

Full Board Meeting

Wednesday 12th November at 10.30am

The Gables Hotel, Falfield, GL12 8DL

MATTERS RESERVED FOR THE BOARD

Approved 6th November 2024, Minute 3613

1. Proposals affecting the status, functions or geographical area of the Board.
2. Proposals affecting the structure, size or composition of the Board.
3. Responsibility for the overall management of the Board.
4. Major changes relating to the rateable value of the Drainage District.
5. Setting the drainage rate and determining the amount of local authority precepts.
6. Agreeing the Board's annual budget.
7. Determining the level of annual honorarium to be paid to the Chair and Vice Chair of the Board.
8. Matters relating to the payment of expenses to Board members,
9. The consideration of any proposal to alter the Board's overall corporate governance arrangements and committee structure.
10. The approval or revision of Standing Orders, Procedural Rules, Financial Regulations or Codes of Conduct.
11. The formulation or revision of any Business Plan or Strategic policy document.
12. The appointment of committees, Sub-Committees or Working Parties and the setting of their terms of reference.
13. To consider any recommendation made by a Committee, Sub-Committee or Working Party.
14. The making or revision of Byelaws.
15. The prosecution, defence or settlement of any proceedings of a legal nature (other than action for the recovery of drainage rate).
16. The designation of officers authorised to initiate or defend legal proceedings or to appear in Court on the Board's behalf.
17. The consideration of any other matter not falling within the terms of reference of any Committee, Sub-Committee, Working Party or which is delegated to an officer.
18. Responsibility for implementing risk management policies and procedures, and ensuring that the LSIDB's risk management activities are effective and aligned with its strategic objectives.

Signed..........(Chairman)

Date: 6th November 2024
Minute No 3613

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.

Board Meeting - AGM

NB The quorum for this meeting is 8 Members

Wednesday 12 November 2025 @ 10.30am
The Gables, Bristol Road(A38), Falfield South Gloucestershire, GL12 8DL

AGENDA

Matter Reserved for the Board are included for Members' information

Item		Page #	Lead
1.	Election of Chairman for 2025/26		Chair
2.	Election of Vice-Chairman for 2025/26		Chair
3.	Apologies/Welcome		Chair
4.	Chairman's Announcements <ul style="list-style-type: none"> • Key events held, and planned • Board Member & Officer Updates(changes) 		Chair
5.	Declaration of Members' Interests		Chair
6.	Minutes of Previous Board Meetings, & Actions last board & committee meetings – for review & approval 6a. To approve the minutes of the board meetings held on the 04/06/25 6b. To approve the minutes of the extraordinary board meeting of the 16/07/25 6b. Board meeting actions from the 04/06 & 16/07 meeting	1 – 12 13 – 19 20	Chair
7.	Calendar of Meetings and Committee Membership for review and approval	21 - 22	GT
8.	Risk Register review and approval	23 - 24	GT
9.	Strategic plan objectives for review and approval.	25 – 26	GT
10.	Pump Programme Report	27 – 34	GS
11.	De-maining project proposal for review	35 – 40	JT
12.	Financial Report	41 – 43	GT
13.	Board Member Training Proposal for approval	44	GT
14.	Policies for Approval 14a. Data Retention Policy 14b. Mobile Pump Use	45 - 58 59	GT
15.	SLT Reports – to be noted	60 - 68	Chair
16.	Review of Actions agreed at the Board		GT
17.	Any Other Item which the Chairman Decides is Urgent		Chair
18.	Date of Next Meeting: 4 February 2026		Chair
	Close		

- **Any other consideration and comments/questions of an urgent nature shall be notified to the office at least 3 working days before the meeting to enable staff to compile the correct information.**
- To Note: Would Member's please remember to record their mileages on attending meetings, alternatively you can email them to the office.

Lower Severn IDB

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Full Board Meeting

Draft 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 4th 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

Agenda Item		Minute Reference
1.	<p>Apologies/ Welcome/ Introduction</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>MB listed the following apologies:</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
2.	<p>Chairman's Announcements</p> <p>Key events held and planned</p> <p>Public consultations were held with Longney & Epney Parish Council on March 10th and another regarding fencing at Lapperditch May 12th 2025.</p> <p>GlosSES will be held on 24th 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 17th 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 25th November 2025.</p> <p>LSIDB will continue to attend Marches and SWADA meetings this year.</p> <p>Board member and Officer updates</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>	
3.	<p>Declaration of Member's Interest</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
4.	<p>Minutes/Actions of Previous Meetings</p> <p>a. To approve the Minutes of the meeting held on 05/02/24</p> <p>Proposed RG/ seconded GS. MB asked for a show of hands all in favour. Decision: Minutes 05/02/2025 approved.</p> <p>b. Board meeting and Committee Meeting current actions since the 05/02/2025 Full Board meeting</p> <p>No comments received.</p>	3634
5.	<p>AGAR Report- Annual Governance Statement 2024/25</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>	
5	<p>Internal Audit Report 2024/2025: The Internal Audit Report was noted by the Board.</p>	3636
5	<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
6.	<p>CEO Briefing</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

b) Recommendation for a mobile pump to be purchased

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.

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.

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.

GT suggested creating a 'Mobile Pump Policy' and defer prioritisation decisions to the EA.

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.

MR added that when Officers are developing the 'Mobile Pump Policy' they could consider areas which overtop.

L Harvey asked whether it was worth the Board considering purchasing a second, smaller mobile pump, to be used during flooding events.

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.

Proposal: To purchase one mobile pump
Proposed RG/ seconded JN
MB asked for a show of hands; all in favour.

Decision to purchase one mobile pump

c) Members training schedule presented for approval

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.

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.

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.

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.

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.

Proposal: Members to undertake training from the schedule (as they can).

Proposed JN/ seconded CD.

MB asked for a show of hands; all in favour.

d) The new Risk Register view to be noted

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.

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.

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.

e) Decision regarding participation in future Frampton Shows

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.

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.

Proposed JG, seconded GS.

MB asked for a show of hands; all in favour.

Decision: To attend a different show per year, create a schedule of shows to attend, and have an annual budget for this.

f) Avonmouth Presentation

JT presented on screen the consenting process at Avonmouth, covering the Land Drainage Act, technical appraisals, ancillary issues and LLFA strategies.

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>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>	
<p>7.</p>	<p>Policies Recommended for Approval</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: MR proposed/ RC seconded.</p>	<p>3639</p>

	<p>Decision: All in favour; 12 policies adopted (except Risk Register.)</p>	
<p>8.</p>	<p>Programme Report</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 31st 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>	<p>3640</p>

	<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>	
<p>9.</p>	<p>Any Comments on SLT Reports</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>	<p>3641</p>

	L Harvey asked whether there is a schedule of meetings, to which JM replied that this is added to the website.																																																																																																																							
10.	<p>Review of Actions agreed at the Board</p> <p>JM read through the following actions:</p> <table border="1"> <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>60</td> <td>06/11/24</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>71</td> <td>04/06/2025</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>72</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>73</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>74</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>75</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>76</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>77</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>78</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>79</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>80</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>81</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>82</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>83</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> </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	60	06/11/24	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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11.	<p>Date of next Meeting: Wednesday 12th November 2025</p> <p>Location TBC</p>					3644																																																																																																																		
	Meeting closed: 15.50																																																																																																																							

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.

Extraordinary Full Board Meeting

Draft Minutes of the Full Board meeting of the

Lower Severn (2005) Internal Drainage Board

Hybrid meeting held at Lower Severn IDB Office, Waterside Building, Oldbury Naite, South Gloucestershire, BS35 1RF and online

Wednesday 16th July 2025 at 10.30am

Board Members:

Mr. Mike Barnes (Chairman)

Mr. Geoff Simms

Mr. Jim Nichols

Mr. Roger Godwin

Cllr. Christine Wild

Cllr. Liz Harvey

Mr. Richard Hewlett

Mr. John Hore

Cllr. James Crawford

Cllr. Mark Williams

Ms. Rachael Chamberlayne

Mr. John Cornock

Cllr. Liam Harries

Cllr. Abi Finch

Officers:

Glenn Taute- CEO and RFO

Victoria Bailey – Communications Officer

James Thomas- Business Development Manager

Civil Engineer

Joanna Mathews – Business Co-Ordinator

Jim Druett – Head of Operational Services

Agenda Item		Minute Reference
1.	<p>Apologies/ Welcome/ Introduction</p> <p>MB welcomed all to the meeting.</p> <p>Apologies:</p> <p>Mr. Matthew Riddle (Vice Chairman)</p> <p>Mr. Charles Daniell</p> <p>Mr. Robert Hyslop</p> <p>Mr. James North</p> <p>Ald. Mary Skyes</p> <p>Mr. Richard Hewlett</p> <p>Cllr. Simon Phelps</p> <p>Cllr. Liam Harries</p> <p>Ms. Rachael Chamberlayne</p> <p>Cllr. Simon Johnson</p> <p>Cllr. Tony Williams</p> <p>Cllr. Sue Milestone</p> <p>Mr. Tom Cullimore</p> <p>Cllr. Terri Kennsion</p> <p>Welcome:</p> <p>MB welcomed new Board member Terri Kennison.</p> <p>MB reminded members to contact VB if they wish to help at the Heritage Open Day event at Oldbury Pumping Station on Wednesday 17th September.</p> <p>MB noted that a positive article on the Pumping Station Programme was on page 22 of the ADA Gazette Summer 2025 edition and available online.</p>	3645

2.	<p>Declaration of Member's Interest</p> <p>None received</p>	3646
3.	<p>Chair Mid-Term review of Programme Board</p> <p>a) Mid-Term Strategic Review</p> <p>b) Changes to Terms of Reference</p> <p>GS explained the reason for this extraordinary meeting is because of a significant change in strategy by the Programme Board and it needs to be formally recorded.</p> <p>GS added that the budget is approved for Lapperditch and Marshfield but not for Wicks Green or Oldbury Pumping Stations. GS would also like the Board's approval for minor changes to the Terms of Reference, including Vicky Bailey and John Hore joining the Programme Board.</p> <p>GS reminded all of the history of the Programme Board and of how it currently works.</p> <p>GS noted financially LSIDB is in a strong position, especially after being offered a further £900,000 in grant funding. He explained how financial figures are predicted; a vast scope is explored pre-contract (using some of ARUP's work) and this ensures we have the full scope and reduces potential variations to the budget. Everything is auditable and goes through a rigorous approval process to ensure we are satisfied to pay invoices. Any part of the project which has fallen outside of the scope has not been due to 'forgetting' but due to other issues such as the sheet piling. ARUP costed sheet piling up to £2.4m across the project. GS, JD and JT instead carried out a survey which resulted in an estimated cost of £203,000, however a cost from Jacksons arrived this morning at a cost of £304,000. On Wicks Green the discharge needs to be lined, leading to another variance. GS reminded all that projects are dynamic. Geographically it makes sense to continue to Wicks Green rather than go to Oldbury. This is the key change requested and will bring forward the programme for a year. Due to the increase in workload the Jacksons engineer will solely work on LSIDB Pumping Station projects. Relationship with Jackson's is very positive although LSIDB are retaining responsibility.</p> <p>The financial report brings Wicks Green and Oldbury into a formal budget; seeks Board's approval for this.</p>	3647

Telemetry at Elmore; decision was made to have the same telemetry across all pumping stations for ease of monitoring. Telemetry is an out of scope item added to the budget, and approval is being sought for this.

The purchase of a piece of land at Wicks Green pumping station is planned due to the station being difficult to access for machinery and screen cleaning at present. This is included in the budget presented to the Board.

GT added that the financial report is a live document and an updated review of this will be available for November's Full Board meeting.

GS concluded that the Board's approval was needed to make sure everything planned is authorised, as budgetary approval is in place for Lapperditch and Marshfield but not Wicks green or Oldbury. Estimates for telemetry and sheet piling were received this morning so are not included on the financial papers Board members have been sent for today.

Nikki Barton joined the meeting online

GT mentioned that the proposed request for the programme board to be able to approve variances up to £100k would support a more pragmatic approach to the project implementation and improve efficiency. Also, without having to have too many board approval meetings but to report any such occurrences through the monthly reporting and the next board meeting.

