Esq.

B.1073 Declarations of Interest

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

The Chairman declared an interest in the Superintendent's Fee and payments.

J Burgess Esq declared an interest in relation to discussions concerning the proposed Northstowe Development and other developments draining to Uttons Drove STW Northstowe and effluent discharge to the Swavesey Drain.

B.1074 Confirmation of Minutes

RESOLVED

That the Minutes of the Meetings of the Board held on the 9th February 2021 and 25th June 2021 are recorded correctly and that they be confirmed and signed.

B.1075 Completion of the Annual Accounts and Annual Return of the Board – 2020/2021

a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31st March 2021, viz:-

Swavesey Internal Drainage Board

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015 /234)

1 The Audit of accounts for the Swavesey Internal Drainage Board for the year ended 31st March 2021 has been completed and the accounts have been published.

2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Swavesey Internal Drainage Board on application to:

The Clerk
Swavesey Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

between the hours of 9.00am and 4.00pm on Mondays to Fridays (excluding public holidays), when any local elector may make copies of the Annual Return.

3 Copies will be provided to any local elector on payment of £2.40 for each copy of the Annual Return

Announcement made by: D C Thomas - Clerk to the Board

Date of Announcement: 17th September 2021

Annual Internal Audit Report 2020/21

SWAVESEY INTERNAL DRAINAGE BOARD

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

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

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

Date(s) internal audit undertaken: 28/06/2021 29/06/2021 30/06/2021

Name of person who carried out the internal audit: Whiting & Partners

Signature of person who carried out the internal audit: M. Haydon – Whiting & Partners

Date: 30/06/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

SWAVESEY INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2021

and recorded as minute reference:

B.1035

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman [illegible]

Clerk [illegible]

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Section 2 – Accounting Statements 2020/21 for

SWAVESEY INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	90,029	93,524	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	19,389	19,389	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	10,456	4,392	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	0	0	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	26,350	28,290	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	93,524	89,015	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	95,131	91,660	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	513,000	513,000	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 3rd June 2021

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/21

as recorded in minute reference:

B.1036

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2020/21

In respect of SWAVESEY INTERNAL DRAINAGE BOARD – DB0108

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

NONE

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature	PKF Littlejohn LLP	Date	10/09/2021

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

RESOLVED

(i) That in accordance with the Accounts and Audit Regulations the minutes record that approval of the accounts was given on 24th June 2021.

(ii) That the Chairman was authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2021.

iii) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2021, viz:

Whitings
Chartered Accountants LLP
The Old School House, Dartford Road
March, Cambridgeshire, PE15 8AE
t: 01354 652304
e: march@whitingsllp.co.uk
w: whitingsllp.co.uk

MNH/BB/MM053
08 October 2021

Messrs. D Thomas and R Hill
Middle Level Offices
85 Whittlesey Road
March
Cambs.
PE15 0AH

Dear Messrs. D Thomas, R. Hill, and S Ablett,

MLC administered Internal Drainage Boards - Internal Audit 2020-2021

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2021, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

General points

1. **Annual Return – Guidance notes**
   We note that there has been a subtle change within the guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21 from what was shown in 2019/20. Previously the guidance stated that "the authority **should** receive and note the annual internal audit report **if possible** before approving the annual governance statement and the accounts" this has been replaced by "the authority **should** receive and note the annual internal audit report before approving the annual governance statement and the accounts". As such whilst we are satisfied that all of the administered boards have previously and remain compliant in this matter, due to this not being something that the boards **must** comply with, we would strongly urge a review of the wording within any future AGAR's to ensure that, should this requirement come into force, you are able to adjust your plan of works in plenty of time. We would also request that should this take affect you contact us at your earliest convenience, so that we may tailor our own work programmes accordingly.

2. **Asset Valuations and Insurances**

We note that there are a number of boards which have had revaluations within the year on their pumping station assets and that these are now valued in excess of what has been included within the insurance valuations and the accounts/annual return. We appreciate that the accounts/annual return value must remain at cost/deemed cost however we would suggest that as soon as the results of these valuations come to light you seek to change the insurance valuation accordingly, we understand that in many cases these amendments are carried out at the point of annual renewal.

In some individual cases it is noted that residential properties have been revalued during the audited year, but the underlying insurance values have not been increased. We recommend that, as with pumping station assets, the insurance valuation is increased to reflect the current market value and thereby ensure that such assets are adequately insured.

Finally, it is noted that, whilst a large proportion of boards have taken the option to revalue for insurance purposes their pumping station and residential assets during the year, there are some boards that have not followed suit. We have seen elsewhere that such revaluations have sometimes resulted in significant uplifts in value, and as such we would suggest that any remaining boards that have yet to carry out such an exercise do so at the earliest convenience.

We would recommend that in the absence of specific information to the contrary suggesting need for earlier review, that a revaluation exercise be performed for insurance purposes at least every 5 years on all major Board assets.

Client Comment:

All Boards are asked concerning valuations for insurances and it is a Board decision. Depending when the meeting is held and when the valuation is completed depends when the instruction can be given. However, once approved we look to update policies at that time. Where applicable, we are also looking into the viability of having certain values index linked but note that these will still need monitoring on a routine basis.

3. Employee Benefits - Vehicle Usage, and VAT recovery

In 2020 a high-level tax case was brought by HM Revenue & Customs against Coca-Cola European Partners Great Britain Limited relating to vehicles provided to employees of Coca-Cola and whether these 'dual purpose' vehicle should be classed as a van or a car for benefit-in-kind (BIK) and other taxation purposes. Typical example of such a vehicle being a double-cab pickup as operated by some boards.

This case was ruled in favour of HMRC where the use of three of its vehicles (2 Volkswagen Kombis and a Vauxhall Vivaro) should be treated as cars, rather than vans for tax purposes. The Vauxhall had been modified in a number of ways and an additional row of seats and windows were added along with a bulkhead to ensure goods being transported could not enter the passenger area. Both the VW Kombi vehicles were fitted with rear seats and additional racking was required by the driver for business use, for the Kombi version 2 this required a rear seat to be removed for racking. The Court of Appeal ruled that the vehicles were not sufficient to differentiate between them and therefore they should all be treated on a similar basis for BIK purposes, each vehicle was multi-purpose and capable of transporting goods or passengers, but neither type of vehicle was 'primarily' suited to the carrying of goods as required by current taxation legislation s.115(2).

At this point in time (drafting late June 2021) no updates to the tax rules have been issued by HMRC in the light of the ruling and therefore we are unable to determine whether the current vehicles owned by each board and allocated to an employee will be classed as a van or car. And until HMRC include any such updates and guidance we are unable to determine whether the vehicles held by each board will be liable for a van or car BIK on employees where the vehicle is not operated as a depot-based Pool vehicle. This case also has potentially wider implications relating to recovery or not of VAT on the vehicle when purchased and in commercial settings capital allowances.

<u>*Client Comment:*</u>

We are aware of this position and have also been checking with HMRC but as yet they have not issued guidance that can be passed onto Boards. There are significant tax implications, both for employer and employee and will continue to monitor the position.

4. **Provisions**

We are pleased to note that, in the main; provisions for amounts owing to and owed from applicable boards, are being monitored and written back should the underlying potential asset/liability be extinguished. There are still odd cases where provisions are "brought forward and carried forward" that relate in excess of the standard life of debt, being 6 years. On review in some cases whilst the underlying rationale of these balances are reasonable, we would question whether payments could still be enforced if chased, aside from in relation to development contributions. As such we would encourage continued review of provisions as a whole, with special consideration being made to aged provisions that have existed for a number of years.

We would recommend that any such old debts or provisions (part from development contribution provisions), say over 3 years old, be presented at the Board meeting annually and approved.

Client comment:

As part of the year end accounts procedures, provisions are looked at and decisions made on an individual basis as to retain or to write back.

5. **Risk Management Policy and procedures**

We noted in the 2019 most boards undertook a substantial risk management assessment process in 2014 leading to formal acceptance in April 2015 which is now subject to a brief review each year which is duly recorded formally in the board minutes. After recommendation in the prior year's management letter, we are pleased to note that this processed has been carried out again for 2020 - 21.

The COVID-19 pandemic is, hopefully, the greatest challenge many of us will face in our lifetime. In the face of adversity there is also opportunity to embrace this emerging "new normal" and such an event should allow us to take a step back and look at the policies and procedures that underpin the organisation. With this in mind we would urge greater breadth of coverage of policies and procedures to include consideration and action points in relation to areas such as climate change, global pandemics, and disaster action & recovery – at the time of writing we are not aware of such bigger policy being in existence.

It may also be helpful to revisit and enhance appreciation by way of visual colour coding of the RAG rating numbers to better differentiate between the varying levels of risk and consequence. We would expect to see low risk items being colour coded green, middling items colour coded yellow and high-risk items in red.

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Capital assets - continued

<u>Client comment:</u>

Comment has been noted. While Boards own pumping facilities and their footprint they do not (generally) own the watercourses, designating the arterial system for maintenance. This is probably a matter that could be discussed on an "industry wide" level, maybe through ADA by its policy and finance committee to ensure, if recognised, would provide a uniform approach across the country.

9. Budget figures

We note that Budget figures are prepared annually in advance, but we note these are not updated in the late Autumn even when notable variances may have occurred for various factors. Whilst not necessary to do so for all boards, we suggest that Chairmen of individual Boards are given opportunity to request updated Budgets after the half year point for the remainder of the year and distribute to Board members if they feel it appropriate due to circumstances to date or anticipated during the year.

<u>Client comment:</u>

As part of the finance regulations, we are required to carry out a budget monitoring exercise during the course of the year. For those Boards that have a relevant meeting, this is reviewed by the Board at their autumn/winter meeting. For all other Boards the monitoring exercise is completed as at the end of the calendar year, at this point the majority of the drain maintenance works have been completed, as would be any planned maintenance works at pumping stations. The expenditure to-date is then forecast to the end of the financial year and compared to the budget and initially sent to the chairman for review. Depending on the outcome of the monitoring exercise depends on whether it is considered appropriate to hold an emergency meeting. However, it is likely that if there were an extraordinary event the Board would be aware "in real time" and appropriate action taken at that point. It is not policy to update budgets depending on levels of expenditure but to use these as comparative to analyse variances of actual expenditure against.

Specific Points

Sutton and Mepal IDB

See item 2 above – residential property value

Hundred of Wisbech IDB
See item 6 above

Conington & Holme IDB
See item 9 above

Client comment (Conington & Holme IDB):

The "overspend" against budget related to additional drain maintenance works that were required and a breakdown at the pumping station which occurred after the monitoring exercise had been completed. These events were managed at the time and appropriate action taken when setting the following years rate.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement
As in previous years it is noted that there is a discrepancy between debtor held in Waldersey IDB and the creditor held in Hundred of Wisbech IDB; due to the substantial rainfall pattern in late 2020-21 this amount was more significant than normal

Waldersey IDB – Debtor	38,459.99
Hundred of Wisbech IDB - Creditor	47,997.84
Difference	**9,537.85**

This difference arises due to the accounts of Hundred of Wisbech IDB being completed before Waldersey IDB, therefore a provision having to be included within the former's books before more accurate figures become available. The difference is adjusted in the following year's Accounts for Hundred of Wisbech but in the short term could be considered slightly misleading.

We note that there have been discussions to potentially amalgamate the two boards, this would eradicate the anomaly. However, in the absence of this, we wonder whether there is scope to bring the meetings and account preparation periods in line to address this issue.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement - continued

Client comment (Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement):

These costs relate to the contribution for the costs of the shared pumping facility and at the time of production of the year end accounting statements discussions were taking place concerning potential changes to the contribution as a result of changes in land use. A new proposal had been put forward which was broadly approved by the Hundred of Wisbech Board, whose meeting is held first. In completing their accounting statements they requested that, due to the impact of the winter rainfall event the new proposal be used in calculating the contribution. When the Waldersey Board held it's meeting no changes had been approved at therefore the existing contribution calculation was used in their accounting statements. With regards to the Hundred of Wisbech creditor, these "old balances" will be written back during this financial year. There are no current plans to change meeting dates so there will remain a creditor/debtor position in both sets of accounts although now settled, this should be cleared, generally a year in arrears.

Other Matters

As you will already be aware our firm underwent a change of business name from Whiting & Partners to Whitings LLP, with effect from 1 October 2021. As the world and our practice move forward, even in these challenging times towards a "new normal", we have also decided to rebrand and change our look to promote this.

As provided for under the clauses of our existing Terms of Business ongoing engagements under our standard Whiting & Partners Terms and Conditions remain unchanged and have rolled over seamlessly into Whitings LLP; these are available on our new and improved website www.whitingsllp.co.uk

We are immensely proud of the work we continue to do with you at Whiting and we would like to take this opportunity to thank your staff involved in our audit for their assistance and cooperation in achieving substantial completion by the stated target deadlines, especially in light of the operational challenges posed to us all by the ongoing COVID-19 pandemic.

Yours sincerely,

Whitings LLP

Whitings LLP

B.1076 Main River Issues

Further to minute B.1040, the Chairman reported that not much progress had been made with issues relating to the main river, particularly the river bank because of the difficulties presented by Covid restrictions and these now need to be followed up.

Iain Smith said he was very happy to follow up and discuss these matters with the Environment Agency on behalf of the Board and agreed to contact Philippa Hume about these issues.

The Chairman reported that Church Bridge does not close. A temporary repair had been carried out and Iain Smith also agreed to follow this up with the Environment Agency.

B.1077 Proposed Northstowe Development and other developments draining to Uttons Drove STW Northstowe and Effluent Discharge to Swavesey Drain

Further to minute B.1042, the Chairman reported that Phase 3A had now been granted planning permission, even though a number of objections had been received about the development. The Chairman stated that he thought that at first the Environment Agency were supporting the Board. I Smith reported that he was talking to the Flood Risk Manager at the Environment Agency about their Flood Risk Assessment and was providing historical background information to them.

The original boundary of the Board had been drawn up to protect the village of Swavesey, not just agricultural land.

I Smith said he had invited the Environment Agency to come and look at the system and they have agreed to do this. I Smith agreed to stay involved until this matter was resolved. He had asked Philippa Hume for dates for a meeting and the Board indicated that they would be willing to attend any meeting with her in Swavesey. Swavesey IDB could not take any more flows, into its system.

The Board asked that the Environment Agency be instructed to write to South Cambridgeshire District Council to advise that they were not happy with the drainage issues in Phase 3B and to ask what conditions the Council as Planning Authority intend to impose in relation to drainage.

RESOLVED

That David Thomas, Clerk to the Board, contact Philippa Hume to arrange a meeting with Swavesey IDB members.

(NB) - The Vice Chairman declared an interest as a landowner potentially affected by the scheme.

B.1078 Outstanding Drainage Rates

Further to minute B.1043, Miss McShane reported that this was an old debt which related to rates for 2012 in the sum of £1,770.25. A Court Order had been obtained for the debt, but when bailiffs attended on a number of occasions, there had been no good on which to levy distress.

The premises were no longer subject to agricultural rates so there were no further arrears accruing.

RESOLVED

That in view of the fact that the Board had a Court Order in place, they did not wish to write off the outstanding rate arrears.

B.1079 Defra Consultation on the Rating System

Further to minute B.1044, Miss McShane reported that the Environment Act had now received Royal Assent. The Act contained powers specific to IDBs to amend the Land Drainage Act 1991 addressing the issue of missing or incomplete data or valuations which prevent existing IDBs from expanding and new Boards being established.

Defra were currently working on secondary legislation and these Statutory Instruments would be consulted on and Defra would be engaging with IDBs through ADA.

B.1080 Clerk's Report

Miss McShane advised;

i) COVID-19 Actions

That due to the risk of COVID-19 mutations appropriate measures are being put in place, revised and reviewed as per government advice and using activity-based risk assessments.

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That a seventh Chair's Meeting was held on the 2nd November 2021.

