



TECHNICAL & ENVIRONMENTAL COMMITTEE

**Minutes of the Meeting held on Wednesday 9 January 2019
at CIWEM, 106-19, Saffron Hill, Farringdon, London EC1N 8QS**

Present: **Trevor Purllant (TP) (Chairman)**
Robert Caudwell (RC), Priscilla Haselhurst (PH), Alison Briggs (AB)
Chris Manning (CM), David Thomas (DT) (Honorary Secretary), Innes Thomson (IT)
(Chief Executive), Roy Lobley (RL), Roger Burge (RB), Andrew Newton (AN),
Ed Johnson (EJ), Steve Graham (SG), Diana Ward (DW), Mat Jackson (MJ)

Apologies: Cliff Carson (CC), Martin Shilling (MS), Karen Thomas (KT), Ian Benn (IB), John
Oldfield (JO)

In Attendance: David Sisson (DS), Sue Crowther (SC)

Ref	Minute	Action
1488	<p>Welcome</p> <p>TP welcomed new committee members and expressed sincere thanks to the retiring committee members. Particular thanks were offered to Alison Briggs, John Oldfield, Roy Lobley, Cliff Carson and Priscilla Haselhurst who were all standing down after this meeting.</p> <p>New members formally welcomed were Roger Burge, Diana Ward, Steve Graham, Mat Jackson, Ed Johnson and Andrew Newton.</p>	
1489	<p>Declarations of interest</p> <p>None noted.</p>	
1490	<p>Approval of Minutes – Minutes of the meeting held on 18th September 2018 were agreed as a true and fair record by the committee present.</p>	
1491	<p>Matters Arising</p> <p>1481 - IT advised there had been a good response to the H&S survey and was awaiting IM's return to start work on the information received. IT hoped to be able to provide an initial report to Committee members over the next 4 – 6 weeks.</p> <p>1482 – The advert for the Technical Officer was ready to proceed with the aim to have found a suitable candidate to start in April/May 2019.</p> <p>1484 – PSCA user guide update has been placed on website, awaiting Agreement template.</p>	

	<p>1487 – CM advised awaiting reply’s from Natural England regarding badger licences. Action: CM to liaise with Emily Dresner regarding badger licences.</p>	<p>CM</p>
<p>1492</p>	<p>Health, safety and welfare IT reported on IB’s behalf, highlighting the worrying number of farming related deaths, 35 in 2018 in England & Wales. He highlighted cases which showed the importance of using the correct equipment for the correct job and the concerns relating to working alone. RC and DT stated that whilst our industry has a good track record for H&S, there is a significant opportunity for ADA members to assist those in the farming industry who have connections to IDBs.</p> <p>Discussion followed regarding working under power cables, EJ advised they found CDM local forums useful and worked well.</p> <p>IT highlighted items on the January Update and the importance of proper training and employers duties. The subjects of lone working and working at height using the proper equipment were discussed and noted.</p> <p>Action: All updates will be circulated in full to the Committee, highlighted on the ADA website, and would be distributed more widely to ADA’s members via the next e-news stream and ADA Gazette.</p> <p>As well as getting the H&S messages to our members via the ADA News Stream electronic newsletter and the Gazette, it was suggested that it be recommended that H&S be given prominence on individual Board’s Agendas and that ADA should consider a speaker at a future ADA Conference. Support for “near miss” reporting was also suggested.</p> <p>TP stated the Committee’s continued appreciation of inputs by IB on H&S matters.</p>	<p>IT</p>
<p>1493</p>	<p>Setting Committee Work Streams for 2019</p> <p>DS presented the work on the three suggested work streams for 2019, giving a background and the potential work plans. DS confirmed that his engagement with ADA was to help make progress on issues of importance to ADA members which to date had not received attention due to resources issues. The three work areas for 2019 were confirmed as;</p> <ul style="list-style-type: none"> - Biodiversity Action Plan updates - Data & Evidence - Emergency Response & Recovery <p>Regarded as top priority, The Biodiversity Action Plan work group is to reconvene, consisting of Chris Manning, Emily Dresner, Ian Moodie, Alison Briggs. Phil Brewin would be invited to join with Diana Ward. Discussion followed regarding the best way and methods available to record and analyse the data. Emphasis was placed on simplicity, consistency and a system that records actions</p>	

<p>and results.</p> <p>Action – Working group to be reconvened.</p> <p>The Data & Evidence work group consists of the following members – David Sisson, Ryan Dixon, supported by Ian Moodie. Mat Jackson and Andrew Newton volunteered to join to assist the work. ADA has already drafted a questionnaire for all IDBs to complete and the committee discussed the importance of getting the questionnaire correct. Points mentioned for reflection by the working group were:</p> <ul style="list-style-type: none"> • The scope and extent of the environmental questions • Importance of up to date information, reviewed yearly or 3 yearly ? • Any system must be user friendly • Any collection of information must not duplicate other information already supplied. 	<p>DS</p>
<p>Currently, IDBs are asked for a variety of bits of information with the principal ask being the annual completion of the IDB1 form required by Defra.</p> <p>Action: DS asked for members to compare the proposed ADA questionnaire with the IDB1 and would welcome feedback by the end of January 2019 on a possible integrated questionnaire.</p> <p>With regard to Emergency Response & Recovery, ongoing work is taking place led by James Yarham at the EA to develop a working appendix to the PSCA agreements which could then be used by Cat 1 & 2 responders to engage with willing IDBs. There was consensus that IDB’s roles lay in recovery activities, carrying out the work and using the resources IDB’s already have, ie, local knowledge and equipment. MJ has had past involvement in this field and offered his assistance. ADA to provide guidelines and recognise specific needs for example training.</p> <p>The working group was confirmed as Innes Thomson, James Yarham, Karen Thomas, Priscila Haselhurst, and Mat Jackson.</p>	<p>ALL</p>
<p>Action: DS to invite Daniel Withnal to join this working group in recognition of his work representing Lincolnshire IDB on Emergency Response activities.</p>	<p>DS</p>
<p>Action – IT & DS to engage with James Yarham on emergency response work.</p> <p>The Committee agreed to the three work streams as proposed and DS laid out time schedules for each workstream related to delivering progress on each throughout 2019. DS stressed that he was a co-ordinator and would help in that context and he would be reliant on the work group members deciding between themselves how to progress each issue.</p> <p>IT informed the committee members involved that any reasonable travel expenses incurred whilst carrying out work for the three subject areas would be covered by ADA.</p>	<p>IT & DS</p>

