

THE RIVER STOUR (KENT) INTERNAL DRAINAGE BOARD

Minutes of the Meeting of the Board
held on Thursday 27 May 2010
at 2.30pm in the Board's offices at
34 Gordon Road, Canterbury

PRESENT

M J G Tapp (Chairman), A D Linfoot, O.B.E. (Vice Chairman), Messrs Councillor T Austin, D M Botting, Councillor M D Conolly, I R Cooling, P E Dyas, G F Ellis, Councillor Mrs M Martin, Councillor B T Naughton, Councillor C J (Kit) Smith, J F E Smith, M P Wilkinson and Councillor J Woodford.

IN ATTENDANCE

Mr Andrew Crates (Asset Systems Management Team Leader (East Kent Area) Environment Agency, Mr Paul Marshall (Incident Response Team Leader (Lower Stour Area), Environment Agency), Mr Neil Morgan (Proprietor, Rhino Plant Hire), Mr John Davis (IDB Contracts Manager, Rhino Plant Hire), Mr Adam Schofield (Halcrow Engineering Ltd, Consultant Project Manager for the Environment Agency's Sandwich & Deal Flood Defence Scheme), Mr Peter Dowling (Engineer to the Board) and Mr Derek Lewis (Clerk of the Board).

APOLOGIES FOR ABSENCE

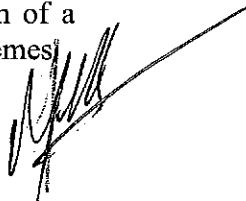
Apologies for absence were received from Councillor A Bruce, Mr P S Dunn, Mr P Howard, Mr D Rogers and Mr I G Steed.

WELCOMING

The Chairman welcomed Mr Adam Schofield of Halcrow Engineering Ltd to the meeting. The Chairman stated that Mr Schofield would shortly be giving a short presentation on the Sandwich and Deal Flood Defence Scheme. The Chairman also welcomed Mr Andrew Crates and Mr Paul Marshall of the Environment Agency to the meeting. The Chairman stated that Mr Crates and Mr Marshall would be available to answer questions on Environment Agency related matters. The Chairman also welcomed Mr Neil Morgan and Mr John Davis to the meeting. The Chairman stated that Mr Morgan and Mr Davis would be willing to answer any questions related to the Board's Maintenance Works and Water Level Control contracts.

SHORT PRESENTATION ON THE SANDWICH & DEAL FLOOD DEFENCE SCHEMES
BY MR ADAM SCHOFIELD (HALCROW ENGINEERING LTD, CONSULTANT
PROJECT MANAGER)

Mr Adam Schofield thanked the Chairman for his kind welcome and informed the Board that his presentation on the Sandwich & Deal Flood Defence Scheme would take the form of a Powerpoint presentation but that he would be willing to answer any questions on the schemes



