

MINUTES

JBA Project Code 2011s5031
 Contract Thorne, Crowle & Goole Moors
 Client Doncaster East IDB
 Day, Date and Time 27 October 2015 – 10:00
 Meeting Steering Group Meeting - 003
 Venue JBA Consulting - Doncaster

JBA
consulting

Status

Attending	Paul Duncan – Natural England - Chairman	PD (NE)
	Tim Kohler – Natural England	TK (NE)
	David Hargreaves – Natural England LIFE project - PM	DH PM (NE)
	David Hoskins – Environment Agency	DH (EA)
	Matthew Blissett – North Lincs Wildlife Trust	MB (NLWT)
	Martin Oldknow – Doncaster East IDB	MO (DEIDB)
	Sue Wilkinson – Doncaster East IDB	SW (DEIDB)
	Craig Benson – IDB Finance Officer	CB (IDB)
	Balaji Angamuthu – JBA Consulting	BA (JBA)
	Chris Wright - JBA Consulting	CW (JBA)
	<i>Minutes taken by Susan Stephenson – JBA Consulting</i>	

Item

Action

- 1 Apologies**
No apologies were received.
- 2 Introductions**
Introductions were made.

Balaji Angamuthu (JBA) has replaced Jason Boasman as Project Manager on the scheme.

Chris Wright (JBA) is overseeing the scheme as Technical Lead.
- 3 Matters arising / minutes of last meeting**
 - 3.1** The Chairman requested that future minutes include more precise information and actions and that financial and progress reports be attached.
JBA confirmed this would be done. **BA**
 - 3.2** Craig Benson to attend future meetings and present a financial report. **CB**
 - 3.3** As previously discussed this Steering Group still has two seats available – this issue is still unresolved. The Chairman reported that he had contacted the relevant IDBs but had had no positive responses.
 - 3.4** The Chairman asked that future minutes be circulated and signed off by email as soon as possible, they could then be uploaded to the website. This was agreed by all present. **BA**
- 4 Health & Safety issues**
 - 4.1** No accidents or near misses have been reported
 - 4.2** CW advised of a potential location hazard at Swine Fleet drain, following vegetation clearance a steep bank has been exposed, which has subsequently been fenced.

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5 Programme of works	
5.1 BA presented a full report – attached to these minutes.	
5.2 Future reports to include; works in progress, works completed to date, future planned works and a full programme summary	
5.3 BA reported that the Pumping Station will be out to tender last two weeks of November, tenders to be returned by mid-December with a view to appointing a contractor the first week of January 2016. Tenders will be appraised by JBA and submitted to the IDB for subsequent approval by the Chairman prior to appointment by the IDB. Current estimated cost of the Pumping Station is between £450k-£500k with £600k allocated in the budget.	
5.4 TK asked for clarification regarding the works required to lay piping for the pumping station under the track on site. JBA confirmed that this work would be done in one working day and that the trench would be bridged if access for emergency vehicles was required.	
5.5 DH requested a construction programme in Gantt chart format for the next meeting.	BA
6 Financial	
6.1 CB presented a full financial report; added to these minutes. (This report had previously been presented to a meeting of the Doncaster East IDB) CB reported that the Environment Agency have advised that they require 10% efficiency savings on all current schemes (10% on approved costs). Future tight budget estimates will be required.	BA
6.2 BA confirmed that there were currently no invoicing issues.	
6.3 List of invoices received and payments made to be added to the minutes	BA
6.4 DH PM (NE), CB and PD discussed briefly about the LIFE project in association with this project. However, the financial implication of this project on the LIFE project will be discussed in detail separately by Natural England and Doncaster East IDB.	
7 Works information	
7.1 Permitted development consent: Works to be carried out under IDB powers. TK to liaise with Darren Whitaker (JBA) regarding the provision of a Habitats Regulations Assessment. TK requested a copy of the draft general arrangement drawing.	
7.2 DH requested clarification regarding proposed security measures to safeguard expensive and vital equipment at the pumping station. BA confirmed that the compound will be surrounded by palisade fencing, which has proved effective at other sites.	
7.3 Website: Updates have been done based on the outcome of the last Steering Group meeting. Members profile requires updating. The Chairman asked all members present to return their 'Members Interest' forms by return if they had not already done so. (SW handed her hard-copy form to JBA on leaving)	BA ALL

