

# **North Kent Marshes Internal Drainage Board Meeting Minutes Monday 13 January 2020, Medway Council Offices, 10:00-12:30**

## **1 Apologies**

Cllr. Hazel Browne (Medway)  
Cllr. Lee Croxton (Gravesend)  
David Long  
Julian Nash  
John Nottage

## **2 Welcome and Introductions (10:00-10:10)**

## **3 Items of interest declaration (10:00-10:15)**

***Action: PH to contact Members to confirm if any new items of interest need to be declared, new Members to provide a signed form.***

## **4 Minutes of the last meeting and matters arising (10:15-10:20)**

***Action: JW suggest booking a meeting with herself, Lee Croxton and PH/DA to go over the IDB and what we do. PH to arrange.***

***Action: PH to request EA drone footage via an appropriate file sharing method.***

*GE asked about best practice guidelines and whether we can have a deadline. PH responded that we cannot until we know more about the WLMP and when it will be complete.*

*Minutes ratified, to be left for signing by GE.*

## **5 Health and Safety updates (10:20-10:25)**

*GE asked details about whether the contractors that carry out works for us have suitable H&S measures in place. PH explained that contractors have their own insurances which contractors are asked to confirm and provide evidence of ahead of any works undertaken.*

*BW asked about stats relating to utilities and services. PH explained that stats are requested for any works prior to anything happening on site as part of the requirement for the Board to provide as much information as possible about any known hazards.*

## **6 Training (10:25-10:40)**

*PH spoke about the recently released ADA training videos and encouraged members to watch them.*

## **7 Governance (10:40-10:50)**

*PH suggested a disclaimer process for new policies via email to cut down on printing hard copies. Where a policy needs review, this will be emailed and Members will be requested to email back to confirm they have read, understood, and agree with the policy. PH will advise if there are significant changes. Action: PH to provide policies due review by email for review and agreement ahead of the next Board meeting in June.*

*Corporate Risk Register agreed. HC proposed and AB seconded. Action: PH and GE to sign.*

*GE suggested changes to be made to the Financial Risk Assessment including changing risk to low/medium rather than high. Requested further meetings with PH to go through. Action: PH to meet with GE to agree changes which will then be provided to the Board by email for review.*

*Members are happy with the SLA with Medway at present. BW enquired whether the £25k was enough to cover the SLA. PH advised that workload fluctuates but that the £25k was approximately half an FTE which covers the work undertaken on an annual basis. A program of works is included in the Activity Report.*

*Members spoke about succession planning are happy in principle to set up a PSCA with the Lower Medway Internal Drainage Board to provide a means of business continuity in case of sickness/absence. **Action: PH to discuss with LMIDB.***

## **8 Activity Report (10:50-11:30)**

*CB expressed concerns over the funding of Allhallows sluice and raised this at LMIDB meeting. A site visit was suggested for members of the board. Action: PH/DA to organise.*

*BW asked what options there are to block it up completely. AB asked whom owns the sluice. PH and MS provided an overview of the structure which is believed to be an EA structure. PH confirmed the scope of any works would be sent to members to provide comment. Action: PH to provide completed scope of works to members for comment.*

*GE asked what the boards power with planning apps are – PH explained that the Board are not a statutory consultee, but that responses are given where works result in a proposed discharge to ditches within the district, and or where LDC is required. PH explained that KCC in their capacity as Lead Local Flood Authority are the statutory consultee and liaise when necessary to ensure a consistent approach to planning consultations.*

*JW asked what involvement we have with the LTC as it looks like there may have been movement on this. PH explained no contact so far, but we will look in to it. Action: PH to look in to latest consultations and share information with Board.*

*AB mentioned there is another sluice gate to the west of site X. PH advised that there will be visits over the marshes in the coming months to look at third party assets and structures.*

*BW – JN may have some water level records that JBA could potentially use for the WLMP.  
Action: PH to ask JN.*

*GE asked if we have been consulted about the coastal footpath. PH explained that we hadn't but that would be ensured that we were involved with any further discussions.*

*Proposed study using EA precept from 2019/20, and 2019/20 programme of work were proposed by GE and seconded by HC.*

*AG provided an overview of the Medway Catchment Pesticide Amnesty.*

## **9 Environment Agency update (11:30-11:40)**

*MS provided an overview of precept works including ongoing works to the EA canal basin sluice – MS happy to do a showing of it working. Action: PH/DA to organise site visit with members*

*GE asked if we can get photos before and after the Lower Hope works carried out by EA:  
**Action: PH to liaise with MS to obtain photos.***

## **10 Finance update (11:40-12:00)**

Appendix 6 page 28.

*For information:*

- Members to note the outcome of the Internal and External Audit outcomes and Certificate and actions arising.

*For decision:*

- Members to note the finance update and expenditure to date for 2019/20.
- Members to set the Penny Rate for 2020/21.
- Members to review and approve budget for 2020/21.

*GE suggested a diary entry for events/timetable etc. PH explained there is an annual planner in place and that the web team need to be made aware that certain documents need to be available publicly by law in a timely fashion.*

*Members noted report outcome of Internal and External Audit.*

*Action PH to change budget options – typo pg. 32.*

*JNa had concerns of keeping rates the same and suggested increasing them. General consensus was agreement with a potential mid of 7.18. Proposed by JNa to increase by 1%, seconded by GE.*

GE requested if the Ashford ADA meeting was going ahead. Action: PH to find out date.

BW asked if there had there been any further talk on demaining – PH explained that the Stour demaining project was a pilot project and that there were no further projects proposed. However, a PSCA is in place with the EA which provides an opportunity for mutual support where maintenance works are carried out.

CB – Feedback on the Rainham Riverside workshop that it was very interesting.

- 11 Forward look and approval of meetings for 2020/2021 (12:00-12:05)**  
- 1 June 2020 – Venue TBC – likely to be Gravesend Borough Council

2x site visits to be organised – one for Allhallows Sluice, the other for Canal Basin, Gravesend.

- 12 ADA updates (12:05-12:10)**

- 13 AOB (12:10-12:20)**



**Signed Clerk:**

**Date: 01/06/2020**

**Signed Chairman:**

**Date: 01/06/2020**

