

# Lower Severn IDB

## MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

## Full Board Meeting

Approved Minutes of the Full Board meeting of the

**Lower Severn (2005) Internal Drainage Board**

**Held at Gloucester Farmers Club, Agricultural House, Greville Close, Sandhurst  
Road, Gloucester, GL2 9RG**

**Wednesday 4<sup>th</sup> June 2025 at 1.30pm**

### **Board Members:**

Mr. Mike Barnes (Chairman)

Mr. Matthew Riddle (Vice Chairman)

Mr. Charles Daniell

Mr. Geoff Simms

Mr. Jim Nichols

Mr. Roger Godwin

Mr. Robert Hyslop

Mr. James North

Ald. Mary Skyes

Cllr. Christine Wild

Cllr. Liz Harvey

Mr. Richard Hewlett

Mr. John Hore

### **Other Attendees:**

### **Board Members (*continued*)**

Cllr. Simon Phelps

Mr. John Cornock

Cllr. Liam Harries

Cllr. Abi Finch

Ms. Rachael Chamberlayne

### **Officers:**

Victoria Bailey – Communications Officer

Glenn Taute– CEO and RFO

James Thomas– Business Development Manager

Joanna Mathews – Project and Governance Officer

Jim Druett – Head of Operational Services

Robert Cauldwell (ADA Chairman), Richard Jones (Milverley IDB and Rea IDB), Charles Pudge (River Lugg IDB), Betton Cambridge (Milverley IDB), Jasjit Cheema (Telford and Wrekin Council)

*Minutes taken by Victoria Bailey*

<b>Agenda Item</b>		<b>Minute Reference</b>
<b>1.</b>	<p><b>Apologies/ Welcome/ Introduction</b></p> <p>MB welcomed all to the meeting, and announced the deaths of Cllr. Richard Maisey and SWADA Chairman Jeff Fear. The Board observed a minute's silence.</p> <p><b>MB listed the following apologies:</b></p> <p>Cllr. Simon Johnson</p> <p>Cllr. Tony Williams</p> <p>Cllr. Mark Williams</p> <p>Cllr. James Crawford</p> <p>Cllr. Sue Milestone</p> <p>Cllr. Nikki Barton</p> <p>Mr. Tom Cullimore</p>	3631
<b>2.</b>	<p><b>Chairman's Announcements</b></p> <p><b>Key events held and planned</b></p> <p>Public consultations were held with Longney &amp; Epney Parish Council on March 10<sup>th</sup> and another regarding fencing at Lapperditch May 12<sup>th</sup> 2025.</p> <p>GlosSES will be held on 24<sup>th</sup> June 2025 and chaired by Board member Cllr Roger Godwin. GlosSES is a community led forum regarding water and flood management of which LSIDB are members.</p>	3632

	<p>LSIDB are hosting a Heritage Open Day event. VB will ask for volunteers to help with a tour of the Oldbury Pump Station. Machinery will be displayed in the LSIDB car park. Refreshments will be served. There will be two tours: 10.30am – 11.30am and 1.30pm to 2.30pm on Wednesday 17<sup>th</sup> September. This will be advertised nationally on the Heritage Open Days website and in the local press.</p> <p>The annual ADA conference will be held in London on Tuesday 25<sup>th</sup> November 2025.</p> <p>LSIDB will continue to attend Marches and SWADA meetings this year.</p> <p><b>Board member and Officer updates</b></p> <p>MB welcomed Richard Hewlett to the Board, who is joining as an elected member. RH has farmed locally for a number of years.</p> <p>We have a vacancy for an Operative, and James Druett is currently interviewing candidates.</p>	
<b>3.</b>	<p><b>Declaration of Member's Interest</b></p> <p>Mr Matthew Riddle declared an interest as he is Chairman of English Severn and Wye RFCC. Mr Roger Godwin declared interest in pumping stations and in Frampton Show.</p>	3633
<b>4.</b>	<p><b>Minutes/Actions of Previous Meetings</b></p> <p><b>a. To approve the Minutes of the meeting held on 05/02/24</b></p> <p>Proposed RG/ seconded GS. MB asked for a show of hands all in favour.</p> <p>Decision: Minutes 05/02/2025 approved.</p> <p><b>b. Board meeting and Committee Meeting current actions since the 05/02/2025 Full Board meeting</b></p> <p>No comments received.</p>	3634
<b>5.</b>	<p><b>AGAR Report– Annual Governance Statement 2024/25</b></p> <p>a) AGAR 2024/2025 Report for Approval – Section 1 Annual Governance Statement 2024/25</p>	3635