The meeting covered a wide variety of matters likely to affect IDBs. A summary of the key points and resolutions follows;

a) The MLC Chair introduced the meeting and took the opportunity to warn those present that government were pushing for land in this area to be set aside to mitigate the impacts of climate change. In this respect there was concern that the data underpinning this move was out-of-date and inadequate and that there was a risk that no proper account would be taken of the storage effects of the land as it is currently managed compared to how it might react if managed as wetland.

b) To better fit in with the farming calendar the annual safety audits carried out by Cope are to be moved to January and February. In response to a question from the floor, Chairs were advised that it is ultimately the Board and not the MLC's responsibility to manage safety at Board owned assets, although the MLC will assist where they can.

c) Chairs considered that it was considered important that IDBs and the MLC have a policy on climate change. It was felt likely that this will become increasingly important as pressure mounts for action to be taken. In this respect the Clerk advised that the MLC intended to carry out a baseline assessment of its carbon footprint which would then be used to underpin plans for reductions in CO^2 release and for mitigation. This model would be made available to those IDBs which wished to follow a similar path. Once what could be reasonably achieved has been defined a policy to steer implementation would be produced. Obviously, the aim will be to achieve net zero or as close to it as can be realistically and practically be achieved.

d) The Chief Executive outlined the work of WRE, including the regional reconciliation of water supply just carried out, the proposals for two new reservoirs (one in Lincolnshire and one in Cambridgeshire) and the future plans for water security providing a 1 in 500 year level of drought tolerance for potable water supply. On this latter point he advised that he had been pushing hard for the needs of agriculture to be taken into account, noting that wet farming and environmental targets for farming would require extra water in this region. Also, he considered that separating agricultural need from environmental need was an error and failed to recognise the close tie between the two.

e) It was reported that it seemed increasingly likely that despite lobbying MPs and Defra it will be the case from the 1st April 2022 that IDB's will lose access to red diesel for anything other than powering generators and for heating. This will increase costs and will present problems with the use of contractors who also work for agriculture which will have an exemption, hence can continue to use red diesel in plant.

f) On member training it was agreed that the MLC would set up a Zoom type seminar running several of the ADA video training sessions back-to-back. All members of all MLC administered IDBs would be invited and attendance will be recorded. This was seen as the most efficient way of delivering the training that Defra expects members to have undertaken.

g) For the next round of IDB meetings, the MLC website secure pages will be used for Board meeting documents. Members will be sent links to the appropriate webpage with a password. The documents can then be downloaded whenever it is convenient to do so. **MEMBERS WILL BE ENCOURAGED TO FOLLOW THIS ROUTE RATHER THAN REQUIRE PAPER COPIES OF DOCUMENTS**. In exceptional circumstances – for example for those members without email addresses - a paper copy of the relevant documents can still be printed off, bound and sent out. The use of the Microsoft Teams software is also to be explored for future years.

h) GDPR was discussed and it was resolved that for internal matters, or where working with partner organisations all email addresses will be visible to allow members to see who has knowledge of the matter under discussion. All external communications will normally be blind copied unless there is a need to show the address or the address is already known (for example when a member is passing on a query, he or she has received themselves). It was also agreed that the website could continue to show names and primary contact numbers as long as addresses were not identified.

iii) Association of Drainage Authorities

a) Annual Conference

That the 84th Annual Conference of the Association was held on Wednesday the 10th November 2021.

The Conference was once again held virtually and was split into two parts; the Conference in the morning and AGM in the afternoon. It is expected that, whilst in future years it is hoped to return to a face-to-face format, the clear separation between conference and AGM is likely to be retained.

Speakers this year included Rebecca Row MP (Parliamentary Under Secretary of State – Defra), Dieter Helm (economist) and Lord De Ramsey (then President of ADA).

Topics covered included the challenges of climate change and the need to step up to the plate in delivering on the aim to achieve a net zero target as soon as possible, the importance of partnership working and the importance of agriculture in feeding the nation. The latter included the need to better educate the population, who clearly desire to move forward on delivering climate change and ecological objectives, but do not fully appreciate the role of agriculture, its real impacts or even properly understood where and how food is sourced. One example given that challenged a common assumption that agriculture was bad for the environment was that recent monitoring of CO_2 release had shown that a well irrigated peat field of onions released less CO_2 than adjacent dry grassland.

In his speech Lord De Ramsey announced that he was stepping down as President and that his place would be taken by Henry Cator. He was warmly thanked by ADA for his many years of service and was presented with a painting by an artist which it is known he admires. Henry spoke about how pleased he had been to be invited to take over the role and that he looked forward to working with ADA to meet the future challenges of the industry.

The AGM that followed gave an update on the work of ADA, noting the likelihood that, despite vigorous lobbying, the expectation was that from 1st April 2022 IDBs would no longer be able to use red diesel for anything other than heating or to run generators. This will impact on costs and will provide challenges to the continued use of agricultural contractors. The passing of the Environment Bill was touched upon which will release barriers to the formation of new IDBs and will also provide opportunities for IDBs to explore extending their boundaries if it was clearly beneficial to do so. Innes Thomason spoke on the work of ADA and the consultations ADA had responded to, including proposals to extend beaver introduction and a water abstraction licencing charging review amongst other things. Finally, it was reported that the ADA Board had agreed to a 1% rise in subscriptions for the 2022/23 year and noted that with inflationary pressures a higher increase should be expected next year.

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 9th November 2022.

RESOLVED

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

c) Meeting of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association will be held on Tuesday the 1st March 2022.

d) Updating IDB Byelaws

Further to minute B.996, ADA have advised that there was an error in the Model Byelaws relating to penalty note referred to s37 of the Criminal Justice Act 1982, which was actually repealed on the 1.12.2020 by the Sentencing Act 2020. Consequently, Defra has amended the Penalty Notice attached to the byelaws to include the correct reference. This Penalty Notice is not part of the Byelaws and hence is a simple correction. There is no requirement either to readvertise or seek DEFRA approval and the version now uploaded to the website is the corrected one.

iv) Environment Act

In November 2021 DEFRA announced that the Environment Act became law. The stated aim of this Act is to improve air and water quality, tackle waste, increase recycling, halt the decline of species, and improve the natural environment. However, the Act also includes powers (specific to IDBs) which amend the Land Drainage Act 1991, addressing the technical issue of missing or incomplete data, which is preventing existing internal drainage boards from expanding and new ones from being established. DEFRA have stated that they will be working on the associated secondary legislation over the coming year and will be engaging with IDBs through ADA on this.

v) Smart Level System/District Wide Telemetry Bid

Further to minute B.1045(vii) the Clerk reported that when looking at the cost of telemetry there will be a number of factors that will impact upon cost. We have asked Xylem to put together a table that should cover the upper and lower bounds of all IDB pumping stations (see below). Prior to placing an order, a site survey will be undertaken, average cost for this is expected to be in the region of £200. Xylem will then assess what if any control panel modifications will be required to allow telemetry. The other defining factor will be whether there is to be an additional requirement for remote control of the station pumps and set points. The table covers this range.

The costing bands are:

Low	£2000 - £5,000	Minor panel modifications are required, signals are present but need work to the panel to present or make these available to telemetry.
Medium	£5,001 - £24,999	Signals are not present to enable telemetry and panel modifications are quite intensive to bring the panel to a point where a telemetry unit can be installed.
High	£25,000 +	Signals are not present and the panel requires major modifications to give the required signals. Should this option be required it is anticipated that consideration first should be given to replacement of the control panel which would bring more value and longevity. Signals for telemetry could be more easily accommodated in a new panel.

Note: All above figures are gross and if the Board resolves to go ahead as part of the Grant funded scheme currently on offer will be discounted 50%.

Note: The telemetry access will be cloud based, increasing the flexibility in access at the appropriate level for staff and District Officers.

RESOLVED

The Board has its own telemetry system and did not wish to take advantage of the proposed District wide telemetry system.

vi) National Drainage Show & Floodex 2022

That the National Drainage Show & Floodex 2022 will be held at ExCel, London on the 23rd and 24th November 2022.

vii) Water Resources East (WRE)

Further to minute B.1006(vii), the Clerk reported that the requested contribution from this Board for 2022/2023 financial year is, once again, £125. Contributions from drainage boards within the East of England secure a direct stake in WRE and help to ensure their needs and opinions are taken into account.

RESOLVED

As discussed at last year’s meeting, the Board did not feel that water resources were an issue for the Board and did not wish to make pay the requested annual contribution of £125.

B.1081 Consulting Engineers’ Report, including Planning and Consenting Matters

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

Enc 1

Swavesey I.D.B.

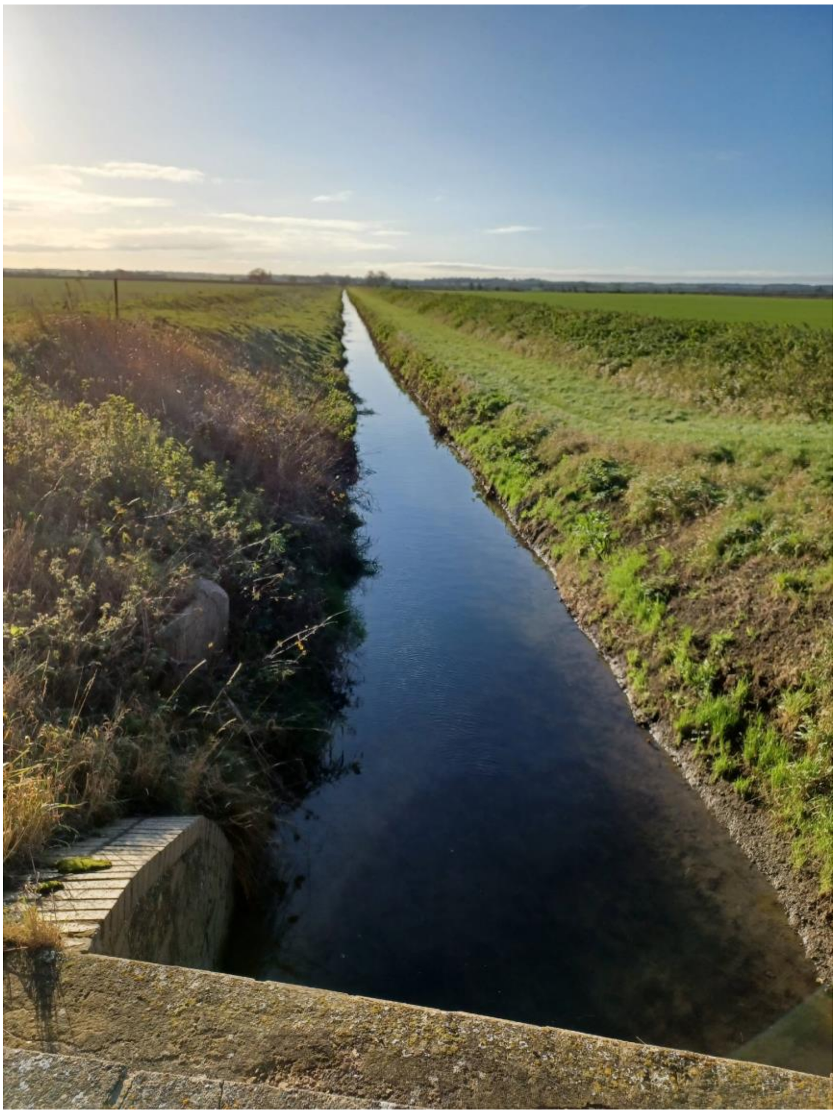
Consulting Engineers Report – February 2022

Environment Agency/Swavesey IDB/Middle Level Commissioners' PSCA (Public Sector Co-operation Agreement) Works Delivery - 2021 Season

Following the successful completion of works in previous seasons, Swavesey IDB and the Middle Level Commissioners were jointly tasked by the Environment Agency (EA) with delivery of a similar maintenance arrangement again last season. In addition to the routine elements of flail mowing, herbicide application, weed raking and pest control/monitoring, the EA also tasked the Board and Commissioners to attend to remedial repair works on two lengths of bank where subsidence had occurred along the Swavesey Drain, and to undertake machine cleansing and associated spoil disposal from the Turn Bridge Drain in the village.

EA controlled Turn Bridge Drain
Post machine cleansing

Swavesey Drain Bank repair works were undertaken within EA conservation protocols, which included licenced water vole displacement which was closely supervised for the duration of the works by an on-site ecologist employed directly by the EA. The client's specification of works for the remedial element included the installation of pre-planted coir roll at the two bank slip lengths. Planted coir roll was procured and securely staked at the toe of the reprofiled bank, providing both future bank erosion control and water vole habitat enhancement, in conjunction with the toe board and timber piling that was installed to complete the project.



The Swavesey PSCA works delivery generally went to plan, however an inspection in late November revealed that following successful herbicide applications to the aquatic weed canopy during the last consecutive three seasons, there was scant evidence of active emergent aquatic weed growth in the majority of the watercourses that warranted employing a contractor's machine for weed raking, and hence with the EA's prior consent, weed raking was omitted from last season's programme.

EA controlled Swavesey Drain in good condition

A local Contractor was employed under the agreement to provide the pest monitoring and control of burrowing species within the grassed flood embankments, and also to install a metal 'field gate' along Swavesey Drain, again at the prior request of the EA

All works undertaken within the PSCA at Swavesey are on a fully rechargeable basis to the EA.

It is anticipated an end of season 2021 debrief/pre-season 2022 meeting with the EA will be held at some point in the near future. Assuming the EA is happy with the works delivery last season it is hoped a similar programme of works will be proposed for the coming year, under the existing joint agreement.

Weed Control and Drain Maintenance

The maintenance works carried out last year generally accorded with the recommendations approved by the Board at its last Annual Meeting.

Roundup herbicide treatments were applied where required (during the early summer, with a follow up application during the autumn months) within the Board's district drains to control stands of emergent aquatic weed and vegetation growth within the dry and semi-dry drain beds. Please refer to the site plan on the following page for treatment locations. A sum has been included within the estimated costs to undertake herbicide applications throughout the district again this year.

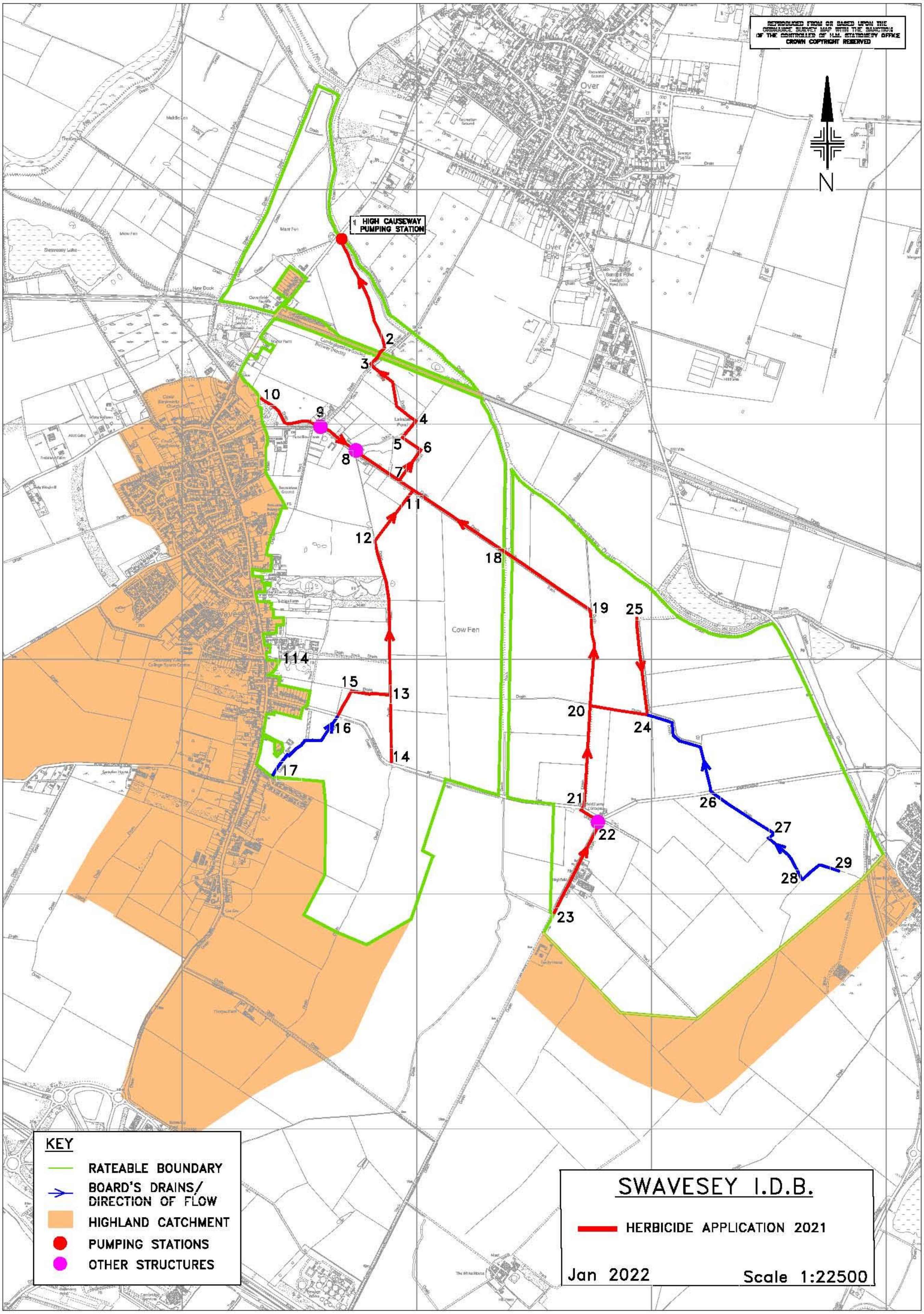
The Board's flail mowing requirements were undertaken by Lattenbury Services Ltd. At the Chairman's/District Superintendent's request, Lattenbury will be approached to undertake the flail mowing of Board's drains again this year. A sum has been included within the estimated costs to cover this work.

Following a typical English summer, many of the Board's drain beds dried out and as emergent weed within the channel had already been treated with a Roundup application, the watercourses were deemed to have retained their general good condition and no apparent machine cleansing was required at this time. To this end, and with the Chairman's/District Superintendent's approval, a late spring/early summer joint inspection of the Board's drains will be undertaken again this year. The inspection should highlight herbicide application requirements, and give an opportunity to forward plan any other works required to maintain the Board's drains to a satisfactory standard.

Provisional sums based on previous year's machine cleansing expenditure and culvert cleansing/ piling works, have been allocated within this report.