JH explained that he was asked to join the Programme Board at the start of the year and is amazed at the level of detail and congratulates the team on successfully obtaining grant funding. JH is impressed at diligence and stressed the importance of the weekly Programme Board meetings, and how issues are picked up quickly and dealt with promptly. JH spoke to Tom Cullimore who agrees with him on the success of the Programme Board.

GS invited questions from Board members:

Liz Harvey: Working on four stations creates a larger programme – how are you handling risks?

GS: We carefully considered whether we have capacity to undertake four stations simultaneously. Due to the Jacksons

engineer being dedicated to working only on LSIDB projects this is no longer a concern. The workload will come down as the programme progresses.

LH: Are the stations operational while being worked upon?

JD replied that provision has been made in the project for over pumping when construction is in progress, and due to the purchase of the mobile pump they can all remain operational. No two stations will be off at the same time. At Wicks Green pumping station one pump will remain operational due to the difficulty in overpumping.

LH: Explain the financial section; why ask for variations not contingencies?

GS: This is due to my past experience in project management where contingencies are seen as 'money which is seen as available to spend' and therefore decided to work with variances instead. Managing variance is an important part of successful management.

LH: Are you removing contingency altogether?

GS: We don't need a contingency and deliberately made this decision.

LH: The £100,000 variance; is this across the budget for the four stations or per station?

GS: It is against specific items.

GT: It gives the Programme Board flexibility to not have to wait for approval. We can go ahead and have it ratified at Full Board in November and subsequent meetings.

GS: The project can't wait for November; an example of this being the variation which came this morning relating to sheet piling. It's likely that £100,000 variance will occur again so we need to manage these changes within boundaries.

LH: You are asking the Board to approve a £100,000 variance which, from a £9.9m budget equates to a 1% flex within the budget.

GS: We want flexibility of managing a variance of £100,000 on an individual scope. All actions will be auditable and reported to Full Board.

GT: Once we have a formal quote for Wicks Green and Oldbury we will take that to Full Board in November. There will be ongoing costs before then, hence the importance of having the flexibility of a £100,000 variance.

LH: On page 11 'Total Cash Allocated' it is broken down into four projects. Are you asking for £9.4m or £9.9m?

GS: Lapperditch and Marshfield are within the contracted numbers but Wicks Green and Oldbury are estimates. Today we are looking for the approval of £9.91m to cover the scope.

LH: What are you asking for?

GS: The sheet piling price only came in this morning so aren't in the papers. We are asking for £9.91m. Our programme is being with defined budgets for each station and there are strong controls over this.

RG: I thought we had already approved this spend? If the Wicks Green pipe needs lining will this significantly change its price?

GS: We had a £50,000 estimate for this.

JN: Why aren't we going for a Bedford pump?

JD: ACE are a preferred supplier on the Environment Agencies Framework and therefore a chosen supplier by Jacksons.

JC: The pump at Elmore broke; will the new ones be as sensitive and could they overheat? We have to stop potential temperature overload.

JD: The problem at Elmore was a piece of timber lodged in the flute. This did not raise motor resistance but caused cavitation which led to the overheating of the motor seals.

GS: The telemetry is high tech and there will be cameras on them.

JN: Are Jacksons familiar with the pumps?

JD: Yes.

JC and JN both expressed their displeasure at not being invited when Jacksons were looking at Oldbury. GS apologised and will bare in mind to get in touch with JN and JC next time.

	<p>GS Proposal: Board approve budget of £9.91m to cover Lapperditch, Marshfields, Wicks Green and Oldbury which includes out of scope items and a £100,000 variance limit.</p> <p>This is to be accepted with the amendment of the changes to the figure £9.91m to include £204,000 out of scope work, which was not presented prior to the meeting due to time limits.</p> <p>Proposed: JN</p> <p>Seconded: JH</p> <p>All in favour</p> <p>GS Proposal: Terms of Reference change for Programme Board to be approved</p> <p>Proposed: GS</p> <p>Seconded: JN</p> <p>Majority in favour; one not in favour</p> <p>LH added she would like to see tracked changes when policies are modified in the future; this was agreed as a good idea.</p>	
4.	<p>Review of Actions agreed at the Board</p> <p>JM read through the actions; all in agreement</p>	3648
5.	<p>Any Other Item Which the Chair Decides is Urgent- AOB</p> <p>None</p>	3649
6.	<p>Date of next Meeting: Wednesday 12th November 2025</p> <p>Location TBC</p>	3650
	Meeting closed: 12.05pm	

Actions from last Full Board

This is a list of current actions and their status for the Full Board. A record of all previous actions for the Full Board meetings can be found on our website.

‘Assigned too’ key:

GT- Glenn Taute	VB- Vicky Bailey
JT- James Thomas	JM- Joanna Mathews
JD- James Druett	

Number	Created	Action	Assigned to	Due	Status
					In Progress
					Completed
<u>Board</u>					
71	04/06/2025	GT to circulate additional notes for AGAR report to board members	GT	Jun-25	Completed
73	04/06/2025	Board members approved mobile pump purchase and agreed for SLT to create a policy to be created on the usage around this	Board/SLT	Aug-25	Completed
75	04/06/2025	GT to offer finance course to board members	GT	Nov-25	Completed
76	04/06/2025	Business Service Committee and officers to compile list of what training is essential and what isn't essential for board members	Bus Ser com/officers	Oct-25	Completed
77	04/06/2025	To add additional columns within the risk register to show actions to reduce risks, and targets	GT/JM	Jul-25	Completed
78	04/06/2025	Review climate change item within the risk register	GT/JD/JT/JM	Jul-25	Completed
79	04/06/2025	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.	Board/VB/GT	Nov-25	Completed
80	04/06/2025	VB to email board members to source information on local shows	VB	Jul-25	Completed
82	04/06/2025	The pump programme finance report which shows progress of the pump programme to be include in board papers going forward	GT	Nov-25	Completed
83	04/06/2025	Circulate the risk register through the committee for edits and enhancements	GT/JM	Nov-25	Completed
84	16/07/2025	Board approve budget of £9.91 million to cover the cost of Lapperditch, Marshfield, Wicks Green and Oldbury which includes out of scope items and 100k variance limit	Board	Jul-25	Completed
85	16/07/2025	Board approves strategy of how programme board manages variances	Board	Jul-25	Completed
86	16/07/2025	JM/JT to produce variation log-which will be issued monthly along with SLT reports	JM/JT	Sep-25	Completed
87	16/07/2025	Re-issue the financial statement and report to board members with amended figure along with Board minutes	VB	Jul-25	Completed
88	16/07/2025	Board agreed for the recommended changes to terms of reference for programme board	Board	Jul-25	Completed

Lower Severn IDB

PROPOSED CALENDAR OF MEETINGS

NOVEMBER 2025 to FEBRUARY 2027

Meeting	Date	Time
Finance Committee	03 December 2025	10:30am
Executive Committee	03 December 2025	10:30am
Executive Committee	21 January 2026	10:30am
Full Board – Rate Setting	04 February 2026	10:30am
Executive Committee	25 February 2026	10:30am
Executive Committee	18 March 2026	10:30am
Operation Service Committee	08 April 2026	10:30am
Executive Committee	22 April 2026	10:30am
Business Services Committee	29 April 2026	10:30am
Finance Committee	20 May 2026	10:30am
Executive Committee	20 May 2026	10:30am
Full Board Meeting	03 June 2026	10:30am
Executive Committee	24 June 2026	10:30am
Executive Committee	22 July 2026	10:30am
Executive Committee	09 September 2026	10:30am
Business Services Committee	23 September 2026	10:30am
Executive Committee	21 October 2026	10:30am
Operation Service Committee	04 November 2026	10:30am
Full Board AGM	18 November 2026	10:30am
Finance Committee	02 December 2026	10:30am
Executive Committee	02 December 2026	10:30am
Executive Committee	20 January 2027	10:30am
Full Board – Rate Setting	03 February 2027	10:30am

PROPOSED COMMITTEE MEMBERSHIP Nov 2025 – Nov 2027

	Chair
	Vice-Chair
	Senior Responsible Officer
	Ex Officio

Finance Committee

Mr J Hore
 Jimmy Nichols
 Mr G Taute
 Ald Mary Sykes
 Cllr Matthew Riddle
 John Cornock
 Ald Nikki Barton
 Cllr Sue Milestone
 (1 vacancy)

Business Services Committee

Cllr Matthew Riddle
 Charles Daniell
 Mr G Taute
 Cllr Liz Harvey
 Ald Nikki Barton
 Cllr Sue Milestone
 Cllr Simon Johnson
 Cllr Mark Williams
 Rachael Chamberlayne
 (0 vacancies)

**Operation Service
Committee +1**

Mr M Barnes
 Mr R Godwin
 Mr J Druett
 Tom Cullimore
 John Hore
 Robert Hyslop
 John Cornock
 Cllr Simon Phelps
 Cllr Christine Wild
 Richard Hewlett
 (0 vacancies)

Executive Committee

Mr M Barnes
 Cllr M Riddle
 Mr G Taute
 Mr J Hore
 Mr R Godwin
 Mr G Simms
 (1 Vacancy)

Ex officio

Mike Barnes, Chair of the
Board
 Cllr Matthew Riddle, Vice
Chair of the Board
 Geoff Simms, Chair of
Programme Board

Lower Severn IDB - Risk Register

REF	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION NOTES	OWNER
Ref Number	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY)	What can be done to lower or eliminate the impact or probability?	Who's responsible?
1.1	Failure to comply with key legislation and regulations	Legislative sanction by government, potential fines	4	2	8	Keep up to date with current legislation, audits, staff training	Executive Committee/Full Board/CEO
2.1	Effect of inflation changes.	Budget overspent in year. Adverse rates impact. Cost increase re pump replacement programme forecast.	4	2	8	Refer to Govt. and other financial institution forecasts. Consider contingency.	Finance Committee and RFO
2.1	Changes in interest rates.	Deposit interest income will change. New loans will be impacted.	2	4	8	Refer to Govt. and other financial institution forecasts. Consider contingency.	Finance Committee and RFO
2.3	Security of deposit takers.	Loss of cash deposits.	5	1	5	Only use A rated institutions. Spread deposits between institution. Monitor ratings and news.	Finance Committee and RFO
2.4	Fraud	Loss of cash.	4	1	4	Internal controls. Audits. Regular management accounts & reports. Training of staff. Policies.	Finance Committee and RFO
3.1	Inadequate provision for safeguarding the Boards assets.	Loss of machinery through theft or damage	3	2	6	Insurance guidelines, secure compounds, procedures, CCTV and motion sensors, locked security barrier in yard, alarm system	Operation Service Committee/HoOs
3.2	Damage to Third Party property of individuals	Cost impact, downtime, injuries, morale	4	1	4	Services searches, procedures, insurance	Operation Service Committee/HoOs
3.3	Asset Failure	Downtime, cost impact, flooding,	4	2	8	inspections, maintenance programme, spares/replacements, capital programme	Operation Service Committee/HoOs
3.4	Health and Safety	Injury, death, fines, fire risk	5	2	10	Training, risk assessments, inspections, updated procedures and controls, PPE	Executive Committee/Full Board/CEO/HoOs
3.5	Improper regulation of development	Increased flood risk	4	1	4	Proper procedures for dealing with applications, Enforcement	Civil Engineer and HoOs
4.1	Inability to retain or recruit new staff	Flooding risk from delayed annual maintenance programme, Reputational risk	4	3	12	Keep up to date with pay conditions, Communication re resignation as advance warning	Business Service/SLT/Full Board
5.1	Disaster to office premises/IT	Downtime, cost impact	4	1	4	Business Continuity Plan and Insurance	Business Services committee and executive
5.2	Data Security Issues	Fines, Fraud, Reputation	4	2	8	training, keeping up to date with legislation and cloud based data storage with cyber security	Business Service Committee and Executive Committee
6.1	Impact of climate change	Increased workload, Increased cost, Asset Loss	4	3	12	Increased pump capacities, maintain channel capacities	Board
6.2	Flood Risk	Increased workload, Increased cost, Asset Loss	4	2	8	Increased pump capacities, maintain channel capacities	Board
6.3	Very Long Term Climate Change Impacts	Future of the IDB	4	3	12	EA Liaison	Board
7.1	Negative public perception of the LSIDB	Increased pressure to staff, reduced motivation	3	1	3	Comms Officer, Comms Plan	Board
8.1	Legal disputes with landowners and local authorities	Cost, Reputation, Staff Impact	3	1	3	Proper processes and procedure, training, working within legislation, communication	Board
8.2	Complying with current legislation and regulation	Cost, Reputation, Staff Impact,	4	2	8	Planning, staff, financing, training	Board

RISK REGISTER SCALE

PROBABILITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	IMPACT					

Strategic Plan for the LSIDB – DRAFT Outline at September 2025

Mission statement, vision, goals, principles & strategic objectives

Mission

To provide land drainage, flood risk management and surface water management that enables communities to thrive and enjoy the amenity and biodiversity benefits of the water environment.