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Item	Action
Terms of Reference for the Steering Group are complete and will be added to the website. (Post meeting note – The Terms were agreed at the April 2015 meeting)	BA
Any other relevant information that could be added to the website should be forwarded to BA/CW.	
8 Any Other Business	
8.1 Steering Group member posts to be filled: PD reiterated that the Steering Group still had two vacancies. Internal Drainage Boards have been invited but to date there has been no interest. PD asked the Steering Group for suggestions as to who could be approached. PD to contact North Lincs Council	PD
8.2 CB reported that earlier in the year Doncaster East IDB had a site visit to the Moors, which was well received by all that had attended. A further visit is planned for Spring 2016 – it would be beneficial if this was jointly organised with the Steering Group? TK suggested that invitations be extended to all relevant IDBs and local Councils. CB requested that an invite list be drawn up as soon as possible, with estimated numbers available by Christmas, in order to give plenty of time to organise transport, programme, etc. DH suggested that once the project was nearing completion a site visit should be organised to include a Defra (Environmental Advisor) representative.	
8.3 MB commented on a failing dam at North Crowle that has not been budgeted for. TK confirmed that this is a Natural England structure and any required works would come out of the N&R budget, however, it was not an immediate concern.	
8.4 The Chairman requested that the Minutes be added to the website by the end of November.	
9 Date of next meeting	
9.1 Tuesday, 26 January 2016 – 10:00 am	
9.2 The meeting closed at 11:30 am	

10 Attachments to These Minutes

Financial report

Invoices

Progress Report

INVOICE

JBA
consulting

To: Doncaster East Internal Drainage Board
Epsom House
Chase Park
Redhouse Interchange
Doncaster
DN6 7FE

FAO: Ian Benn

South Barn
Broughton Hall
Skipton
North Yorkshire
BD23 3AE
United Kingdom

T +44 (0) 1756 799 919
E info@jbaconsulting.com

www.jbaconsulting.com

Client: Doncaster East Internal Drainage Board
Contract: Throne, Crowle and Goole Moors WLMP Implementation
Client Order No: Meeting dated 6th April 2011
Client Contact: Ian Benn
JBA Project Code: 2011s5031

Invoice Number: 2015/3386
Tax Date: 11 August 2015
Stage: Interim Invoice No. 48

Registered Office
South Barn
Broughton Hall
Skipton
North Yorkshire
BD23 3AE
United Kingdom

Jeremy Benn Associates Ltd
Registered in England 3246693

Item	Description	Net Amount	VAT Rate	VAT
	<i>For professional services rendered and expenses incurred in connection with the implementation of the WLMP for the period from the 1 April 2015 to 31 July 2015.</i>			
1	Design and Appraisal			
	Staff Costs (658.50 hours)	£24,584.71	20.00%	£4,916.94
	Expenses	£0.00	20.00%	£0.00
	Travel	£478.04	20.00%	£95.61
2	Construction Works			
	Staff Costs (0 hours)	£0.00	20.00%	£0.00
	Expenses	£0.00	20.00%	£0.00
	Travel	£0.00	20.00%	£0.00
3	Additional DEIDB asset items			
	1 year Smart NET NRTK Ltd (40hr/month)	£1,200.00	20.00%	£240.00
	1 year Viva NET basic CCP	£321.50	20.00%	£64.30
	Minibus hire and fuel for steering group meeting	£174.09	20.00%	£34.82
Net Total:				£26,758.34
VAT:				£5,351.67
Total now due:				£32,110.01

VAT Registration No. GB 665 3009 41

Payment to 'Jeremy Benn Associates Ltd' at our Skipton office address, or BACS to Sort Code 20-78-42, A/C No. 10869538

SWIFT: BARC GB 22; IBAN: GB28 BARC 2078 4210 8695 38

Payment Terms are strictly 28 days net from date of invoice.