The estimated cost of this year's anticipated drain maintenance and weed control programme is as follows (see following plan for locations):

				£
1)	Roundup applications to control emergent aquatic vegetation in District drains	Item	Sum	1500.00
2)	Allow sum for machine cleansing work to Board's drains as required	Provisional Item Item	Sum	2500.00
3)	Allow sum for emergency works including bank piling or culvert headwall repair works	Provisional Item Item	Sum	1000.00
4)	Allow sum for flail mowing of District drains and hedge cutting	Item	Sum	3400.00
		Carried forward		**8400.00**



REPRODUCED FROM OR BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF H.M. STATIONERY OFFICE CROWN COPYRIGHT RESERVED
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RATEABLE BOUNDARY
BOARD'S DRAINS/ DIRECTION OF FLOW
HIGHLAND CATCHMENT
PUMPING STATIONS
OTHER STRUCTURES
SWAVESEY I.D.B.
HERBICIDE APPLICATION 2021
Jan 2022
Scale 1:22500

	Brought forward		**8400.00**
5) of report to the Board, arrangement and supervision of herbicide applications and maintenance works.	Fees for preparation and submission Item	Sum	650.00
	TOTAL		**£9,050.00**

Orders for the application of herbicides by the Middle Level Commissioners are accepted on condition that they will not be held responsible for the efficacy of any treatment.

Pumping Station

Other than the matters reported below, only routine maintenance has been carried out since the last meeting and the pumping plant is mechanically and electrically in a satisfactory condition.

During the reporting period a Pulsar internal memory card failed, this was replaced by Pulsar. The Pump 1 start delay timer also failed and was replaced.

Pumping Hours

Hours Run	5/1/21 – 6/1/22	15/1/20 – 5/1/21	17/1/19 - 14/1/20	9/1/18 - 16/1/19	12/1/17 – 9/1/18	11/1/16 - 12/1/17	21/1/15 – 11/1/16	6/1/14 – 21/1/15	28/1/13 – 6/1/14
Pump 1	170 (7371)	334 (7201)	273 (6867)	173 (6594)	92	101	2	227	3
Pump 2	469 (8209)	254 (7740)	18 (7486)	191 (7468)	80	71	173	801	295

Asset Appraisals

At the February 2020 meeting it was requested that the engineer provide a review of the pumping station to the February 2022 meeting for insurance purposes. A report was prepared by Richard Lloyd prior to his departure and follows below:

High Causeway Pumping Station

Station Details

Commissioned	1985
Pumps	2 no. W H Allen 400mm Submersible mixed flow
Duty	340 l/s @ 4.3m Total Gauge Head
Drive Motor	BCP integral submersible 32kW @ 960 rpm
Gearbox	N/A
Control Equipment	Wippendell Star-Delta
Automatic Level Control	Ultrasonic by Pulsar
Weedscreen Cleaner	Automatic Brackett Bosker HD500
Discharge Pipework	Ductile Iron with syphon breakers & flap valves
Telemetry	Pulsar Ultimate
Fencing	1.8m high galvanised palisade

General Comments

The Station services the land to the east and north of Swavesey and is now 36 years old, records show only pump 1 has been taken out (2004) for minor repairs. The normal life span of a submersible pump is around 25 years however with low running hours (as is the case) and a less aggressive than normal media being pumped a 40 year life is possible.

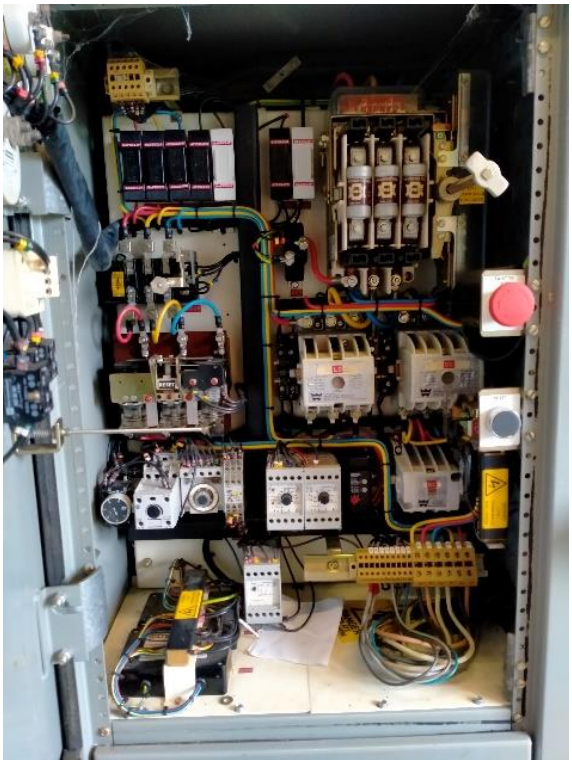
Control Building

The control building is made of brick with a concrete roof and is cantilevered off the structure of the wet well and so an air gap is clearly visible under the slab of the control building.

Control Equipment

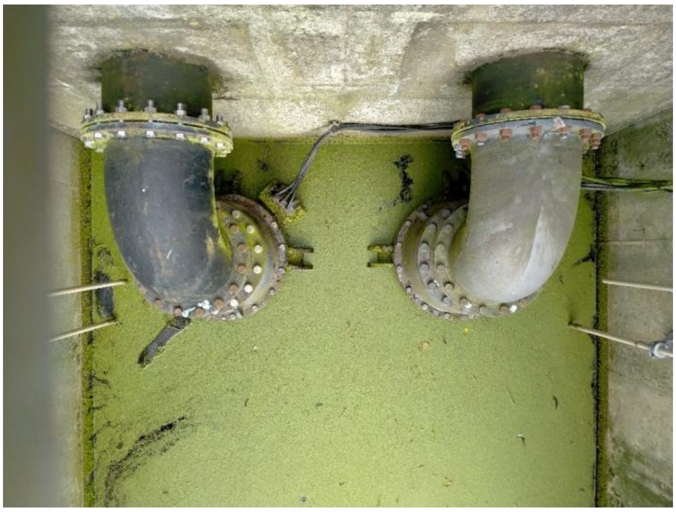
The Station is equipped with a generator socket should the Station lose mains power for any prolonged period.

The control panel is the original installed in 1985 and is of a very compact design with components tightly packed, repairs are still achievable but made more difficult by the lack of space to adapt and fit new modern replacement components. A new control panel is likely to be required in 5-10 years.



In May 2019 the old level probes were disconnected (probes and heads remain in the wet well) and the level control was changed to an ultrasonic unit supplied by Pulsar Process Ltd, this unit is a web-based device allowing the level of the drain and status of the pumps to be viewed remotely via a stand-alone web site which can be accessed using the static IP address associated.

Pumps



The wet well is a little small for the two pumps and when working together there is a lot of hydraulic noise resulting from poor flow presentation. However, this does not seem to have greatly affected the pumps. As previously advised the pumps are now 36 years old and at this age it is seldom value for money to try and overhaul units due to the general corrosion of the castings. Therefore, the Board should consider buying a spare pump in the next few years to allow rapid replacement in the event of a pump failure, as these units are typically on a 36-week delivery window. The wet well and intake appear to be in a good condition and should last another 30 years

Weed Screen and Cleaner

The screen and cleaner are in good condition. Manufactured by Bosker (Now Ovivo) these machines are well built and apart from the cleaner needing a new trolley wheel in Summer 2020, little other than fair wear and tear has been an issue to date. However, the unit is likely to require a general overhaul in 5-10 years

The screenings are dumped on a boarded platform which currently appears in a satisfactory condition however it will need reboarding at some time in the near future.

Siphon Breakers

The siphon breakers are housed in concrete pits and have not been serviced for many years and although leaking slightly they appear to be working satisfactorily. It is recommended that the Board has them serviced in the near future to be sure of their long-term serviceability.

Inlets and outlets

It was not possible to access the adjacent field to take pictures of the inlets and outlets however both seemed in satisfactory condition from a distance and should last another 20 years minimum.

Pumping Station Valuations

The following is an estimate of the maximum expected cost of rebuilding or replacing the pumping station on the same or an adjacent site following a catastrophic failure, eg a fire, a collapse or an explosion.

Site Name	**Swavesey IDB-High Causeway P.St.**

Site Data

No. Pumps	2
Station Capacity	680 l/s (each 340l/s)
Station built	1985
Description of Station	2 no. Allen Gwynnes 400mm Submersible mixed flow pumps with Wippendell Direct-on-line control panel. Automatic Weedscreen cleaner-Brackett Bosker HD500 brick Control building with flat roof.2.1m high galvanised palisade fencing.

Valuation

Civils Works	£290,000.00
M&E	£254,250.00
Other	£43,510.00
Total	**£587,760.00**

Breakdown of valuation

Civils Works

Pump sump/ pipework/valves	£208,800.00
Hard standing	£0.00
Fencing	£5,800.00
Outfall	£46,400.00
Control building	£23,200.00
Other	£5,800.00

M&E

Pumps	£135,600.00
Control Equipment	£28,250.00
Power Supply	£0.00
Motors	
Weedscreen raker	£90,400.00

Other

Approvals	£11,450.00
Liaison and consultation	£3,435.00
Design	£17,175.00
Supervision	£11,450.00

Pumping Station 20 Year Expenditure Forecast

Pumping Station	Swavesey
Internal Drainage Board	Swavesey

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Year 11 - 15	Year 16 - 20
Function Category	**Description**	**2021/22**	**2022/23**	**2023/24**	**2024/25**	**2025/26**	**2026-2031**	**2031-2036**	**2036 - 2041**
Total Refurbishment/Replacement									
Pumping and Control Equipment		2K	40K			20K			
Weedscreen Cleaning Equipment						30K			
Control Building									
Compound and Surroundings					5K				

Need

2k Siphon breaker valves service

40K New pump

20k New control panel

30k Weed screen cleaner overhaul

5K re-board weed screen dump area

Note - Costs are based on value of works at 2020 prices.
- These are estimated capital replacement figures and do not include routine maintenance access.

Flood Risk Management (FRM) for the Fens [previously reported as the Future Fenland Project]

The Middle Level Commissioners' Planning Engineer has represented both the Middle Level Commissioners (MLC) and their associated Boards on the Technical Group since the last Board meeting.

Tactical Plans for the Fens

In response to the following question raised at the March East IDB meeting in June 2021:

> "Clerk to provide further information to members regarding the cost to the Board, of whether the Board has any input into the project and whether the Board is able to remove themselves from the arrangement if costs escalate."

the Environment Agency's Fenland Partnerships Advisor, FCRM, Vicky Eade, advised as follows:

> "As you know, there has not been any cost to the Board in developing the plans, aside from officer time to provide data and information. The agreement to the plans is on the basis that any work in the Fens area will be to maintain the current Standard of Service (SoS) for the area, until the Flood Risk Management for the Fens project has set out the preferred direction and options for managing the flood risk infrastructure in the Fens. If the Board were to remove themselves from the Tactical Plans, then they would not be able to demonstrate they have taken a Strategic Approach in assessing options to managing risks, as set out in the Partnership Funding Guidance 2020, to avoid the double counting FCERM Grant in Aid (GiA). Which would then mean maximum amount of eligible grant available for any scheme in their Board area, would be capped at 45%.
>
> Input to the Tactical Plans has been represented by David Thomas and Graham Moore at the Fens Technical Group.
>
> I have noted that March East IDB do not have any capital works planned for the Tactical Plan period, so in terms of cost increases I assume you mean contribution to Phase 2 of the FRM for the Fens project. When we have developed that phase, any contributions to the project would be made with a legal agreement, which would specify how cost increases would be dealt with."

An allocation has been made available to the Board to maintain its system over the next 15 years. The details of this funding allocation are currently being clarified.

The Tactical Plans referred to in this document cover what has been termed the 'Great Ouse Fens', which covers the catchment of the River Great Ouse in Cambridgeshire, Norfolk and Suffolk. Its boundary to the west is formed of the right bank of the River Nene and includes all of the Middle Level catchment area and its constituent IDBs.

'Flood Risk Management for the Fens' is a project that has been set up to plan the best way of managing future flood risk in the whole Great Ouse Fens area. It is to be a Strategic Outline Programme which will set out the preferred option for managing flood risk in the Fens, taking in to account climate change and sea level rise (Strategic Outline Programmes sit above/before Strategic Outline Cases and are large scale programmes, so the Fens catchment scale fits this.)

The project will recommend actions that will be the best/most appropriate way of managing flood risk in the Fens over the next 50-100 years. The Flood Risk Management for the Fens project will take approximately 10-15 years to complete and in the mean time we need to know the maintenance and capital work needed in the area to continue to manage flood risk over the next two 6 year capital Grant in Aid settlement cycles, the period 2021 to 2027 and 2027 to 2033.

The background to the above is that the East Anglia Flood & Coastal Risk Management team has been working with national colleagues to come up with a better way of presenting the whole picture of future investment to allow us to have a conversation with government about the short, medium and long term plans for the area. We agreed that we would produce Tactical Plans for each of the sub-catchments (Middle Level, South Level, West and East of Ouse and King's Lynn areas) to look at ALL FCRM assets for all sources of flooding that would better present the short-term programme of works required and the agreed amount of benefits (Outcome Measures) that can be claimed for each project. This advice has led to the piece of work around benefit apportionment to address the issues with double counting of outcome measures by individual projects. In January 2019 all IDB Chairs in the Fens area were sent a letter, explaining the Fens project and how it fitted with the Strategic Approach for Flood & Coastal Risk Management Projects. This strategic approach fits with the Tactical Plans.

The Tactical Plans therefore clearly set out what maintenance and capital works are required in each sub catchment over the next 12 years (feeding into the East Anglian Area pipeline of work), and what benefits this work delivers. The plans also highlight the apportioned Outcome Measures and the likely FDGiA funding each scheme can attract based on maintaining the Standard of Service, along with the Partnership Funding (PF) scores to show where PF contributions are needed. The Plans also take into account benefits that have been claimed already in the previous six year capital investment programme (2015-2021).

The expectation is that work in the Fens area will only be to continue delivering the current Standard of Service for the area, until the Flood Risk Management for the Fens project has set out the preferred direction for the area as a whole. This can, though, include capital interventions to assets to return them to design standards, where assets are currently below target conditions and Standard of Service levels. The expectation is that those with assets in the area will be able to provide a plan of work for the next 12 years, and this will lead to us having a joined up, strategic approach for the short to medium term providing certainty to all RMAs with their investment planning and highlighting the amount of FDGiA funding individual schemes are eligible for. It will however remain the case that for each scheme a business case will need to be developed and approved before any grant is released and of course over the six year period national priorities for funding FRM schemes could impact the amount of grant available, in any given year, for schemes that come forward that do not currently have an allocation of funding.

As part of the Tactical Plans works, the base line economic benefits have been calculated for each of the Board's assets. This represents the potential maximum Grant-in-Aid that would be supportable, should a scheme or a series of schemes need to come forward to keep the asset operational over the 15 year period, whilst analysis of the long term catchment needs is identified. These sums effectively represent a cap on grant and are not allocated monies. They have been developed to help support scheme economics should an application for allocation be successful and in the development of the business cases. For this Board these sums by asset are;

Asset	**Max eligible FDGIA £**
High Fen Causeway	108,343
Swavesey Main Drains	108,343

Please also refer to the entry in the "Planning Updates & Consultations" document.

Planning Applications

In addition to matters concerning previous applications, the following 21 new development related matters have been received and, where appropriate, dealt with since the last meeting:

MLC Ref.	***Council Ref.***	***Applicant***	***Type of Development***	***Location***
385	S/21/00268/FUL	Swavesey Village College	Recreation (Artificial Grass Pitch)	Gibraltar Lane, Swavesey*
386	S/21/00858/FUL	Mr D Mawby	Residence	Wallmans Lane, Swavesey
387	S/21/00955/FUL	Sarah Denley	Residence	Taylors Lane, Swavesey
388	S/21/01825/HFUL	Mrs E Moore	Residence (Extension)	Ramper Road, Swavesey
389	S/21/01421/FUL	Dr C Baker	Residence (Replacement)	Gibraltar Lane, Swavesey
390	S/21/02175/FUL	Mr B Baker	Agricultural	Rose and Crown Road, Swavesey
391	S/21/02267/FUL	Mr & Mrs A Loades	Residence (Garage/workshop)	Middle Watch, Swavesey
392	S/4057/18/CONDA	Mr & Mrs Ratcliffe	Residence	Hale Road, Swavesey
393	S/21/02827/HFUL	Mr & Mrs C Bogg	Residence (Garage)	Middle Watch, Swavesey
394	S/21/02801/HFUL	Mr R Stoner	Residence (Garage)	Boxworth End, Swavesey
395	S/21/02631/HFUL	Mrs L Potter	Residence (Annexe/barn)	Station Road, Swavesey
396	S/21/03592/FUL	Mr & Mrs Innes	Residence (Replacement)	Gibraltar Lane, Swavesey
397	CCC/21/030/FUL + S/21/3678/CTY	Dawson Plant Hire	Waste Management	Middle Fen Drove, Swavesey
398	S/20/02499/CONDA	Mr B Baker	Residence	Rose and Crown Road, Swavesey
399	S/20/01807/CONDB	Swavesey Fire Relief CIO	Residential (2 plots)	Station Road, Swavesey
400	S/21/04335/FUL	Kate Durrant	Residence	Middle Watch, Swavesey
401	WW010003 EIA Scoping	Anglian Water Services Ltd	Waste (WRC Relocation)	Snout Corner/Honey Hill/Poplar Hall Farm, Fen Ditton

402	S/21/04224/HFUL	Mr R Stoner	Residence (Extensions)	Boxworth End, Swavesey
403	S/21/04735/HFUL	Mr & Mrs K Smith	Residence (Double garage and workshop)	Boxworth End, Swavesey
404	S/21/04670/HFUL	Dr C Baker	Residence (Extension and pool)	Gibraltar Lane, Swavesey
405	S/21/04730/FUL	Mr & Mrs S Blyde	Residence	Boxworth End, Swavesey

Planning applications ending 'COND', 'DISC' or 'DC' relate to the discharge of relevant planning conditions
***Planning applications ending 'EIA' relate to* Environmental Impact Assessment**

Developments that propose direct discharge to the Board's system are indicated with an asterisk. The remainder propose, where applicable and where known, surface water disposal to soakaways/infiltration systems or sustainable drainage systems.