Vision

LSIDB significantly contributes towards the sustainable management of the Lower Severn IDB's area with special drainage needs. Our vision is to deliver an efficient, cost-effective service and be recognised as key participants of the FCERM (Flood and Coastal Erosion Risk Management) community providing exemplary water level management within the areas we serve and assisting all our partners.

Strategic Goals

- Reduce the risk to people, property, agricultural and developed infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood management and defences within our areas
- Become the preferred local delivery partner of choice for all flood risk management services in our watershed catchment areas, by working closely with other Flood Risk Management Authorities, partners and stakeholders
- Enable and facilitate land use for residential, agricultural, commercial, recreational and environmental purposes in our areas by guiding and regulating activities that would otherwise increase flood risk

Guiding Principles

- Be recognised as a competent FCERM authority
- Play a full part in local partnerships
- Have a distinct role working with other relevant authorities
- As a regulatory body we Strive to become 'The benchmark delivery partner' of choice for Lead Local Flood Authorities and partners
- Build capacity and adjust to deal with new challenges
- Leading example in sustainable service operations and our proactive adaption to climate change impacts

The strategic plan is proposed to include: -

- being in line with our current broad statements in the mission, goals, and principles
- preparing a situational analysis of the board
- establishing goals (broad overarching outcomes)
- setting objectives to support goals
- action plans to realise objectives
- timelines
 - o short term 1-year
 - o medium term 2-5 years
 - o long term 5-10+ years

The following draft objectives are put forward for deliberation and approval: -

- Possible additional pump stations in the long term 2030-2035 – e.g. at Frampton. An assessment to be undertaken in the short/medium term to determine the possibilities in the boards area.
- Environment/Biodiversity – ponds, environmental re flora & fauna and expertise development, cooperation with associated parties, long term evolution
- Pump Replacement Program(current) in the short/medium term 2025-2028
- Workshop, yard, office improvements short-medium-long term, storage for generator/mobile pump/other for 2026/27
- The existing schedule of machinery replacement long term
- 50 years very long-term risk analysis for the IDB - internal factors: culture, resources, structure, and capabilities; external factors: political, economic, social, technological, legal, and environmental influences
- Long term Cash Build forecasting and reporting so as to support possible future investments in the plan
- Board member numbers, current proposal and consideration regarding the unitary authority mergers
- Demaining project for the Longdon Brook River within the boards area. The other two possible rivers would be the Tirley Main Drain & the Wicksters and Capehall Brook
- Other developments such as SUDS work being allocated to IDBs, to be considered as and when these may occur

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.

Report on Pumping Station Replacement Programme

November 2025.

Report by Geoff Simms

Introduction

During 2018 the LSIDB undertook the task of replacing its pumping stations because of 2 key criteria as follows:

1. All the pumping stations are more than 50 years old with the related issues of aging technology, inefficient pumping capacity and an increasing risk of unreliability and poor availability of spares. The original design is dated and lacks the ability to remotely monitor and control the equipment particularly during inclement weather. The introduction of automatic screen cleaning brings the benefits of efficient passing of the incoming water to the pumps. The additional benefit is that it removes the risk to operators who had previously carried out this arduous cleaning task in a manual fashion in, at times, during inclement weather.
2. The Eel Regulations 2009, applicable to all our pumping stations, requires us to protect the eel species which specifically requires us to install fish friendly pumping and fish passes to support fish on their migration journey.

We adopted the principles of Project Management Best Practice and formulated a Programme Board.

Since the last board meeting, Vicky Bailey has resigned from LSIDB, I would like to thank her for the work she did for the Programme Board.

The membership currently consists of the following members:

Geoff Simms, Chair of Programme Board, elected Board Member

James Thomas, Project Manager, LSIDB Engineer

Jim Druett, Operational Services Manager, LSIDB Engineer

Glenn Taute, CEO, Chief Finance Officer, LSIDB

Jo Matthews, Programme Support Officer, LSIDB

John Hore, elected Board Member

The Terms of Reference of the Programme Board are attached.

We have a disciplined approach to meetings which are, at least, once a week. Each meeting consists of an internal meeting followed by a meeting with the inclusion of contractors and consultants. These meetings are supplemented with video meets and phone discussions where needed. On a monthly

basis we hold a formal meeting, set against a standard agenda covering all aspects of the projects including the deliverables, programme ahead, any issues for resolution and financial/commercial related matters.

Progress to Date

We are continually looking for improvements in the programme in terms of timetabling and better options for deliverables in the most cost-effective way.

At the last meeting we informed you of a change in strategy, of the programme, deciding to modify the programme to enable simultaneous work on all of the remaining pumping stations in the revised order of:

- Lapperditch
- Marshfield
- Wicks Green
- Oldbury

Strategic Change

The positive change in our programme funding enable us to reconsider the pumping station order of work resulting in the following:

- Due to the geographical area, we revised the order of work so that the replacement of Wicks Green would follow Lapperditch/Marshfield rather than follow Oldbury as all local services would be in place.
- Due to the poor, current, layout design of Wicks Green it will be redesigned to better accommodate Auto Screen Cleaning and to enable pump removals/maintenance to be a safer/ less onerous activity.
- To facilitate the changes to Wicks Green and provide a more appropriate footprint of the site giving LSIDB sole access we are in the process of purchasing a piece of the adjoining land.
- In effect we are now working on all 4 remaining pumping stations concurrently. With the impact of a higher workload of design element considerations and approvals, and general programme oversight, this level of activity will continue to at least the end of 2025/2026.

Activities to report

- Lapperditch and Marshfield are in progress under full contractual conditions.
- Preliminary work is progressing on Wicks Green and Oldbury to complete the scope and prepare for detailed costing, expected completion is November 2025.
- By the end of 2025 we expect to be under full design and build contract for all pumping stations, **which will enable a full budget review.**
- A central service hub has been set up next to Lapperditch pumping station which will service Lapperditch, Marshfield and Wicks Green pumping station works.
- In addition, local laydown areas have been arranged.
- Work has commenced at Lapperditch with the inlet chamber being dammed and over pumping being set up.
- All asbestos surveys have been completed and we await full reporting.

- We have completed negotiation on a piece of land at Wicks Green. To enable a modified design of the pumping station to improve safety and post build maintenance facilities. Completion is expected in November 2025 due to planning application requirement.
- The discharge pipework has been surveyed and as a precautionary measure to give confidence of longevity we have decided to line the pipework.
- The Elmore telemetry is being backfitted with a design which will be consistent throughout all our pumping stations. The design has been approved and work is progressing.
- Initial site meeting carried out at Oldbury and preparation works have commenced.

External Stakeholders

We continue to try to ensure that all of our stakeholders are kept informed of the progress of the programme. In this period, we have:

- ✓ Multiple on-site meetings at Wicks Green progressing land purchase.
- ✓ Routine update meeting with Longney and Epney Parish Council
- ✓ Arranged meeting, in December, with Oldbury Parish Council.
- ✓ Routine update meeting with Environment Agency.
- ✓ Lapperditch hub onsite meetings.
- ✓ Multiple on-line technical and issues meetings

Financial Oversight

Part of the role of the PB is to provide ongoing oversight of the projects and to be seeking for opportunities to either pull the programme forward or opportunity to reduce costs. Variance management is an important aspect to ensure that overspend is minimal and positive savings are made in attempt to be cost neutral or better. For example:

1. Whilst this item was not included in the current contract scope, due to lack of survey and testing, we were quoted to repair the 'sheet piles' at Lapperditch/Marshfield at a cost of up to £1.2m. We internally challenged this and James, Jim and I carried out our own inspection/testing and found acceptable levels of corrosion which was confirmed by the sub-contractor during their formal surveys. The resultant repairs needed should provide substantial savings on the provisional costings which has now been 'workshopped' with Jacksons and we await the quote.
2. There are some areas which were deliberately not covered by the scope on which the contract was based and these will be shown as a variance on the original costings. For example, we decided to include a replacement of the non-functioning Elmore 'Telemetry' which currently provides very little operational value. To guarantee this is fully compatible with all our other pumping stations an electrical refit is necessary, providing a negative financial variance.
3. Our early review of Wicks Green has revealed a previous repair to the discharge pipework, that uniquely runs under a public road, and we have instructed the contractor to carry out a video survey to ascertain any observed degradation of this pipework. This represents a scope of work that has not been included within the overall contract and therefore not costed, it represents a variance, currently, of unknown value.

4. For reasons that we have described the design of Wicks Greens does not lend itself to optimum layout to maximise the benefits of a replacement pumping station environmentally, operationally and for safe access for any maintenance/ breakdown work. To facilitate these significant improvements, we need to increase the footprint of the current pumping station and we are currently negotiating to buy a piece of suitable land. We have met with Stroud District Council and have received a positive response which will lead to a planning application. This cost has been understated in the budget and is shown as variance 3 in the list.

Personally, I am averse to holding contingencies as invariably they get spent. A better approach is to continually manage all variances and create opportunities to deliver balance against negative variance. It promotes a healthy approach to keeping to budget whilst accepting that variances will occur with the provision of an auditable trail of changes.

Managing Variances

Whilst the Terms of reference are clear that the Programme Board has managerial responsibility for dealing with 'Change Control Requests' (variations to contract) it is important that there is a clear understanding and endorsement of this process as applied by the PB.

The reason why the PB takes this responsibility very seriously is that projects are a very dynamic activity needing day to day management. A Programme Board is a 'best practice' way of achieving the ongoing oversight required to give the Full Board assurance that the projects are being executed to plan and budget. It alleviates the need for day-to-day Full Board involvement which would be unmanageable.

The PB employed a 3rd party 'Responsible Engineer' to act on our behalf regarding variation review and this is complemented with a weekly review by LSIDB Project Manager.

We sought and obtained approval for variance management and we agreed to report to board members any variations against budget levels. We are still bringing together the data to allow the appropriate reporting, however these are the current 'variations' the programme has accrued.

Variance number	Variance	Cost	Reason	Report Date
1	LD Surveys - adverse weather	6558	Bad Weather caused delay	25-Sep
2	MF Surveys - adverse Weather	6558	Bad Weather caused delay	25-Sep
3	WG Land & associated costs	25000	Increase in land purchase price and increase in compensation	25-Sep
4	Elmore MEICA	38764	original estimate understated	25-Oct

Note: At present the overall budget is £9.91m which is constructed from the costings of the 4 pumping stations. To remind members that the confidence level for the budgets of Lapperditch and Marshfield is high as it is the subject of a contracted position supported by the scope and fully costed work. The confidence of Wicks Green and Oldbury has yet to be scoped and costed therefore the confidence

level will increase as this work proceeds. However, we can report that at present that the programme is within its financial budget and that will be reviewed when we obtain full contracted costs, for Wicks green and Oldbury before the end December 2025.

We ask you to note this report

**Mr G P Simms
Chairman and on behalf of the Programme Board
4th November 2025**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE

Interim Capital Pumping Station Programme Board

Approved 6th November 2024, Minute 3613

Purpose and Aim

Purpose	<ul style="list-style-type: none">The purpose of the programme board is to be the LSIDB's board focusing on the capital investment programme
Aim	<ul style="list-style-type: none">To achieve greater value by considering a range of options that are being undertaken for the four remaining pumping stations as a whole programme of work.Lead on the development and delivery of the Capital Pumping Station programme;Accountable for the development, review, and management of the Capital Pumping Station programme Board;Establish and embed a robust and effective governance framework through which all Capital Pumping Station programme projects will be evaluated and prioritised for development and delivery, subject, where appropriate, to member approval.The programme board shall develop capital plans, the management of capital projects and the allocation of capital resources.