Finance contact: finance@jbaconsulting.com



INVOICE

To: Doncaster East Internal Drainage Board
Epsom House
Chase Park
Redhouse Interchange
Doncaster
DN6 7FE

FAO: Ian Benn

CB MJ DB
14 OCT 2015
CW



South Barn
Broughton Hall
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BD23 3AE
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Client: Doncaster East Internal Drainage Board
Contract: Thorne, Crowle and Goole Moors WLMP Implementation
Client Order No: Meeting dated 6 April 2011
Client Contact: Ian Benn
JBA Project Code: 2011s5031

Invoice Number: 2015/4088
Tax Date: 13 October 2015
Stage: Interim Invoice No. 49

Registered Office
South Barn
Broughton Hall
Skipton
North Yorkshire
BD23 3AE
United Kingdom

Jeremy Benn Associates Ltd
Registered in England 3246693

Item	Description	Net Amount	VAT Rate	VAT
	<i>For professional services rendered and expenses incurred in connection with the implementation of the WLMP for the period from the 1 August 2015 to 30 September 2015.</i>			
1	Design and Appraisal			
	Staff Costs (526.25 hours)	£21,241.83	20.00%	£4,248.37
	Expenses	£0.00	20.00%	£0.00
	Travel	£225.25	20.00%	£45.05
2	Construction Works			
	Staff Costs (0 hours)	£0.00	20.00%	£0.00
	Expenses	£0.00	20.00%	£0.00
	Travel	£0.00	20.00%	£0.00
3	Additional DEIDB asset items	£0.00	20.00%	£0.00

R. S. D. hkh

Net Total: £21,467.08
VAT: £4,293.42
Total now due: £25,760.50

VAT Registration No. GB 665 3009 41

Payment to 'Jeremy Benn Associates Ltd' at our Skipton office address, or BACS to Sort Code 20-78-42, A/C No. 10869538

SWIFT: BARC GB 22; IBAN: GB28 BARC 2078 4210 8695 38

Payment Terms are strictly 28 days net from date of invoice.

Finance contact: finance@jbaconsulting.com





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Unit 8 Fulford Business Centre
35 Hospital Fields Road
York YO10 4DZ

TELEPHONE (01904) 652000
FACSIMILE (01904) 749014
fas@fieldarchaeologyspecialists.co.uk

INVOICE

DONCASTER EAST DRAINAGE BOARD

Epsom House

Chase Park

Redhouse Interchange

Doncaster

DN6 7FE

INVOICE

fas_2014/1547

INVOICE DATE

27 March 2015

ORDER NUMBER

REFERENCE

30 MAR 2015

DESCRIPTION	NET AMOUNT £	VAT %
THORNE, CROWLE AND GOOLE MOORS ARCHAEOLOGICAL WATCHING BRIEF		
Archaeological watching brief during bunding (22-23/01/15, 26-27/01/15, 29-30/01/15, 04/02/15) with requisite report for SYAS.		
Project Officer: x7 days at £245.00 per day:	1,715.00	20.00
Report: x1 day at £245.00 per day:	245.00	20.00

BANK DETAILS	TOTAL EXCLUDING VAT	£	1,960.00
BARCLAYS BANK PLC PO BOX 24 1-3 PARLIAMENT STREET YORK YO1 8XD	ACCOUNT No: 10367036 SORT CODE: 20 99 56	VAT	£ 392.00
	TOTAL INCLUDING VAT	£	2,352.00

PAYMENT TERMS

within 30 days

G Fillingham & Sons

Dobella Farm
Dobella Lane
Rawcliffe
Nr Goole
East Yorkshire
DN14 8SQ

Mobile 07976 564994
V.A.T Reg No 347 6603 40

Invoice to:

Doncaster East IDB
Epsom House
Chase Park
Redhouse Interchange
Doncaster
South Yorkshire
DN6 7FE
19 March 2014

Previous Business Address
Hook Moor Farm
Rawcliffe Bridge
NR Goole
East Yorkshire
DN14 8PR

Invoice Number : 2015 – 0003

Description	Qty.	Price Each	Amount
			£0.00
			£0.00
Scrub Clearance 300 hours @ £28/hour	300	£28.00	£8,400.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
Sub total			£8,400.00
Vat @ 20 %			£1,680.00
Total			£10,080.00

