

MEETING AGENDA - MINUTES

JBA Project Code 2011s5031
Contract Thorne, Crowle and Goole Moors
Client Doncaster East Internal Drainage Board
Day, Date and Time 22 April 2015 10:00
Meeting Steering Group Meeting - 001
Venue JBA Consulting, Doncaster office



| | | | |
|-----------|---|-----------------------------------|------------|
| Attending | Paul Duncan | Natural England | PD (NE) |
| | Tim Kohler | Natural England | TK (NE) |
| | David Hoskins | Environment Agency | DH (EA) |
| | Matthew Blissett | North Lincolnshire Wildlife Trust | MB (NLWT) |
| | David Hinchliffe | Collective Representative of IDB | DH () |
| | Martin Oldknow | Doncaster East IDB | MO (DEIDB) |
| | Sue Wilkinson | Doncaster East IDB | SW (DEIDB) |
| | | | |
| | Jason Boasman | JBA Consulting | JB (JBA) |
| | <i>Notes/Minutes to be taken by JBA</i> | | |

Item

1. Apologies

Matthew Blissett
Martin Oldknow – Stating happy with Terms of Reference

David Hinchliffe (declined)

2. Introductions

Introductions made.

PD - noted as there was only 4 members in attendance no decisions could be finalised. With advising email to circulate to the group for any decisions required.

3. Terms of Reference

General confirmation of understanding of the above.

3.2 Confirming proposed steering group members:

Appointment of Chair and Vice Chair – PD or TK suggested.

To seek nominations from rest of group.

SW - Enquiring as to whether a replacement is to be found for David Hinchliffe.

PD – To write to chairs to nominate somebody.

JB – To provide contact details from Shire Groups to PD.

Responses to be discussed.

Further stakeholder to be agreed – not possible today.

Rolling post suggested by others.

JB suggested permanent roll with invites to specialists.

TK suggested someone from IDB's, local authorities or parish council.

Crowle and Thorne showing interest with East Riding more of a

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hands off approach.

PD – asked for any further suggestions from land owners or Town Council.

SW – Humber Head Levels Partnership put forward.

PD – Requested circulation to all members (via email) for any other suggestions.

JB – to request a form from Alison regarding registration of interests.

4. Health & Safety

4.1 No issues to report.

4.2 New Construction, Design & Management regulations (CDM 2015)

JB – All new works to run under new CDM rules.

Client – Doncaster East IDB

Principal Designer – To be appointed JB suggested JBA.

Contractor – to be approved.

JB – to issue CDM (2015) guidance to members.

5. Programme of Works

5.1 Works completed to date:

JB provided map showing works completed to date.

5.2 Programme of future works:

North of Lime Stone Road – design team reviewing to put together Tender works.

Pumping Station in place.

Bulk of Crowle designed.

Propping to do in design phase.

DESIGN

Pull in tenders.

JB ran through the process of tenders.

This will be issued with Meeting Agenda.

JB to show breakdown of progression on each area on the map.

Map to be included in minutes.

6. Financial

JB and Finance Officer have meetings beginning of each month. Summaries are issued to JB each month.

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Reports to be issued at the steering group meeting.

All finances have to now be agreed.

7. Works Information

7.1 Proposed pumping station:

Budget estimate £640k – Power supply.
Suggestion of alternative diesel generator which has been investigated by JB.
4 quotes received in the region of £35k.
Solar panels also suggested.
JB recommended generator route and to use renewables where possible.
Design work to start in June therefore decision needed urgently.

7.1.2 NE need to contact DE then planning authority.
TK to arrange a letter confirming use of DE permitted development.

7.2 Design life requirement – 100years.

Plastic piles – 30 year life – currently The Highways Agency are testing to design 120 year life.

Access – weak ground, acidity. Struggling for 100 year life guarantee.

Decisions to be made quickly – notes to be added to email with minutes.

7.3 Clause 10 circulated.

Reservations originally expressed by JB because of CDM regulations due to Health & Safety.

Structures can be handed over once independently inspected.

H & S file progressed as work is ongoing, but issued at the end of the project.

ARC files requested on final issue of Health & Safety file.

A full plan of site including planned walkways etc. will be provided also.

JB – Nothing being available until 2016/2017.

TK – Can see no reason why NE cannot take over ownership as long as surveys etc. Are completed.

PD – requested JB put something together showing handover process.

8. Any other business

8.1 Proposed site visit – JB to arrange.

8.2 Format of JBA reports to steering group:

JB to split out deliveries:
Update from last report
Program of works
Completed works

Now to include:

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Appendices – Financial (brief detail) with full details available from Doncaster East.

PD Requested Exceptional Reporting – Proposal/Planned breakdown to be also included.

8.3 Project Officer Working from Natural England

JB – Project Officer worked 1 day per week in NE office for Better communication. Is this ok to continue?

PD & TK agreed.

8.4 Attending meetings regarding LIFE+

JB – Indication of Darren or JB attending LIFE+ meetings.

PD – Open invitation to attend steering group meeting.

PD – Any extra costs incurred for the above.

JB – No extra costs incurred (pre-costed fees)

Overall agreed for good working relationship and good communication to enable smooth delivery of projects.

Suggestion to be circulated to members with any disagreements to be risen as soon as possible.

DH – Further suggestion for members to be included via tele-conference.

JB & PD – Agreed.

Addition of monthly report circulated to members.

9 **Date of next meeting:**

JB – to arrange.