Membership

Role	Name	Job Title
Chair - Programme Board & programme Sponsor	Geoff Simms	LSIDB Board Member and Programme Board Chair
Programme - Chief Responsible Officer and Finance Lead	Glenn Taute	Chief Executive Officer and Responsible Financial Officer- LSIDB
Programme Manager	James Thomas	Capital Pumping Station Programme Manager & LSIDB Civil Engineer
Delivery Manager & Customer	James Druett	Delivery Manager – LSIDB Operational and Maintenance Manager
Project Officer	Joanna Mathews	Project and Governance Officer

As necessary, other officers will be invited to attend the programme board to discuss or report on agenda items.

Operation, Authority & Reporting

<p>Operation</p>	<p>Programming</p> <ul style="list-style-type: none"> • Assemble an initial programme of activities which will include planned projects and projects that are in flight. • Develop, review, maintain and operate an evaluation and prioritisation framework against which projects will be submitted into the bidding process for future funding opportunities; • Secure and monitor the resources available to deliver the agreed Capital Pumping Station Programme; • Determine and review as necessary the scope of projects within the Capital Pumping Station Programme to ensure that there is no duplication and that best value is obtained after considering the investment of resources and planned outcomes; • Manage in-year amendments to the Capital Pumping Station Programme, accessing reports escalated by Project Boards and agreeing appropriate action; • Approve key communication messages for the Capital Programme. <p>Management</p> <ul style="list-style-type: none"> • Monitor the delivery of the Capital Pumping Station Programme ensuring Programme and projects are on track against schedule, expenditure in line with profiles and benefits are being realised; • Receive Capital Pumping Station Programme monitoring reports, consider and approve matters such as project and programme slippage, change control requests for virement and variation to projects; • Discuss issues that have been escalated for resolution and provide direction to the appropriate delegated officer; • Consider implications of changes to external funding (including opportunities and risk); • Ensure that New LSIDB Executive Committee and LSIDB Board Members are engaged, as appropriate and they are fully appraised about the delivery of the Programme; <p>Review</p> <ul style="list-style-type: none"> • Assure that the agreed programme and project management arrangements are followed; • Ensure that a consistent approach is taken and any cross-cutting issues are governed appropriately. This includes ensuring that programme boards are attended by the appropriate officers; • Review interdependencies across the programme and take any appropriate action to ensure that the programme is not compromised.
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Authority	<ul style="list-style-type: none"> • The Capital Pumping Station programme board is an CEO led working group that will focus on delivery and offer recommendations to the Member panel and board; • The Capital Pumping Station programme board has no delegated authority beyond these Terms of Reference and final decisions are subject to approval from the appropriate decision-making bodies and compliance with financial rules and regulations.
Reporting	<ul style="list-style-type: none"> • The Capital Pumping Station programme board will report updates to the LSIDB Executive Committee and then LSIDB Board Members.

Meetings

- The Capital Pumping Station Programme Board will meet weekly.
- Additional meetings will be held as necessary or working groups may be set up to tie in with key stages in the project planning and budget setting processes.
- The Board will be serviced by the Programme Manager.
- Actions will be produced following the meeting and distributed as an accurate record of the meeting by the Chair.

Review of Terms of Reference

The Terms of Reference are valid for the duration of the Capital Pumping Station Programme and reviewed annually by the Capital Pumping Station Programme Manager.

Changes to the permanent Capital Pumping Station Programme Board membership can be made with approval by the Chair.

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.

Date: 09/10/2025

Report by: James Thomas – Civil Engineer

De-maining – Maintenance in the Lower Severn IDB Area

1. Executive Summary

The purpose of this report is to provide a case for de-maining. De-maining forms part of LSIDB's wider strategy of ongoing review of its maintenance activities and boundaries. The report sets out the legal and procedural framework that the LSIDB will be required to work within. Financing is addressed however; further work will be required for budgetary and future financing to be adequately assessed. The report makes recommendations on which Main Rivers should be assessed and where this project should sit within the Boards governance arrangements.

2. Introduction

De-maining refers to the process of reclassifying a section of a river from a main river to an ordinary watercourse. This change affects which authority is responsible for managing flood risk and maintaining the watercourse. The Environment Agency (EA) oversees main rivers, while Internal Drainage Boards (IDBs) and Lead Local Flood Authorities (LLFAs) manage ordinary watercourses.

3. Background and Legal Framework

Main rivers are designated by the EA and are typically larger watercourses with significant flood risk. For example, adjacent the Lower Severn IDB (LSIDB) area the River Severn is, along with a few other watercourses classified as main river. Watercourses not designated main rivers are defined as ordinary watercourses.

The Water Resources Act 1991 and the Water Act 2014 provide the legal basis for designation and de-maining. Historically some of the ordinary watercourses within IDB districts were designated main river by the EA in the early 2000's under a programme called COWS (Critical Ordinary Watercourses). Many of these watercourses were then classified by the EA as low-risk systems and as time progressed began to receive limited funding.

In the context of this report low risk means that there is limited risk of property flooding because of the maintenance condition of the watercourse categorised.

4. Rationale for De-maining

The LSIDB should consider an application for de-maining when one or more of the following factors are met.

- A watercourse has low flood risk to people and property.
- LSIDB is better placed to manage the watercourse.
- The EA no longer considers any benefit to managing the main river
- Maintenance by the EA is infrequent or minimal and LSIDB can provide better service.

5. The De-maining Process

In simple terms the process of de-maining would be that LSIDB make a formal application to the EA who then hold a 4-6 week period of consultation. If the EA is satisfied with the competence of LSIDB and consultation comments are generally favourable, then the Main River in question will have its designation removed and will be legally defined as an Ordinary Watercourse.

Whilst LSIDB can undertake informal consultation and interaction with stakeholders the formal, legal process of consultation is ultimately the responsibility of the Environment Agency.

The LSIDB will be required, where appropriate, to assess the area in terms of flood risk and environmental impact of the LSIDB's activities. The LSIDB will also be required to demonstrate its operational and management capacity to undertake works of this nature.

6. Impacts of De-maining

There will be several impacts of de-maining and the increased frequency and quality of maintenance.

These impacts should be aimed at providing positive benefits for all stakeholders.

There may be competing desires for different stakeholders and the aim of the LSIDB should be to improve the conditions for all users of the catchments. This does not mean draining the water levels of the area to the detriment of people trying to achieve higher water levels but also does not mean flooding areas for prolonged periods of time and at inappropriate periods.

There will clearly be a financial impact to the LSIDB. The plan for this will be detailed further in the report under financing.

The LSIDB needs to be acutely aware of the environmental impacts of its activities if it wishes to be successful in its aim to de-main the suggested main rivers.

Whilst the LSIDB generally has a good reputation locally in terms of its activities an awareness is needed of the impacts of the nature of the work undertaken. In short, whilst we value our work, others may take a different view.

7. Lower Severn IDB Main Rivers

There are multiple main rivers with the IDB district totalling 137km in length. The River Severn is not included within this figure as the Board's area abuts but does include it.

These watercourses which are legally defined as main rivers are currently under the jurisdiction of the EA. This report is intended as a course of action to describe which watercourses could, in a practice, be transferred to the jurisdiction of the LISDB.

8. Financing

There are several aspects to the financing of a de-maining application. These are detailed below:

8.1 Ongoing Maintenance

One option is to expand the boards operational capacity and to examine opportunities to expand the boards operations in other areas. This can be financed in several ways and can be the subject of further reports should the LSIDB wish to explore this option.

8.2 Initial Application Expenses

Surveys will be required in a variety of disciplines. A consultation to engage with stakeholders will also be needed to gain the views and hopefully support of all interested parties.

8.3 Future Capital Expenditure

To progress with an application, the LSIDB may need to commit to capital expenditure to meet the obligations of any agreements entered.

Financing will be sought from the EA in all forms from maintenance to capital requirements for structures. A potential option which may be acceptable to LSIDB and the EA would be to amend the precept.

There will be opportunities for grant funding through both the Flood Defence Grant in Aid (FDGIA) for capital expenditure and Local Levy (LL) for both capital expenditure and the initial application expenses.

If the LSIDB can demonstrate benefits to other stakeholders such as wildlife trusts and Natural England, they may wish to contribute to schemes which in turn will assist with any FDGIA and LL applications through the partnership funding process.

9. Governance

It is recommended that the Board use the existing governance structure developed in the Programme Board (PB). The PB have demonstrated its ability to deliver projects on behalf of the Board and the systems developed by the PB will naturally lend themselves to an activity such as de-maining.

10. The Future

Should any application be successful then the IDB needs to implement a balanced plan that meets the needs of all stakeholders within the area while prioritising the need for flood protection to property. Water Level Management Plans should be developed and implemented that will receive support from all interested parties. These plans will have specific goals that can be achieved within a defined timescale.

11. Conclusion

De-maining is possible within the LSIDB existing financial and operational framework and, there may be benefits to large areas of the LSIDB area. If the LSIDB wishes to proceed with this process a more detailed analysis would be required of the areas listed in the recommendations.

Usually, it would be prudent to apply a selection criteria to all the main Rivers within the Board's district however, this is unnecessary in this instance given the local knowledge of the practicalities. Realistically there are only 2 Main Rivers that could be considered for de-maining. The River Leadon has been considered previously by the Board and rejected, and the remaining rivers would require boundary changes to the Boards district.

12. Recommendations

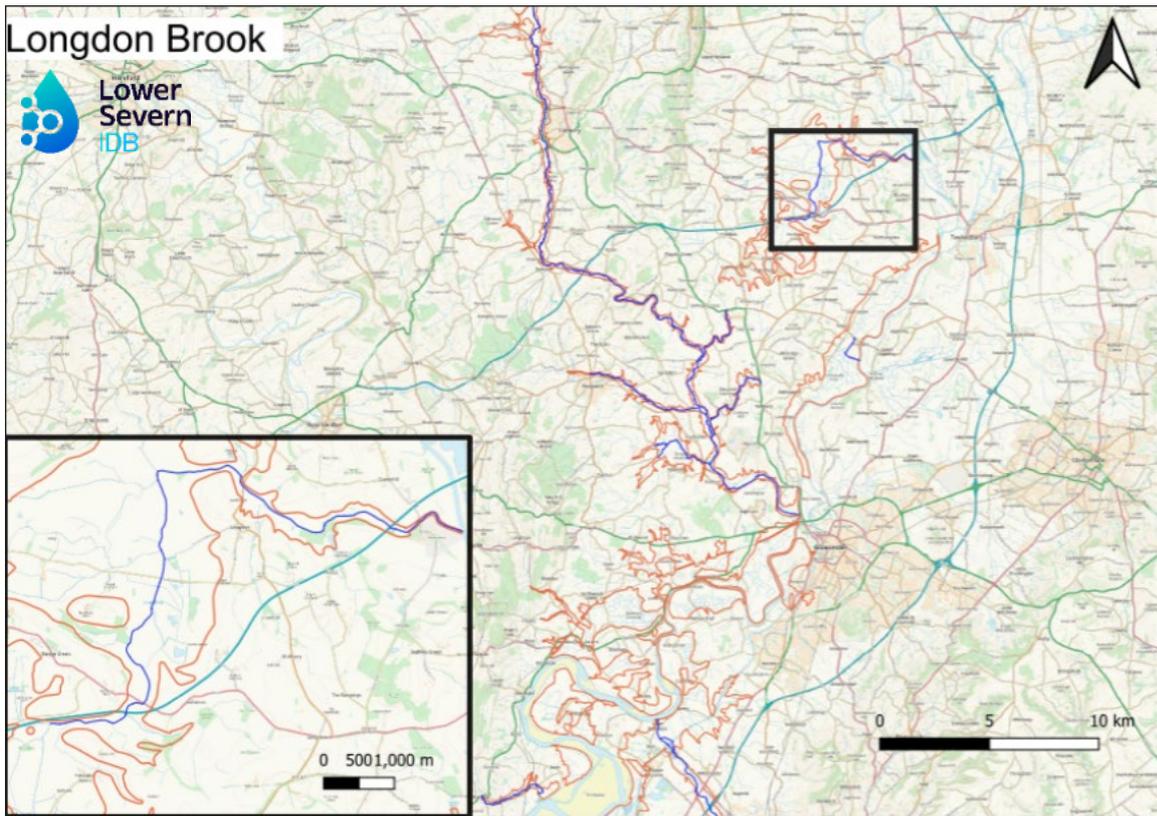
Should the LSIDB wish to progress with potential de-maining it is the recommendation of the Civil Engineer that the following table of main rivers be investigated to see if it is feasible.