Thank you, we appreciate your business

Payment from:-

Bank : HSBC Goole
Sort code : 40-22-13
Bank Account : 11370146

Sub Total	£8,400.00
Vat @ 20 %	£1,680.00
Total Paid	£10,080.00

Thorne, Crowle & Goole Moors SSSI WLMP Spend Profile	Estimated Final Costs	Estimated Final Contributions	Estimated Final Net Expenditure	EA Grant Approved	Expenditure to date to end Sep 15	Contributions To date to end Sep 15	Net Expenditure to date to end Sep 15	EA Grant balance Aug-15	Actual Expenditure		Estimated Expenditure 2015/16		Estimated Expenditure 2016/17				Estimated Expenditure 2017/18				Estimated EA Grant Final Balance			
									Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
									april to Jun	Jul to Sep	Oct to Dec	Jan to Mar												
Environmental Statemen	£100,000	£10,000	£90,000	£90,000	£92,790	£10,000	£82,790	£7,210																
Design and Appraisal	£491,982	£4,760	£487,221	£514,480	£361,982	£4,760	£357,222	£157,258	£4,874	£26,758	£50,000	£25,000	£15,000	£15,000	£15,000	£10,000					£27,258			
Construction Works	£1,955,573	£46,580	£1,908,993	£2,329,610	£473,573	£46,580	£426,993	£1,902,617	£20,979	£8,400	£445,000	£700,000	313,000		£0	£0	£6,000	£6,000	£6,000	£6,000	£420,617			
Contingencies																								
									£25,853	£35,158	£500,105	£727,105	£328,000	£15,000	£15,000	£10,000	£6,000	£6,000	£6,000	£6,000				
TOTALS	£2,547,555	£61,340	£2,486,215	£2,934,090	£928,346	£61,340	£867,005	£2,067,085	Year Total				£1,288,221	Year Total				£368,000	Year Total				£24,000	£447,875

NOTES £447,875

The current project forecast indicates that the final total expenditure on the scheme is estimated to be £2,547,445. The project has generated contributions from various sources to a current value of £61,340.

This contribution figure is expected to increase with the addition of any further bank interest gained and the likely contribution of € 12,000 from Natural England with respect to the construction of the pumping station.

The estimated net final expenditure figure is £2,486,215 which is less than the Environment Agency approved figure of £2,934,090. In summary it is envisaged that the scheme will be £443,985 under budget.

The project has to date incurred £928,346 of expenditure and received £61,340 in contributions.

This results in a net expenditure of £867,005. The maximum amount of EA grant to spend is £2,067,85.

However the Environment Agency are looking for at least 10% efficiency saving on this scheme.

The current project forecast meets this target.

The spend profile over the next three years shows how this remaining grant money is to be spent.

In summary, the yearly expenditure figures are 2015/16 £1,288,221, 2016/17 £368,000 and 17/18 £24,000. Which confirms the underspend of £447,875 (which includes £196,000 Risk element)

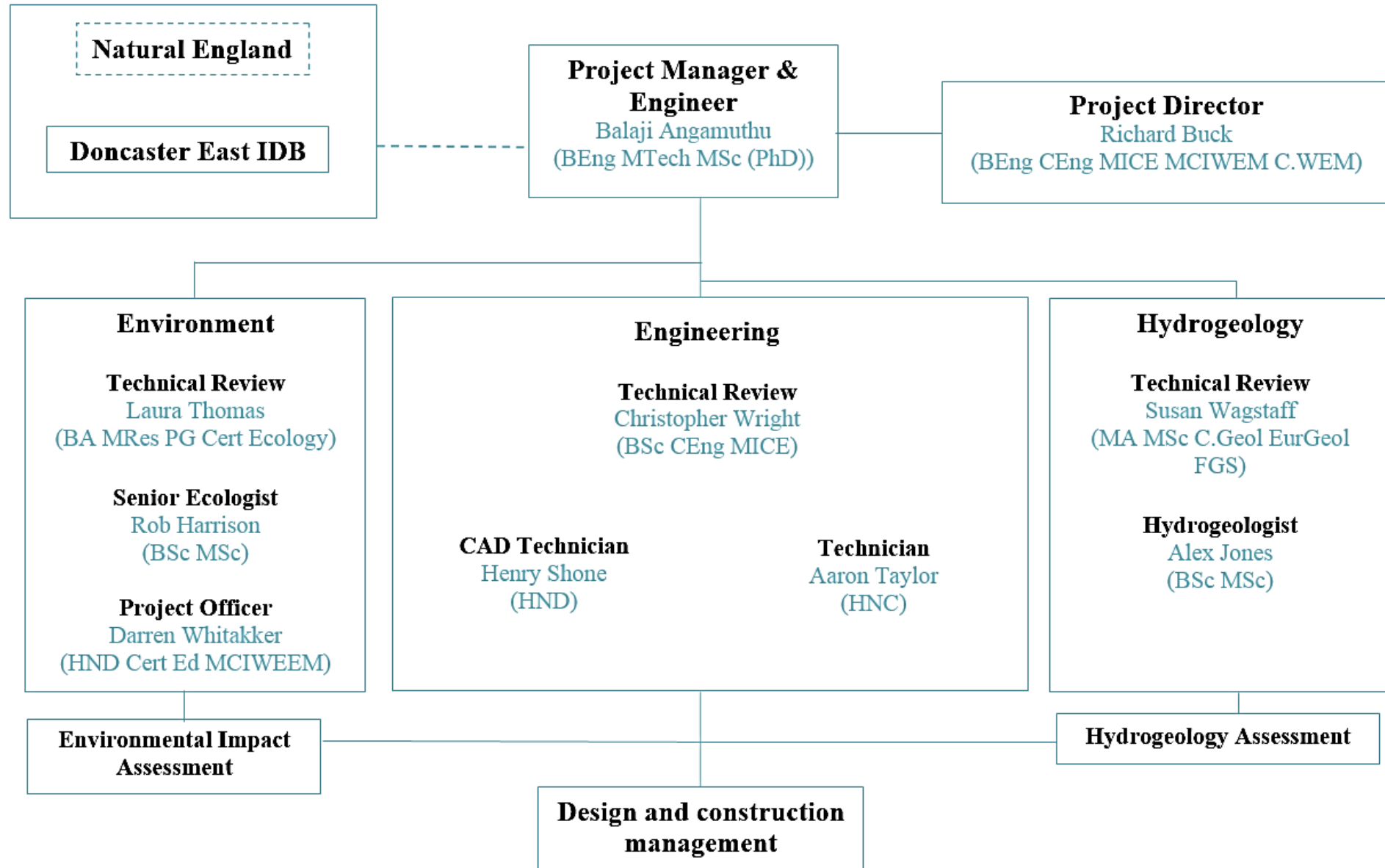
The net underspend is £251,875 which equates to the 10% efficiency target of the Environment Agency.

