

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 The Gables Hotel, Bristol, Gloucester GL2 8DL

Wednesday 5th February 2025 at 14.00

Board Members:

Mr. Mike Barnes (Chairman)

Mr. Charles Daniell

Mr. Geoff Simms

Mr. Jimmy Nichols

Mr. Roger Godwin

Mr. Robert Hyslop

Mr. James North

Ald. Nikki Barton

Ald. Sue Milestone

Cllr. Richard Maisey

Board Members (*continued*)

Cllr. Simon Phelps

Cllr. Mark Williams

Mr. John Cornock

Cllr. Liam Harries

Cllr. Abi Finch

Ms. Rachael Chamberlayne

Cllr. James Crawford

Mr. Tom Cullimore

Officers:

Glenn Taute- CEO and RFO

James Thomas- Business Development Manager

Joanna Mathews – Project and Governance Officer

Victoria Bailey – Communications Officer

Agenda Item		Minute Reference
1.	<p>Apologies/ Welcome</p> <p>MB welcomed all to the meeting, and listed the following apologies:</p> <p>Vice Chairman Cllr. Matthew Riddle</p> <p>Mr. John Hore</p> <p>Cllr. Liz Harvey</p> <p>Cllr. Simon Johnson</p> <p>Cllr. Christine Wild</p> <p>Ald. Mary Sykes</p> <p>Cllr. Tony Williams</p>	3620
2.	<p>Chairman's Announcements</p> <ul style="list-style-type: none"> • Key events held and planned • Board Member and Officer Updates (changes) <p>The final part of 2024 saw an increase in events such as the ADA conference on 13th November, the Marches meeting on 19th November and SWADA on 27th November.</p> <p>LSIDB is a member of both SWADA and Marches due to having watercourses in both areas. We have invited members of Marches to our June Board meeting for a tour of the completed and in-progress pumping stations as part of the Pumping Station Replacement Programme. The June meeting will be held at Gloucester Farmers Club; details will be shared of this all-day event, and we hope that Board Members will be keen to join us nearer the time.</p>	3621
3.	Declaration of Member's Interest	3622

	None recorded.	
4.	<p>Minutes/Actions of Previous Meetings</p> <p>a. To approve the Minutes of the meeting held on 06/11/24</p> <p>Top of page 10 in minute 3614: change 'all four' to 'two.'</p> <p>Bottom of page 10 in minute 3614: 'The Programme Board will review the contract strategy for Oldbury and Wicks Green and report the recommended outcome to Full Board at the February meeting.'</p> <p>Page 11-minute no. 3618 line 3 Rodney should read Rodley.</p> <p>Proposed GS/ seconded RG; all in favour.</p> <p>Decision: Minutes approved (subject to the adding amendments above.)</p> <p>b. Board meeting and Committee Meeting current actions since the 06/11/24 full board meeting</p> <p>No comments received.</p>	3623
5.	<p>CEO Report - The 2024/25 summary and 2025/26 view</p> <p>GT introduced his summary report for 2024/25 year and view for the 2025/26 year.</p> <p>Staff</p> <p>The field operations team continue to perform well. LSIDB saw some changes to the office staff, with the amalgamation of the clerk & finance roles, a reduction of head count, and some work content reorganisation. In terms of full-time equivalent (FTE) headcount there are currently 9 FTE in field operations (7 operators, a workshop fitter, and a supervisor, and 6 FTE officers (2 engineers, 3 administrators, 1 clerk/finance.)</p> <p>Incidents</p> <p>After the recent severe weather in November 2024, caused by Storm Bert, we had an incident caused by trying to retrieve an excavator from flood water. The excavator has been written off and the insurers have settled. This was reported it to the health and safety executive. As a result, new risk assessments and</p>	3624