Main River	Length (km)	Boards area of benefit (ha)
Longdon Brook	10.36	1661
Tirley Main Drain	1.62	335

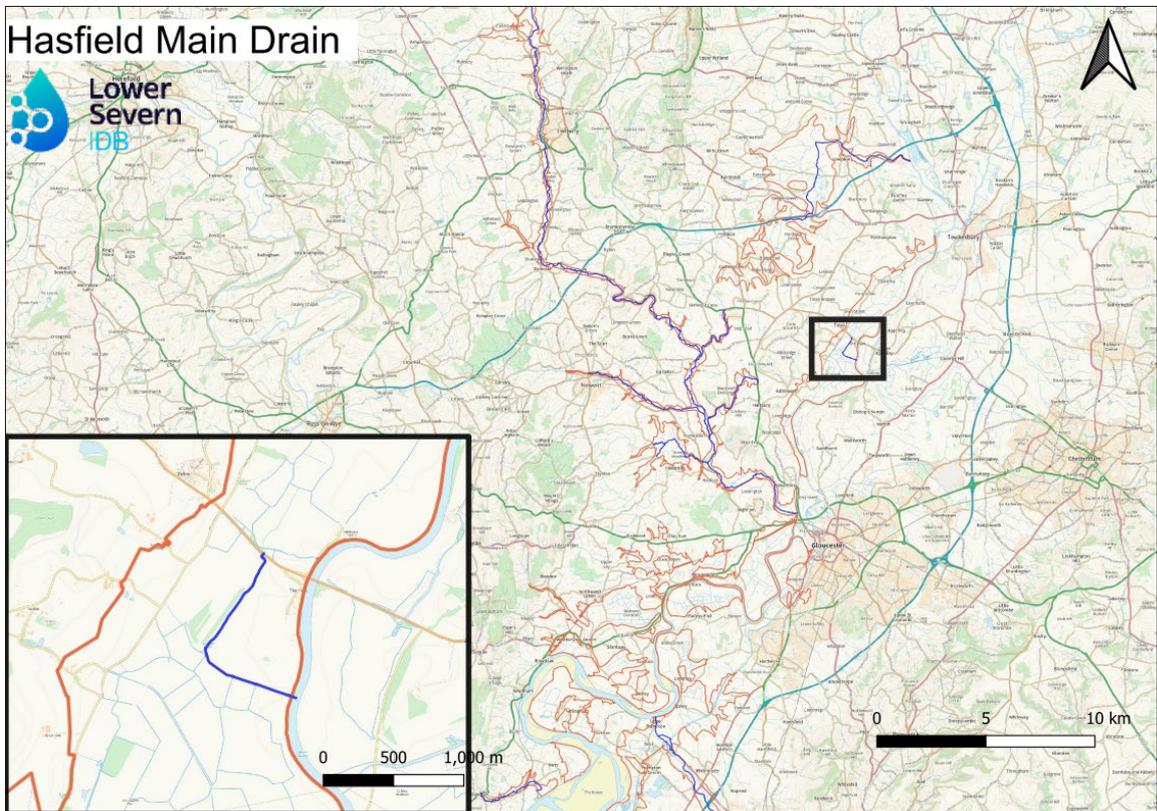
The Board empowers the Programme Board to undertake the investigation and produce a plan to facilitate the de-maining of the Main Rivers above.

Appendix 1 Map of Proposed Main Rivers

Longdon Brook



Hasfield Main Drain



Financial Report – to be noted

Income Statement

The following represents the income statements for the year-to-date September 2025, and a forecast for the full year to March 2026.

Lower Severn IDB					
Income Statement	Year to Date	Year to Date			
Sep-25	Actual	Budget	Variance	Variance	Comment
Income	Sep-25	Sep-25	£	%	
Rates and Levies	1,025,276	1,025,329	-53		Land transfers and erosions.
Grant and Fund Income	1,372,566	92,378	1,280,189		Grant 2B; & Foreign Water in - EA, see counter levy cost below
Fees & Recharges	37,681	1,800	35,881		Works recharges, includes Avonmouth development consultation
Other Income	130,573	40,171	90,403		Actuals = Interest(£91k), Ins. Claims/net disposal(£40k)
Total Income	2,566,097	1,159,678	1,406,419		
Expenditure					
Payroll	439,167	452,379	13,212	2.9%	Net of programme allocations. Overtime phasing. Vacancy period.
Maintenance	158,093	177,366	19,273	10.9%	A vehicle breakdown repair is pending in the next months
EA Levies	115,762	118,082	2,320	2.0%	Foreign Water out - EA, revenue in Grants above
Travel	14,681	15,450	769	5.0%	Timing re meetings/events/conferences. Board & ADA coming up
Administration	31,924	29,355	-2,569	-8.8%	Insurance and IT licences cost higher than anticipated
Professional Fees	22,728	15,450	-7,278	-47.1%	Includes cost of sales re Avonmouth consultation recharges above
Depreciation	241,197	228,002	-13,196	-5.8%	Forecast reworked regarding investment timing and new excavator
Loan Interest	51,909	51,909	0	0.0%	PWD Loan Interest
Bank Charges	7,381	6,600	-781	-11.8%	
Total Costs	1,082,842	1,094,593	11,751	1.1%	
Net Surplus/(Deficit)	1,483,255	65,085			
Income Statement	Full Year	Full Year	Full Year	FC vs Bud	FC vs Bud
	Actual	Forecast	Budget	Variance	Variance
Income	Mar-25	Mar-26	Mar-26	£	%
Rates and Levies	1,912,928	2,050,606	2,050,659	-53	
Grant and Fund Income	2,252,393	3,386,132	184,755	3,201,377	
Fees & Recharges	5,971	38,281	3,600	34,681	
Other Income	103,561	183,073	70,909	112,165	
Total Income	4,274,853	5,658,093	2,309,923	3,348,170	
Expenditure					
Payroll	855,856	874,795	897,759	22,964	2.6%
Maintenance	352,435	335,459	354,732	19,273	5.4%
EA Levies	231,524	233,844	236,164	2,320	1.0%
Travel	28,999	30,131	30,900	769	2.5%
Administration	41,886	61,279	58,710	-2,569	-4.4%
Professional Fees	44,079	38,178	30,900	-7,278	-23.6%
Depreciation	254,359	482,395	456,003	-26,392	-5.8%
Loan Interest	30,631	102,662	102,662	0	0.0%
Bank Charges	13,080	13,981	13,200	-781	-5.9%
Total Costs	1,852,848	2,172,723	2,181,030	8,307	0.4%
Net Surplus/(Deficit)	2,422,004	3,485,369	128,893	3,356,476	

Balance Sheet

The following shows the balances brought forward, as at 30 September 2025 and a forecast to the 31 March 2026.

Lower Severn IDB	Actual	Actual	Forecast	Change £	Change %	
Balance Sheet	At End	At End	At End	03/26 vs 03/25		
	Mar 2025	Sep-25	Mar-26			
Fixed Assets	1,567,854	1,390,392	5,795,685			
Assets under Construction	2,666,592	2,777,682	2,046,098			
Total Fixed Assets	4,234,446	4,168,075	7,841,782	3,607,336	85.2%	Investment in the pump station renewal
Stock +WIP	28,363	39,887	45,000			
Debtors	-1,016,154	455,661	2,260			Prepaid levies and collections
Prepaid Expenses	53,214	146,432	300,000			
VAT	262,664	3,248	108,000			
Cash at Bank	5,266,661	6,465,353	3,172,333	-2,094,328	-39.8%	O/B £5.3m - PP Levies £1m + Grants&Oth Inc £3.3m - Asset Pymts £4.4m = C/B £3.2m
Current Assets	4,594,749	7,110,581	3,627,593			
Creditors	919,726	821,305	100,000	-819,726	-89.1%	Pump pgm invoices pending payment re WG & OB pumps to deliver
Accrued Expenses	75,463	164,761	150,000			
Prepaid Revenue Rates	0	1,025,329	0			
Current Liabilities	995,189	2,011,395	250,000			
Net Current Assets	3,599,560	5,099,186	3,377,593			
Long Term Liabilities	2,000,000	1,950,000	1,900,000	-100,000	-5.0%	PWD loan repayment
Long Term Assets - Pension	2,616,000	2,616,000	2,616,000			
	8,450,006	9,933,261	11,935,375			
Capital & Accum. Reserve	3,219,918	5,641,923	5,641,923			
Current Year Surplus/(Deficit)	2,422,004	1,483,255	3,485,369			
Pension Reserve	2,616,000	2,616,000	2,616,000			
Revaluation Reserve	192,083	192,083	192,083			
	8,450,006	9,933,261	11,935,375			

Pump Programme Report

The investment in the pump programme re the life to date September 2025 is show below, for each pump station; and for the current Lapperditch & Marshfield stations under construction vs the budget.

Lower Severn IDB							
Programme Financial Report		Sep-25					
Project Life to date £							
Investment Description	Lapperditch	Marshfield	Wicks Green	Oldbury	Elmore Back	Total	Comment
Pre-contract	110,221	110,221	57,975	57,975	0	336,393	Pre contract costs to 11/24, Feas./Bus. Case/Prep.
Contractor : Construction	435,982	424,130	0	0	0	860,111	Contract costs with Jacksons from 12/24
- Design and Professional Services	228,720	218,031	0	0	0	446,750	First main step pre construction
- Preliminaries and Site Set Up	67,027	66,921	0	0	0	133,948	Site set up and management over construction phase
- Civils Works	11,174	9,500	0	0	0	20,674	Demolish old, concrete work, landscaping
- Weed Screen & Other Steelwork	0	0	0	0	0	0	Weedscreen purchase and installation, training/manuals
- Eel Pass	27,962	25,462	0	0	0	53,424	Eel pass supply and installation, building work and peripherals
- Pump Installation	7,892	11,010	0	0	0	18,902	ACE pump planning and installation support
- Mech., Elect., Instru., Control, Auto.	83,981	83,981	0	0	0	167,962	Kiosk, electrical controls, telemetry, training/manuals
- Contractor Sundries	9,225	9,225	0	0	0	18,450	
Contract Management	19,557	19,557	0	0	0	39,115	project mgmt/designated engineer/contract admin. Motion
LSIDB Cost Allocation	181,298	181,298	67,857	39,436	0	469,889	Programme team time allocated to project investment
Pumps	95,275	247,295	301,020	428,940	0	1,072,530	ACE pumps
Laydown Site	402	402	0	0	0	805	Contractor offices and storage for the works of LD/MF/WG
Totals	842,736	982,904	426,852	526,351	0	2,778,843	
Approved Budget						9,910,000	
% spent life to date vs budget						28%	

Current Pump Construction Costs vs Budget

	Lapperditch	Lapperditch	Lapperditch	Marshfield	Marshfield	Marshfield	Comment
	Life Time	Approved	Cost to Date	Life Time	Approved	Cost to Date	
	Cost to Date	Full Budget	vs Full Budget	Cost to Date	Full Budget	vs Full Budget	
	£	£	%	£	£	%	
Pre-contract	110,221	102,799	107%	110,221	102,799	107%	Pre contract costs to 11/24, Feas./Bus. Case/Prep.
Contractor : Construction	435,982	1,442,000	30%	424,130	1,468,000	29%	Contract costs with Jacksons from 12/24
- Design and Professional Services	228,720	295,270	77%	218,031	282,384	77%	First main step pre construction
- Preliminaries and Site Set Up	67,027	284,459	24%	66,921	283,063	24%	Site set up and management over construction phase
- Civils Works	11,174	278,710	4%	9,500	241,370	4%	Demolish old, concrete work, landscaping
- Weed Screen & Other Steelwork	0	192,513	0%	0	191,506	0%	Weedscreen purchase and installation, training/manuals
- Eel Pass	27,962	84,202	33%	25,462	88,234	29%	Eel pass supply and installation, building work and peripherals
- Pump Installation	7,892	55,384	14%	11,010	77,265	14%	ACE pump planning and installation support
- Mech., Elect., Instru., Control, Auto.	83,981	223,293	38%	83,981	223,293	38%	Kiosk, electrical controls, telemetry, training/manuals
- Contractor Sundries	9,225	28,170	33%	9,225	80,887	11%	Surveys and NI addition, MF has more surveys
Contract Management	19,557	33,673	58%	19,557	33,673	58%	project mgmt/designated engineer/contract admin. Motion
LSIDB Cost Allocation	181,298	230,798	79%	181,298	230,798	79%	Programme team time allocated to project investment
Pumps	95,275	95,275	100%	247,295	247,295	100%	ACE pumps
Sheet Piling	0	76,000		0	76,000		Sheet piling reinforcement
Laydown Site	402	8,132	5%	402	8,132	5%	Contractor offices and storage for the works of LD/MF/WG
Totals	842,736	1,988,678	42%	982,904	2,166,698	45%	

Training Proposal for Members

This topic has been previously discussed and the following is an update in this regard.