Thorne, Crowle and Goole Moors - Water Level Management Plan Project

Overview

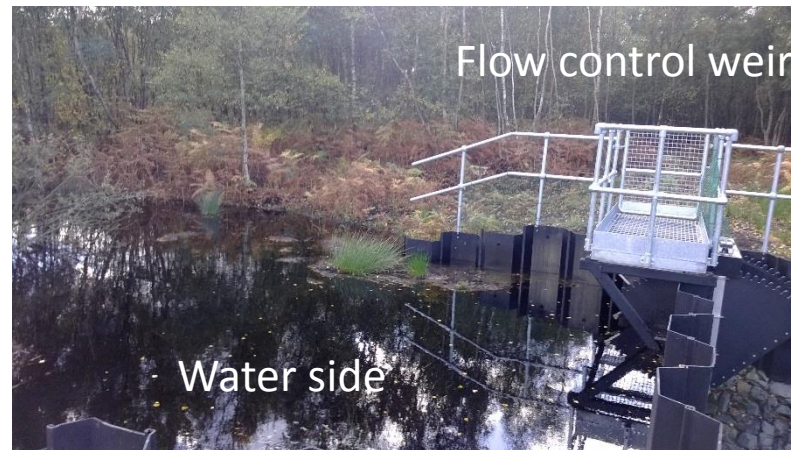
27-October-2015

PROJECT TEAM



Works completed to date

1. Southern boundary dam.
2. Hundreds of metres of peat bunding and plastic piling at:
 - a. Green Belt
 - b. Crowle Moors
 - c. Southern boundary
 - d. North of Angle drain
 - e. Pony bridge marsh
 - f. Southern canals
3. Several weirs on Crowle Moor and Angle Drain.
4. Scrub clearance and topographic survey for design of future proposed works.



Southern Boundary Dam

Works completed to date



Plastic Pile weirs and peat bunding



Peat bunding

Works currently in progress

Construction stage (to begin in 1st week of December 2015)

