

**Minutes of the Parrett Works Committee held on Tuesday 23 February 2016, at 14.15hrs
at Bradbury House, 33-34 Market Street, Highbridge, Somerset TA9 3BW Chairman: Brian Rowe**

The Clerk, Nick Stevens, welcomed members to the inaugural meeting of the Works Committee, following re-structuring of the Parrett sub-committees.

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| <p>1 Attendance and Apologies: as register appended – R Coombes and C Passmore</p> <p>2 Items additional to the agenda: Item 7 - Nythe Road culvert</p> <p>3 Declarations of Interest: None at this time</p> <p>4 Election of Chairman and Vice Chairman: N Stevens (NWS) asked for nominations for Election of Chairman to the Works Committee.</p> <p>Proposed D Spicer, Seconded P Maltby “that Brian Rowe be elected Chairman of the Works Committee to stand until the next scheduled Parrett Drainage Board election November 2018.’ There being no other nominations, Mr Rowe was duly appointed. RESOLUTION 1</p> <p>Mr Rowe took the Chair expressing his gratitude to members for their support and confidence. Nominations were requested for Vice-Chairman to the Works Committee.</p> <p>Proposed P Maltby, Seconded D Spicer “that Cllr Nick Weeks be elected Vice-Chairman of the Works Committee to stand until the next scheduled Parrett Drainage Board election November 2018 unless removed from the Board by South Somerset District Council prior to November 2018.’ There being no other nominations Cllr Weeks was duly appointed. RESOLUTION 2</p> <p>Cllr Weeks accepted the nomination, thanking members for their support.</p> <p>5 Finance – overview of expenditure and budget: (appended) S Gee (SMG) briefed members on the report with the following points of note:</p> <ul style="list-style-type: none">• Total spend to date does not include maintenance yet to be invoiced from out-sourced contractors• An agreement is now in place with Highways England enabling re-charged works on motorway drainage ditches to be invoiced for the past 3 years – approx. £16k. Future motorway drainage cleaning will be invoiced on an annual basis• Public Works Loans are available to the Board, however the Board has reserves, some of which are ring fenced for projects and schemes yet to be undertaken, with the remainder available for new schemes if necessary. However, funding for individual schemes should be encouraged Minehead project should be completed with external funding encouraged where possible <p>SMG requested members identify the data routinely required to enable future reports to be drawn to members’ preference.</p> <p>The report was duly noted by members.</p> <p>6 Engineering Report: (appended)</p> <p>a) Maintenance Report (inc Expenditor’s programme of works): P Ham (PSH) provided an overview of the report for members:</p> <ul style="list-style-type: none">• External maintenance may not have been completed at Bawdrip – PSH to investigate• Kitches Lane, Chadmead – substantially completed. Scheme works estimated cost £23k to be funded by Somerset County Council (SCC)• Summer Feed to Pawlett Hams – the twin iron pipes have been in situ since 1983. Investigations are being undertaken to provide a scheme for Board consideration• Channel Cleaning Tenders – the final year of the current three year contracts is 2017 <p>An additional report was provided to summarise works to be undertaken during spring and early summer 2016.</p> <p>b) Improvement Works Programme: I Sturdy (IDS) challenge facing the Board is raising funds for projects and prioritising works in a strategic manner.</p> <p>7 Culverts under highways: NWS advised that there is currently an impasse with SCC regarding culverts; SCC states that if the culvert serves only the local rhyne or ditch network then it is not considered an SCC asset, also SCC will, generally, only accept liability for a culvert over 900mm. A bid had been submitted to the SRA for approx. £100k per year to undertake necessary works on highway culverts in conjunction with SCC.</p> <p>Nythe Road: this has been identified as a problem area; discussions are to be held.</p> <p>Expenditors will create a list of culverts and sizes within the area, to enable the scale of liability to be attained.</p> | <p>Action</p> <p>RES 1</p> <p>RES 2</p> |
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Members opined that SCC should contribute due to the increase in traffic usage and weight.

Otterhampton area is to be included in the proposed culvert works.

Track adjacent Morrison's – members were advised that security staff will now permit IDB staff to utilise the track for maintenance purposes.

The works programme includes a £10k project to make the track a hard track; this is approx. 700m in length.

Morrison's may not be aware of the flood risk element of the site.

D Spicer proposed that the Board attempts to get funding contributions from Morrison's for works to upgrade the track.

Members agreed that the Clerk should write to Morrison's expressing the concerns of the Board, and that the works to upgrade the track to a hard track should be undertaken for the safety of IDB staff. This motion was not voted upon.