In our annual reporting to DEFRA there is a section which requests feedback on members training undertaken across the following topics: -

- Governance
- Ethics
- Finance
- Environment
- Health, safety and welfare
- Communications and engagement

The following courses are recommended in response: -

Proposed eLearning for Members	Time(mins)	Category
Managing Risk	10	Governance
Environmental Awareness	15	Environment
Sustainability and Climate Change	30	Environment
Health and Safety - Risks and Responsibilities	30	H&S
Communicating to Influence	36	Communication
General Data Protection Regulation (GDPR) Essentials	35	Data
Equity, Diversity and Inclusion	25	Equality
Using Words and Voice Effectively	35	Communication

In addition, one on one finance reviews of our LSIDB financial reports can be arranged with members on request to the CEO/RFO. This would assist members in expanding their understanding of the board's financial reporting and their finance knowledge from their individual standpoint.

In order to facilitate this eLearning, a Learning Management System would be setup where users will be granted logon access.

LSIDB staff will undertake the same training as above plus a number of additional courses.

The availability of this training will be for a 12-month period, whereafter a revised set of courses will be offered to support continued learning.

Where members have undertaken similar courses in another organisation this can be accepted as an alternative.

To note that this training opportunity is optional for those members who would like to participate.

Recommended for board approval.

*Lower Severn Internal
Drainage Board*

Data Retention Policy

CONTENTS

CLAUSE

1. ABOUT THIS POLICY	1
2. SCOPE OF POLICY	1
3. GUIDING PRINCIPLES	1
4. ROLES AND RESPONSIBILITIES.....	2
5. TYPES OF DATA AND DATA CLASSIFICATIONS	2
6. RETENTION PERIODS	3
7. STORAGE, BACK-UP AND DISPOSAL OF DATA	4
8. SPECIAL CIRCUMSTANCES.....	4
9. WHERE TO GO FOR ADVICE AND QUESTIONS	4
10. BREACH REPORTING AND AUDIT	5
11. OTHER RELEVANT POLICIES	5

ANNEX

ANNEX A	DEFINITIONS	Error! Bookmark not defined.
ANNEX B	RECORD RETENTION SCHEDULE	7

1. ABOUT THIS POLICY

- 1.1 The corporate information, records and data of Lower Severn Internal Drainage Board (**LSIDB**) is important to how we conduct business and manage employees.
- 1.2 There are legal and regulatory requirements for us to retain certain data, usually for a specified amount of time. We also retain data to help our business operate and to have information available when we need it. However, we do not need to retain all data indefinitely, and retaining data can expose us to risk as well as be a cost to our business.
- 1.3 This Data Retention Policy explains our requirements to retain data and to dispose of data and provides guidance on appropriate data handling and disposal.
- 1.4 Failure to comply with this policy can expose us to fines and penalties, adverse publicity, difficulties in providing evidence when we need it and in running our business.
- 1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. SCOPE OF POLICY

- 2.1 This policy covers all data that we hold or have control over. This includes physical data such as hard copy documents, contracts, notebooks, letters and invoices. It also includes electronic data such as emails, electronic documents, audio and video recordings and CCTV recordings. It applies to both personal data and non-personal data. In this policy we refer to this information and these records collectively as "data".
- 2.2 This policy covers data that is held by third parties on our behalf, for example cloud storage providers or offsite records storage. It also covers data that belongs to us but is held by employees on personal devices.
- 2.3 This policy explains the differences between our formal or official records, disposable information, confidential information belonging to others, personal data and non-personal data. It also gives guidance on how we classify our data.
- 2.4 This policy applies to all departments and business functions of LSIDB.

3. GUIDING PRINCIPLES

- 3.1 Through this policy, and our data retention practices, we aim to meet the following commitments:
 - We comply with legal and regulatory requirements to retain data.
 - We comply with our data protection obligations, in particular to keep personal data no longer than is necessary for the purposes for which it is processed (storage limitation principle).
 - We handle, store and dispose of data responsibly and securely.

- We create and retain data where we need this to operate our business effectively, but we do not create or retain data without good business reason.
- We allocate appropriate resources, roles and responsibilities to data retention.
- We regularly remind employees of their data retention responsibilities.
- We regularly monitor and audit compliance with this policy and update this policy when required.]

4. ROLES AND RESPONSIBILITIES

4.1 **Responsibility of all employees.** We aim to comply with the laws, rules, and regulations that govern our organisation and with recognised compliance good practices. All employees must comply with this policy, the Record Retention Schedule, any communications suspending data disposal and any specific instructions from the Records Management Officer. Failure to do so may subject us, our employees, and contractors to serious civil and/or criminal liability. An employee's failure to comply with this policy may result in disciplinary sanctions, including suspension or termination. It is therefore the responsibility of everyone to understand and comply with this policy.

4.2 **Records Management Officer.** The Records Management Officer is responsible for identifying the data that we must or should retain, and determining, in collaboration with the DPO, the proper period of retention. It also arranges for the proper storage and retrieval of data, co-ordinating with outside vendors where appropriate.

4.3 We have designated Karen Waldron as the Records Management Officer. The Records Management Officer is responsible for:

- Administering the data management programme;
- Helping department heads implement the data management programme and related best practices;
- Planning, developing, and prescribing data disposal policies, systems, standards, and procedures; and
- Providing guidance, training, monitoring and updating in relation to this policy.

4.4 **Data Protection Officer.** Our Data Protection Officer (DPO) is responsible for advising on and monitoring our compliance with data protection laws which regulate personal data. Our DPO works with our Records Management Officer on the retention requirements for personal data and on monitoring compliance with this policy in relation to personal data.

5. TYPES OF DATA AND DATA CLASSIFICATIONS

5.1 **Formal or official records.** Certain data is more important to us and is therefore listed in the Record Retention Schedule. This may be because we have a legal requirement to retain it, or because we may need it as evidence of our transactions, or because it is important to the running of our business. Please see paragraph 6.1 below for more information on retention periods for this type of data.

5.2 **Disposable information.** Disposable information consists of data that may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose and/or data that may be

safely destroyed because it is not a formal or official record as defined by this policy and the Record Retention Schedule. Examples may include:

- Duplicates of originals that have not been annotated.
- Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant steps or decisions in the preparation of an official record.
- Books, periodicals, manuals, training binders, and other printed materials obtained from sources outside of LSIDB and retained primarily for reference purposes.
- Spam and junk mail.

Please see paragraph 6.2 below for more information on how to determine retention periods for this type of data.

5.3 **Personal data.** Both formal or official records and disposable information may contain personal data; that is, data that identifies living individuals. Data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed (principle of storage limitation). See paragraph 6.3 below for more information on this.

5.4 **Confidential information belonging to others.** Any confidential information that an employee may have obtained from a source outside of LSIDB, such as a previous employer, must not, so long as such information remains confidential, be disclosed to or used by us. Unsolicited confidential information submitted to us should be refused, returned to the sender where possible, and deleted, if received via the internet.

5.5 **Data classifications.** Some of our data is more confidential than other data. Our Data Protection Policy explains how we classify data and how each type of data should be marked and protected. When complying with this policy, it is also important that you follow our Data Protection Policy.

6. RETENTION PERIODS

6.1 **Formal or official records.** Any data that is part of any of the categories listed in the Record Retention Schedule contained in the Annex to this policy, must be retained for the amount of time indicated in the Record Retention Schedule. A record must not be retained beyond the period indicated in the Record Retention Schedule, unless a valid business reason (or notice to preserve documents for contemplated litigation or other special situation) calls for its continued retention. If you are unsure whether to retain a certain record, contact the Records Management Officer.

6.2 **Disposable information.** The Record Retention Schedule will not set out retention periods for disposable information. This type of data should only be retained as long as it is needed for business purposes. Once it no longer has any business purpose or value it should be securely disposed of.

6.3 **Personal data.** As explained above, data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed (principle of storage limitation). Where data is listed in the Record Retention Schedule, we have taken into account the principle of storage limitation and balanced this against our requirements to retain the data. Where data is disposable information, you must take into account the principle of storage limitation when deciding whether to retain this data. More information can be found in in our Data Protection Policy.

6.4 **What to do if data is not listed in the Record Retention Schedule.** If data is not listed in the Record Retention Schedule, it is likely that it should be classed as disposable information. However, if you consider that there is an omission in the Record Retention Schedule, or if you are unsure, please contact the Records Management Officer.

7. BACK-UP AND DISPOSAL OF DATA

7.1 **Storage.** Our data must be stored in a safe, secure, and accessible manner. Any documents and financial files that are essential to our business operations during an emergency must be duplicated and/or backed up at least once per week and maintained off site. Please refer to our business continuity plan.

7.2 **Destruction.** Our Records Management Officer is responsible for the continuing process of identifying the data that has met its required retention period and supervising its destruction. The destruction of confidential, financial, and employee-related hard copy data must be conducted by shredding. Non-confidential data may be destroyed by recycling. The destruction of electronic data must be co-ordinated with the IT Department.

7.3 The destruction of data must stop immediately upon notification from our legal advisors or DPO that preservation of documents for contemplated litigation is required (sometimes referred to as a litigation hold). This is because we may be involved in a legal claim or an official investigation (see next paragraph). Destruction may begin again once our legal advisors or DPO lifts the requirement for preservation.

8. SPECIAL CIRCUMSTANCES

8.1 **Preservation of documents for contemplated litigation and other special situations.** We require all employees to comply fully with our Record Retention Schedule and procedures as provided in this policy. All employees should note the following general exception to any stated destruction schedule: If you believe, or DPO informs you, that certain records are relevant to current litigation or contemplated litigation (that is, a dispute that could result in litigation), government investigation, audit, or other event, you must preserve and not delete, dispose, destroy, or change those records, including emails and other electronic documents, until the DPO determines those records are no longer needed. Preserving documents includes suspending any requirements in the Record Retention Schedule and preserving the integrity of the electronic files or other format in which the records are kept.

8.2 If you believe this exception may apply, or have any questions regarding whether it may apply, please contact the DPO.

8.3 In addition, you may be asked to suspend any routine data disposal procedures in connection with certain other types of events, such as our merger with another organisation or the replacement of our information technology systems.

9. WHERE TO GO FOR ADVICE AND QUESTIONS

9.1 **Questions about the policy.** Any questions about retention periods relevant to your department should be raised with your department or DPO. Any questions about this policy should be referred to Glenn Taute (07596554008; dataprotection@lowersevernidb.co.uk) who is in charge of administering, enforcing, and updating this policy.

10. BREACH REPORTING AND AUDIT

- 10.1 **Reporting policy breaches.** We are committed to enforcing this policy as it applies to all forms of data. The effectiveness of our efforts, however, depend largely on employees. If you feel that you or someone else may have breached this policy, you should report the incident immediately to your supervisor. If you are not comfortable bringing the matter up with your immediate supervisor, or do not believe the supervisor has dealt with the matter properly, you should raise the matter with the Records Management Officer, manager at the next level above your direct supervisor or DPO. If employees do not report inappropriate conduct, we may not become aware of a possible breach of this policy and may not be able to take appropriate corrective action.
- 10.2 No one will be subject to and we do not allow, any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or co-operating in related investigations.
- 10.3 **Audits.** Our Records Management Officer will periodically review this policy and its procedures (including where appropriate by taking outside legal or auditor advice) to ensure we are in compliance with relevant new or amended laws, regulations or guidance. Additionally, we will regularly monitor compliance with this policy, including by carrying out audits.