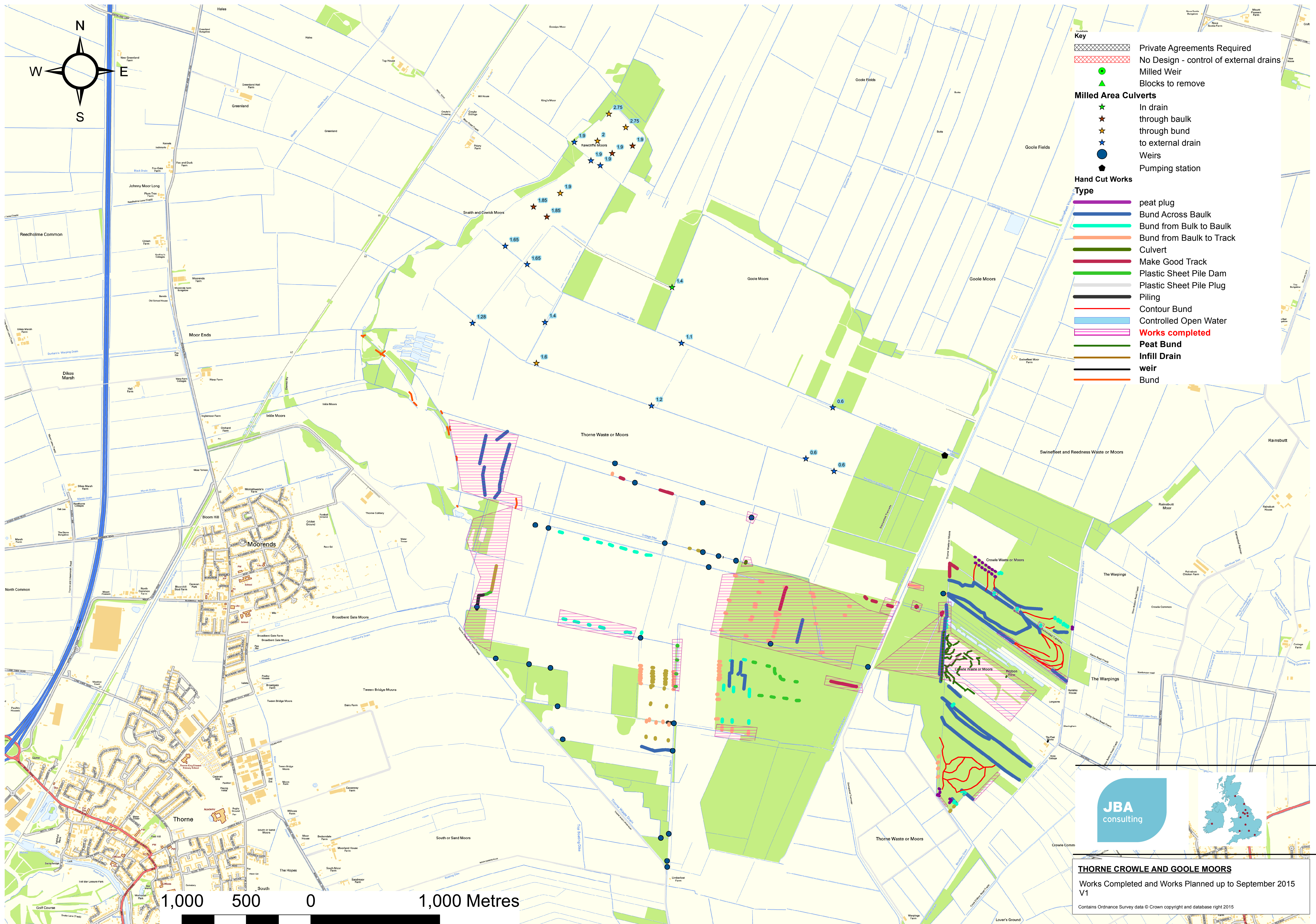
1. 2 steel sheet piles water control structures (one in Angle Drain and the other in Blue Bridge).