raised by the Members. Mr Schofield stated that following on from the Environment Agency's Pegwell Bay to Kingsdown Coastal Defence Strategy, the Environment Agency Board in November 2008 gave approval to develop two Flood Defence Schemes for the towns of Sandwich and Deal with the appraisal phase commencing in May 2009. Mr Schofield stated that the Deal Scheme comprises of 3 elements which include the construction of 250 meters of rock revetment at Sandown Castle, the construction of a tidal wall between the Royal Hotel and Deal Castle and a beach shingle recharge. The Sandwich Scheme will include the construction of a tidal storage facility at Broad Salts which will include the construction of a 2,000 meter long spillway with 'grasscrete' blocks. Mr Schofield also advised that the Sandwich Scheme will also include the construction of a tidal wall at Sandwich Quay and the raising of the river embankments downstream of the Quay. Mr Schofield stated that the Broad Salts scheme was a similar scheme to the Alkborough Scheme in the Humber Estuary. Mr Schofield stated that the spillway would be set at 4.0mODN and would have a storage capacity of 3.5 million cubic metres. Mr Schofield stated that the Broad Salts tidal storage facility would also have the potential to create a 230Ha wetland nature reserve with lakes, lagoons, creeks and scrapes. Mr Schofield stated that 56 Ha of arable land would be used to form a permanent borrow pit with reed beds and ditch habitat and potential recreation benefits. Mr Schofield stated that the area would be drained by 2 one meter diameter outfalls in 4-5 days. Mr Schofield stated that the scheme follows current Government policy aims as it reduces the risk of flooding to people and property and at the same time creates important wildlife habitat. The Chairman considered that the cost of providing 2 additional culverts to drain the area quicker, if necessary, would provide greater flexibility and control without a great additional cost in comparison to the scheme's total cost. Mr Schofield stated that he would be willing to take this suggestion back with him if this was the wish of the Board. The Board agreed that this should be done. Councillor C J (Kit) Smith asked Mr Schofield what was the 'timeline' for the scheme. Mr Schofield stated that following a detailed appraisal phase there would be a Public Exhibition in August 2010 with a Business Case Submission (PAR) in February 2011 with PAR approval expected in May 2011. The award of the construction contract would follow at the end of 2012, pending funding availability. Construction phases would be approximately 9 months for the Deal Scheme and 18 months for the Sandwich Scheme. The Chairman thanked Mr Schofield for a most interesting presentation.

ENVIRONMENT AGENCY RELATED MATTERS

Leaking Little Stour Embankment at West Stourmouth

The Engineer asked the Environment Agency Officers if there was any news of when repairs would be made to the leaking Little Stour embankment at West Stourmouth. Mr Andrew Crates (East Kent Asset Systems Management Team Leader, Environment Agency) stated that it was planned to put in place 100 metres of piling to seal the leak before the next high spring tide in July.

East Kent Access Road (Phase 2) – Surface Water Drainage Arrangements

Mr P E Dyas stated that he was extremely concerned that all surface water drainage from the new road will be discharged into the Minster Stream (Main River) and the Stonelees Main Stream (IDB 173). Mr Dyas stated that as far as the Minster Stream was concerned, he had concerns that surface water drainage from the new road would have an impact on the water quality in the Minster Stream. Mr Dyas also stated that he had concerns over the Environment

Agency's ability to regularly discharge water from the Minster Stream through the Kingfisher Sluice which has for some time been in a state of disrepair. Mr Paul Marshall (Lower Stour Incident Response Team Leader, Environment Agency) stated that the Environment Agency was at present looking at refurbishing the Kingfisher Sluice. The Board's Engineer reported that he had brought the issues referred to by Mr Dyas to the attention of Mr Stephen Laphorn; Jacobs Engineering's Senior Project Engineer and was meeting with Mr Laphorn on site on Friday 28 May 2010 to discuss the issues further.

MINUTES OF THE MEETING OF THE BOARD HELD ON THURSDAY 4 FEBRUARY 2010

The minutes of the meeting of the Board held on Thursday 4 February 2010 were received. It was proposed by Mr I R Cooling, seconded by Mr A D Linfoot and resolved that the minutes be confirmed and signed by the Chairman as a true record of the proceedings at that meeting.

MATTERS ARISING FROM MINUTES

There were no matters arising from these minutes.

MINUTES OF THE MEETING OF THE FINANCE, GENERAL PURPOSES AND WORKS COMMITTEE HELD ON MONDAY 10 MAY 2010

The minutes of the meeting of the Finance, General Purposes and Works Committee held on Monday 10 May 2010 were received. It was proposed by Councillor B T Naughton, seconded by Mr I R Cooling and resolved that the minutes be received.

MATTERS ARISING FROM MINUTES

Report of the Engineer for the period 1 January 2010 to 31 March 2010

Groundwater Levels

Councillor T Austin (Canterbury City Council) reported that the Little Stour and Nailbourne Management Group met with representatives of Southern Water in the Conrad Hall, Bishopsbourne on Wednesday 26 May 2010. Councillor Austin stated that at the meeting Southern Water admitted that they had been inactive in not tackling sewage flooding problems in the villages along the Nailbourne Valley. Councillor Austin further reported that as a consequence of the meeting Southern Water were now planning over the next few weeks to carry out inspections of main and branch sewers by CCTV. Following these inspections, Southern Water has agreed to report their findings back to the Little Stour and Nailbourne Management Group in July 2010.