	<p>procedures have been issued, and a meeting has been held with all the operators as lessons have been learnt.</p> <p>Pump Replacement Programme</p> <p>After a few years of planning and preparation a contract was signed with Jacksons Civils in December 2024, this is a design and build contract for the Lapperditch and Marshfield pump stations, which has a completion date in February 2026. LSIDB have been awarded a grant towards the programme of £2.1m, and have also secured a Public Works Board loan for £2m.</p> <p>Investments</p> <p>LSIDB took delivery of a new excavator, van, and a trailer in line with our asset replacement schedule. The replaced van and trailer were sold, but the excavator has been retained as a backup machine to cover service and breakdown events due to the low trade-in value.</p> <p>Financial</p> <p>The forecast financial result for the 2024/25 year is expected to be within parameters of the budget. Expenditure on the program for the last financial quarter is planned to be some £2m which is a condition of the grant (to be spent by 31 March 2025.)</p> <p>Other & Ongoing</p> <p>Application to regularise the occupation of abandoned road land at the rear of the Waterside property. This has been submitted to the Land Registry.</p> <p>The Governance Audit project started and is planned to be completed in 2025.</p> <p>A second grant application has been issued and we have made an application based on the remainder of the pump station programme. The result of this will be known by the end of February 2025.</p> <p>The payroll system was upgraded in the year.</p> <p>We have completed a basic renovation of the boards offices which has brought a refreshing improvement to the working environment.</p>	
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The forecast view for the new 2025/26 financial year

The pump station replacement for both Lapperdich and Marshfield is planned for completion in March 2026.

The June Board meeting will include a tour of the Elmore back pump station as an example of a completed station (reconstructed 2022), and site visit to the current construction works Lapperditch/Marshfield. This meeting will be with the participation of the ADA Marches Branch members.

The system that is used for the calculation and control of rates and levies, the DRS systems, will be upgrade to a new version as the current version will become obsolete in 2025. This system will continue to be supported by Water Management Alliance.

2025/26 investments are planned to include replacement of the lost excavator, and a replacement of the yard bunkers, and yard resurfacing.

Wicks Green and Oldbury have preparation activities planned to start in the next month, with the view of completing Wicks Green by March 2027 and Oldbury by March 2028. Expect to have started the Wicks Green works with respect to survey, contracting, design, and funding arrangements in the next few months.

GT invited questions on his report:

RH: Can we reuse the dipper from the lost excavator?

GT: It may be better to buy a new arm. We have been offered £21,000 to buy the whole machine by the insurers. It has very little scrap value in the rest of the machine. This is still being considered as an option. A recommendation will be put forward in a few weeks once all the possibilities are considered.

J Thomas: This is the third machine the dipper arm has been on so it is a better choice to get a machine with an arm which fits it exactly.

RG: I would like to thank the officers on behalf of the IDB members for achieving grant funding.

J Crawford: Why is do LSIDB need to own the road at the back of the offices?

	<p>GT: We store fencing components and equipment on that land. Also, we have plans to build there so we would need to secure ownership as a first step if we can.</p> <p>J Thomas: The road was abandoned many years ago; the Power Station built another road which has been used since. It would be useful for future sheltered storage for items such as the generator, mobile pump and provides covered storage.</p> <p>RM: Do you have a timeline?</p> <p>GT: We have submitted an application to own the road to Land Registry, here is a backlog so and earliest response would be December this year.</p>	
6.	<p>Rate Setting, and the Budget for 2025/26</p> <p>a) To approve the Budget for 2025/26</p> <p>GT read through the detailed spreadsheets provided in the papers and below is a summary of report:</p> <p>The 2025/26 budget includes the following:</p> <ul style="list-style-type: none"> • The pump programme with regard to Lapperditch and Marshfield • The PWL will be used to invest in the next two pump stations. The £2.1m grant received at the end of 2024/25 will be mostly spent on the next two pump stations, and on pumps for the following two stations (Wicks Green and Oldbury) all of which is a criteria of the grant • Inflation is expected to be in the 2-3% range during the period, includes the servicing of the loan interest, and to cover the depreciation resulting from the pump programme investment. • The rate is proposed to increase by 7.2% from 12.5p to 13.4p for the budget year • The payroll allocation to the pump programme will start to reduce towards a nil allocation in the 2028/9 year. This is 	3625