	<p>AGAR 2024/2025 Approval: Proposed GS/ seconded RH</p> <p>MB asked for a show of hands; all in favour.</p> <p>Decision: AGAR 2024/2025 Report Section 1 approved</p>	
<b>5</b>	<p>Internal Audit Report 2024/2025: The Internal Audit Report was noted by the Board.</p>	3636
<b>5</b>	<p>b) AGAR 2024/2025 return – Section 2</p> <p>GT explained the AGAR, and that the financial reports all reconciled.</p> <p>L Harvey asked for an explanation of variances year on year. GT indicated that this had been prepared as part of the return and that he would circulate this to Board members next week.</p> <p>Approval of Section 2 – Accounting Statements 2024/25.</p> <p>Proposed GS/ seconded RH.</p> <p>MB asked for a show of hands; all in favour.</p> <p>Decision: AGAR 2024/2025 Section 2 Return approved.</p>	3637
<b>6.</b>	<p><b>CEO Briefing</b></p> <p>a) CEO Report</p> <p>GT read through his CEO report (which was included in the meeting papers) and asked for questions; none received.</p> <p>Proposed GS/ seconded RH</p> <p>MB asked for a show of hands; all in favour</p> <p>CEO Report accepted.</p> <p>MR praised Officers and the Board for their success in obtaining funding. L Harvey added her congratulations. GT thanked the Programme Board for their work.</p>	3638