Mr Bogg chose to use the Infiltration Device Self-Certification Service for surface water disposal from a new garage at 26 Middle Watch, Swavesey (MLC Ref No 393) and, in doing so, agreed that if the device was to fail in the future, the land owner would be liable for any remedial works to rectify the situation.

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

- Repair and alterations to the listed building including demolition and replacement of rear extensions together with the construction of two new dwellings and associated access at 37 Market Street, Swavesey – Cardinalis Development Ltd (MLC Ref Nos 199 & 311)

- Residential development comprising 18 market and 12 affordable units plus open space, children's play area and landscaping at 18 Boxworth End, Swavesey – Mr & Mrs R Mallidine (MLC Ref No 271) and Matthew Homes (MLC Ref No 346)

- Erection of 56 dwellings including new access at field north of Home Close and west of Moat Way, on land north of Fen Drayton Road, Swavesey - Laragh Homes Ltd (MLC Ref No 314)

- Residential development on land to the rear of 130 Middlewatch, Swavesey - Swavesey Ventures Ltd (MLC Ref Nos 294 & 310) and Bushmead Homes (MLC Ref Nos 358 & 359)

<u>Swavesey</u>

Proposed development to the rear of Cygnus Business Park (Mill Farm), Middlewatch, Swavesey - Nationwise Ltd (MLC Ref No 123); *Starburst Ltd* (MLC Ref Nos 182 & 243); *Starburst Property Ltd* (MLC Ref No 305) and *Devonshires Solicitors* (MLC Ref No 367)

Further to the last Board Meeting Report, correspondence was received during May from Alcock Lees Partnership Limited, the applicant's consultant, advising that it had

"..been asked to open discussions.." concerning this site which ".. requires your agreement in connection with getting approval to a planning condition."

In response, Alcock Lees Partnership Limited was informed that the "..Board are pleased that after a period of time this matter is now being dealt with…" and further advised that "…with the exception of the simplest of matters we are instructed that any further discussion would need to be the subject of one of our paid application procedures."

No further correspondence was received until just before Christmas when a completed post-application consultation form was received. At the time of writing this document was being processed.

Use of land for waste management including a new waste handling building at Dawson Plant Hire, Middle Fen Drove, Swavesey – Dawson Plant Hire (MLC Ref Nos 141 & 397)

The Board was consulted by the County Council, in its role as the Waste Planning Authority (WPA), on a planning application that was submitted for the erection of a waste handling building on the site which has been operational since the mid-1980s.

However, as the site is outside of the Board's catchment a response was not considered appropriate.

Developments at Swavesey Village College, Gibraltar Lane, Swavesey - Cambridge Meridian Educational Trust (MLC Ref Nos 199, 200 & 201); *Governors of Swavesey Village College* (MLC Ref Nos 251 & 253) *and Swavesey Village College* (MLC Ref No 385)

Further to previous Board Meeting Reports, a planning application was submitted to the District Council for a 3G Artificial Grass Pitch (AGP) with perimeter fencing, floodlighting, macadam hardstanding areas, storage container, soil bunds and car parking provision. The development removes an existing informal car parking area that holds 34 cars and will be redeveloped with an additional, more formal, parking area for 34 bays to the south of the site by the AGP location.

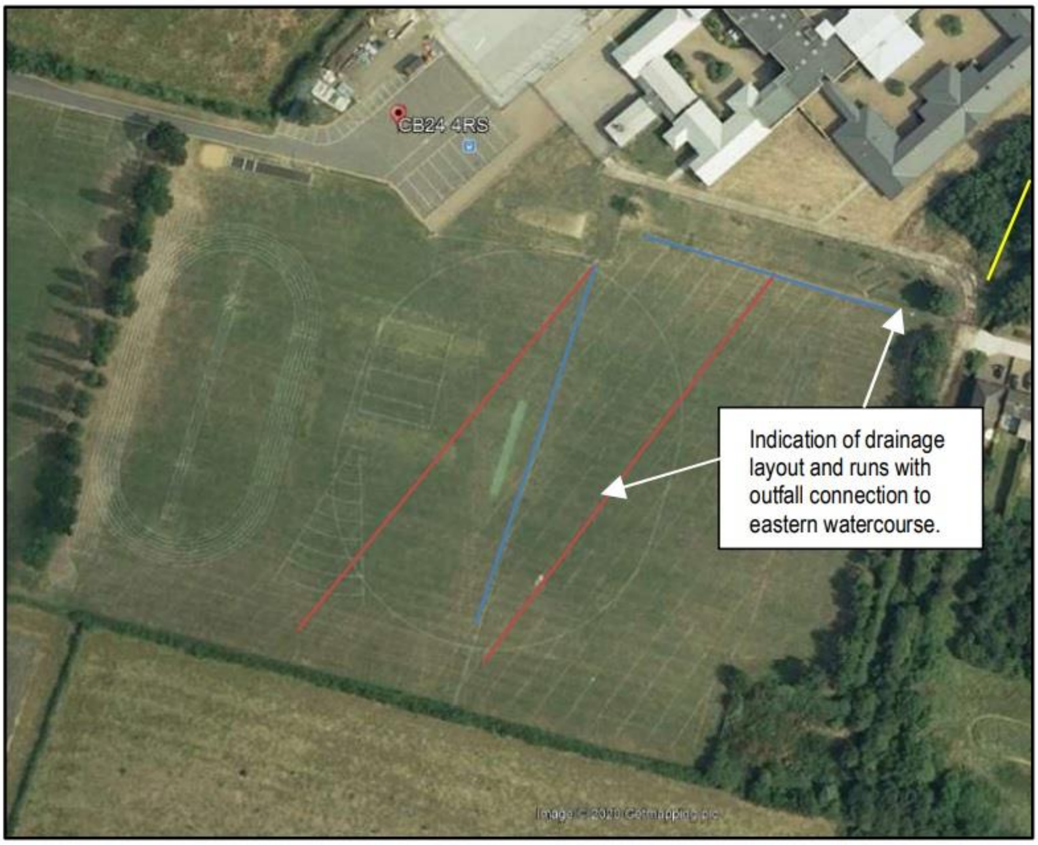
Whilst a detailed assessment of the submission documents has not been undertaken, a brief review identified some typographical errors and reference to a Thames Water manhole on Long Lane. The Drainage Strategy, Ref No SIS003 dated 15th December

2020, prepared by Surfacing Standards Ltd, the applicant's agent, advises that excess surface water from the pitch, experienced during a critical storm event, will be attenuated in the granular sub-base before discharging via a hydraulic control, a Hydrobrake or similar, into the adjacent Award Drain.

Extract from SIS Pitches Drawing No SIS 003 03 Rev 00 showing the proposed site layout

The storage volume has been designed in accordance with current design standards to meet a 1% Annual Exceedance Probability (AEP), a 1 in 100 year storm, event together with a 40% climate change allowance. With the discharge restricted to 5l/s 429m^3 of storage is required with a 70m^3 of additional storage available within the installed drainage system.

It is noted that the car parking area will be of "traditional" construction (250mm of aggregate sub-base, 90mm macadam base layer, and an impermeable 60mm macadam surface) rather than a permeable pavement. The Strategy advises that the car parking area will feature an ACO storm water drainage channel through the centre with gradients and slopes centrally directing surface water to the collection grate and into a 26m^3 cellular attenuation storage tank prior to a controlled outlet into the existing drainage system. It should be noted that such channels require regular cleansing and can be prone to vehicular damage.



Extract from Surfacing Standards Ltd's Drainage Strategy identifying the drainage layout and point of discharge

The design of the attenuation devices does assume that the storage device is empty, it is not identified whether the sub-base is "tanked" and thus the storage volume available may be dependent upon the water table and no reference is made within the documents to half drain times. Therefore, the design storage may not be available during an event. These issues have become of more concern following the high rainfall and flooding incident experienced during December 2020.

A maintenance plan is included within the Drainage Strategy but its content is not as detailed as the Board would normally require.

When responding to the planning application, the District Council's Sustainable Drainage Engineer advised that the development proposed is acceptable subject to the imposition of the suggested condition.

Planning permission was granted by the District Council in December subject to the imposition of planning conditions, including a more detailed condition relating to surface water disposal than that suggested by the District Council's Sustainable Drainage Engineer.

The Decision Notice includes an informative advising that approval from the District Council will be required prior to the proposed connection to an awarded watercourse but no reference is made to the Board's interests or requirements.

Following the submission to the Board of details associated with this development, Surfacing Standards Ltd was advised in March that "… there is a history of flooding within the village and immediate area with local water level and flood risk management systems at capacity during high rainfall events. As a result, there must be no increase in the rate of flow or volume entering these systems." and that "This development has been referred to the Board who advise that the proposed attenuated discharge of 5 l/s will be unacceptable, and must be attenuated to greenfield rates or lower. We would therefore be grateful if you could provide some updated figures showing a discharge of greenfield rates or lower, to enable the proposals to be considered further."

No further correspondence has been received.

Members will recall that for the Mallidine/Matthew Homes (SCDC Ref Nos S/0875/15/OL & S/2900/18/RM; MLC Ref Nos 271 & 346) and Swavesey Ventures Ltd/Bushmead Homes (SCDC Ref Nos S/1605/16/OL, S/0053/17/OL, S/1890/19/DC & S/1896/19/RM; MLC Ref Nos 360/PL/294, 310, 358 & 359) developments, which both propose to discharge into the same Award Drain it was stipulated that surface water discharge will be attenuated to 2.5l/s and 2.3l/s respectively. In addition, both the Swavesey Ventures Ltd/Bushmead Homes and the Bloor Homes (Eastern) developments (see below) are also having to control their discharges into the Swavesey Drain system through a telemetry link to Webb's Hole Sluice.

In order to guide further discussion, it would be beneficial to receive the Board's opinion and further instruction in respect of this development.

Residential development with associated access, infrastructure and open spaces at land south of Fen Drayton Road, Swavesey – Bloor Homes (Eastern) (MLC Ref Nos 284, 349, 350, 351, 357, 360, 361, 366 & 379), *Pegasus Group* (MLC Ref No 285) *and Bloor Homes (Eastern) & Mr A Johnson* (MLC Ref Nos 291, 315 & 344)

Members will recall that the Board has previously advised the District Council that in respect of the discharge of condition 5 (Sluice) (SCDC Ref Nos S/0875/15/OL & S/2900/18/RM; MLC Ref Nos 271 & 346):

"It is essential that this condition is not discharged until:

(a) The telemetry has been installed at Webb's Hole and been operational for an appropriate period and

(b) Until a suitable maintenance provider, agreement and schedule has been supplied and approved by all relevant RMAs including the Board."

Concern was also expressed at that time about the future maintenance of the telemetry system and, in particular, the resolution of any issues during or after an extreme event.

Further to the last Board Meeting Report, no further correspondence has been received from the parties involved and, as a result, no further action has been taken on the Board's behalf.

However, a brief review of the documents on the District Council's planning application webpage identifies that in September Bloor Homes wrote to the District Council's Case Officer advising that the original application for the discharge of condition 5 (Sluice) of planning permission S/2315/18/RM offered details of the sluice valves and telemetry arrangement to be constructed at the outfall of the development with a telemetry responder sited on the doors of the Environment Agency's (EA) structure at Church End (Station Road floodgates) but following correspondence with the Parish Council it was proposed that the responder be moved to Webbs Hole Sluice thus bypassing the Board's drainage system. As a result, the responder was removed from the doors at Church End.

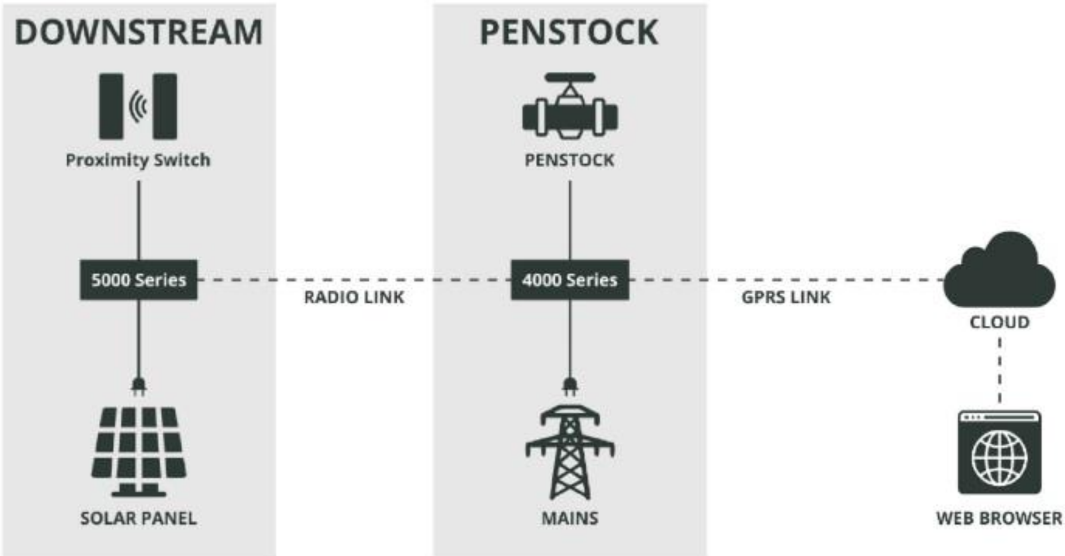
Formal discussions commenced in August 2020 and it was agreed that the EA would procure and install the telemetry equipment but to date this has not occurred.

The Case Officer responded as follows:

"The Council has no objection to the proposed valve and telemetry solution that has been submitted under discharge of conditions application S/2315/18/CONDA as shown on the submitted Telemetry Control System Overview plan (drawing number E3532/525/A). No technical objections have been received to the scheme and the Council would look to support the proposed arrangements and agree the details.

However, the Council requires certainty that the agreed arrangements will be installed / made operational before formally agreeing the condition. The Council acknowledges that this is reliant on a legal agreement between Bloor and the Environment Agency, an agreement that has been pending for several months. Upon receipt of confirmation of an agreement between Bloor and the Environment Agency the Council would seek to agree the condition as it would consider the requirements of the condition to have been met, aside from a breach in the prior to occupation trigger.

If an agreement cannot be confirmed between Bloor and the Environment Agency by 08 October 2021 then the Council would seek to issue a breach of conditions notice."



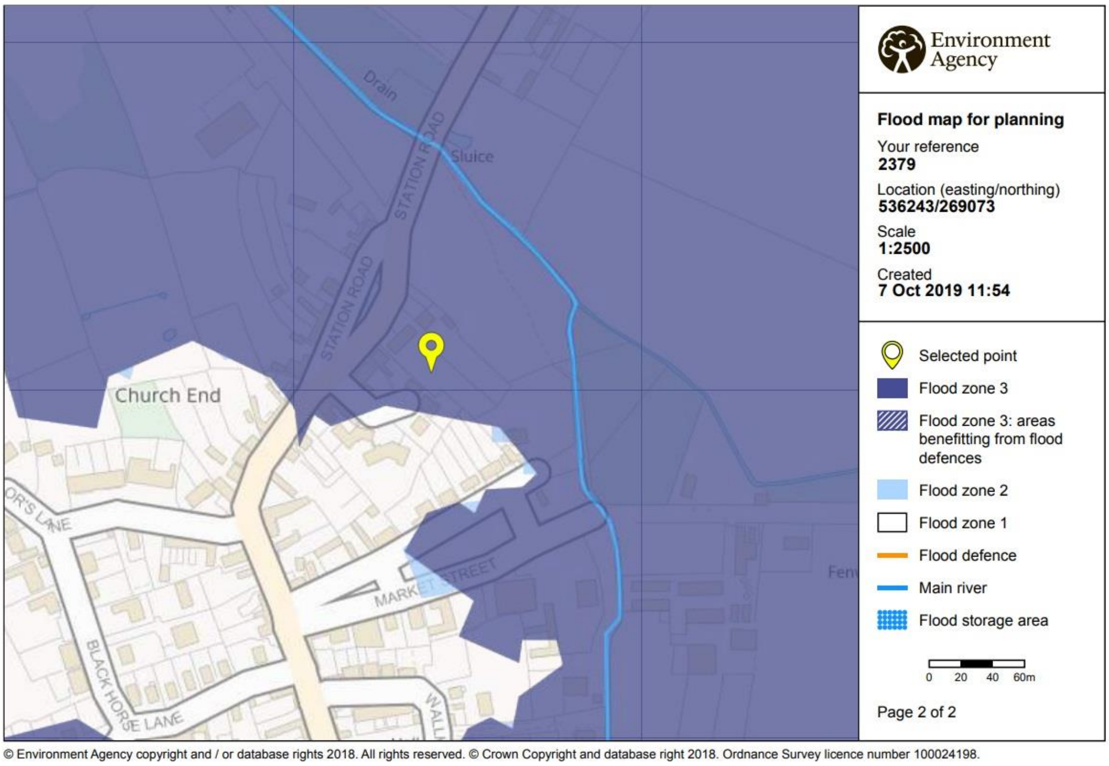
Extract from Wormald Burrows Partnership Ltd Drawing No E3532/525/A

Therefore, in order to resolve this matter and guide further discussion it would be beneficial to receive the Board's opinion and further instruction in respect of this development.

