LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Executive Committee Meeting

## Wednesday 22 April 2026

**Lower Severn IDB Office/Hybrid 10:30am**

Waterside Buildings
Oldbury Naite, Thornbury
South Glos, BS35 1RF

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# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## TERMS OF REFERENCE OF THE EXECUTIVE COMMITTEE

**Approved 6th November 2024**
**Minute 3613**

**Matters for determination by the Executive Committee**
Policy & Guidelines

1. Purpose

The purpose of the Executive Committee is to undertake delegated tasks from the LSIDB Board including for key and immediate decisions from LSIDB's Current Sub Committee's:

The development and implementation of strategy, operational plans, policies, procedures and budgets;

- the monitoring of operating and financial performance of the Revenue Budget;
- the monitoring of operating and financial performance of the Capital Programme;
- the assessment and control of risk;
- the prioritisation and allocation of resources.

2. Membership

The Executive Committee will be made up of 6 members being, the Chair, Vice Chair, Committee Chairs, Programme Board Chair, plus additional member(s) that would be required to make up the full membership. Also, normally the Chief Executive Officer or his/her representative, unless the meeting is deemed part or wholly closed on occasion. Key Officers of the LSIDB will be invited as required. The committee shall appoint a Chair from among its members.

3. Meetings

The Executive Committee should meet on a monthly basis with prepared agendas of items for discussion. A quorum of three Members is required. Officers will be invited as required. The CEO or other LSIDB Officer will act as secretary and take actions of the meetings. The

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actions of the meetings will be circulated at the LSIDB's Board Meetings, and the Chief Executive Officer will present a written report after each meeting which will be emailed out to all Board members.

4. Duties

(i) Management

- The successful execution of strategy.
- Recommending objectives and strategy for the LSIDB in the development of the Boards operations.
- Identifying new opportunities, Capital Investment Projects if approved, outside the current core activities.
- Reviewing the organisation structure of the LSIDB and making recommendations for change.
- Implementing policies relating to health and safety, environment, treasury and statutory social responsibility.
- Ensuring the control, co-ordination and monitoring of risk and internal controls.
- Ensuring compliance with relevant legislation and regulations.
- Prosecution, defence or settlement of litigation.
- Ensuring appropriate levels of authority are delegated to LSIDB officers throughout the LSIDB's Annual Planning and delivery of Operations.
- Review of the LSIDB's budgets and five-year plan to the LSIDB's Board and, following their approval, the achievement of the budgets and plans.
- Approval of unbudgeted capital expenditure between £10k and £25k, and the Identification of the necessary funds when making these approvals. Reporting to the Board at the earliest opportunity, per the financial regulations.
- Renewal of banking facilities and arrangements for treasury management per the financial regulations.
- Adherence to other Financial Regulations when authorising procurement, write offs, the sale of assets, appointment of internal auditor, and review/updates.

(iii) Statutory IDB Governance

The Committee shall conduct an annual review of its work and terms of reference and an assessment of its own effectiveness and make recommendations to the LSIDB's Board.

# 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.

# Executive Committee

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

**NB The quorum for this meeting is 3 Members**

**Wednesday 22 April 2026 at 10:30am, IDB Offices/Hybrid**

## AGENDA

Committees Terms of Reference are included for Members' information

| Item | | Page No/Doc. | Lead |
|---|---|---|---|
| **1.** | **Apologies/Welcome** | | Chair |
| **2.** | **Declaration of Members' Interest** | | Chair |
| **3.** | **Minutes of the last committee meeting for approval** | 5 | Chair |
| **4.** | **Comments on brought forward Exec Actions** | 10 | GT |
| **5.** | **SLT April 2026 Reports Review (previously circulated)** | | Chair |
| **6.** | **Pump Program Report/Update** | Verbal | GS |
| **7.** | **Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned** | | MB/GT |
| **8.** | **Confirmation of new Actions** | | GT |
| **9.** | **Date of Next Meeting: 20 May 2026** | | Chair |
| **10.** | **Close** | | Chair |

- 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.
- Any Committee Member unable to attend should arrange a deputy and inform the office prior to the relevant Meeting. If the Committee Member chooses, he/she may instead ask the Officers to contact all the other Members, not on the Committee, in order to recruit a deputy for the meeting.