1494	<p>General Updates</p> <p>a) Water Transfer Licences IT reported that ADA was still working towards an agreement which seeks recognition of the work that IDBs do in supporting the EA's regulatory role. A visit to Middle Level Commissioners with the EA's Executive Director, Harvey Bradshaw, is planned end of January to help support ADA's arguments. The committee supported ADA in maintaining a firm position with the EA to reduce bureaucracy around the licensing process and recognise the IDB's inputs to the process.</p> <p>b) Rivers Authority & Land Drainage Bill IT advised that ADA continues to support the Bill but that there is no current prospect of progress being made as a result of other government commitments. It is possible that the Bill may be considered with the future Environment Bill.</p> <p>Working with ASA (Association of SuDS Authorities)</p> <p>c) Following ADA Board approval, IT advised that a Service Level Agreement is to be put in place with ADA so that they can provide admin & membership services to ASA, commencing on 1st April. ASA will be formally launched at Floodex and ASA expects to be formally registered shortly as a limited company with its registered offices at ADA's offices in Stoneleigh Park.</p> <p>d) Educational Materials DS - Educational materials to encourage awareness of IDB's and water management for Key Stage 2 and provide resources to teachers in Geography & Science is on track, timings to follow. ADA has approval from the Board to commit funds and formally engage with LEAF to provide resources and input in developing learning materials. This will be done in collaboration with ADA's Lincolnshire Branch sub-group who are also considering committing funds to this work.</p> <p>e)</p> <p>Summary of Board Meeting IT advised that the main topics covered at the last Board meeting in October 2018 were;</p> <ul style="list-style-type: none"> - Budget for 2019 - Working arrangements with ASA - ADA's resources - Seeking possible candidates for a future ADA President - ADA's current and future business plan <p>Summary of P&F Committee DS outlined 3 work streams in a similar style to those discussed with T & E members earlier; They are:</p> <ul style="list-style-type: none"> - Educational Resources - Development Contributions - Byelaw & Consenting Enforcement 	

	<p>The By-laws guidance, which in the main will be a review and incorporation of existing good practice will be fully scrutinised by professional legal advisors. ADA's Board has already agreed to commit funds to support this work which is being led by Bill Symons. Mat Jackson & Priscilla Hazelhurst offered their assistance to this workstream and to the developer contributions work.</p> <p>CIRIA Guide on Culvert Design DS was seeking a willing volunteer to get involved in this work and John Oldfield has volunteered to help with this.</p> <p>CIRIA proposal for Guidance on delivery of National Flood Management The Committee discussed the advantages of being involved in this and believed that it was both needed and would be beneficial. Discussion and general agreement followed that, given a shortfall in funding for the project, ADA could provide some financial support as well as expert input.</p> <p>IT will take the above position to P&F in February to confirm their support to get involved, before taking a proposal to the Board for approval.</p> <p>DT suggested that a similar fund-raising exercise as was carried out for the eel regulation work could be carried out for this piece of work.</p>	
<p>1495</p>	<p>Events</p> <p>IT advised that Floodex 19 was on its overall business plan target and that postcards would be coming out to IDB's and intended to give all Board Members details of the event and hopefully increasing the footfall. The IRRIGEX part of the event is proving more challenging with only a small uptake of exhibition space. The IRRIGEX seminars, however, have attracted industry-leading names and should be able to provide UKIA with a good AGM.</p> <p>The launch of ASA at the event should also help to attract additional footfall and there will be a separate Sustainable Drainage seminar programme in parallel with FLOODEX and IRRIGEX.</p> <p>Bookings are going well for Good Governance Workshops although more encouragement is needed for Board members to be attending.</p>	
<p>1496</p>	<p>Any other business</p> <p>a) Eel Regulations AB is no longer on the committee but is happy to continue working with the ADA eels group. The Committee unanimously supported and thanked Alison for her continued interest. David Thomas and Chris Manning were also confirmed as ADA's continuing representatives on that group</p> <p>b) New Years Honours List IT informed Alison Baptiste, Ken Allison & Mark Scott (all EA staff) had received honours in the 2019 New Year's Honours List. DEFRA would be asking for nominations in March 2019, and any suggestions would be welcome and</p>	

<p>guidance provided for the completion of nominations. IT suggested that it would be good to get more industry people recognised for the work they do, especially within the IDB sector.</p> <p>TP asked if everyone was happy for their contact details to be shared with other members of the committee. No objections were raised and specific permission will be obtained from members not attending.</p> <p>Future Dates</p> <p>Wednesday 5th June 2019 Morning Meeting by teleconference Wednesday 4th September 2019 - CIWEM</p>	
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