	<p>b) Recommendation for a mobile pump to be purchased</p> <p>GT reported on recent pump failures; two at Lapperditch and one at Oldbury. JD said that risk will be alleviated by purchasing a mobile pump as it will be used if there is a breakdown, during maintenance or if faults appear. It was discussed in the Operations Team and within the Operations Committee, and it was decided that a solution was to buy a mobile pump. Hydrostal are the only manufacturer of the type of pump needed (12 inches/ 300 litres per second pumping capacity) at a cost of £102,000.</p> <p>L Harvey queried the three pump failures; JD responded that one pump failed due to an obstruction, one due to a fault in the control panel, and the bearings failed on the other pump at Oldbury.</p> <p>R Hyslop felt that a new pump ought to be available during emergency water/ flood events. JD informed all that the issue with using a pump in this way would be prioritisation (deciding who gets to use the mobile pump) when it is needed in several places.</p> <p>GT suggested creating a 'Mobile Pump Policy' and defer prioritisation decisions to the EA.</p> <p>L. Harries questioned whether purchasing two smaller pumps would be more cost effective, and allow for more choice in procurement. GS answered that the mobile pump needs to have the exact fittings and capacity as the permanent pumps.</p> <p>MR added that when Officers are developing the 'Mobile Pump Policy' they could consider areas which overtop.</p> <p>L Harvey asked whether it was worth the Board considering purchasing a second, smaller mobile pump, to be used during flooding events.</p> <p>RC asked whether the proposed mobile pump would work with old and new pump stations, to which JD responded that it would, except for the Wicks Green pump station, as the discharge point is the other side of the road and very large metal ramps would be required to allow traffic to pass.</p>	
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	<p>Proposal: To purchase one mobile pump Proposed RG/ seconded JN MB asked for a show of hands; all in favour.</p> <p>Decision to purchase one mobile pump</p> <p>c) Members training schedule presented for approval</p> <p>GT explained the importance of member training, and through the use of an online platform members could try to undertake a few courses per year.</p> <p>Any recent courses undertaken under other authorities can be recorded as Board member training events, and in this case, members should send VB copies of training certificates for recording.</p> <p>L Harvey questioned how relevant some courses were to Board members; GT agreed some listed were more applicable to staff or staff management which would be applicable to a few members. It was suggested that the Business Services committee recommend a list of essential and recommended training for the members to consider.</p> <p>L Harvey asked if a finance course would be available. GT responded that he would deliver finance training to Board members, in 10–15-minute sessions as part of future Board meetings.</p> <p>RH asked if the training was mandatory, GT said it was just recommended, and that it is a DEFRA reporting component which we would like to see improve.</p> <p>Proposal: Members to undertake training from the schedule (as they can).</p> <p>Proposed JN/ seconded CD. MB asked for a show of hands; all in favour.</p>	
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	<p>d) The new Risk Register view to be noted</p> <p>GT presented the new Risk Register, which was created to be easier to follow and a more realistic reflection of risks compared to the previous one. GT explained that the new Risk Register was based on models used by other IDB's and ADA, and he read through the categories and explained the reasoning behind them. L Harvey added that it was good to see a condensed Risk Register and suggested adding another line explaining the actions taken by LSIDB against the risks; this was agreed as a good idea. L Harvey added that she was surprised the risk of asset failures and climate change were assessed as low, due to the risks posed by flooding events. GT suggested re-looking at these, and circulating the Risk Register through committees for further input.</p> <p>GS added that LSIDB have already built in resilience to the impact of climate change and flooding by building in a 50% increase at all the pumps by 2027. L Harvey responded that 'flood risk' ought to be added to the register, and possibly the impact of planning/ new builds being built on land that is classed as being medium flood risk. L Harries added that the score after the planned mitigations are added to the new Risk Register ought to be added as a coloured score; this was agreed as good idea.</p> <p>SP queried whether the impact of climate change on planning applications we approve needed to be added; JT responded that most of LSIDB land lies within Flood Zone 3, and most development comes to LSIDB through Bristol City Council, South Gloucestershire Council and occasionally Stroud District Council; local authorities have a flagging system to ask LSIDB for comments on new planning applications so this isn't needed on the Risk Register.</p> <p>e) Decision regarding participation in future Frampton Shows</p>	
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	<p>Discussion ensued on the value of LSIDB attending the Frampton show. R Hyslop questioned the cost and benefit of attending. GS felt that it is important to be part of the communities we serve, and that recent consultations at Lapperditch confirmed this, as there is a mutual benefit to communication. L Harvey added that as LSIDB is funded by public money it is important to be outward facing and engage with communities. J North added that, for staff, attending events boosts morale and aids team building. RC advocated for attending other local shows, not just the Frampton Show, so people can understand what we do, so we can communicate and have conversations in different formats. JH agreed with RC; that we attend a variety of local shows. L Harries suggested having an annual budget set aside for local shows; this was seen as a good idea. RC offered a free place at future Malvern Shows as part of her display next year, which was greatly appreciated.</p> <p>MR proposed that all members send VB suggestions of local shows, which will then be reviewed (including the Frampton Show) and to set an annual budget specifically for the attendance to local shows.</p> <p>Proposed JG, seconded GS.</p> <p>MB asked for a show of hands; all in favour.</p> <p>Decision: To attend a different show per year, create a schedule of shows to attend, and have an annual budget for this.</p> <p>f) Avonmouth Presentation</p> <p>JT presented on screen the consenting process at Avonmouth, covering the Land Drainage Act, technical appraisals, ancillary issues and LLFA strategies.</p> <p>JT added that there was an action to explore five rechargeable Avonmouth invoices; one had to be written off as it was related to a modelling update. Two are being recharged, and the other two are part of ongoing work.</p>	
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	<p>JT invited questions:</p> <p>CD asked how we charge developers during the application process; JT replied that a consultant does this.</p> <p>AF asked whether JT comments on applications in Avonmouth which don't need LSIDB consent but effect drainage; JT replied that all developers will need our consent due to proximity to LSIDB watercourses in Avonmouth.</p> <p>SP asked whether there is a schedule of maintenance is in place, in relation to mitigation measures against flooding (thinking about new houses in the Forest of Dean specifically); JT said it depends whether it impacts on multiple sites, but when developments take place local authorities insist on sustainable drainage solutions.</p> <p>SP asked JT whether he felt planning authorities are paying due attention to LSIDB comments; JT replied that yes, they do.</p> <p>GT added that ADA have produced a new edition of 'The Good Governance Guide' and we have a number of copies to be taken away today, and an electronic version will be circulated in June to all Board members.</p>	
7.	<p><b>Policies Recommended for Approval</b></p> <p>JM introduced the third batch of policies, which have been available for review on the website. These policies have been through the internal review process; through the working group, Business Services Committee and the Boards solicitors.</p> <p>JM asked for the 12 policies to be approved (Risk Register was withdrawn due to the previous amendments suggested.)</p> <p>The final policies will be presented for approval in November 2025 Board meeting. A schedule of review will be created.</p> <p>GS thanked all involved for their work on reviewing the policies.</p> <p>MB asked for a vote:</p> <p>MR proposed/ RC seconded.</p>	3639