# Lower Severn IDB

**MISSION STATEMENT**

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# Executive Committee

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

**Wednesday 25 February 2026 at 10:30am, IDB Offices/Hybrid**

**Draft Minutes**

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| **1.** | **Apologies/Welcome**<br>Present: Michael Barnes (Chair), Matthew Riddle (Vice Chair), Glenn Taute (CEO), John Hore, Jim Druett, Geoff Simms and Roger Godwin.<br>No apologies. |
| **2.** | **Declaration of Members' Interest**<br>None declared. |
| **3.** | **Minutes of the last committee meeting for approval**<br>All in favour; minutes accepted. |
| **4.** | **Comments on brought forward Exec Actions**<br>GT listed 'Actions' from the last Executive meeting; GT has investigated high electricity bills; this is due to high rainfall in November and December. The cost for electricity for the year-to-date December is currently less than for the same period last year.<br>GT noted that he included collecting the information on local Flood Wardens for the BRP. RG is on the Board for GRCC and encouraged LSIDB to attend an upcoming flood wardens' event in March 2026. GS agreed that it is a valuable event to attend, and has seen this in his Slimbridge Parish, where a Stroud Flood Warden attended and urged communicating and connecting Flood Wardens and LSIDB. RG, as Chairman of Longney and Epney and Board member of GRCC, said Parish Councils were encouraged to have a Flood Warden several years ago by the district council. A difference noted is that Flood Warden throughout Stroud are dealing with fluvial whereas LSIDB are dealing with mainly tidal water. Flood Warden's have a job specification; they are made aware of flooding and notify and prepare the village, working alongside other agencies. GS would like to know how the Flood Warden system is supposed to operate and recommended asking Stroud District Council for further details. GT said LSIDB will consider attending the Gloucestershire Volunteer Flood Warden Information Fair on the 24 March. MR said he would contact an Officer at SGC to find |

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| | out what is happening is South Gloucestershire regarding flood wardens and their role.<br>GT moved on to discuss SWADA attending to LSIDB's June Board meeting. Venue will be Fromebridge Mill, Gloucestershire, and the itinerary for the day is to be drafted. |
| **5.** | **Management Reports, questions, comments, and updates with JT, JD, GT**<br><br>GT handed members the latest Management Reports.<br>JD said that an Operator has been off for several weeks and he and GT have contacted his partner and are unaware when he can return. JD will need an Operator for June when weed cutting begins. Placed an advert on the LSIDB website and the ADA website to find an Operator. JD in conversation with local people interested in the role.<br>JD reported that high water levels have caused issues recently.<br>In Lydney 600m of watercourse are being adopted by LSIDB, from the Council, as this watercourse protects 15-20 houses.<br>MB asked whether JD could look at a ditch with water unable to escape near Longdon Brook. It would include tree work and could require a 360 – has not been maintained for 20 years. JD agreed to attend.<br>JD is working with the Canal Levels Trust, a solar farm and Nuclear Power Station in relation to consents.<br>JD will be visiting Kings Lynn and has visited the Midlands with GS for FAT testing.<br>JD will be getting an external Fire Assessment completed as required for Health and Safety compliance.<br>GS spoke of his concerns that the Canal and Rivers Trust refused to share their Emergency Plan. GS suggested that all areas have a 'Community Emergency Plan.' RG said Rose Hewlett previously was a voice in this arena and progress has stopped since she retired. GS said there ought to be a collective plan at District Council level. Discussion on dangers of canal banks not being maintained, especially in Frampton on Severn, although this is outside of LSIDB's responsibility.<br>MR added that he was in Lydney last week with the EA and added that everyone was very complimentary about the work LSIDB has done there and thanked JD.<br>MB discussed concerns about residential developments on flood plains and at Glinch Brook. RG added his concerns that water run off could end up in LSIDB's area. RG asked if LSIDB could maintain attenuation ponds but no decisions have been made; management companies on new estates currently do maintenance. MR added that the implementation of 'Schedule 3' would result in systems are built as specified in the new-builds design phase and that they are inspected, audited and cleaned out as required. This would give Local Authorities more power as they are currently only reactive to issues with SUDs but 'Schedule 3' would allow Councils to be more proactive. RFCC Chairs and many Councils are pushing for the implementation of Schedule 3. MR added that SUDs will probably not be built within LSIDB's area. |
| **6.** | **Pump Program Report/Update** |

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GS reported the following:

The Board received an interim update to ensure members remain informed of ongoing developments within the project. This update particularly addressed the over pumping issues, telemetry and electrical panel specifications, grant funding, and programme timing. Executive members were copied into the report due to their direct involvement in over pumping matters.
It was noted that this update formally closes the over pumping issue for now.