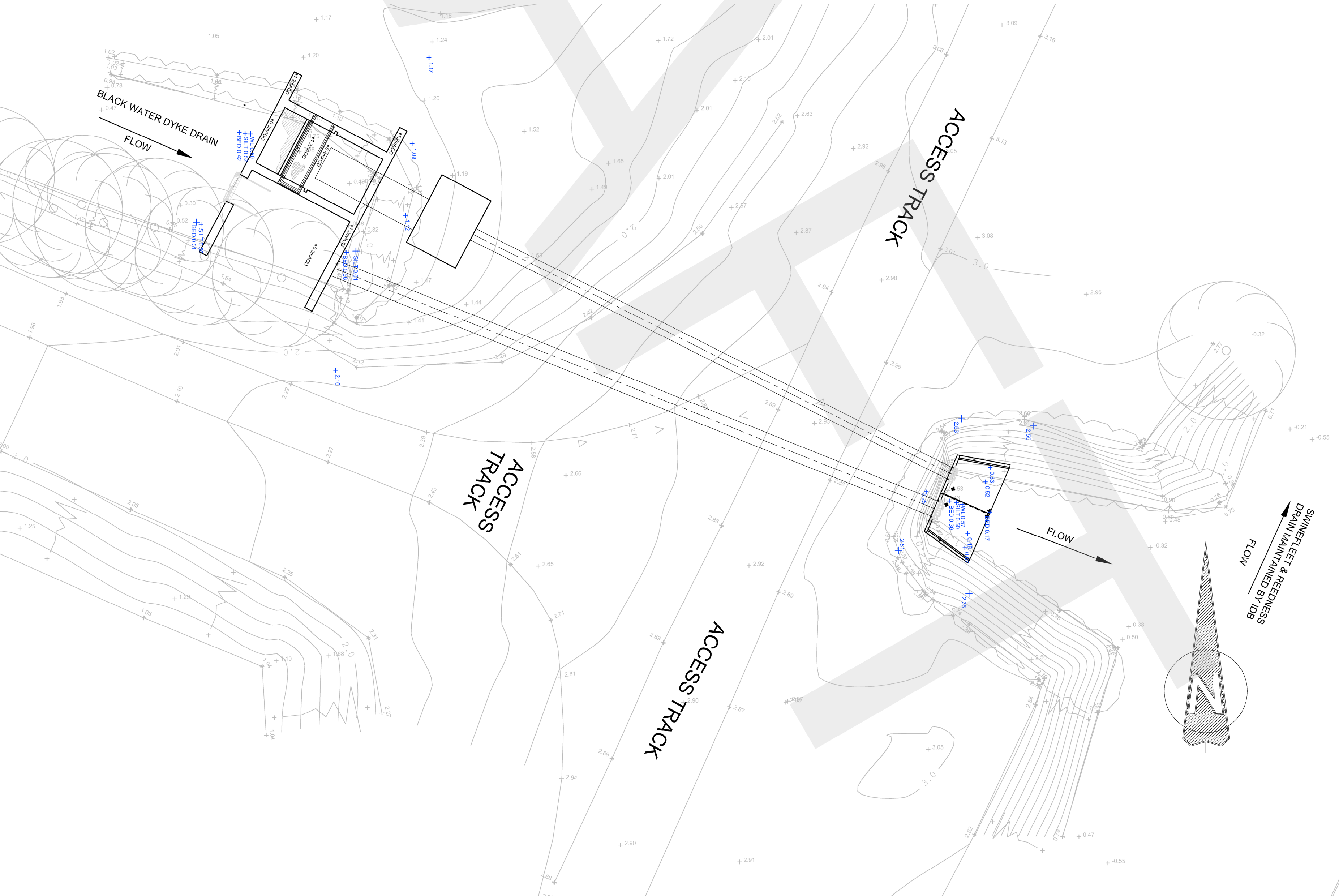
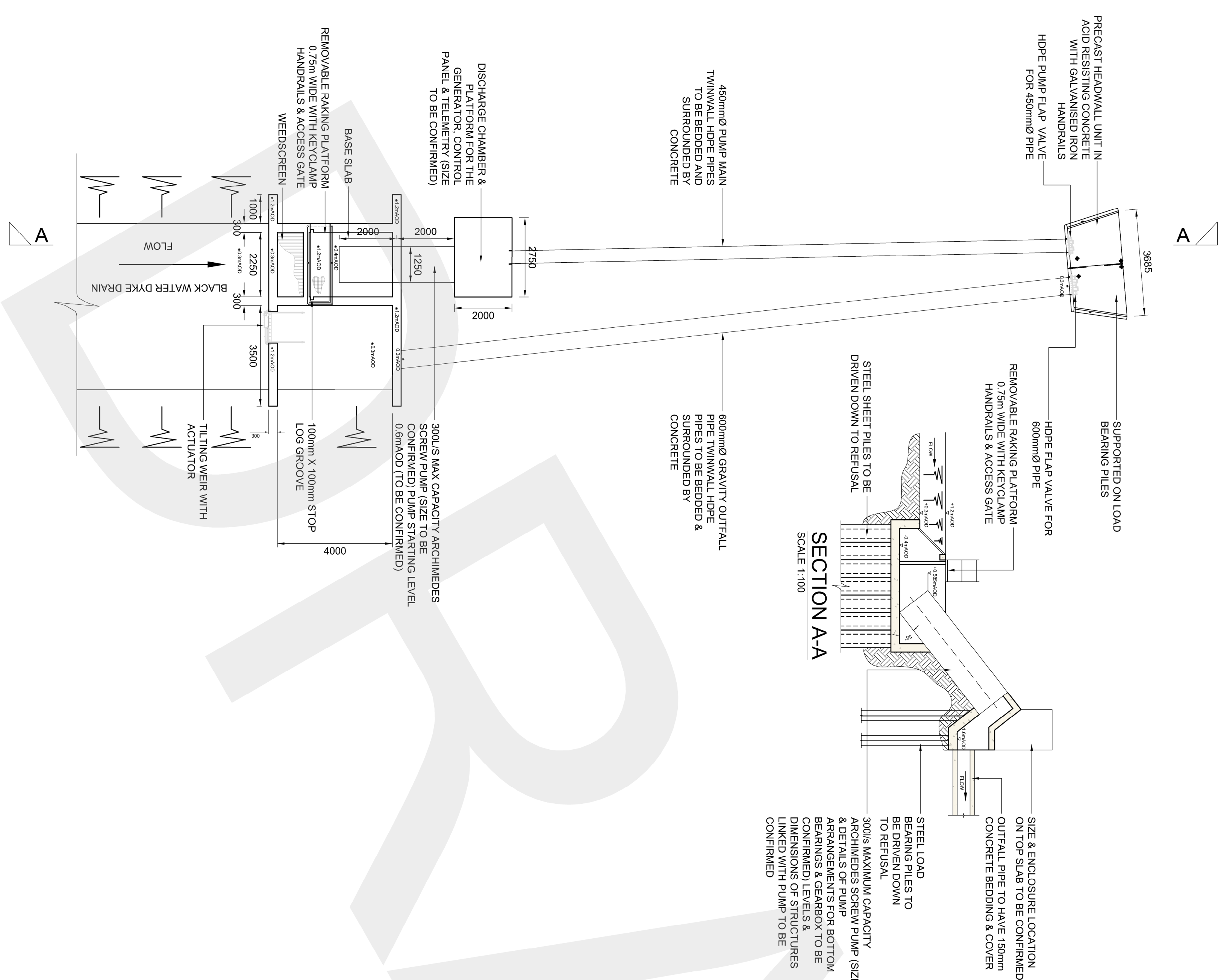
Design stage