8 Development Control: IDS provided an overview of development control (this list is not exhaustive):

- SDC Local Plan – strategic response submitted on behalf of the Board
- Hinckley C project – notification received for consultant to proceed with consent submissions
- Primrose Hill, Yeovil – comments submitted stating the Board is satisfied with retention schemes on application. Residents downstream have expressed concern i.e. Mudford
- Water Street – site owned by Devon & Cornwall Housing. The dense development provided difficulties for Board maintenance; a swale is to be incorporated to replace Board future maintenance
- Ringwell Hill, Bower Hinton – if this site proceeds there will need to be increased attenuation. This comment has been submitted to assist the application
- Norton Fitzwarren – concern expressed for outfall of attenuation pond. Members were advised that this was designed for house flood alleviation based on a 100 year flood event. The SRA are undertaking a project to retrospectively investigate attenuation in the area

9 Health & Safety Monitoring Report: NWS advised that no accidents or near misses have been reported.

10 Parrett staffing including Terms and Conditions: NWS advised that all staff had agreed and signed new terms and conditions which included flexible working hours.

Pension: 4 staff eligible for auto-enrolment joined the Local Government Pension scheme in January 2016. One staff member was not eligible due to his age; he has not submitted an application to join the scheme.

Skyguard: the lone worker monitoring system is being utilised by all staff which provides continuous monitoring during their working day. The system is also used by Axe Brue staff when undertaking operations in the field.

11 Machinery and vehicles: (appended) PSH recommended replacement the Hitachi slew: Machine purchased September 2011 and has completed 4269 hours. The tracks are rather worn; to replacement tracks (estimated) £8k. Several hoses have been replaced recently.

A new machine will cost in the region of £80k with trade in (iro) £25k.

Members expressed concern for the machine usage i.e. hours worked and type of works undertaken.

It was agreed not to proceed with the purchase of a new machine at this time, however a review of in-house machines and workforce for consideration within the 5 year business plan, being mindful of EA withdrawal of works and SRA operation implications on staff resources and availability and usage of machines, to be considered at the September meeting.

All machines have now been fitted with a tracker to reduce the risk of theft.

12 Update on Somerset 20 year flood action plan progress: Arrangements for funding: NWS advised that a new Memorandum of Understanding has been drafted for the SRA Board meeting of 23 March, it gives consideration of dispensation to Somerset Authorities for local funding raised on the basis of DCLG agreement to 1.25% percentage increase on council tax, creating local SRA funding which SCC will administer, as the SRA has no powers to do so.

A Joint Working Group meeting may be called, to which 21 March has been reserved.

Dredging: The EA will undertake a pioneer dredge with the IDB undertaking a maintenance dredge. All bank work has been completed and works are now underway on a pontoon in the river.

The maintenance dredge will use the pioneer dredge profiles.

It is intended that the two dredges will handover at Easter (approx.).

With regard to deposit of spoil, the size of arrangements with landowners is not yet known.

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Beer Wall Phase III: IDS advised that he has received an invitation to discuss requirements for pen levels.

Dredging Strategy: following a procurement process HR Wallingford have been appointed to undertake a 9 week programme to identify the need for future works and techniques for managing silt as a long term strategy.

SRA Technical Group: the group works to allocate and prioritise works with regard to funding and has identified a 5 year programme of works. The programme of works has been called the Enhanced Programme.

- 13 Minutes of the last Management Committee and Employment and Machinery Committee meetings: Management minutes 15 September 2015:** item 7 Fordgate Farm – “track adjacent a critical ordinary watercourse...” should read “track adjacent an ordinary watercourse...” and Item 7 Perry Green – “Perry Green” should read “Perry Moor Bank”. With these two amendments the Chairman signed the minutes as a true and correct record of the meeting held.
E&M minutes 13 October 2015 were signed by the Chairman as a true and correct record of the meeting held.
- 14 Matters Arising:** Expenditor’s undertaking tree work: it was agreed that this operation could be extended throughout the area as re-chargeable works.
- 15 Special Correspondence:** NWS advised that the Cabinet Office has requested evidence for a Flood Resilience Committee being run by Oliver Letwin MP; ADA will incorporate a reply from comments and contributions received from IDB’s.
Video footage of the Secretary of State’s evidence set before an EFRA select committee run by Neil Parrish MP is now available. Several references have been made of Somerset and IDB’s. It was agreed that an email link would be disseminated to members.
- 16 Any Other Business:** FloodEx: an invitation has been forwarded to all members regarding FloodEx to be held at Peterborough Arena, 18 & 19 May 2016, a trade event for flood defence and water level management sector looking at flood defence, prevention, mitigation and drainage.
Expressions of interest to be given to C-A Porter.
ADA will host a dinner during the event for which ADA are seeking sponsorship. It was agreed that contractors would be invited to become a sponsor of the event.
- 17 Date of next Board meetings:** Policy, Finance & Governance 17 May 2016, 14.15hrs
Full Board 21 June 2016, 14.15hrs and Works Committee 20 September 2016, 14.15hrs

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There being no other business the Chairman thanked members and officers for attending and closed the meeting at 16.15 hrs

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CHAIRMAN

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DATE