	<b>Decision: All in favour; 12 policies adopted (except Risk Register.)</b>	
<b>8.</b>	<p><b>Programme Report</b></p> <p>Geoff Simms, Chairman of the Programme Board (P.B), provided an update. GS began by saying it was a pleasure to take Marches colleagues and LSIDB members on the site visits to the Pumping Stations in the morning.</p> <p>GS introduced and thanked the following Officers who form the PB: GT, JT, JM, JD and VB, with a special mention to Karen Waldron, LSIDB Accounts Manager, who has ensured invoices related to the project are numbered and paid correctly and on time.</p> <p>GS said that part of the conditions of the Defra grant was to spend the £2.1m before March 31<sup>st</sup> 2025; there has been a small underspend. LSIDB have been audited by Defra in relation to the funding and have been given a clean bill of health.</p> <p>GS said that PB meet every Wednesday; first meeting is internal and the second is external with the contractors. PB share collective responsibility. Once a month a formal meeting is held between LSIDB, Jacksons and our consultant.</p> <p>PB updates included: money has been saved on sheet piling at Lapperditch, and there is a change in the order of pump station replacements with Oldbury now being last, as it makes sense to move on to Wicks Green before Oldbury, as the contractors will be based in that area with their compound, machinery etc.</p> <p>GS discussed the recent consultations, including one on fencing at Lapperditch, which was well attended.</p> <p>GS raised the issues with access at Wicks Green and the difficulty in removing the pumps. The solution is to purchase a piece of land at Wicks Green but this requires the landowners next to Wicks Green to reposition their driveway. Operators need access to the automatic weed screen cleaner so it is essential to buy this piece of land. There have been issues with planning, and</p>	3640

	<p>if these delay the project we will switch from the plan and begin Oldbury before Wicks Green.</p> <p>GS invited questions:</p> <p>L Harvey: Have the changes to the projects been covered by the approval of the Board?</p> <p>GS: We keep a change management log and we only make decisions within our delegated authority.</p> <p>L Harvey: Does this cover the changes in order of Wicks Green and Oldbury?</p> <p>GS: Yes, and it makes no difference to the finances.</p> <p>GT: We are still on track financially.</p> <p>GS: We always 'close the loop' and as a matter of practice we take all our decisions to the Executive Committee and Full Board.</p> <p>L Harvey: Would it be possible to have a Gantt chart with financial numbers on, to sit alongside the PB report?</p> <p>GT: All financials are covered in the Finance Report.</p> <p>GS: All of the work at Lapperditch and Marshfield will be done by February 2026, which is ahead of schedule.</p> <p>MR: Every Board member receives the monthly SLT reports, including GT's Financial Report which includes the programme progress financial report.</p> <p>J Nichols: Have we paid for all pumps?</p> <p>GT: We have paid 30% of the Oldbury and Wicks Green pumps invoiced amount.</p>	
9.	<p><b>Any Comments on SLT Reports</b></p> <p>No comments on SLT Reports.</p> <p>J Nichols asked for minutes from committee meetings to be included in the Board papers as he is concerned that committees are becoming isolated from the Executive Committee.</p> <p>L Harvey asked whether LSIDB is subject to the ICO, to which JM confirmed that we are.</p>	3641