1. One pumping station on the Black Water Dyke Drain,
2. 22 no. pipe culverts (north-west part of site),
3. 29 no. weirs (north and south of Limestone road), and
4. Few hundred metres of peat bunding and plastic piling (south of Limestone road).

Works planned in year: 2016/17

1. Design and construction of the water control structures :
 - a. Weirs (2 no.), Plastic Piling and bunding in Pony bridge Wood,
 - b. Western Edge Weir,
 - c. Plastic Piling and bunding in Northern Reserve on Crowle, and
 - d. Weirs (4 no.) Plastic Piling and bunding provided access gained via private land.
2. Installation and monitoring of water level monitors and telemetry.
3. Project handover workshop with Natural England.





- General Notes**
1. All dimensions shown are in millimetres unless otherwise stated and levels in metres.
 2. Ordnance Datum.
 3. Any discrepancies noted on site are to be reported to the Engineer immediately.
 4. All works in watercourses will be carried out with care to minimise the risk of pollution adhering to Pollution Prevention Guidelines.
 5. All works affecting flood defences, main watercourses and/or ordinary watercourses will be subject to Consent for Permanent and Temporary Works under the Land Drainage Act 1991.
 6. The locations of any known services shown on drawing are approximate and for guidance only. The Contractor will confirm the location of any services prior to the commencement of any works.
 7. The electronic model of this drawing is not to be used for setting out.
 8. Original survey date 14.09.15
 9. Blue levels indicate the additional levels taken on the 18.09.2015
 10. The water and soil on the site is acidic in nature due to peat. The pH value of the water is in the range of 4 to 5. Acid resisting materials are recommended.

Rev.	Modifications	Date	Drawn	Designed	Checked	Approved

JBA
consulting

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Doncaster East Internal Drainage Board

Thorne, Crowle and Goolle Moors WLMF Implementation Proposed Pumping Station Outline Design

Digital File Name:	2015s5031-009 Proposed Pumping Station	Rev.:	Sheet No.:	Status:
Drawing Number:	2011s5031 - 009	1 of 1	DRAFT	