11. OTHER RELEVANT POLICIES

- 11.1 This policy supplements and should be read in conjunction with our other policies and procedures in force from time to time, including without limitation our:
- IT and communications systems policy.
 - IT acceptable use policy.
 - Data protection policy.
 - Confidentiality policy.
 - Data classification policy.
 - Business continuity policy.
 - And other IT, security and data related policies, which are available on the intranet.

ANNEX A

Data: all data that we hold or have control over and therefore to which this policy applies. This includes physical data such as hard copy documents, contracts, notebooks, letters and invoices. It also includes electronic data such as emails, electronic documents, audio and video recordings and CCTV recordings. It applies to both personal data and non-personal data. In this policy we refer to this information and these records collectively as "data".

Data Protection Officer: our Data Protection Officer who is responsible for advising on and monitoring compliance with data protection laws.

Data Retention Policy: this policy, which explains our requirements to retain data and to dispose of data and provides guidance on appropriate data handling and disposal.

Disposable information: disposable information consists of data that may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose and/or data that may be safely destroyed because it is not a formal or official record as defined by this policy and the Record Retention Schedule.

Formal or official record: certain data is more important to us and is therefore listed in the Record Retention Schedule. This may be because we have a legal requirement to retain it, or because we may need it as evidence of our transactions, or because it is important to the running of our business. We refer to this as formal or official records or data.

Non-personal data: data which does not identify living individuals, either because it is not about living individuals (for example financial records) or because it has been fully anonymised.

Personal data: any information identifying a living individual or information relating to a living individual that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. This includes special categories of personal data such as health data and pseudonymised personal data but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour.

Records Management Officer: the Records Management Officer is responsible for administering the data management programme, helping department heads implement it and related best practices, planning, developing, and prescribing data disposal policies, systems, standards, and procedures and providing guidance, training, monitoring and updating in relation to this policy.

Record Retention Schedule: the schedule attached to this policy which sets out retention periods for our formal or official records.

Storage limitation principle: data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed. This is referred to in the UK GDPR as the principle of storage limitation.

ANNEX B RECORD RETENTION SCHEDULE]

LSIDB establishes retention or destruction schedules or procedures for specific categories of data. This is done to ensure legal compliance (for example with our data protection obligations) and accomplish other objectives, such as protecting intellectual property and controlling costs.

Employees should comply with the retention periods listed in the record retention schedule below, in accordance with the LSIDB Data Retention Policy.

If you hold data not listed below, please refer to the LSIDB Data Retention Policy. If you still consider your data should be listed, if you become aware of any changes that may affect the periods listed below or if you have any other questions about this record retention schedule please contact us.

TYPE OF DATA	RETENTION PERIOD	REASON / COMMENTS
Account Records		
AGAR	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
SAGE Paper Versions	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
SAGE System Archive	15 years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
Supplier Information	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
Monthly Reports and Annual Reports	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
Financial Statements and published accounts	7 years	Business Need
VAT Returns	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards

Audit Investigations	7 years	Statutory
Taxation Records and HMRC Returns	7 years	Statutory
Motor vehicle logs (insurance and tax)	7 years	Statutory
NI records	2 years after employment ends	Business Need
Journals	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards

Human Resources		
Payroll	7 years	HM Treasury guidelines, National Audit Office advice, Companies Act 2006
Wage/salary records (including bonuses, expenses and overtime)	7 years	Taxes Management Act 1970
Tax and National Insurance	At least three years after the end of the financial year to which the documents relate	Income Tax (Employments) Regulations 1993
Employee Information and personal development records	7 years after employment ceases	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Employment Contract or other contracts	7 years after employment ceases	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Disciplinary and Grievance, Examination and Testing, Accident, and Ill Health	7 years	Limitation Act 1980
Job Descriptions and Terms & Conditions including any changes to these documents	7 years	Limitation Act 1980
Training certificates and training records	7 years	Limitation Act 1980
Political Declarations	7 years	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Industrial Relations	7 years	Limitation Act 1980

General Annual Leave Information	3 years	The National Archives Retention Scheduling: Director of People and Workforce Planning Retention and Disposal Policy 25 Employee Personnel Records
Maternity, Paternity, Adoption and Sick Leave	7 years after the end of the tax year in which the maternity/paternity/adoption/sick leave period ends	Statutory Sick Pay (General) Regulations 1982 Statutory Maternity Pay (General) Regulations 1986 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002
Successful Recruitment Candidate Information (including third party referee details provided by the applicant)	2 years	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Unsuccessful Recruitment Candidate Information (including third party referee details provided by the applicant)	Six months after notifying candidates of the outcome of the recruitment exercise	Limitation Act 1980
Staff Pension	100 years from DOB	The National Archives Retention Scheduling: Employee Personnel Records Best Practice adopted by Governmental Agencies
Health Surveillance	40 years from date of last entry	Health and Safety at Work Act 1974 and to comply with regulations requiring long-term health monitoring for exposure to hazardous substances and environments
Third party emergency contact details provided by the staff member	Immediate after termination of employment	Business Need
Medical/Self Certificates – unrelated to industrial injury	4 years	The National Archives Retention Scheduling: Employee Personnel Records
Recruitment folders	7 years	Business Need
Accident book/records	At least three years from the date that the record is created	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Mileage and expense forms	7 years	Business Needs

Communications Activities		
Staff Mailboxes and Outlook	3 years	Business Need
Scanned Documents	Immediately	Business Need
Press Releases	6 years	Business Need
Information Requests	2 years	Business Need
SLT Reports website	2 years	Business Need
SLT Reports Directory	7 years	Business Need
Website Documents	7 years	Business Need
Communication materials such as developing and promoting campaigns and events	3 years from last active engagement	Business Need
Communications relating to a member of the public we have engaged with in the past	3 years from last active engagement	Business Need

Democratic Process		
Board Members Information: - Register of Interest - Contact Details - Nomination papers - Attendance	18 months from end of term as a Member	Business Need
Electoral Register	Permanent	Business Need
Ballot Papers	6 months from close of poll	Statutory
Consolidated returns of votes received	6 months from close of election	Statutory
Board Minutes	Permanent	Business Need
Board Meeting Papers and Actions	7 years	Business Need
Committee Papers and Actions	7 years	Business Need
Committee Minutes	Permanent	Business Need
Registers of delegations to committees and Board	Permanent	Business Need

Corporate Function and Governance		
Health and Safety Inspections, Property Management and Asset Records	6 years	The National Archives Retention Scheduling: Departmental Accounts, Health and Safety at

		Work Act 1974 and supporting Regulations, Limitation Act 1980
Visitors log book	1 year	Business Need
Accident and near misses book	3 years from closure	Business Need
Statutory Returns Report to DEFRA	7 years	Business Need
Up to date Policies and Procedures	Permanent	Business Need
Sealed Boundary Map	Permanent	Business Need
Up to date Byelaws	Permanent	Business Need
DRS Rating System	7 years	Business Need
Asset Register	Permanent	Business Need
Register of Drainage Infrastructure	Permanent	Business Need
Planning/Byelaw Consent Register	Permanent	Business Need
Complaints Register	Permanent	Business Need
Complaints correspondence and ombudsman correspondence	5 years	Business Need
Information Security	6 years	Business Need Limitations Act 1980
Projects and Corporate Programmes	Permanent	Business Need and best practice
Structural Drawings	Permanent	Business Need
Organisation wide Corporate Plans, Strategic plans, Business Continuity Plan, Risk Management and Strategies	3 years	Business Need

Legal		
Contracts	6 years after end date	The National Archives Retention Scheduling: Contractual Records
Legal Advice	6 years	Limitation Act 1980
Insurance register	permanent	Business Need
Insurance claims records and correspondence	7 years after conclusion	Business Need
Successful tenders	6 years after expiry	Business Need

Unsuccessful tenders	400 days	The National Archives Retention Scheduling: Contractual Records
Building Contracts and Leases	12 years	Limitation Act 1980
Non-disclosure agreements	2 years from end date	Business Need
Data Protection and FOI Complaints (including EIR, INSPIRE and RPSI complaints) Physical items (items which cannot be scanned or returned)	6 years after complaint	Business Need Limitation Act 1980
Digital Scans of Direct Debit Mandates	7 years	Business Need
Data Protection Impact Assessments	6 years	Business Need
Service Level agreements	2 years after contract expiry	Business Need
Title documents	Permanent	Business Need

Property, land, transport and plant management		
Property or land sales	Permanent	Business Need
Maintenance records, vehicle usage log and quotes and approvals	3 years after disposal of vehicle/plant	Business Need

Mobile Pump Use Policy



The Hidrosta Superbetsey IPS, independent pumping system (diesel engine driven water pump), has been purchased, on a flat bed and with piping, as part of the IDB's risk management strategy to support events of: -

- pump station failure,
- electricity outages at pumping stations
- pump station maintenance events
- high water levels that may occur within the boards network

Pump Specifications: -

- Head: up to 62 m
- Flowrate: up to 1100 m³ / h, or 305 l/s
- Low overall weight, stackable
- Wear-resistant Hydraulic design
- Remote monitoring via GPS / GSM modem
- Large capacity, corrosion-proof plastic fuel tank
- Latest engine technology (EU and US EPA standard)

Limitations on Use

The IPS is designated for the use by and for the Lower Severn IDB with its drainage network.

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.

Date: 23/10/2025

Report by: James Druett, Head of Operational Service.

Health and Safety

No near misses or accidents to report.

Mowing and weed cutting programme 2025

Annual maintenance works continue and is progressing well due to the dry ground conditions at many areas across the Boards district and some operators are continuing to take advantage of the additional summer overtime.

Areas where maintenance has been undertaken or continuing are as follows -

- Oldbury
- Shepperdine
- Nupdown
- Avonmouth/Severnside
- Awkley
- Hill
- Epney
- Saul
- Hardwicke
- Whitminster
- Ryalls Lane, Slimbridge
- Gossington
- Westbury on Severn
- Awre

Additional tasks undertaken October 2025:

- Land condition survey at Stroat. Rating query. **Complete**
- Drainage investigations Tockington. **Complete**
- New Excavator delivery workshop mods. **Complete**
- Footpath bridge consent. Epney (ongoing)

Additional tasks to undertake November 2025:

- Continuing working with Jacksons and project board on pump design. Ongoing
- Obtain quotation for aggregate bunker concrete slabs. Ongoing
- Residential development (2750 homes) at Berkeley outline planning consultation with developer. Ongoing
- Works at Wicks green to future IDB land/hedge ditch maintenance.
- Hempsted Drainage investigations (ongoing)
- Land owner possible enforcement action Tockington (ongoing)
- Mobile pump testing/set up
- Generator test/run

Recommendations: That the report be noted.

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.

Date: 22/10/2025

Report by: James Thomas – Civil Engineer

1. Programme Board Update

1.1 Health and Safety

There have been no reported incidents to date.

1.2 Site Progress

1.2.1 Lapperditch

The site is now attended multiple times a week by the Civil Engineer who liaises with the Contractors Project Manager daily.

The existing pumps have now been removed from Lapperditch and are currently being stored in LSIDB's yard. The fencing has now been removed, and the building is set for demolition w/c 27th of October.

The weed screens have been removed as well as the landings.

Lapperdich Photos



Overpumping is now being carried out entirely by 3 mobile pumps located on the eastern side of the road, and the delivery pipes are fed through the culvert preventing the need for traffic restrictions.

1.2.2 Marshfield

Pumps have been disconnected and are awaiting removal.

The weed screens have been removed as well as the landings and the building is due for demolition w/c the 27th of October.

Marshfield Photograph



1.3 Surveys

Geotechnical reports are now complete for Lapperditch and Marshfield. Over pumping assessments have been carried out at Wicks Green and Oldbury. There have been challenges identified at Wicks Green regarding over pumping as there is no way to cross the road without excavation however, innovative solutions are being examined and priced to initially allow surveys to be undertaken and then the construction phase programmed for 2026. Asbestos surveys will commence soon at Oldbury on Severn and Wicks Green.