Erection of two single storey dwellings built as almshouses on land rear of 28-34 Station Road, Swavesey – Swavesey Fire Relief CIO (MLC Ref No 399)

In September 2020 a planning application was submitted to the District Council for the erection of two single storey dwellings on land to the rear of 28-34 Station Road.

As can be seen from the extract from the EA's Flood Map for Planning, included within MTC Engineering (Cambridge) Limited's [MTC] Flood Risk Assessment, Ref 2379 – FRA Rev A dated Nov 2019, the site is within Flood Zone 3 and members will be aware that Government and local policy is to steer new highly and more vulnerable development to areas with the lowest probability of flooding with development only being permissible in areas at a higher risk of flooding in exceptional circumstances where it can be demonstrated that there are no reasonably available sites in areas of lower risk, and that the development provides wider sustainability benefits that outweigh the risk of flooding. Such development should incorporate mitigation/management measures to minimise risk to life and property should flooding occur.



Extract from the Environment Agency's Flood Map for Planning showing the Station Road area

Being single storey the bedrooms are on the ground floor and the submitted Design, Heritage and Access Statement advises that whilst there are no age restrictions the occupants could be older and/or have mobility problems. The positioning of bedrooms on the ground floor within a floodplain, is against current National Guidance but does not readily appear to have been considered in the relevant documents.

It was proposed that surface water disposal will be to infiltration devices. The FRA advises that the bedrock geology underlying the site is the West Walton Formation and Ampthill Clay Formation and thus is unlikely to have any significant groundwater present, with a superficial geology of River Terrace Deposits of sand and gravel present in the vicinity of the site which could result in a "perched" water table. The Assessment also advises that any water present in the superficial geology "..would however tend to drain directly to the Turnbridge Drain to the east or if any spring line developed this would be in the lower lying grass paddock to the northeast of the site" but does not appear to advise that during a flood event the water table would rise thus limiting any infiltration.

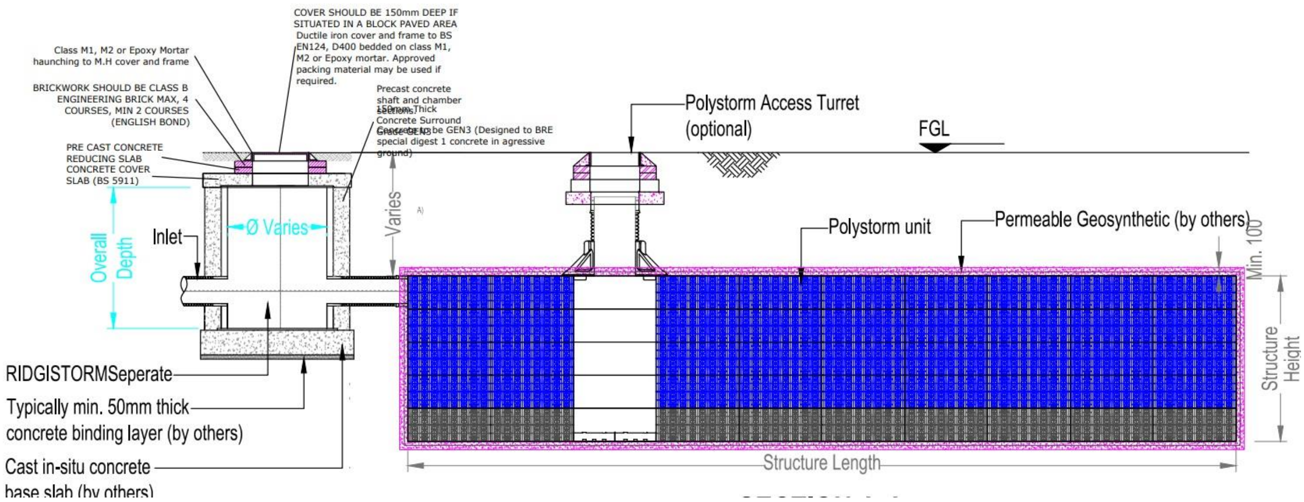
In response to the planning application, the District Council's Sustainable Drainage Engineer noted the use of infiltration devices and advised that the development proposed is acceptable subject to the imposition of several planning conditions but commented that:

"..no further information appears to have been provided; the SuDS Infiltration Feasibility Plan in the 2010 South Cambridgeshire DC LEVEL 1 SFRA indicates the site is in an area with low potential for infiltration; and nearby BGS water well records (TL36/26-28) indicate the possibility of groundwater within 2.5m of the ground surface."

Planning permission was granted by the District Council in November subject to the imposition of planning conditions including one relating to surface water. It is presumed that the adverse impacts do not significantly and demonstrably outweigh the benefits of the development.

Whilst not an issue for the Board it should be noted that the moving of vulnerable people to places of safety was an issue, elsewhere in the County, during the flooding incident experienced in December 2020.

A discharge of planning conditions including Condition 15 (Surface and Foul Water) was submitted to the District Council in September. The submission documents advised that the dwellings will be served by Polystorm cellular tanks as shown on the following extracts. The Ground Investigation Report prepared by A F Howland Associates Ltd advised that the sub-soil is predominantly slightly gravelly sandy clay. Two permeability tests were undertaken in two exploratory holes and the results were reasonably good. However, it should be noted that the tests were undertaken in July and the ground conditions were not a "worst case" situation.



Typical cross section through the cellular units

Extract from MTC Engineering (Cambridge) Limited Drawing No 2379-02 Rev -.

An application for the Infiltration Device Checking Service was submitted in September; this does not currently meet the Board's minimum requirement and similar concerns to those raised when discussing the Artificial Grass Pitch (AGP) at the Village College also apply here.

The District Council discharged Condition 15 in full just before Christmas.

<u>In order to guide further discussion, it would be beneficial to receive the Board's opinion and further instruction in respect of this development.</u>

Bar Hill

Potential large-scale development at Slate Hall Farm, Barhill to the north east of the A14 between Hattons Road (B1050), Longstanton and Dry Drayton Road, Oakington – Lolworth Developments (MLC Ref No 384)

Discussions between the promoter's consultant, MJM Consulting Engineers Ltd, and Stantec UK Limited, the consultant acting on the Board's behalf concerning this proposed large-scale development at Slate Hill Farm, between Northstowe and the A14, continue.

Northstowe

Phase 2 - Southern Access Road (West) [SARW]

Following the request for an update during July, the County Council's Flood Risk Business Manager, responded as follows:

"Further to your email below and subsequent emails I have received from Arcadis, highways etc. I wanted to summarise our position.

It is our understanding from the Stantec report (505291 – 13 January 2021) that the primary concerns relate to:

1. Half drain times and whether the requirement for 50% drain down time within 24 hours can be relaxed.
2. Sensitivity tests being undertaken for Hatton Ponds if the higher discharge rates (8 l/s/ha) is chosen
3. Sensitivity testing of the SARW ponds in the event of Webbs Hole sluice being closed

The drainage design has subsequently been updated to address the Stantec concerns as outlined below:

North draining ponds

- The discharge rate from each pond draining northwards will be limited to an average of 2.3 l/s (i.e. 3.7 l/s/ha)
- The minimum freeboard provided above the 1 in 200 year event (+30% climate change) is 263 mm
- 5 out of the 9 ponds have a half-drain time of less than 24 hours which meets the typical requirements of the LLFA & highway authority. The half drain time of the remaining 4 ponds exceeds 24 hours however all have been assessed to ensure they could contain a subsequent 1 in 10 year event (+30% climate change). All ponds met this criteria.

South draining ponds

- Ponds that drain southwards have a maximum discharge of 5 l/s (4.3 l/s/ha)
- 2 of the 3 ponds have a half-drain time of less than 24 hours which meets the typical requirements of the LLFA & highways authority. The half drain time of the remaining

pond exceeds 24 hours however it has been assessed to ensure it could contain a subsequent 1 in 10 year event (+30% climate change). It met this criteria.

The highway authority's consultant has reviewed the revised design and determined that it is fit for purpose. They have requested sensitivity tests of the Hattons Ponds (for all storm events) if the higher discharge rate are chosen and we would support them in this. They have also suggested consultation with the EA in respect of discharging at 15 l/s into the Beck Brook and consideration of lining the attenuation ponds located in areas with a high water table.

On the basis of the above, we see have no objection to the proposed drainage for the SARW as outlined in the bullet points above."

From this response it appears that the LLFA is prepared to accept the increased rates of discharge from the SARW, over those previously agreed with the parties involved.

It is suggested that it may be appropriate for this matter to be clarified further, perhaps using Stantec UK Limited, to undertake any discussion.

In view of the above, the Board may want to consider how it would like to resolve this on-going matter, particularly whether it would require further enquiries to be made, advise on any requirements it may have and provide instruction on how it would wish to proceed.

Submission of details required by Condition 22 (Development and flood risk) of outline permission S/2011/14/OL - John Sisk & Son (Holdings) Ltd (MLC Ref No 360/4/Phase 2/PL/10)

It is understood that the Mare Fen Improvement Works, as detailed in Condition 22, have been completed.

Submission of details required by condition 18 (Site Wide Drainage) of outline permission S/2011/14/OL - Homes England (MLC Ref No 360/4/Phase 2/PL/11)

During June, a consultation invitation was received from the District Council in respect of this discharge of condition submission. The matter was discussed with the Chairman of the Board and the following response was sent to the Case Officer:

"Having reviewed the content of Condition 18, particularly Hyder Consulting (UK) Ltd's Drg. No. C025- UA006156-01, the extent of the boundary and features indicated infer that the subject of this condition is a matter for adjacent IDB's and RMA.

However, the Board have been in discussion with the County Council, in its roles as both the Highway Authority and the Lead Local Flood Authority (LLFA), concerning amending the rates of discharge agreed as part of the planning procedure, in respect of the Southern Access Road

West (SARW), which would increase the rate of discharge entering Swavesey Drain and increase the risk of flooding within the adjacent area.

The Board employed an external consultant, Stantec UK, to review and prepare a report on this matter. This was issued to both Arcadis and the LLFA in January and a response remains outstanding from both parties.

It is understood that this matter is dealt with under Condition 68, which is noted is a Pre-Commencement Condition, but it is understood that work is at an advanced stage. The Board hope to resolve this issue as a matter of urgency and will be pleased if you could confirm its understanding of the situation and what action your Council is taking to resolve this situation."

A response has not yet been received.

The District Council's Sustainable Drainage Engineer advises that

"The condition can be discharged in full" but following issues were raised by other RMA's:

a) Old West IDB
The Board is concerned with the proposed disposal of surface water into the Beck Brook and Cottenham Lode particularly in respect of the latter and the ability to receive and transfer flows due to reduced river maintenance.

During rainfall events the water level in the Lode rises and during December 2020 overtopped into the Boards District.

The rigorous control of surface water has been requested to ensure that the Lode is not overwhelmed

b) Cambridgeshire County Council (CCC)

In its role as the Lead Local Flood Authority (LLFA) County advised that it was unable to recommend the discharge of the condition because details of the future ownership, management and maintenance had not been submitted.

c) Environment Agency (EA)

No information had been provided on the "trigger" levels used to cease pumping surface water into Beck Brook or how effective these levels are at reducing the frequency and severity of the overtopping events."

In response, Arcadis Consulting (UK) Ltd, advised as follows:

"i. Phase 2 under a Section 104 agreement and thus undertake maintenance in accordance with its statutory requirements.

- This Strategic Drainage Infrastructure includes the:
- Positive drainage systems including piped networks
- Swales and greenways, including those within the highways
- Water Park/Attenuation Ponds
- The Water Park Surface water pumping station and associated telemetry equipment

ii. The response also advises that the detailed design of the telemetry equipment (including mechanical and engineering details) is being finalised and will be in place prior to the formal discharge from the Water Park into Beck Brook.

iii. The telemetry system will allow the pumps to cease pumping for up to 48 hours should water levels within Beck Brook become elevated.

At the time of writing a decision on the discharge of this condition is awaited.

Phase 3a

Planning application SCDC Ref. No. 20/02171/OUT - Homes England (MLC Ref No 360/4/Phase 3A/10)

& Phase 3b

Planning application SCDC Ref. No. 20/02142/OUT - Homes England (MLC Ref No 360/4/Phase 3/05)

During February, a consultation invitation was received from the District Council advising that:

"The applicants have reviewed the comments and submissions made to the Council as part of the consultation and has provided a response to these comments with a series of briefing notes for residents, technical supporting information with additional documents and updated information in relation to a number of areas including ecology, drainage, transport, noise, air quality as well as updating the parameter plans."

The additional submission documents were reviewed but, unfortunately, do not provide adequate responses to the matters previously raised by the Board and the District Council was advised that the Board continues to object to this planning application until the issues raised previously are dealt with to its satisfaction.

Concerns have also been raised about Anglian Water's change of the point of disposal of foul water flows from the Cambourne West development from Papworth WRC to Uttons Drove WRC; these concerns have been discussed with both the Case Officer and the EA's then Flood & Coastal Risk Manager for the Great Ouse catchment including North West Norfolk coast.

Cambridge Wastewater Treatment Plant Relocation

During October an e-mail addressed to both the Board and Haddenham Level Drainage Commissioners, in accordance with the Planning Act 2008 (as amended) and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations) – Regulations 10 and 11, was received from The Planning Inspectorate on behalf of the Secretary of State in respect of an application submitted by Anglian Water Services Ltd (the Applicant) for an Order granting Development Consent for the relocation of Cambridge Wastewater Treatment Plant.

From the plans attached to the email it appears that the potential location sites are in the vicinity of Snout Corner/Honey Hill, to the north east of Fen Ditton, the current site and the Poplar Hall Farm area and also involved a discharge pipeline from Waterbeach WRC.

It was not considered that the proposal would detrimentally impact, either directly or indirectly, the Board's water level and flood risk systems or the aquatic environment within the District but given the status of the application, and that both Haddenham Level Drainage Commissioners and Swavesey Internal Drainage Board are specifically mentioned in the correspondence, it was considered appropriate that the opportunity was given for the Board to respond and comment.

Following a discussion with the Board's Chairman the Planning Inspectorate was advised of the position.

General Advice

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

(a) Due to change of ownership of fields to the east of Swavesey village, it is proposed to remove an existing culvert from the Board's watercourse between Points 12 and 13. The work will be undertaken when an excavator becomes available.

Consulting Engineer

1 February 2022

Swavesey (360)\Reports\January/February 22

Environment Agency/Swavesey IDB/Middle Level Commissioners' Public Sector Co-operation Agreement (PSCA) Works 2020 Season

The Chairman reported on the successful completion of works under the PSCA between Swavesey IDB, the Middle Level Commissioners and the Environment Agency for maintenance works. As well as flail mowing, herbicide application, weed raking and pest control had been carried out and the Environment Agency had tasked the Board and Commissioners to carry out remedial repair works on 2 lengths of bank where subsidence had occurred along the Swavesey Drain and to undertake machine cleansing and associated spoil disposal from Turn Bridge Drain to the village.

These works were carried out for the Environment Agency on a rechargeable basis with all costs borne by the Environment Agency. The Board were concerned that the Chairman had been closely involved in the PSCA works but that his time had not been claimed for under the PSCA and could the Consulting Engineer consider if this would be factored into the recharge for future works.

RESOLVED

That the Engineer investigate if any claim could be made for the Chairman's time under the PSCA.

Weed Control and Drain Maintenance

The Chairman reported that the weed control and drain maintenance works carried out last year accorded with the recommendations approved by the Board at its last annual meeting.

The works were carried out by Lattenbury Services Limited and they will be approached to undertake the flail mowing of the Board's drains this year, and a sum has been included in the estimates to undertake these works.

The Chairman reported that Lattenburys' operative was currently ill, and if there were any difficulties with Lattenburys carrying out the works, he would approach Middle Level Commissioners to carry out the works instead.

The Board noted that the pumping hours had increased.

Asset Appraisal

At the last meeting, the Mechanical Engineer was requested to provide a review of the Pumping Station. The Engineer had reported that the Pumping Station is now 36 years old. The normal life span of a submersible pump is roughly 25 years, however, with low running hours a 40-year life is possible.

The Engineer advised that the Board should consider buying a spare pump in the next few years to allow rapid replacement in the event of a pump failure, as these units typically have a 36-week delivery window.

The Report set out the 20-year Expenditure Forecast which made provision for a new pump in 2022/2023.

If grant aid was needed, the plan to replace the pump needed early consideration and a scheme needs to be drawn up for presentation to the Environment Agency.

RESOLVED

The Chairman would discuss pump replacement with David Thomas, and report back to the Board. If necessary, a Special Meeting of the Board could be arranged.