	<p>to avoid a step up in the payroll cost once the pump programme is completed at the end of the 2028 financial year.</p> <p>J Crawford proposed; GS seconded.</p> <p>Decision: All in favour of accepting the Budget 2025/2026.</p> <p>b) To note the Forecast for the period 2024/2025 and 2025 to 2030</p> <p>GT explained the reasons behind the figures and invited questions.</p> <p>J Nichols: Why is payroll going up instead of down?</p> <p>GT: As mentioned, we plan to reduce the allocation of the payroll cost to the programme over the construction years to 2028/9, so that there isn't a payroll cost step in the 2028/29 year. As a result of this the payroll cost in the income statement will consequently increase to a point in the 2028/29 which will show the full payroll cost in the income statement.</p> <p>J Nichols: Maintenance seems high?</p> <p>GT: The maintenance cost line includes all related maintenance components such as repairs, spare parts, maintenance of vehicles, fuel, field costs, and electricity etc. The budget is in line with the last few years considering inflation, and has been affected by supply shortages which has increased costs.</p> <p>c) To approve the Rates for 2025/26</p> <p>GT discussed the rate increases as being based on the budget, and asked that the rates be determined by the board as an increase of 7.2% from 12.50p to 13.40p.</p> <p>MB asked for a vote to approve this rate increase:</p> <p>Decision: MB requested a vote by a show of hands; all were in favour of approving the rates for 2025/2026.</p>	
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7.	<p>Policies for Approval</p> <p>JM explained that LSIDB are in the process of a governance audit. The first batch of policies were approved in the November 2024 Board meeting. The second batch of policies are ready to be approved, the third will be in June 2025 and any remaining will be presented for approval in November 2025 Board meeting. JM added that all policies are looked at internally by officers, then sent to the solicitors, sent back to officers, reviewed in the Working Group, then at Business Services committee and then finally to Full Board for approval. All draft policies are available on the LSIDB website. Data protection is up to date with best practice.</p> <p>Policies to be approved today:</p> <ul style="list-style-type: none"> • Anti Bribery, Fraud and Corruption Policy • Candidate Privacy Notice • Employee, Workers and Contractors Privacy notice • Website Privacy Notice • Gift and Hospitality Policy • Handling Data Subject Requests • Whistleblowing Policy <p>GT added that there is a schedule of review for all policies going forward.</p> <p>MB asked for a vote: RG proposed/ AF seconded.</p> <p>Decision: All in favour; policies adopted.</p>	3626
8.	<p>Pump Station Report</p> <p>Geoff Simms, Chairman of the Programme Board (P.B) provided an update based on his written report (included in the meeting papers.) GS discussed the following:</p>	3627

