

Lower Severn Internal Drainage Board

Minutes of the Executive Committee

Members: Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Cllr M Riddle (Vice Chair), Mr G Simms

Wednesday 3 December 2025, IDB Offices/Hybrid

	Lead
<p>1. Appointment of Chair</p> <p>RG nominated MB, seconded JH All in favour.</p> <p>Resolved MB is Chair of Executive Committee</p>	Chair
<p>2. Appointment of Vice -Chair</p> <p>MB nominated MR, seconded by RG All in favour.</p> <p>Resolved: Matthew Riddle is Vice Chair of the Executive Committee</p>	Chair
<p>3. Apologies/Welcome</p> <p>Present: Michael Barnes, Glenn Taute, John Hore, Roger Godwin and Geoff Simms</p> <p>Apologies: Matthew Riddle</p>	Chair
<p>4. Declaration of Members' Interest</p> <p>RG declared an interest due to the compound.</p>	Chair
<p>5. Minutes of the last committee meeting for approval</p> <p>MB went through each page of the previous meeting minutes; no comments raised.</p> <p>All in favour; minutes accepted.</p>	Chair
<p>6. Comments on brought forward Exec Actions</p> <p>Review of Previous Actions</p> <p>Wicks Green (Outstanding Action)</p> <ul style="list-style-type: none"> The Programme Board continues to manage this item (culvert at Wicks Green/ managing over-pumping.) 	GT

<ul style="list-style-type: none"> • GS reported that the work is now in progress and may be funded through grant support. <p>Completed Actions</p> <ul style="list-style-type: none"> • Circulation of committee minutes – all committee and Board minutes for the year have been circulated to members. • Mobile Pump Policy Update – references to third parties have been removed; the updated policy has been approved by the Board. • Training Courses – proposed new training courses have been set up. Training is scheduled to begin in January. GT will respond to additional information requests received from the training provider and when ready invite members and staff to partake. • Operations Committee Membership – Richard Hewlett has now been added to the Operations Committee. • Boards waterways review – this review is now incorporated into the risk register and ongoing strategic planning. • AGM agenda order – the Programme Boards report was moved ahead of the Financial Report on the AGM agenda, improving the flow of the meeting. <p>Additional Update</p> <ul style="list-style-type: none"> • GS noted continued progress on design and costings work, with detailed analysis underway for both the Wicks Green and Oldbury to ensure full cost clarity. 	
<p>7. Pump Program Report/Update</p> <p>GS provided an update on progress across the Pump Programme:</p> <ul style="list-style-type: none"> • GS and JT presented last week at Oldbury on Severn Parish Council; successful and positive meeting. • Pleased that LSIDB can apply again for Defra grant funding • Elmore is undergoing a refit to standardise telemetry across all pumping stations. The new system will enable real-time remote monitoring and fault alerts. Equipment has been factory-tested and will serve as a test bed before wider deployment. • At Lapperditch and Marshfield both stations have now been demolished and are currently operating under over-pumping arrangements. Lapperditch is being prepared for sheet-piling repairs, including necessary shot blasting. • Over pumping at Wicks Green shows the need for a culvert. • Pump may need to be lifted due to entanglement situation; Jacksons will pay for this if it is necessary. • Surveys being done at Wicks Green and Oldbury; bore hole may be needed at Oldbury which hopefully funding will be received for. • Oldbury's three pumps are ready and will be stored at JN'S soon; three pumps ready. • Planning application at Wicks Green timescales extended; objection from Highways but this has been clarified by LSIDB. • Progress at Wicks Green not being held up due to planning complications • Residents at Wicks Green will be given a tour of Lapperditch and Wicks Green in the summer to understand how the Pumping Station might look. <p>RG mentioned the few challenges that came to pass with the recent rainfall regarding the Lapperditch and Marshfield pump stations under construction.</p>	GS

<p>RG reported concerns over the following:</p> <ul style="list-style-type: none"> • Potential flooding during future storms if similar operational failures occur. • Insufficient contingency planning for bank holidays or extended staff leave. • Over-reliance on Board members' informal interventions. 	
<p>8. Business Continuity Plan for review and support for Board approval</p> <p>The Business Continuity Plan now has comprehensive contact lists for all external support groups and Board members.</p> <p>Concern raised that the BCP currently lacks an explicit process to confirm staff safety and location during an emergency.</p> <p>Emphasis that staff are key assets and must be accounted for as first priority.</p> <p>Proposed Improvements: Add a section under <i>Immediate Response</i> specifically addressing staff safety and welfare and designate one responsible person to coordinate contact with all staff (suggested: the foreman.)</p> <p>Ensure this person has: All staff contact numbers (field staff plus office staff and managers). A procedure for verifying their safety and directing them to a central point if appropriate. Detailed BCP review to be added to the agenda of the next Executive meeting. Finalised BCP to return to the Board for approval.</p>	GT
<p>9. Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned</p> <p>None.</p>	MB/GT
<p>10. Confirmation of new Actions</p> <p>The following actions were discussed:</p> <p>Action 1 – Staff Safety Protocol</p> <ul style="list-style-type: none"> • Include a new <i>Immediate Response – Staff Safety</i> section in the BCP. • Nominate a staff-coordinating lead (likely the foreman). • Ensure all relevant contact lists are updated and held by that lead. <p>Action 2 – Pre-Storm Warning Mechanism</p> <ul style="list-style-type: none"> • Establish a mechanism (likely via Programme Board) to consider whether pre-storm warning meetings are required, especially given increasing risks during pump upgrades. <p>Action 3 – Planning for January Extraordinary Board Meeting</p> <ul style="list-style-type: none"> • Original January meeting likely to lack quorum due to absences. • Consider rescheduling to the second week of January or holding a short virtual approval meeting, particularly for pump-programme expenditure decisions needing sign-off. 	GT
<p>11. Date of Next Meeting: 21 January 2026</p>	Chair
<p>Close</p>	Chair