Seaton Weir Removal/Replacement

The Engineer reported that the Environment Agency's final version of the briefing note is still awaited. Mr Paul Marshall (Lower Stour Incident Response Team Leader, Environment Agency) reported that a lease for the weir site has recently been discovered. Mr Marshall stated that the Environment Agency agreed a 50 year lease for the site with the Church Commissioners 7 years ago when the land was in the Church Commissioners ownership. The



Chairman considered that the lease would have automatically been passed on to the new owners following the sale of the land. Mr J F E Smith stated that he had recently visited the site where the weir was situated and took the opportunity to discuss the weir issue with several of the locals. Mr Smith stated that the locals he spoke to were definitely in favour of retaining the weir in its present position.

REPORT OF CLERK

ADMINISTRATION

Ref: A.2-2 Review of the Board's Rules and Standing Orders

The Chairman reported that there is a requirement to carry out of review of the Board's Rules and Standing Orders and record in the minutes that they have been reviewed. The Chairman further reported that, as part of the review, the Clerk had checked the ADA website and compared the Board's current Rules and Standing Orders with the Defra/ADA Model which is located on the ADA website and found that the Board's current Rules and Standing Orders complied fully with the Defra/ADA Model. The Chairman further reported that the Finance, General Purposes and Works Committee have therefore recommended that the Rules and Standing Orders be reviewed without change. The Chairman also reported that the Board's Internal Auditor has looked at the Board's Rules and Standing Orders and has stated that they appear to be followed by the Board and its Officers. It was proposed by Councillor B T Naughton, seconded by Councillor T Austin and resolved that the reviewed Rules and Standing Orders be approved and adopted by the Board.

FINANCE

Ref: F.1-5 Accounts for the year ended 31 March 2010

The Chairman stated that the Board's accounts for the year ended 31 March 2010 were prepared and balanced by the Clerk and presented to the Finance, General Purposes and Works Committee on 10 May 2010. The Chairman stated that the accounts revealed a surplus of £7,924.99 was achieved during the year which was in line with the 2009/2010 Finance Estimates. The Chairman advised the Members that the KCC Pension Fund's actuary (Barnett Waddingham Public Sector Consulting) has estimated that the Board's Net Pension Liability will have increased from (£153,000) to (£349,000) for the year ended 31 March 2010 and that the actuary's revised estimation had been entered in the accounts. The Chairman stated that the Finance, General Purposes and Works Committee have recommended that the accounts for the year ended 31 March 2010 be approved by the Board. It was proposed by Councillor B T Naughton, seconded by Mr I R Cooling and resolved that the accounts for the year ending 31 March 2010 be approved.

Ref: F.1-5 IDB Annual Return for the year ended 31 March 2010

The Chairman reported that the Board is required by law to prepare and approve accounting statements for the year ended 31 March 2010 in the form of an Annual Return. The Chairman stated that there was therefore a requirement for the Board to approved the Accounting



Statements in Section 1 of the Annual Return and approve the Annual Governance Statement in Section 2 of the Annual Return. It was proposed by Mr A D Linfoot, seconded by Mr I R Cooling and resolved that the Accounting Statements (Section 1) and the Annual Governance Statement (Section 2) of the Annual Return for the year ended 31 March 2010 be approved.

Ref: F.1-4 Report of Internal Auditor for the year ended 31 March 2010

The Chairman reported that the Board's Internal Auditor (Mr Kevin Funnell) completed his inspection of the Board's accounting records for 2009/2010 on Wednesday 12 May 2010 and has submitted his report on his inspection for the Board's approval. The Chairman stated that the Internal Auditor has stated in his report that he did not find anything major in his financial audit to report and that he also found that the record keeping to be of a very good standard. The Chairman further reported that the Internal Auditor further stated in his report that he considered the Board's approach to the management of risks, both financial and non-financial, to be sound. It was proposed by Mr I R Cooling, seconded by Mr A D Linfoot and resolved that the Internal Auditor's report of 12 May 2010 be approved.