Development at Swavesey Village College, Gibralter Lane, Swavesey – Cambridge Meridian Educational Trust (MLC Ref Nos 199, 200 and 201)

NB The Chairman and J Dodson declared an interest in this item as members of the Swavesey Parish Council.

The Board advised the Engineer that no further action was required as the development had now got planning permission and nothing further could be done in relation to this development.

Residential Development with associated access, infrastructure and open spaces at land south of Fen Drayton Road, Swavesey – Bloor Homes (Eastern) (MLC Ref Nos 284, 349, 350, 351, 357, 360, 361, 366 and 379

The Engineers reminded the Board that in order to discharge Condition 5, it was necessary for a telemetry system to be installed at Webb's Hole and a suitable maintenance provider, agreement and schedule be approved by all relevant RMA's including the Board.

Formal discussions commenced on 17th August 2020 and it was agreed that the Environment Agency would procure and install the telemetry equipment, but to date this had not occurred.

The advice from the Case Officer of South Cambridgeshire District Council was that if this agreement was not implemented the Council would consider serving a Breach of Condition Notice.

RESOLVED

That the Engineer writes to South Cambridgeshire District Council to ask if the Council has taken any formal enforcement action in relation to this matter, including the service of a Breach of Condition Notice.

Erection of two single storey dwellings built as almshouses on land at rear of 28-34 Station Road, Swavesey – Swavesey Fire Relief CIO (MLC Ref No 399)

NB J Dodson declared an interest in this item.

RESOLVED

That no further action was required by the Engineer on this development.

Northstowe – Phase 2 – Southern Access Road (West) [SARW]

The Chairman advised that it appeared that the LLFA were prepared to accept the increased rates of discharge from the SARW over those previously agreed with the other parties involved.

RESOLVED

That the invoice for the works carried out by Stantec and the Consulting Engineer be forwarded to Arcadis Consulting (UK) Ltd for payment.

Phase 3b – Planning Application SCDC Ref No 20/02142/OUT – Homes England (MLC Ref No 360/4/Phase 3/05)

The Chairman reported that the Board's objection on Phase 3b was still pending and he would discuss it with the Environment Agency.

The Board noted that the information provided by the Engineer in the Planning Updates and Consultations.

The Right to Connect

The Chairman reported that during the passage of the Environment Act through the House of Lords, an amendment was sought which aimed to minimise the impact of new housing development on levels of local flood risk and to reduce to a minimum the volume of rainwater entering combined sewerage systems by removing the current right to connect; not all Boards were in favour of this proposal and he sought the views of the Board.

RESOLVED

The Board resolved to support the removal of the Right to Connect.

B.1082 Capital Improvement Programme

Members considered the Board's future capital improvement programme and noted that the pumping station pump was earmarked for the year 2022/2023 and 2025/2026, viz:-

Swavesey Internal Drainage Board

Capital Improvement Programme (2022/2023)

		PREVIOUS YEARS	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	FUTURE YEARS	ALL YEARS
		Pre Yr 0	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**	**Year 8**	**Year 9**	**Year 10**	**Post Year 10**	**Total Expenditure**
Long Causeway P/S	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	750.0	750.0
	Pumping station pumping and control equipment replacement	0	40	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	60.0
	Pumping station automatic weedscreen cleaning equipment	0	0	0.0	0.0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0
Drainage Channels														
	Refurbishment of inlets/outfalls	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		0	**40**	**0**	**5**	**50**	**0**	**0**	**0**	**0**	**0**	**0**	**750**	**845**

Jan-22 Updated to engineers asset appraisal

NB The pump replacement was also discussed as part of the Consulting Engineers' Report

RESOLVED

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

B.1083 District Superintendent's Report

The District Superintendent reported that he had nothing further to add to his report as set out in the District Superintendent's Report.

RESOLVED

That the Report and the actions referred to therein be approved and that the District Superintendent be thanked for his services over the preceding year.

B.1084 Conservation Officer's Newsletter and BAP Report

Miss McShane referred to the Conservation Officer's Newsletter, dated December 2021, previously circulated to Members, viz:

Swavesey Internal Drainage Board

Biodiversity Action Plan Report 2021-22

Environment Act (2021) and note on 2021-22 BAP report

The new Environment Act recognises the key roles IDBs play in nature conservation (Photo: PB)

The Environment Act (2021) passed into UK law in November 2021 with the aim of protecting and enhancing our environment for future generations. The Act includes bold aims to 'halt the decline in species by 2030', improve air quality, natural habitats and how look at how resources may be better used. For Internal Drainage Boards ADA describes the Act as bringing 'impacts and opportunities' which recognise the important role IDBs have to play in some of these targets. Areas of particular interest to IDBs are:

- Biodiversity Assessment and Reporting
- Species Conservation Strategies and Protected Sites Strategies
- An Office for Environmental Protection (OEP) to uphold environmental law

Following the note in the 2020-21 report, work is underway to update IDB Biodiversity Action Plans in line with the newly available ADA guidelines; Boards will be notified when this is ready. As part of this process voluntary submissions for an IDB 'Biometrics survey' were issued by ADA in autumn 2021 and were submitted on behalf of the Board by the Conservation Officer. This survey aims to gather data relevant to key targets of the Biodiversity Action Plan with a view to putting IDBs 'on the front foot' with regards future Biodiversity reporting and assessment, like that laid out in the Environment Act above.

The Conservation Officer is happy to field any questions on the subject and will continue to work with Boards on existing and future plans.

Swavesey IDB Report Summary

Crassula

Observed again between nodes 7-4 in summer 2021, the drain subsequently received two herbicide treatments. Follow-up light desilting removed decaying matter from the drain in winter 2021.

Barn Owls

Sightings welcomed by the Conservation Officer. Board Chairman reports that the barn owl box has been relocated to a residence on the edge of the village. CO has offered support in monitoring.

Water Voles

A survey in spring 2021 again showed water voles to present in the district with the key drains from nodes 1-4. Separate works by the Environment Agency on Swavesey Drain in September 2021 also showed the presence of water voles.

As always, Boards are reminded to contact the Conservation Officer *before* any bank reprofiling or other works that may impact water voles take place. If unsure, please contact the Conservation Officer regardless.

Training

No training opportunities possible in 2021 due to Covid-19 guidelines. New sessions are planned in 2022 covering two important areas of our work; it is hoped that IDBs will be able to use the opportunities to refresh their knowledge on the subjects and/or enhance the skills of contractors/staff who may not have received such training before.

Tuesday 22nd March 2022: Non-native species workshop. Venue: Oliver Cromwell Hotel, March. 10-1pm.

The culmination of our Floating Pennywort awareness project, this training morning will provide an up-to-date summary of invasive species, both flora and fauna, to look out for in the Middle Level. Guest speaker(s) TBC.

May/June date TBC: Water voles - ecology, legislation and mitigation: a guide for IDBs. Venue: Middle Level Offices, March (followed by visit to local drain)

This training will be led by Julia Massey CEnv MCIEEM a Principal Ecologist with many years of experience working with water voles in the fens. It will cover the key elements of the species' ecology and how it relates to the work of IDBs.

Peter Beckenham, Conservation Officer for Middle Level Commissioners

Peter.beckenham@middlelevel.gov.uk

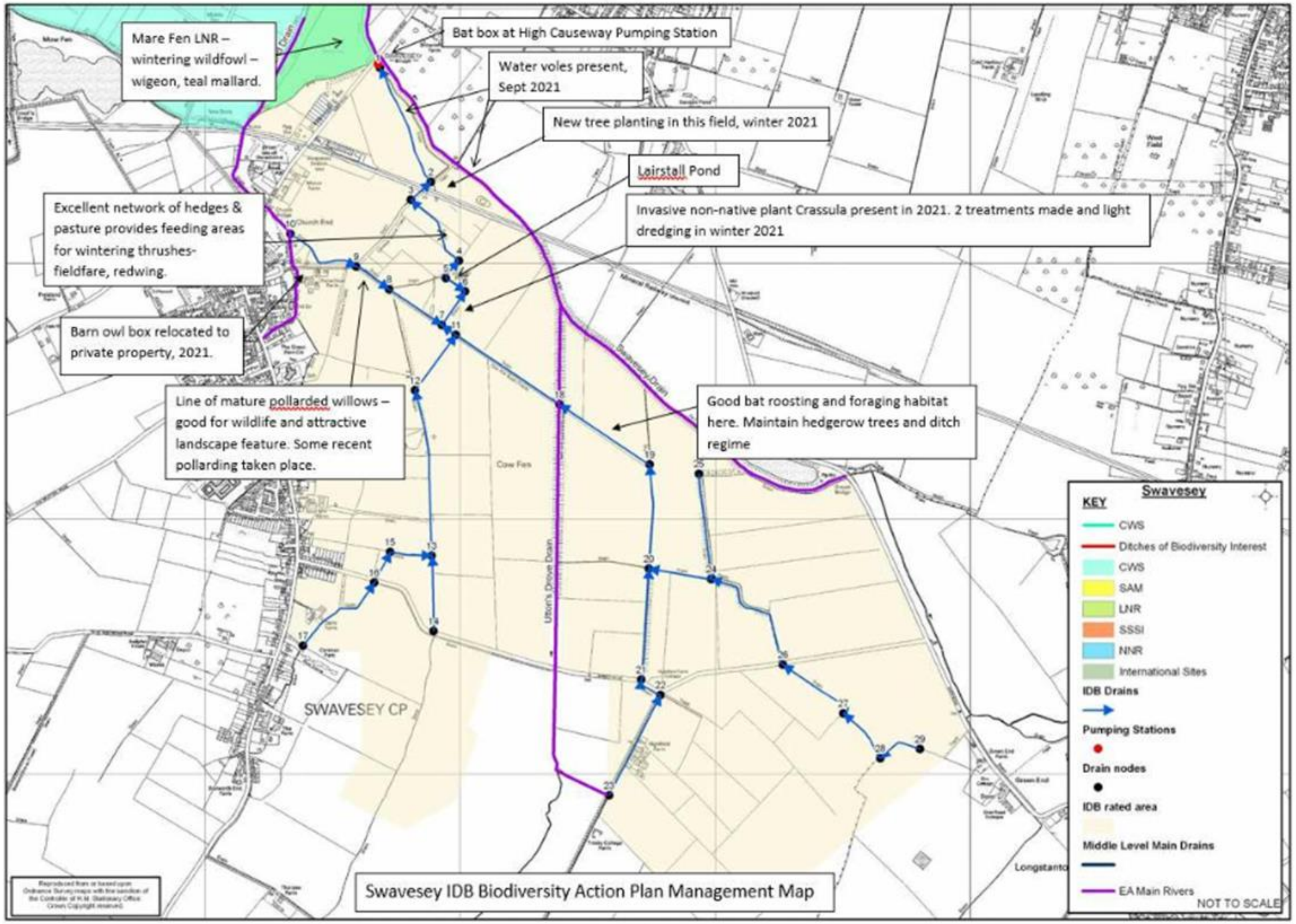
07765 597775

Photos (L-R):

Newly planted area in the district (private landowner); EA provisioned coir roll installation on Swavesey

Drain, supported by MLC.

Swavesey IDB Map 2021-22



4

Drainage Ditch Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches for biodiversity as well as for drainage	1.1	Establish and maintain a management plan for routine IDB operations incorporating key biodiversity features	Conservation Officer	2015	Plan finalised and followed each year	*A map-based is attached. It will be amended as further information is gathered.*
		1.2	Look for opportunities to provide natural erosion protection such as marginal plant ledges when re-profiling ditches	Conservation Officer	Ongoing	If re-profiling is carried out, opportunities identified	*Not aware of re-profiling carried out during the period.*
		1.3	Provide natural erosion protection as in 1.2 if opportunities available	Conservation Officer	Ongoing	Length of ditch with ledge / natural vegetation revetment	*None.*
2	Identify ditches of conservation interest and manage appropriately	2.2	Ensure appropriate management of ditches for priority species	Conservation Officer, Plantlife, Wildlife Trust	Ongoing	Specified in management plan	*Ditches of interest identified on Management Plan map.*
3	Support the Conservation Officer in working with landowners to benefit wildlife in the district	3.1	Refer private landowners to the Conservation Officer for advice on creating field margin buffer zones and wildlife-friendly ditch management	Conservation Officer, Natural England, Wildlife Trust, FWAG	Ongoing	Number of contacts received and passed to Conservation Officer	*None.*
4	Control invasive species	4.1	Report any sightings of non-native invasive species immediately to the Conservation Officer and control as appropriate (see Appendix F for species list)	Conservation Officer, Environment Agency, Plantlife, Wildlife Trust	Ongoing	Reports to Conservation Officer	*Crassula appeared again in spring 2021. Treated per recommendations.*

Reedbed Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Identify, assess and map any areas of reedbed over 0.5ha in size	1.1	Pass details of any known areas to Conservation Officer	Wildlife Trust, Natural England, Environment Agency	2013	Review of reedbed areas carried out	*No areas of reedbed over 0.5ha identified.*
2	Support appropriate reedbed creation	2.2	Manage the District adopted drains, where possible, to assist private landowners who wish to create areas of reedbed on their own land	Wildlife Trust, Environment Agency	Ongoing	(a) Number of requests received (b) Number of landowners assisted	*No requests received.*
3	Take conservation value of reedbed into account when planning and carrying out ditch and river maintenance	3.2	Where reeds are present, commence mowing or cleansing work outside the bird breeding season (7th April – 15th July). Where reeds are growing in water be aware of the potential for late-nesting reed warblers being present until late August and avoid mowing in that location. In exceptional circumstances where this is not possible, seek advice from the Conservation Officer.	Conservation Officer, Wildlife Trust, RSPB	Ongoing	Reeds not cut during bird nesting season	*CO to advise as needed.*

Grazing Marsh Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Identify, assess and map areas of existing floodplain grazing marsh	1.1	Pass details of any known areas to Conservation Officer	Wildlife Trust, RSPB, WWT, Natural England, Environment Agency	2012	Review of potential grazing marsh area carried out	*Existing Grazing marsh (Mare Fen) is already on WT records.*

2	Support landowners in creating or restoring grazing marsh / wet grassland	2.1	Manage District adopted drains where possible to assist private landowners and organisations undertaking habitat creation	Conservation Officer, Natural England, RSPB, WWT, Wildlife Trust	Ongoing	(a) Number of requests received (b) Number of landowners assisted	*No requests were received during the period.*

Open Water Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Promote the creation of ponds, lakes and reservoirs in appropriate areas	1.1	Consider pond creation as mitigation when a ditch has to be filled in or culverted	Local authorities, Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of mitigation opportunities (b) Number of ponds created	*One – Lairstall Pond.*
		1.2	Support creation of flood storage areas and reservoirs	Environment Agency, Natural England, Wildlife Trust, RSPB	Ongoing	Number of projects involved with	*No flood storage areas or reservoir projects arose during the period*
		1.3	Assist private landowners with advice, information or contacts as necessary	Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of information requests (b) Number responded to	*No information requests were received*
2	Look for opportunities to create open water habitat when managing ditches	2.1	Create a pool at an appropriate ditch junction when re-profiling (see the Drainage Channel Biodiversity Manual, technique CL3))	Conservation Officer	2010	One pool successfully created	*No new opportunities for this method arose.*

Water Vole Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches according to the law and to best practice for water vole	1.1	Assume water voles are present when carrying out works (discuss special circumstances with the Conservation Officer) and follow the ADA water vole mitigation guide	Conservation Officer	Ongoing	Measures incorporated in management plans	*Water vole Best Practice methods were used where appropriate.*
		1.2	Publicise good practice for rat control near drainage ditches	Conservation Officer, Wildlife Trust	Ongoing	Good practice publicised	*Advice previously issued.*
2	Enhance drainage ditch habitat to benefit water vole	2.1	Look for opportunities to add a marginal shelf when re-profiling banks	Conservation Officer	Ongoing	(a) Opportunities identified (b) Measures taken	*No opportunities identified.*
		2.2	Consider using coir roll to stabilise banks and provide marginal vegetation	Conservation Officer	Ongoing	(a) Sites considered (b) Measures taken	*No appropriate sites or opportunities arose during the period.*
3	Monitor water vole populations	3.1	Set up a survey programme to monitor water vole populations	Conservation Officer, Wildlife Trust	2010	Surveys carried out	*Water vole surveys made in spring 2021.*
		3.2	Provide data on water vole to the relevant Biological Records Centres	Conservation Officer, CPERC, NBIS	Ongoing	Data sent via Environmental Officer annually	*Data sent to CPERC.*
4	Control mink as necessary	4.2	Carry out mink control as part of the Middle Level programme and report all sightings to the Conservation Officer	Conservation Officer	Ongoing	(a) Number of trapping days (b) Number of mink caught	*No evidence of mink presence but details of new 'Remoti' mink rafts sent to board.*

Otter Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve otter habitat	1.1	Identify and maintain existing key bushes and trees near watercourses likely to be important for otters	Conservation Officer	2012 and ongoing	Sites identified and listed in management plans	*No sign but likely present*
2	Monitor otter populations	2.3	Ensure any dead otters are reported to the Conservation Officer and transferred to the Environment Agency for post mortem	Environment Agency	Ongoing	Otters reported to Conservation Officer, if found	*No dead otters were reported.*
3	Reduce otter deaths related to eel and crayfish trapping and road traffic	3.1	Report incidents of suspected illegal netting, trapping or fishing to the Environment Agency Fisheries Officers and the Conservation Officer	Environment Agency, Angling Clubs & syndicates	Ongoing	Incidents reported, if discovered	*No reports or indications of illegal trapping noted.*