1.4 Design

Nothing to report

1.5 Eel Regulations Compliance

Nothing to report

1.6 Variances

There are no new variances to report this month however, the following table is a list of all variances that have been reported in previous reports.

No	Variance	Cost (£)	Reason	Date	Reported
1	LD Surveys	6558	Bad Weather caused delay	25-Sep	yes
2	MF Surveys	6558	Bad Weather caused delay	25-Sep	yes
3	WG Land	25000	Increase in land price/compensation	25-Sep	yes
4	Elmore MEICA	38764	Original estimate understated	25-Oct	yes
5	WG Survey	18628	Double visit of contractors	25-Oct	yes

2. Consents

See below the consents that have been issued in the last 3 months

Date	Company Name	Works Applied For	Site Address	Action	Reference	
7/24/2025	James Smith	Discharge rainwater from a newbuild single dwelling into existing ditch within property boundary.	Prospect House, Bristol Road, Cambridge, GL2 7BG	Appl Form, Location Plan, Construction details, payment of £50	300725	JT
9/1/2025	Pete Andrews	Culvert a 10m section of Lords Rhyne on the boundary of Malt House and Malthouse Orchard adjacent to a collapsing outbuilding.	Malt House, Longney, Gloucestershire, GL2 SN	Appl Form, Location Plan, Construction Details, Payment of £50	30925	JT
9/18/2025	Julian Edmondson-Canal and Water Trust	Undertake a culvert clean and full inspection of the culvert barrel and the upstream/downstream headwalls	Culvert 10, Spring Ditch	Appl Form, Location Plan, Construction Details, payment of £50	151025	JT
9/18/2025	Julian Edmondson-Canal and Water Trust	Undertake a culvert clean and full inspection of the culvert barrel and the upstream/downstream headwalls	Culvert 13, Parkend	Appl Form, Location Plan, Construction Details, payment of £50	151025	JT
9/25/2025	Vicky Newell-National Grid Electricity Distribution	Installation of new steel pole on edge of rhine	The Common, Olveston, BS35 4DQ	Appl Form, Location Plan, Construction Details, payment of £50	101025	JT

10/3/2025	Sarah Macaulay-Lowe (Public Right of Way)	Proposed new timber bridge	Lapperditch	Appl Form, Location Plan, Construction Details, Await payment of £50	JD happy but await PO to be able to create invoice	JD
10/1/2025	Simon Hames-Bowmer + Kirkland	Connection of new rhine into existing rhine/pond network at Axis, Avonmouth	Rhine at Axis, Avonmouth	Appl Form, Location Plan, Construction Details, Await payment of £50		JT
10/10/2025	Richard Stevens-Balfour Beatty	Install 123m of steel mesh stockproof fencing in accordance with our water vole licence. This installation aims to improve the habitat by preventing the livestock, which regularly use the field, from trampling the banks.	LD127, Avonmouth	Appl Form, Location Plan, Construction Details, Await payment of £50		JT

3. Avonmouth Works

The Civil Engineer and Business Co-Ordinator are currently working with National Grid to review a Development Consent Order for a raft of Land Drainage Consent reviews that were originally consented several years ago. New legislation will permit reasonable costs in terms of staff time to be recovered.

4. Demaining

The Civil Engineer has compiled a report to be discussed at the Operations Services Committee and presented to the Full Board at the AGM.

The report aims to set out the case for de-maining and highlight how the Board could approach it. It sets out some of the financial implications and discusses where in the LSIDB this project would sit from a governance perspective.

5. Heritage Open Day

Following on from the successful event in September two mop up sessions were run in October. Over 30 people attended the sessions and, to the credit of the Communications and Public relations officer four written compliments were received.

Recommendation: That the report be noted.

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.

Glenn Taute, CEO/RFO

Outcomes to mention October 2025

- Construction work on the Lapperditch pump station renewal has seen the removal of the old pumps and electrical components.
- The new Hitachi excavator has been delivered; this replaces the written off flood damaged machine.
- The second day of the open event at the Oldbury Pump station took place with a lot of interest from the local community.

Financial summary for the September 2025 period

Income Statement:

The income statement for the year to date: -

Lower Severn IDB					
Income Statement	Year to Date	Year to Date			
Sep-25	Actual	Budget	Variance	Variance	Comment
Income	Sep-25	Sep-25	£	%	
Rates and Levies	1,025,276	1,025,329	-53		Land transfers and erosions.
Grant and Fund Income	1,372,566	92,378	1,280,189		Grant 2B; & Foreign Water in - EA, see counter levy cost below
Fees & Recharges	37,681	1,800	35,881		Works recharges, includes Avonmouth development consultation
Other Income	130,573	40,171	90,403		Actuals = Interest(£91k), Ins. Claims/net disposal(£40k)
Total Income	2,566,097	1,159,678	1,406,419		
Expenditure					
Payroll	439,167	452,379	13,212	2.9%	Net of programme allocations. Overtime phasing.
Maintenance	158,093	177,366	19,273	10.9%	A vehicle breakdown repair is pending in the next months
EA Levies	115,762	118,082	2,320	2.0%	Foreign Water out - EA, revenue in Grants above
Travel	14,681	15,450	769	5.0%	Timing re meetings/events/conferences. Board & ADA coming up
Administration	31,924	29,355	-2,569	-8.8%	Insurance and IT licences
Professional Fees	22,728	15,450	-7,278	-47.1%	Includes cost of sales re Avonmouth consultation recharges above
Depreciation	241,197	228,002	-13,196	-5.8%	Forecast reworked
Loan Interest	51,909	51,909	0	0.0%	PWD Loan Interest
Bank Charges	7,381	6,600	-781	-11.8%	
Total Costs	1,082,842	1,094,593	11,751	1.1%	
Net Surplus/(Deficit)	1,483,255	65,085			

Balance Sheet:

The balance sheet as at the 30 September 2025: -

Lower Severn IDB				
Balance Sheet	At End	At End	YTD	YTD
Sep-25	March 2025	Sep-25	Change	Comment
Fixed Assets	1,567,854	1,390,392	-177,462	Depreciation and timing of capex
Assets under Construction	2,666,592	2,777,682	111,091	Pump programme WIP, see programme cost report
Total Fixed Assets	4,234,446	4,168,075	-66,371	Net of Additions less Depreciation
Stock +WIP	28,363	39,887	11,524	Stock build to prior year levels
Debtors	-1,016,154	455,661	1,471,815	March 2025 balance includes prepaid rates for 2025/26
Prepaid Expenses	53,214	146,432	93,219	Includes EA foreign water prepayment
VAT	262,664	3,248	-259,416	VAT on Programme expenditure included
Cash at Bank	2,589,773	2,219,758	-370,015	Current Acc balance at month end = £247k, plus deposit reserve
Short Term Deposits	2,676,888	4,245,595	1,568,707	Deposits for pump programme ex grant funding, money mkt, call, treasu
Current Assets	4,594,749	7,110,581	2,515,833	
Creditors	919,726	821,305	-98,422	Expenses on account with vendors. Pump programme vendor balances
Accrued Expenses	75,463	164,761	89,299	Includes EA foreign water accrual
Prepaid Revenue Rates	0	1,025,329	1,025,329	Revenue recognition phasing adjustment, will be zero at year end
Current Liabilities	995,189	2,011,395	1,016,206	
Net Current Assets	3,599,560	5,099,186	1,499,626	
Long Term Liabilities	2,000,000	1,950,000	-50,000	Public Works Loan, first repayment made in June 2025
Long Term Assets - Pension	2,616,000	2,616,000	0	LGPF actuarial valuation at 31 March 2025, counter entry below.
	8,450,006	9,933,261	1,483,255	
Capital & Accumulated Reserve	3,219,918	5,641,923		Brought Forward from prior year
Current Year Surplus/(Deficit)	2,422,004	1,483,255		Surplus in the year from grants received.
Pension Reserve	2,616,000	2,616,000		See counter above.
Revaluation Reserve	192,083	192,083		As per property valuation March 2024.
	8,450,006	9,933,261		

Pump Station Investment Programme Cost Report

The following pump replacement programme report to the end of September 2025 illustrates the actual cost breakdown for the life of the programme so far, from its beginning of 2023; and compared to the programme budget with a spend to date %.

Lower Severn IDB							
Programme Financial Report		Sep-25					
Project Life to date £							
Investment Description	Lapperditch	Marshfield	Wicks Green	Oldbury	Elmore Back	Total	Comment
Pre-contract	110,221	110,221	57,975	57,975	0	336,393	Pre contract costs to 11/24, Feas./Bus. Case/Prep.
Contractor : Construction	435,982	424,130	0	0	0	860,111	Contract costs with Jacksons from 12/24
- Design and Professional Services	228,720	218,031	0	0	0	446,750	First main step pre construction
- Preliminaries and Site Set Up	67,027	66,921	0	0	0	133,948	Site set up and management over construction phase
- Civils Works	11,174	9,500	0	0	0	20,674	Demolish old, concrete work, landscaping
- Weed Screen & Other Steelwork	0	0	0	0	0	0	Weedscreen purchase and installation, training/manuals
- Eel Pass	27,962	25,462	0	0	0	53,424	Eel pass supply and installation, building work and peripherals
- Pump Installation	7,892	11,010	0	0	0	18,902	ACE pump planning and installation support
- Mech., Elect., Instru., Control, Auto.	83,981	83,981	0	0	0	167,962	Kiosk, electrical controls, telemetry, training/manuals
- Contractor Sundries	9,225	9,225	0	0	0	18,450	
Contract Management	19,557	19,557	0	0	0	39,115	project mgmt/designated engineer/contract admin. Motion
LSIDB Cost Allocation	181,298	181,298	67,857	39,436	0	469,889	Programme team time allocated to project investment
Pumps	95,275	247,295	301,020	428,940	0	1,072,530	ACE pumps
Laydown Site	402	402	0	0	0	805	Contractor offices and storage for the works of LD/MF/WG
Totals	842,736	982,904	426,852	526,351	0	2,778,843	
Approved Budget						9,910,000	
% spent life to date vs budget						28%	
Current Pump Construction Costs vs Budget							
	Lapperditch	Lapperditch	Lapperditch	Marshfield	Marshfield	Marshfield	
	Life Time	Approved	Cost to Date	Life Time	Approved	Cost to Date	Comment
	Cost to Date	Full Budget	vs Full Budget	Cost to Date	Full Budget	vs Full Budget	
	£	£	%	£	£	%	
Pre-contract	110,221	102,799	107%	110,221	102,799	107%	Pre contract costs to 11/24, Feas./Bus. Case/Prep.
Contractor : Construction	435,982	1,442,000	30%	424,130	1,468,000	29%	Contract costs with Jacksons from 12/24
- Design and Professional Services	228,720	295,270	77%	218,031	282,384	77%	First main step pre construction
- Preliminaries and Site Set Up	67,027	284,459	24%	66,921	283,063	24%	Site set up and management over construction phase
- Civils Works	11,174	278,710	4%	9,500	241,370	4%	Demolish old, concrete work, landscaping
- Weed Screen & Other Steelwork	0	192,513	0%	0	191,506	0%	Weedscreen purchase and installation, training/manuals
- Eel Pass	27,962	84,202	33%	25,462	88,234	29%	Eel pass supply and installation, building work and peripherals
- Pump Installation	7,892	55,384	14%	11,010	77,265	14%	ACE pump planning and installation support
- Mech., Elect., Instru., Control, Auto.	83,981	223,293	38%	83,981	223,293	38%	Kiosk, electrical controls, telemetry, training/manuals
- Contractor Sundries	9,225	28,170	33%	9,225	80,887	11%	Surveys and NI addition, MF has more surveys
Contract Management	19,557	33,673	58%	19,557	33,673	58%	project mgmt/designated engineer/contract admin. Motion
LSIDB Cost Allocation	181,298	230,798	79%	181,298	230,798	79%	Programme team time allocated to project investment
Pumps	95,275	95,275	100%	247,295	247,295	100%	ACE pumps
Sheet Piling	0	76,000		0	76,000		Sheet piling reinforcement
Laydown Site	402	8,132	5%	402	8,132	5%	Contractor offices and storage for the works of LD/MF/WG
Totals	842,736	1,988,678	42%	982,904	2,166,698	45%	

Recommendation: That the report be noted.