	L Harvey asked whether there is a schedule of meetings, to which JM replied that this is added to the website.																																																																																																																														
10.	<div>Review of Actions agreed at the Board</div> <div>JM read through the following actions:</div> <table><thead><tr><th>Number</th><th>Created</th><th>Action</th><th>Assigned to</th><th>Due</th><th>Status</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td>In Progress</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>Completed</td></tr><tr><td colspan="6">Board</td></tr><tr><td>57</td><td>06/06/24</td><td>The Avonmouth historical works invoicing to be investigated and reported</td><td>JT</td><td>Oct-24</td><td>Completed</td></tr><tr><td></td><td></td><td>It was decided that in June 2025's Full Board meeting a schedule of attendance to the Frampton Show would be decided upon.</td><td>Board</td><td>Jun-24</td><td>Completed</td></tr><tr><td>60</td><td>06/11/24</td><td>GT to circulate additional notes for AGAR report to board members</td><td>GT</td><td>Jun-25</td><td>In Progress</td></tr><tr><td>71</td><td>04/06/2025</td><td>Board members approved block of recommendations in relation to AGAR</td><td>Board</td><td>Jun-25</td><td>Completed</td></tr><tr><td>72</td><td>04/06/2025</td><td>Board members approved mobile pump purchase and agreed for SLT to create a policy to be created on the usage around this</td><td>Board/SLT</td><td>Aug-25</td><td>In Progress</td></tr><tr><td>73</td><td>04/06/2025</td><td>Board approved training for board members proposal</td><td>Board</td><td>Jun-25</td><td>Completed</td></tr><tr><td>74</td><td>04/06/2025</td><td>GT to offer finance course to board members</td><td>GT</td><td>Nov-25</td><td>In Progress</td></tr><tr><td>75</td><td>04/06/2025</td><td>Business Service Committee and officers to compile list of what training is essential and what isn't essential for board members</td><td>Bus Ser com/officers</td><td>Oct-25</td><td>In Progress</td></tr><tr><td>76</td><td>04/06/2025</td><td>To add additional columns within the risk register to show actions to reduce risks, and targets</td><td>GT/JM</td><td>Jul-25</td><td>In Progress</td></tr><tr><td>77</td><td>04/06/2025</td><td>Review climate change item within the risk register</td><td>GT/JD/JT/JM</td><td>Jul-25</td><td>In Progress</td></tr><tr><td>78</td><td>04/06/2025</td><td>Board agreed to attend one show per year, and to ensure we attend different shows going forward, and for a budget and schedule to be created to support this.</td><td>Board/VB/GT</td><td>Nov-25</td><td>In Progress</td></tr><tr><td>79</td><td>04/06/2025</td><td>VB to email board members to source information on local shows</td><td>VB</td><td>Jul-25</td><td>In Progress</td></tr><tr><td>80</td><td>04/06/2025</td><td>Board members approved third batch of policies as part of governance audit- excluding the risk register which will require extended reviews</td><td>Board</td><td>Jun-25</td><td>Completed</td></tr><tr><td>81</td><td>04/06/2025</td><td>Finance report to show progress of programme to be implemented by GT to present at next full board</td><td>GT</td><td>Nov-25</td><td>In Progress</td></tr><tr><td>82</td><td>04/06/2025</td><td>Circulate the risk register through the committee for edits and enhancements</td><td>GT/JM</td><td>Nov-25</td><td>In Progress</td></tr><tr><td>83</td><td>04/06/2025</td><td></td><td></td><td></td><td></td></tr></tbody></table>						Number	Created	Action	Assigned to	Due	Status						In Progress						Completed	Board						57	06/06/24	The Avonmouth historical works invoicing to be investigated and reported	JT	Oct-24	Completed			It was decided that in June 2025's Full Board meeting a schedule of attendance to the Frampton Show would be decided upon.	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