Bats Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve habitat for bats	1.1	Put up at least one bat box at an appropriate site, e.g. a pumping station	Bat Conservation Trust	2015	Number of bat boxes sited	*A bat box was installed at the Board's Pumping Station in February 2013.*
		1.2	Pollard suitable trees to provide bat roosts		Ongoing	Number of trees pollarded	*Several suitable willows are already pollarded beside Board drains and are indicated on the Management Plan map.*
		1.3	Identify potential sites for a bat hibernaculum, e.g. in disused buildings or tunnels	Conservation Officer, Bat Conservation Trust	As opportunities arise	(a) Potential sites looked for (b) Site created	*Potential sites for hibernaculum are limited.*

2	Collect information on bat populations	2.1	Monitor bat boxes	Bat Conservation Trust	2015 onwards	(a) Number of boxes monitored (b) Number of boxes used by bats	*The bat box was monitored for signs of use*
		2.2	Pass bat box information to CPBRC and NBIS	Conservation Officer, CPBRC, NBIS	2015 onwards	Data via Conservation Officer annually	*Annually if box found to be occupied by bats.*

Kingfisher Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of kingfisher habitat	1.1	Provide at least one potential nest hole in sheet pilings	Conservation Officer	Ongoing	Number of nest sites provided	*No sign but likely present*
		1.2	Leave kingfisher fishing perches where possible (e.g. occasional branch)	Conservation Officer	Ongoing	Number of perch sites left	*There are many natural perch sites for kingfishers available.*
2	Collect records of kingfisher breeding between March and July	2.1	Note sightings of potential breeding kingfisher and pass information to CPBRC and NBIS via the Conservation Officer	Conservation Officer, CPBRC, NBIS	Ongoing	Data sent via CO annually	*No breeding sites have been identified.*

Barn Owl Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of barn owl habitat	1.1	Put up at least one barn owl nest box in a suitable location	Wildlife Conservation Partnership	2015	Number of nest boxes provided	*One. A barn owl box was installed at Lairstall Drove in 2013. Box moved in 2021.*

		1.2	Pollard suitable trees to provide natural nest sites	Conservation Officer	Ongoing	Number of trees pollarded	*Several mature pollarded willows are already present beside Board drains and are indicated on the Management Plan map.*
2	Collect records of barn owl presence	2.1	Monitor nest boxes for use by licensed barn owl ringers.	Wildlife Conservation Partnership	2015	(a) Number of nest boxes checked by licensed ringers (b) Number of nest boxes used	*(a) NA. See above.*
		2.2	Pass barn owl box information to CPBRC and NBIS	Conservation Officer, Wildlife Conservation Partnership, CPBRC, NBIS	2015	Data sent via Conservation Officer annually	*NA..*

Procedural Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Provide training on IDB BAP and conservation management of drainage channels for all relevant staff by 2013	1.1	Establish programme of 1-day courses for IDB staff and members	Conservation Officer, Wildlife Trust, Natural England, other specialists	2013	(a) Number of courses held (b) Number of Board members / staff attending courses	*No events held due to Covid-19. See summary for training days in 2022.*
		1.2	Establish suitable training for contractors' staff	Conservation Officer, Contractors	2013	Contractors attended training course	*The contractor's machine operator has previously attended a training workshop.*
2	Take biodiversity into account when planning and undertaking capital works	2.1	Consult with the Conservation Officer and choose the best possible mitigation solutions for biodiversity, e.g. fish-friendly pumps	Conservation Officer	Ongoing	(a) Number of capital schemes undertaken (b) Number of schemes commented on	*No capital schemes were undertaken by the Board during the period.*

Members considered and approved the most recent BAP report.

B.1085 District Superintendent

a) Record of hours worked

Miss McShane reported that K Wilderspin had worked 85 hours as District Superintendent between February 2021 and January 2022.

b) Fee

The Board gave consideration to the District Superintendent's fee for 2022/2023.

RESOLVED

i) That the Board agree that the sum of £1,784 be allowed for the services of the District Superintendent for 2022/2023.

ii) That the Board's thanks to the District Superintendent for his work over the last 12 months be recorded in the minutes.

c) Telephone Expenses

The Board gave consideration to the appropriate reimbursement of telephone expenses incurred on the Board's behalf.

RESOLVED

That the Board agree that the sum of up to £80 be allowed for telephone expenses incurred on behalf of the Board by K Wilderspin.

d) Casual Labour

The Board gave consideration to the use of casual labour that may be required during the year.

RESOLVED

That the Chairman and Vice Chairman be authorised to engage such casual labour as they consider appropriate up to a limit of £500.

(NB) – Mr Wilderspin declared an interest in all items save d) and left the room when these items were discussed.

B.1086 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 the Chairman speak to David Thomas about State-aid for a replacement pump.

B.1087 Environment Agency – Precepts

Miss McShane reported that at the Environment Agency Flood Defence Committee meeting, the Committee voted to adopt an indicative 2% increase in the precepts on Internal Drainage Boards for the next 6 years commencing from 2022/2023, with the ability to revisit annually should exceptional circumstances indicate this is required. The Committee votes for an 0% increase (for exceptional circumstances) above the indicative 2% increase for the year ending 31st March 2023 – total of a 2% increase on the level of precept on Internal Drainage Boards for the year ending 31st March 2023.

Miss McShane reported that the precept paid to the Environment Agency for 2020/21 was £1,796.

B.1088 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

Miss McShane reported that the sum of £1,512.17 (£5,403.96 less £3,891.79 paid on account) (inclusive of supervision) had been received from the Environment Agency based on the Board's actual expenditure on maintenance work for the financial year 2020/2021 together with the sum of £3,596.98 in respect of 80% of the Board's estimated expenditure for the financial year 2021/2022.

B.1089 Association of Drainage Authorities Subscriptions

Miss McShane reported that ADA had increased subscriptions by 1% for 2022, from £565 to £571.

RESOLVED

That the increased subscription for 2022 be paid.

B.1090 Health and Safety

Further to minute B.1055, Ms Parrish referred to the report received from Cope Safety Management following their visit to the District on 24th November 2021 and reported that the signage had been erected and that there were no outstanding actions, viz:-

Site Safety Inspection Record

Swavesey IDB

Complete

Site Safety Inspection

Name of organisation:	Swavesey IDB
Date of site visit	24 Nov 2021 12:00 GMT
Address of inspected premises	Swavesey Pumping Station Over Road Swavesey CB24 4QZ
Name of Advisor	Martin Clark
Time of arrival at site:	24 Nov 2021 12:00 GMT
Audit Name	Swavesey IDB

Audit

Inspection Record

An opening meeting was held with

Hannah Parrish

Have there been any accidents since our last visit?	No

None recorded.

Have there been any new starters since our last visit?	No

None recorded,

1

The previous site safety inspection report (20.06.21) was discussed and it was pleasing to note that the record of weed screen cleaning equipment testing as required by Lifting Operations and Lifting Equipment Regulations (LOLER) has been located and a copy retained by the board.
It was also pleasing to note that vegetation has been cut back and the signage improved as recommended and that the site was secure including the access gate from the road.

Photo 1

2

No significant operational issues were reported since the previous site visit and it was understood that risk assessments and safe systems of work have been communicated by Middle level Commissioner's. It is recommended that these documents are viewed periodically to ensure they remain relevant to the operations being undertaken.

Photographic Risk Assessment

Signature of person informed

Signature of person informed 1

Signature of person informed

Signed on behalf of Hannah Parrish by advisor
24 Nov 2021 17:23 GMT

Advisor's signature

Martin Clark
24 Nov 2021 17:22 GMT

Departure time	24 Nov 2021 13:03 GMT

Photographic Risk Assessments closed out during the visit.

Nil

Number of outstanding Photographic Risk Assessments	**0** From 0 to 99

Appendix

Photo 1

Swavesey IDB

SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

No outstanding PRAs

SSI 24 11 21

B.1091 Completion of the Annual Accounts and Annual Return of the Board 2020/2021

a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on 31st March 2021, viz;

Swavesey Internal Drainage Board

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015 /234)

1 The Audit of accounts for the Swavesey Internal Drainage Board for the year ended 31st March 2021 has been completed and the accounts have been published.

2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Swavesey Internal Drainage Board on application to:

The Clerk
Swavesey Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

between the hours of 9.00am and 4.00pm on Mondays to Fridays (excluding public holidays), when any local elector may make copies of the Annual Return.

3 Copies will be provided to any local elector on payment of £2.40 for each copy of the Annual Return

Announcement made by: D C Thomas - Clerk to the Board

Date of Announcement: 17th September 2021

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

SWAVESEY INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2021

and recorded as minute reference:

B.1035

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman [illegible]

Clerk [illegible]

WWW.MIDDLELEVEL.GOV.UK

Section 2 – Accounting Statements 2020/21 for

SWAVESEY INTERNAL DRAINAGE BOARD

	Year ending 31 March 2020 £	Year ending 31 March 2021 £	Notes and guidance: Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	90,029	93,524	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	19,389	19,389	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	10,456	4,392	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	0	0	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	26,350	28,290	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	93,524	89,015	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	95,131	91,660	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.*
9. Total fixed assets plus long term investments and assets	513,000	513,000	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 3rd June 2021

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/21

as recorded in minute reference:

B.1036

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **SWAVESEY INTERNAL DRAINAGE BOARD – DB0108**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

NONE

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP

Date 10/09/2021

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

b)The Board considered and approved the Audit Report of the Internal Auditor for the year ended on 31st March 2021, viz;

Whitings
Chartered Accountants LLP
The Old School House, Dartford Road
March, Cambridgeshire, PE15 8AE
t: 01354 652304
e: march@whitingsllp.co.uk
w: whitingsllp.co.uk

MNH/BB/MM053
08 October 2021

Messrs. D Thomas and R Hill
Middle Level Offices
85 Whittlesey Road
March
Cambs.
PE15 0AH

Dear Messrs. D Thomas, R. Hill, and S Ablett,

MLC administered Internal Drainage Boards - Internal Audit 2020-2021

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2021, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

General points

1. **Annual Return – Guidance notes**
We note that there has been a subtle change within the guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21 from what was shown in 2019/20. Previously the guidance stated that "the authority **should** receive and note the annual internal audit report **if possible** before approving the annual governance statement and the accounts" this has been replaced by "the authority **should** receive and note the annual internal audit report before approving the annual governance statement and the accounts". As such whilst we are satisfied that all of the administered boards have previously and remain compliant in this matter, due to this not being something that the boards **must** comply with, we would strongly urge a review of the wording within any future AGAR's to ensure that, should this requirement come into force, you are able to adjust your plan of works in plenty of time. We would also request that should this take affect you contact us at your earliest convenience, so that we may tailor our own work programmes accordingly.

2. Asset Valuations and Insurances

We note that there are a number of boards which have had revaluations within the year on their pumping station assets and that these are now valued in excess of what has been included within the insurance valuations and the accounts/annual return. We appreciate that the accounts/annual return value must remain at cost/deemed cost however we would suggest that as soon as the results of these valuations come to light you seek to change the insurance valuation accordingly, we understand that in many cases these amendments are carried out at the point of annual renewal.

In some individual cases it is noted that residential properties have been revalued during the audited year, but the underlying insurance values have not been increased. We recommend that, as with pumping station assets, the insurance valuation is increased to reflect the current market value and thereby ensure that such assets are adequately insured.

Finally, it is noted that, whilst a large proportion of boards have taken the option to revalue for insurance purposes their pumping station and residential assets during the year, there are some boards that have not followed suit. We have seen elsewhere that such revaluations have sometimes resulted in significant uplifts in value, and as such we would suggest that any remaining boards that have yet to carry out such an exercise do so at the earliest convenience.

We would recommend that in the absence of specific information to the contrary suggesting need for earlier review, that a revaluation exercise be performed for insurance purposes at least every 5 years on all major Board assets.

Client Comment:

All Boards are asked concerning valuations for insurances and it is a Board decision. Depending when the meeting is held and when the valuation is completed depends when the instruction can be given. However, once approved we look to update policies at that time. Where applicable, we are also looking into the viability of having certain values index linked but note that these will still need monitoring on a routine basis.

3. Employee Benefits - Vehicle Usage, and VAT recovery

In 2020 a high-level tax case was brought by HM Revenue & Customs against Coca-Cola European Partners Great Britain Limited relating to vehicles provided to employees of Coca-Cola and whether these 'dual purpose' vehicle should be classed as a van or a car for benefit-in-kind (BIK) and other taxation purposes. Typical example of such a vehicle being a double-cab pickup as operated by some boards.

This case was ruled in favour of HMRC where the use of three of its vehicles (2 Volkswagen Kombis and a Vauxhall Vivaro) should be treated as cars, rather than vans for tax purposes. The Vauxhall had been modified in a number of ways and an additional row of seats and windows were added along with a bulkhead to ensure goods being transported could not enter the passenger area. Both the VW Kombi vehicles were fitted with rear seats and additional racking was required by the driver for business use, for the Kombi version 2 this required a rear seat to be removed for racking. The Court of Appeal ruled that the vehicles were not sufficient to differentiate between them and therefore they should all be treated on a similar basis for BIK purposes, each vehicle was multi-purpose and capable of transporting goods or passengers, but neither type of vehicle was 'primarily' suited to the carrying of goods as required by current taxation legislation s.115(2).

At this point in time (drafting late June 2021) no updates to the tax rules have been issued by HMRC in the light of the ruling and therefore we are unable to determine whether the current vehicles owned by each board and allocated to an employee will be classed as a van or car. And until HMRC include any such updates and guidance we are unable to determine whether the vehicles held by each board will be liable for a van or car BIK on employees where the vehicle is not operated as a depot-based Pool vehicle. This case also has potentially wider implications relating to recovery or not of VAT on the vehicle when purchased and in commercial settings capital allowances.

Client Comment:

We are aware of this position and have also been checking with HMRC but as yet they have not issued guidance that can be passed onto Boards. There are significant tax implications, both for employer and employee and will continue to monitor the position.

4. Provisions

We are pleased to note that, in the main; provisions for amounts owing to and owed from applicable boards, are being monitored and written back should the underlying potential asset/liability be extinguished. There are still odd cases where provisions are "brought forward and carried forward" that relate in excess of the standard life of debt, being 6 years. On review in some cases whilst the underlying rationale of these balances are reasonable, we would question whether payments could still be enforced if chased, aside from in relation to development contributions. As such we would encourage continued review of provisions as a whole, with special consideration being made to aged provisions that have existed for a number of years.

We would recommend that any such old debts or provisions (part from development contribution provisions), say over 3 years old, be presented at the Board meeting annually and approved.

Client comment:

As part of the year end accounts procedures, provisions are looked at and decisions made on an individual basis as to retain or to write back.

5. Risk Management Policy and procedures

We noted in the 2019 most boards undertook a substantial risk management assessment process in 2014 leading to formal acceptance in April 2015 which is now subject to a brief review each year which is duly recorded formally in the board minutes. After recommendation in the prior year's management letter, we are pleased to note that this processed has been carried out again for 2020 - 21.

The COVID-19 pandemic is, hopefully, the greatest challenge many of us will face in our lifetime. In the face of adversity there is also opportunity to embrace this emerging "new normal" and such an event should allow us to take a step back and look at the policies and procedures that underpin the organisation. With this in mind we would urge greater breadth of coverage of policies and procedures to include consideration and action points in relation to areas such as climate change, global pandemics, and disaster action & recovery – at the time of writing we are not aware of such bigger policy being in existence.

It may also be helpful to revisit and enhance appreciation by way of visual colour coding of the RAG rating numbers to better differentiate between the varying levels of risk and consequence. We would expect to see low risk items being colour coded green, middling items colour coded yellow and high-risk items in red.

Risk Management Policy and procedures - continued

Client comment:
Risk management is an evolving matter and we will continue to look at emerging risks and having effective policies concerning these and although no formal policies are in place at this time the matters you have mentioned have been under consideration. With regards to the existing policy, consideration will be given to updating the matrix when either next revised or reviewed.

6. Website Publication

We note that there has been, for a number of years, significant information available to the public. We note that for some boards the latest information does not appear to have been updated, for example in one case the 2019/20 payments list was still published when the 2020/21 payments list should have been displayed. We would recommend that all items are updated promptly on the website once the meeting has been carried out.

Client comment:
Every effort is made to update the relevant pages of all authorities in an efficient and timely manner and in accordance with the regulations. It should be noted that the JPAG requirements for display appear to differ from those of audit requirements so while not necessarily aligning both requirements could be met. (This matter is being looked into for further guidance).

7. Capital works

Currently the definition of capital works is limited to new items e.g., a new culvert but works involving a repair or maintenance will be wholly written out in the year even though there may be a not insignificant element of improvement involved.

8. Capital assets

Following on from item 7 above it follows those assets may be unrecognised in the Accounts of the Boards and not appear in their Assets register. In view of greater Government and public interest and concern for environmental and climate change factors, should the 'value' of the basic drainage system be recognised beyond the pumping stations and equipment? This may be important in future years in order to factoring a fair proportion of potential future national Government funding.