Ref: F.1-3 Statement of Internal Control for the year ended 31 March 2010

The Chairman reported that the Board is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Board's functions and which includes arrangements for the management of risk. The Chairman stated that a Statement of Internal Control for the year ended 31 March 2010 has therefore been prepared for the Board's approval. It was proposed by Mr A D Linfoot, seconded by Mr I R Cooling and resolved that the Statement of Internal Control for the year ended 31 March 2010 be approved.

Ref: F.1-2 Internal Audit Arrangements

The Chairman stated that the Board has a responsibility to ensure that there is a sound system of internal control in place and also has a requirement to carry out an annual review of the effectiveness of the system that is in place. The Chairman further reported that in order to achieve these requirements, the Board annually appoints an Internal Audit Committee to carry out an annual inspection of the Board's accounts and accounting records. The Chairman further reported that 2008/2009 Internal Audit Committee consisted of Mr A D Linfoot, Mr Ian Cooling and Councillor Tony Austin. Mr A D Linfoot and Mr Ian Cooling have agreed to continue as part of the Internal Audit Team but unfortunately, due to other commitments, Councillor Austin is unable to continue. The Chairman therefore asked if there was any other Member who would be prepared to join the Board's Internal Audit Team. Councillor B T Naughton (Ashford Borough Council) stated that he was prepared to join the Internal Audit Team. It was therefore proposed by Councillor Mrs Marion Martin, seconded by Councillor C J (Kit) Smith and resolved that Mr A D Linfoot, Mr I R Cooling and Councillor B T Naughton be appointed to the Board's Internal Audit Team.

Ref: F.1-6 Financial Risk Assessment for the year ended 31 March 2010

The Chairman reported that the Audit Commission now requires the Board to complete a formal Financial Risk Assessment and confirm the date on which it is approved. The Chairman stated that the Clerk therefore prepared a Financial Risk Assessment for the year



ended 31 March 2010 for the Finance, General Purposes and Works Committee's consideration and the Board's approval. Councillor C J (Kit) Smith (Dover District Council) suggested that it may be a good idea to include 'Political Risk' in the Financial Risk Assessment in future years. The Vice Chairman stated that the Internal Audit Team would consider this during their inspection of the Board's accounting records and statements. It was proposed by Mr I R Cooling, seconded by Mr A D Linfoot and resolved that the Financial Risk Assessment for the year ended 31 March 2010 be approved.

Ref: F.4 Review of the Board's Financial Regulations


The Chairman reported that there is a requirement to carry out of review of the Board's Financial Regulations and record in the minutes that they have been reviewed. The Chairman stated that as part of the review process the Clerk had checked the ADA website and compared the Board's Financial Regulations with the suggested 'IDB Model Financial Regulations' on the ADA website and found that the Board's current Financial Regulations were similar to the ADA Model. The Chairman also reported that the Board's Internal Auditor has looked at the Financial Regulations and has stated that they appear to be comprehensive and followed by the Board and its Officers. The Chairman further reported that the Finance, General Purposes and Works Committee have recommended that the Financial Regulations be approved by the Board. It was proposed by Councillor B T Naughton, seconded by Mr I R Cooling and resolved that the reviewed Financial Regulations be approved and adopted by the Board.

ANY OTHER BUSINESS

Mr Paul Marshall (Lower Stour Incident Response Team Leader, Environment Agency) reported that Environment Agency Staff have been advised this morning that the Southern and Thames Regions of the Environment Agency are to be merged into one region for the South East. Further details will follow in due course.

MEETING CLOSED

There being no further business, the Chairman declared the meeting closed and thanked the Members for their attendance.



29 July 2010

Chairman of the Board