- Programme Board considered recent over pumping difficulties.
- Contractual arrangements with Jackson's have been strengthened to ensure that in similar future circumstances, the project is better protected.
- Responsibilities within the contracted "red line" areas of pumping stations are with the contractor until formal handover to LSIDB.
- A short delay to the start of Oldbury surveys was agreed to ensure full attention to over pumping matters; this does not affect overall programme timing.
- A weekly Friday meeting has been established to monitor progress, implement measures, and review any abnormal weather conditions.
- This issue served as a wake-up call for both the contractor and the project team, and the project is now back on an even keel.
- Following the Board meeting on 5 February, Jim and Geoff attended the first FAT at IMAC, Coventry, for electrical panels and telemetry.
- Key observations:
    - Elmore panel was incomplete ("bare bones"), while Lapperditch and Marshfield panels were approximately 95% finished.
    - Initial FAT revealed gaps in the telemetry system; the contractor had not followed the detailed project specification.
    - The team recognised that telemetry requirements differ from standard EA systems, and a fully customised approach is required.
- Subsequent meetings with Jackson's, IMAC, and internal teams clarified project requirements.
- It was mutually agreed not to sign off the FAT on 5 February due to incomplete interfacing and specification gaps.
- The project has revised the delivery sequence: Lapperditch will now be the first telemetry installation under the new regime, serving as a template for other sites.
- A further FAT is provisionally scheduled for 24 - 25 March 2026, ensuring full demonstration of telemetry and electrical panels before on-site installation.
- Similar FAT processes will be applied to weed screens during a visit to King's Lynn as a future milestone.
- James Thomas pursued potential additional EA Grant Funding after identifying unused funds from other IDBs.

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| | • Positive response received; additional funding must be invoiced by 31 March 2026.<br>• Current spend profile now fully commits the existing grant and meets EA requirements.<br>• On 13 February 2026, a discussion with Stuart (Jacksons) considered a potential additional spend of £400–500k, subject to 100% guaranteed delivery.<br>• A provisional internal discussion with Jackson's scheduled for 17 February, with outcomes to be reported to the Project Board on 18 February.<br>• Strict confidentiality is required for all funding discussions.<br>• Board reviewed design schedule to determine if construction could commence prior to the wet season.<br>• Recent Met Office data confirms persistent rainfall in January, highlighting risks for excavation and early concrete pours.<br>• Jackson's requested to review whether the current design allocation could be reduced to enable an earlier start, mitigating weather-related risks.<br><br>MB and MR thanked Geoff and the Programme Board for their work.<br>MR added that a local Board member voiced concern over lack of activity but reassured him that overtopping had to take place so that assessments could be made.<br>GS added that there were concerns over the footpath and consents regarding this.<br>RG and JD said that the land at Wicks Green is progressing well.<br>GS added that at the next Full Board meeting he would like LSIDB to provide a tour of Lapperditch and Marshfield. GT added that it would be a busy day and that Iain Sturdy and SWADA will be attending. |
| **7.** | **Sexual Harassment policy for support for board approval**<br><br>GT said that new additional legislation means Sexual Harassment training has been updated, and training must take place. LSIDB's solicitors have provided this policy and asked the Board to approve it in June. All agreed it was a thorough document and support it going forward to the Full Board. |
| **8.** | **Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned**<br><br>Training offering went live in January and encouraged Executive Committee to take part.<br>Internal Audit was completed by Bishop Fleming yesterday.<br>Board meeting for 3rd June; venue agreed as Fromebridge Mill with a large room, lunch, coach tour. Proposed Board Meeting take place in the afternoon and host the SWADA and tour in the morning. All agreed.<br>MB added that he thought spending on Motion's services would be cut down and asked how this costed. GS added it is contractual fixed, and they are need especially in the design phase and feels they provide value for money. |

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| | MB added that he was concerned with the high fee from REED Recruitment; GT said it reflected market value for the calibre of staff recruited and said this will greatly reduce. |
| **9.** | **Confirmation of new Actions:**<br>• **MR to discuss Flood Wardens with South Gloucestershire Council**<br>• **Attend - GRCC Volunteer Flood Wardens event on 24th March 2026**<br>• **To assess a ditch running into the London Brook, indirect effect on IDB** |
| **10.** | **Date of Next Meeting: 18 March 2026** |
| **11.** | **Meeting closed.** |

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| Number | Created | Action | Assigned | Due | Status | |
|---|---|---|---|---|---|---|
| **Executive Committee Actions** | | | | | | |
| 90 | 25/02/26 | Consider attending - GRCC Volunteer Flood Wardens event, Stroud - Tuesday 24th March 2026 | GT | Feb-26 | Completed | Relevance to the IDB's work? VB to go & get info. GT part |
| 91 | 25/02/26 | To request info from SGC, role of Flood Wards, in parish meetings and council, and involvement of the IDB | MR | Apr-26 | In Progress | Food wardens turn up at parish meeting, not clear why? |
| 92 | 25/02/26 | To assess a ditch running into the Longdon Brook as it was last cleared decades ago, indirect effect on IDB | JD | May-26 | In Progress | Water is backed up by ditch and stagnant |