Capital assets - continued

Client comment:

Comment has been noted. While Boards own pumping facilities and their footprint they do not (generally) own the watercourses, designating the arterial system for maintenance. This is probably a matter that could be discussed on an "industry wide" level, maybe through ADA by its policy and finance committee to ensure, if recognised, would provide a uniform approach across the country.

9. Budget figures

We note that Budget figures are prepared annually in advance, but we note these are not updated in the late Autumn even when notable variances may have occurred for various factors. Whilst not necessary to do so for all boards, we suggest that Chairmen of individual Boards are given opportunity to request updated Budgets after the half year point for the remainder of the year and distribute to Board members if they feel it appropriate due to circumstances to date or anticipated during the year.

Client comment:

As part of the finance regulations, we are required to carry out a budget monitoring exercise during the course of the year. For those Boards that have a relevant meeting, this is reviewed by the Board at their autumn/winter meeting. For all other Boards the monitoring exercise is completed as at the end of the calendar year, at this point the majority of the drain maintenance works have been completed, as would be any planned maintenance works at pumping stations. The expenditure to-date is then forecast to the end of the financial year and compared to the budget and initially sent to the chairman for review. Depending on the outcome of the monitoring exercise depends on whether it is considered appropriate to hold an emergency meeting. However, it is likely that if there were an extraordinary event the Board would be aware "in real time" and appropriate action taken at that point. It is not policy to update budgets depending on levels of expenditure but to use these as comparative to analyse variances of actual expenditure against.

Specific Points

Sutton and Mepal IDB

See item 2 above – residential property value

Hundred of Wisbech IDB
See item 6 above

Conington & Holme IDB
See item 9 above

Client comment (Conington & Holme IDB):

The "overspend" against budget related to additional drain maintenance works that were required and a breakdown at the pumping station which occurred after the monitoring exercise had been completed. These events were managed at the time and appropriate action taken when setting the following years rate.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement
As in previous years it is noted that there is a discrepancy between debtor held in Waldersey IDB and the creditor held in Hundred of Wisbech IDB; due to the substantial rainfall pattern in late 2020-21 this amount was more significant than normal

Waldersey IDB – Debtor	38,459.99
Hundred of Wisbech IDB - Creditor	47,997.84
Difference	**9,537.85**

This difference arises due to the accounts of Hundred of Wisbech IDB being completed before Waldersey IDB, therefore a provision having to be included within the former's books before more accurate figures become available. The difference is adjusted in the following year's Accounts for Hundred of Wisbech but in the short term could be considered slightly misleading.

We note that there have been discussions to potentially amalgamate the two boards, this would eradicate the anomaly. However, in the absence of this, we wonder whether there is scope to bring the meetings and account preparation periods in line to address this issue.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement - continued

Client comment (Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement):

These costs relate to the contribution for the costs of the shared pumping facility and at the time of production of the year end accounting statements discussions were taking place concerning potential changes to the contribution as a result of changes in land use. A new proposal had been put forward which was broadly approved by the Hundred of Wisbech Board, whose meeting is held first. In completing their accounting statements they requested that, due to the impact of the winter rainfall event the new proposal be used in calculating the contribution. When the Waldersey Board held it's meeting no changes had been approved at therefore the existing contribution calculation was used in their accounting statements. With regards to the Hundred of Wisbech creditor, these "old balances" will be written back during this financial year. There are no current plans to change meeting dates so there will remain a creditor/debtor position in both sets of accounts although now settled, this should be cleared, generally a year in arrears.

Other Matters

As you will already be aware our firm underwent a change of business name from Whiting & Partners to Whitings LLP, with effect from 1 October 2021. As the world and our practice move forward, even in these challenging times towards a "new normal", we have also decided to rebrand and change our look to promote this.

As provided for under the clauses of our existing Terms of Business ongoing engagements under our standard Whiting & Partners Terms and Conditions remain unchanged and have rolled over seamlessly into Whitings LLP; these are available on our new and improved website www.whitingsllp.co.uk

We are immensely proud of the work we continue to do with you at Whiting and we would like to take this opportunity to thank your staff involved in our audit for their assistance and cooperation in achieving substantial completion by the stated target deadlines, especially in light of the operational challenges posed to us all by the ongoing COVID-19 pandemic.

Yours sincerely,

Whitings LLP

Whitings LLP

RESOLVED

i) That in accordance with the Accounts and Audit Regulations the minutes record that approval of the accounts was given on 24th June 2021.

ii) That the Chairman was authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2021.

B.1092 Annual Accounts of the Board – 2021/2022

Miss McShane reported that in accordance with the Accounts and Audit Regulations, Internal Drainage Boards' accounts, bank reconciliation and completion of Section 2 of the Annual Return are required to be approved by resolution on or before the 30th June of that year.

B.1093 Defra IDB1 Returns

Miss McShane referred to the completed IDB1 form for 2020/2021 which the Board noted and approved, viz:-

Internal Drainage Boards in England

Department for Environment Food & Rural Affairs

Annual Report for the year ended
31 March 2021

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 30 September 2021 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via floodreports@defra.gsi.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via rachael.hill@environment-agency.gov.uk
- The Chief Executives of:
  - all local authorities that pay special levies to the Board;
  - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

SWAVESEY INTERNAL DRAINAGE BOARD

Section A – Financial information

Preliminary information on special levies issued by the Board for 2021- 22

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2021-22 (forecast)	
Name of local authority	**2021-22 forecast £**
1. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL	6,298
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	6,298

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2021

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2021 £
INCOME		
1. Drainage Rates		13,091
2. Special Levies		6,298
3. Higher Land Water Contributions from the Environment Agency		4,331
4. Contributions received from developers/other beneficiaries		23
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		0
9. Interest and Investment Income		38
10. Rents and Acknowledgements		0
11. Other Income		0
Total income		**23,781**
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		1,796
14. Watercourse maintenance		13,342
15. Pumping Stations, Sluices and Water level control structures		5,956
16. Administration		5,997
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		670
22. Other Expenditure		529
Total expenditure		**28,290**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**(4,509)**
24. Developers Funds income not applied in year		34,529
25. Grant income not applied in year		0

Notes:

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).

12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.

13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.

14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.

15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.

16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.

17. State all costs associated with the PSCA

18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.

19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.

20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.

21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions on non-designated sites.

22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).

23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.

24. Total balance of developer fund year end.

25. Unspent grant at year end.

Section B –IDB Reporting

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink) provided to Defra, and EA?..........Yes ☒ No ☐

Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan ....Yes ☒ No ☐

If "yes" is the Biodiversity Action Plan available on your website?..........Yes ☒ No ☐

What year was your Biodiversity Action Plan last updated?).......... 2021

Have you reported progress on BAP implementation on your web site?..........Yes ☒ No ☐

When was biodiversity last discussed at a Board meeting (date)?.......... 09/02/2021

Do you have a biosecurity process?..........Yes ☒ No ☐

SSSI water level management plans

Please indicate whether your Board is responsible for any SSSI water level management plans?..........Yes ☐ No ☒

If so, which ones:

Area of SSSI with IDB water level management plans..........

Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?

Area of SSSI where IDB water level management actions are required to achieve recovering or favourable condition?

Access to environmental expertise

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)	☐
Co-opted members	☐
Directly employed staff	☐
Contracted persons or consultants	☒
Environmental Partners/NGOs	☐
Other (please describe)	☐

Asset Management

What system/database does your Board use to manage the assets it is responsible for?

ADIS	☐
Paper Records	☒
Other Electronic System	☒

Has your Board continued to undertake visual inspections and update asset databases on an annual basis? Yes ☒ No ☐

What is the cumulative total of identified watercourse (in km) that the Board periodically maintains?

7

How many pumping stations does the Board operate?

1

What is the cumulative design capacity of the Board's pumping station(s) (enter zero if no stations are operated)?

0.68 cumecs

Health and Safety

Does the Board have a current Health and Safety policy in place?	Yes ☒	No ☐
Does the Board have a responsible officer for Health and Safety?	Yes ☒	No ☐
Have there been any reportable incidents in the past year?	Yes ☐	No ☒

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation? Yes ☒ No ☐

Has your IDB provided training for board members in the last year in the any of the following areas?

Governance ☐
Finance ☐
Environment ☐
Health, safety and welfare ☐
Communications and engagement ☐
Other (please describe) ☐

No training has been provided for board members during the year ended 31st March 2021.

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc)............Yes ☒ No ☐

Has your IDB adopted computerised accounting and rating systems?............Yes ☒ No ☐

Has your board published all minutes of meetings on the website?............Yes ☒ No ☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes ☒ No ☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? Yes ☒ No ☐

Has your Board adopted the following governance documents?

Standing Orders .... Yes ☒ No ☐

Have the Standing Orders been approved by Ministers ....Yes ☒ No ☐

Byelaws ....Yes ☒ No ☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012............ Yes ☒ No ☐

Have the Byelaws been approved by Ministers............Yes ☒ No ☐

Code of Conduct for Board Members............Yes ☒ No ☐

Financial Regulations..Yes ☒ No ☐
Register of Member's Interests..Yes ☒ No ☐
Anti-fraud and corruption policy.. Yes ☒ No ☐

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	9
Seats available to appointed members under the Land Drainage Act 1991.	2
Number of elected members on the board at year end.	7
Number of appointed members on the board at year end.	2
Mean average number of elected members in attendance at each board meeting over the last financial year.	7
Mean average number of appointed members in attendance at each board meeting over the last financial year.	1

Have you held elections within the last three years?..Yes ☒ No ☐ N/A ☐
Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?......................... Yes ☒ No ☐ N/A ☐

Complaints procedure
Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?..Yes ☒ No ☐

Number of complaints received in the financial year?	0
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

Public Engagement

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

Press releases ☐
Newsletters ☐
Web site ☒
Meetings ☒
Shows/events (including open days/inspections) ☐
Consultations ☐
Notices ☒

Percentage (in value) of drainage rates outstanding at year end?
0%

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the web site? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

Section C – Declaration

SWAVESEY INTERNAL DRAINAGE BOARD

I confirm that the information provided in sections A-C or with this form is correct.

Signature	S Ablett
Date	27/09/2021
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	Sam.ablett@middlelevel.gov.uk

B.1094 Review of Internal Controls

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

B.1095 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, viz:-

SWAVESEY IDB
INSURED VALUE OF FIXED ASSETS

PUMPING STATIONS

	As At 31st March 2022
High Causeway Pumping Station	513,000.00
	513,000.00

Engineer to revalue PS and put to the Board in 2022

B.1096 Transparency Code for Smaller Authorities

Miss McShane reported that as resolved at its' last meeting, the Board will continue with a limited assurance review and not take advantage of the audit exemption available for smaller public bodies with income and expenditure less than £25,000.

RESOLVED

To continue with a limited assurance review as has been carried out in previous years.

B.1097 Exercise of Public Rights

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

B.1098 Payments

The Board considered and approved payments amounting to £8,673.95 which had been made during the financial year 2020/2021 (1st February – 31st March 2020) and £15,562.23 made during the financial year 2020/2021 (1st April 2021 – 31st December 2021), viz:-

Swavesey Internal Drainage Board	
Payments made 2020/2021 (1st February 2021 - 31st March 2021)	
Stantec - Professional fees in respect of Northstowe Phase 2 southern access road,	3,360.00
Middle Level Commissioners - Repair hydraulic hoses (Account from NL Hydraulics)	517.33
Middle Level Commissioners - Supply filter cartridge (Account from Ovivo)	39.05
Association of Drainage Authorities - Subscription 2021	678.00
Rates refund - Mrs C D Warboys	70.67
Middle Level Commissioners - Pumping station maintenance	226.80
Middle Level Commissioners - Fees (Production of Board Report, planning and development applications)	1,019.10
K & P J Wilderspin - Supervisors fee (2020/2021)	2,236.80
Middle Level Commissioners - Health and Safety re-charges for 2020-2021	240.00
Middle Level Commissioners - Pumping station maintenance	286.20
	8,673.95
Payments made 2021/2022 (1st April 2021 - 31st January 2022)	
Middle Level Commissioners - Telemetry charges	97.68
Middle Level Commissioners - Fees (Weed control and drain maintenance 2020/2021, production of board report, planning and development applications)	2,460.30
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	3,162.98
Middle Level Commissioners - Replacement of faulty relay in pump control panel	196.44
Environment Agency - Precept	898.20
Middle Level Commissioners - Preparation of highland water claims	363.32
Middle Level Commissioners - Pumping station maintenance	291.00
Middle Level Commissioners - Fees (Preparation of asset survey, correspondence with Chairman concerning flooded properties over Christmas, planning and development applications)	1,192.21
Middle Level Commissioners - Renewal of insurances	561.01
Middle Level Commissioners - Administration charge, postages and telephone charges	2,133.28
Middle Level Commissioners - Pumping station maintenance	291.00
PKF Littlejohn LLP - Audit fee (2020/2021 accounts)	240.00
Information Commissioner - Data Protection Registration renewal	40.00
Environment Agency - Precept	898.19
Anglia Farmers Ltd - Electricity supply to High Causeway pumping station	2,736.62
	15,562.23
(NB - Amounts shown include Value Added Tax)	

A query was raised about the omission of a payment of £4,000 to Lattenbury Services. Miss McShane agreed to investigate this omission and report bac to the Chairman.

(NB) – The Chairman declared an interest in the payment made to K & P J Wilderspin.

B.1099 Expenditure estimates and special levy and drainage rate requirements 2022/2023

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2022/2023 and were informed by Miss McShane that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be, viz:-

SWAVESEY INTERNAL DRAINAGE BOARD
BUDGET 2022/2023

		Estimated 2021/2022 £	Probable Actual 2021/2022 £	Budget proposal 2022/2023 £
1	Insurances	600	550	600
2	Repairs and renewals	2,000	2,000	2,000
3	Fuel	2,250	2,250	2,350 [A]
4	Drainworks (including Environmental measures)	12,000	10,000 [B]	12,000 [C]
5	Planning applications	1,800	1,800	1,800
6	Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising etc	6,600	6,500	6,600
7	Environment Agency - Precept	1,796	1,796	1,832
8	Improvement works	0	0	0
		27,046	24,896	27,182
	LESS Deposit Accounts interest, Highland Water contributions etc	3,780 [D]	5,154 [E]	3,917 [F]
		23,266	19,742	23,266 [G]

Remarks

A - Previous 5 year average plus 50% for estimated increases

B - Includes:
Flail mowing 4,117

C - Includes engineers items 9,050

D - Includes estimated highland water contributions based on probable out-turn

E - Includes receipt of :
Full highland water contributions 5,154

F - Includes:
- average highland water contributions based on probable out-turn

G - Does not include provision for writing off rate arrears
Does not include for capital improvement funding

Works for EA carried out under MLC PSCA and re-charged by MLC.

				Rate
Estimated General Fund Opening Balance	43,706	43,706	43,353	
Rates Raised	19,389	19,389	23,266	£0.840
Net Expenditure	23,266	19,742	23,266	
Use of balances	0	0		
Closing Balance	39,829	43,353	43,353	

Swavesey Internal Drainage Board

Rate and levy requirements

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Board must be borne for 2022/2023 is:-

AREA 1

a) Proportion to be borne by the Agricultural Sector – 62.42%
b) Proportion to be borne by Special levy issued to South Cambridgeshire District Council – 37.58%.

The product of a rate of £1 in the £ on Agricultural land and buildings is £10,953.

AREA 2

a) Proportion to be borne by the Agricultural Sector – 70.25%
b) Proportion to be borne by Special levy issued to South Cambridgeshire District Council – 29.75%

The product of a rate of £1 in the £ on Agricultural land and buildings is £5,676.

AREA 3

All of the net expenditure must be borne by the Agricultural Sector.

The product of a rate of £1 in the £ on Agricultural land and buildings is £2,072.

The product of a rate of £1 in the £ on Agricultural land and buildings is £18,701.

A rate of £1 together with corresponding Special levy will raise £27,698.

EXPENDITURE

Estimated revenue cash balance in hand on 31st March 2022 £43,000.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2022/2023 is £23,266, is equivalent to:-

a) a rate in the £ on Agricultural land and buildings of 84.00p and

b) a Special levy on South Cambridgeshire District Council of £7,557.

The full rate raised in 2021/2022 was 70.00p in the £ and a Special levy of £6,298 was issued to South Cambridgeshire District Council to raise £19,389 against estimated expenditure of £23,266.

D C THOMAS
Clerk to the Board

January 2022

	Drainage rates	Special levy
AREA 1	62.42%	37.58%
AREA 2	70.25%	29.75%
AREA 3	100%	-

RESOLVED

i) That the estimates be approved.

ii) That a total sum of £21,327 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 £14,400 and £6,927 respectively.

iv) That drainage rates in the £ be laid and assessed on Agricultural hereditaments in the District as follows;

AREA 1	-	77.0p
AREA 2	-	33.0p
AREA 3	-	11.0p

v) That a Special levy of £6,927 be made and issued to South Cambridgeshire District Council for the purpose of meeting such expenditure.

vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levy referred to in resolution (v).

vii) That the Clerk be authorised to recover all unpaid rates and levy by such statutory powers as may be available.

B.1100 Date of Next Meeting

RESOLVED

That the next Meeting of the Board be held on Tuesday the 7th February 2023.

……………………………………………….
Chairman
7th February 2023