	<ul style="list-style-type: none"> • P.B have a weekly internal meeting and then a commercial meeting. P.B also have a formal meeting monthly which is recorded. • Jacksons are the primary contractor and LSIDB also have an impartial part time project manager. • Only 50% of applicants were successful in obtaining TRANCHE 2 funding and LSIDB were in the top 5 of the larger amounts awarded. • LSIDB now have the money but this is subject to no carry-over so the money must be spent by 31st March 2025. GS has worked with GT and agreed a legitimate spend. LSIDB have bought the pumps. • Defra will be conducting audits on grant spending to ensure we are compliant with grant conditions. • J Thomas, J Druett, and GS had a site meeting at Lapperditch on 14th January 2025 where they were impressed with the attention to detail and health and safety. • Expects design drawings soon; plan to go to Longney and Epney Parish Council meeting on 10th March 2025 as part of the consultation process to report progress. • Lapperditch has been surveyed, Marshfield is being done today. • A previous internal inspection by JD, JT and GS of the condition of sheet piling. It was found that there was a degradation, over a 50 year period, at the water line, of 2mm or 20% of the original 10mm sheet thickness. • Planning to work with VB on establishing a 'Pumping Station Progress' section on the LSIDB website where everyone can access updates and photographs on the project. • Design is to be made as safe as possible to counter risks such as falling in to the water. Eel trays will go to the pump side. Fence at Lapperditch will be moved further back from the road to increase safety. The pump house will move due to the new equipment and telemetry. 	
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	<ul style="list-style-type: none"> • Several P.B members are now using a software system called 'Fast Track' which allows all communication in one place. This is a central hub to record all information on the programme. • P.B submitted another grant application but there isn't as much money available (£19m) and there could be around 300 other applicants so P.B are keeping expectations realistic. • GS added that we still have overall responsibility for the project. • Wicks Green is fraught with difficulty as access isn't great and we may need to go under a road. • Plan to do Wicks Green before Oldbury, Wicks Green being closer to Lapperditch, thus maintaining continuity with the contractors and potentially saving money. <p>GS invited questions:</p> <p>RH: So, if we have to spend £2.1m before March how many pumps can we purchase?</p> <p>GS: All the pumps will have been bought; we will store and maintain them until installation.</p> <p>RH? How much did the four pumps cost?</p> <p>J Thomas: £350,000 for the 4 pumps for Lapperditch and Marshfield, plus 5 additional pumps for around £850,000 for Wicks Green and Oldbury. The generator was a further £50,000. Some money has been spent on design work and preliminaries. Preliminary work can be invoiced.</p> <p>RH: What if equipment is left at a company and it goes bust whilst holding our stock?</p>	
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	<p>GS: LSIDB are holding the pumps in the offices. We will also have our own facility to over-pump using the generator which will run on static pumps in an emergency maintenance situation.</p> <p>J Cornock: What is the size of the generator?</p> <p>J Thomas: 100KVA, over 300 litres a second. The mobile pump can produce 30 metre of suction and 30 metres of delivery hose.</p> <p>J Nichols: Were weed screens included?</p> <p>GS: Anything we can bring forward we will.</p> <p>J North: In terms of grant funding was it if we'd placed the order or if it was in our hands?</p> <p>GS: This was not clear when we made the submission as appeared more concerned about justifying what we'd spend the grant and if we would be invoiced. Our view is that if we take delivery by 31st March this makes us compliant. Many drainage Boards are not in a good as a position as LSIDB.</p> <p>J Thomas: I attended a national drainage engineers forum last week. Many engineers submitted Tranche2 bids based on telemetry which is causing issues with the supply chain as there is a sudden demand for equipment.</p> <p>J Nichols: Where are the pumps manufactured?</p> <p>J Thomas: Holland.</p> <p>J North: Can you explain what is happening with the sheet piling?</p> <p>GS: The sheet piling at Lapperditch wasn't regularly inspected. We recently completed drilling and took measurements and believe that the deterioration is at the interface. We think if we</p>	
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	<p>strengthen the interface we will resolve this issue. After the station is complete, we will regularly check the sheet piling.</p> <p>RG: Maybe as part of our maintenance regime we should paint the sheet piling with epoxy resin?</p> <p>J North: A client I know has used a contractor to complete this technique before and I recall it was unsuccessful- I can send details of a contact who may be able to assist with alternative maintenance strategy going forwards.</p> <p>SM: If there was a danger to children and cars at Lapperditch I'd like to see pictures of the site. Was there a danger of drowning?</p> <p>GS: Lapperditch is a very unique site – it has sloping sides. We are doing all we can to eliminate any risks.</p> <p>RG: A few years ago we installed netting so anyone who falls in can climb out.</p> <p>GS discussed the need to review the contracting strategy for Oldbury and Wicks Green. He presented the research he had completed detailing the strengths and weaknesses of a tender process against using the procurement framework. Typically, public bodies use procurement frameworks as they are not 'geared up' to go down the competitive tender route. LSIDB are using the NEC4 contract to make the process simpler and reduces risks. LSIDB don't have the internal resources for full competitive tender. GS originally preferred competitive tender but was pushed into using the procurement process but feels this has now put us in a good position. Hoping Lapperditch and Marshfield will be completed in early 2026. The P.B spoke to another IDB and said that they went down the competitive tender route and ended up using Jacksons. They also said they'd use Jacksons again, which is reassuring.</p>	
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	<p>GS added that we have a good relationship with Jacksons and to switch to using a different process at this stage would lose us money. P.B has extensively reviewed this and have agreed to recommend that we continue to use Jacksons as our chosen contractor.</p> <p>J Nichols: Can we have references from the IDB which has used Jacksons?</p> <p>GS: The EA use Jacksons, and we have had good reports from them.</p> <p>J Thomas: We did due diligence prior to reports on Jacksons. GGC also had issues with Jacksons and recommended hiring a contract manager when using Jacksons, which we have done.</p> <p>GS: We still have overall responsibility and need to be ahead of the curve.</p> <p>J Cornock: Did Jackson's come in on price on that job?</p> <p>GT: Jacksons went over by £250,000 on a £5m project but this was due to price increases in steel.</p> <p>GS: We all have seen huge increases in raw materials lately, and also in National Insurance costs.</p> <p>AF: Did we need to use the procurement process to get the Defra grant?</p> <p>GT: We could only use the procurement framework due to the time constraints of applying for the grant.</p> <p>RM: In the original process did you have more than one supplier?</p>	
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	<p>GT: Each region of the UK has different suppliers. The only one we could have used in this area is Jacksons, but they do need to go through a competitive tender process in order to make it onto the EA procurement framework.</p> <p>J North expressed his gratitude to J Thomas for following up concerns regarding Jacksons.</p> <p>RG stated he still would have rather gone down the competitive tender route but feels we have no choice but to use the procurement framework.</p> <p>MB proposed a vote to the board:</p> <p>LSIDB to continue using the procurement framework process for Oldbury and Wicks Green subject to satisfactory performance.</p> <p>Proposed GS/ seconded RH</p> <p>Decision: All in favour of continuing to use the procurement process for Oldbury and Wicks Green (subject to satisfactory performance.)</p>													
9.	<p>Review of Actions agreed at the Board</p> <p>JM read through the following actions:</p> <table><tr><td>05/02/2025</td><td>Minutes from previous full board meeting agreed once amendments have been made.</td></tr><tr><td>05/02/2025</td><td>Rates approved by the full board for the financial year of 2025/2026</td></tr><tr><td>05/02/2025</td><td>2nd batch of policies from governance audit approved by the full board</td></tr><tr><td></td><td>James North to email Geoff/Programme Board with a helpful contact and some anecdotal commentary relating to potential maintenance ideas in respect of the sheet piling deterioration identified at the Board meeting on 5th February 2025. James noted he is aware of a contractor who had experience on similar structures in similar operational environments and would seek to put the parties in contact with each other.</td></tr><tr><td>05/02/2025</td><td>Vicky to add photos onto website of programme work at pumping stations</td></tr><tr><td>05/02/2025</td><td>Full Board voted that we continue with the procurement framework as indicated for Oldbury and Wicks Green</td></tr></table>	05/02/2025	Minutes from previous full board meeting agreed once amendments have been made.	05/02/2025	Rates approved by the full board for the financial year of 2025/2026	05/02/2025	2nd batch of policies from governance audit approved by the full board		James North to email Geoff/Programme Board with a helpful contact and some anecdotal commentary relating to potential maintenance ideas in respect of the sheet piling deterioration identified at the Board meeting on 5th February 2025. James noted he is aware of a contractor who had experience on similar structures in similar operational environments and would seek to put the parties in contact with each other.	05/02/2025	Vicky to add photos onto website of programme work at pumping stations	05/02/2025	Full Board voted that we continue with the procurement framework as indicated for Oldbury and Wicks Green	3628
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10.	<p>Any Other Item Which the Chair Decides is Urgent- AOB</p> <p>None</p>	3629												

11.	Date of next Meeting: Wednesday 4th June 2025 Location: Gloucester Farmers Club, Agrigculture House, Greville Close, Sandhurst Road, Gloucester, GL2 9RG	3630
	Meeting closed: 15.45pm	