

**Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board  
Held on Wednesday 6<sup>th</sup> February 2019 at 2.00 pm  
At Gables Hotel Falfield**

Present:

|                |               |                  |
|----------------|---------------|------------------|
| Cllr M Riddle  | Chairman      |                  |
| Mr M Barnes    | Vice-Chairman | Mr G R Littleton |
| Cllr Abraham   |               | Cllr S Morgan    |
| Cllr B Behan   |               | Mr J Nichols     |
| Cllr P Burford |               | Mr I Ractliffe   |
| Mrs F Collins  |               | Mr G Simms       |
| Mr R Godwin    |               | Ald M Sykes      |
| Mr P Goodey    |               | Mr R Thatcher    |
| Miss R Hewlett |               | Cllr S Walker    |
| Mr J Hore      |               | Ald C Williams   |
| Mr R Hyslop    |               |                  |

Staff:

|               |                        |     |
|---------------|------------------------|-----|
| Martin Dear   | Accounts Officer       | AO  |
| James Druett  | Land Drainage Engineer | LDE |
| James Thomas  | Civil Engineer         | CE  |
| Kieran Warren | Principal Officer      | PO  |
| Sue Williams  | Minutes                |     |

|              |  |  |
|--------------|--|--|
| <b>2818.</b> | <p><b>Apologies</b><br/>Apologies were received from Mr J Cornock, Cllr F Hance, Cllr J Jones, Ald B Richards and Mr K Withers.</p>  |  |
| <b>2819.</b> | <p><b>Chairman's Announcements</b></p> <p><u>Chairman's visits</u><br/>The Chairman reported he had visited the Maisemore area in the River Leadon catchment. He next planned to visit the Longdon area and would then arrange dates to visit the former West Gloucestershire and South Gloucestershire areas.</p> <p><u>Bristol City Council Nominees</u><br/>The Chairman welcomed Mary Sykes to the meeting, together with Cllr Fi Hance they replaced Ald Milestone and Cllr English as representatives of Bristol City Council.</p> <p><u>Committee Vacancy</u><br/>As a result of Ald Milestone no longer being a member there were vacancies on two Committees.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Burford be appointed to the Governance &amp; Probity Committee</b></li> <li>• <b>Mr G Simms be appointed to the Staff &amp; Pensions Committee</b></li> </ul> <p><u>Change of Meeting Date - Staff &amp; Pensions Committee</u><br/>The PO had asked that the Staff &amp; Pensions Committee meeting, scheduled for the 8<sup>th</sup> May 2019, be moved to the 22<sup>nd</sup> May 2019.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The next meeting of the Staff &amp; Pensions Committee be held on the 22<sup>nd</sup> May 2019 at 12.30pm at The Gables Hotel Falfield.</b></li> </ul> <p><u>Staff Resignations</u><br/>Two members of staff had rendered their resignations in January 2019. Both posts had been advertised. The 6<sup>th</sup> February 2019 was the closing date for applications.</p> <p><u>New Website</u></p> | <p><u>Action 1</u><br/>PO to circulate</p> |

|       |   |   |
|-------|---|---|
|       | <p>A revamped website would be launched in the coming weeks this would be available for Members and the public to access. The PO would send Members a link to the new site in the near future. The Chairman asked Members to forward their feedback or suggest any improvements.</p> <p><u>ADA 'Good Governance for Internal Drainage Boards' Publication</u><br/> ADA would be holding a workshop to launch the ADA publication this was open for members to attend on the 26<sup>th</sup> March at The Gables Hotel.</p>  | Members a link to website when launched |
| 2820. | <p><b>Declaration of Members Interest</b><br/> Mr Ractliffe declared his interest in the item regarding the River Leadon contribution (minute 2832 refers).</p>   |   |
| 2821. | <p><b>Minutes of Previous Meeting</b><br/> <b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes of the meeting held 7<sup>th</sup> November 2018 be approved.</b></li> </ul>   |   |
| 2822. | <p><b>Engineering Committee Meeting 21<sup>st</sup> November 2018</b><br/> The Committee Chairman reported the recommendations from this meeting.</p> <p><u>Biosecurity Policy &amp; Procedures</u><br/> The Committee had considered a policy and procedure to deal with invasive plant species.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Biosecurity Policy and the Biosecurity Procedures at Appendix A to these minutes be approved.</b></li> </ul> <p><u>Machinery Replacement</u><br/> The Engineering Committee had agreed to revise the machinery replacement programme and base replacements on engine hours rather than a fixed term. As a result, the Committee had resolved to defer the replacement of the Energreen 1500 to 2020/21 and the replacement for the New Holland 3.6 wheeled excavator would be a JCB Hydradig to be purchased in 2019/20. The LDE had seen a working demonstration of this machine and he was satisfied it would be suitable for the Board's requirements. This machine would have an extended four-year warranty to cover major repairs with a higher excess.</p> <p><u>De-mainment</u><br/> The Engineering Committee had considered a strategy proposed by the Engineers for the demainment of the Longdon Brook, Tirley Main Drain and Wicksters/Capehall Brook. The Committee resolved that the Environment Agency be formally approached to consider the demainment of these watercourses. The Engineers explained that the River Leadon did not qualify as its length was not wholly within Board's area.</p> <p>The Committee had also resolved that a budget of £30,000 be provided in the financial year 2019/20 for survey work necessary to support the de-mainment application.</p> <p>The Engineering Committee's Terms of Reference allowed for these two items to be approved, the Committee felt it was important that the resolutions should have the ratification of the full Board before proceeding.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board ratified the Engineering Committee decision (minute 2777 refers) to apply to the Environment Agency for the demainment of the Longdon Brook, Tirley Main Drain and Wicksters/Capehall Brook.</b></li> <li>• <b>The Board ratified the Engineering Committee decision (minute 2777 refers) to provide a budget of £30,000 in 2019/20, to</b></li> </ul> | Appendix A                              |

|       |  |   |
|-------|--|---|
|       | <p style="text-align: center;"><b>commission survey work to support the demainment application.</b></p> <p><u>Capital Programme</u><br/>The Engineering Committee had considered the PO's proposal to produce a capital programme. The Committee supported the production of a programme for approval by the Board.</p> <p>The Chairman commented that a capital programme would be a positive planning mechanism for the Board and it also addressed the matter of undesignated reserves that had been highlighted by the F&amp;GP Committee.</p> <p><b>It was resolved that:</b></p> <ol style="list-style-type: none"> <li><b>1. The format and assessment criteria for the Capital Programme appended B to these minutes be approved</b></li> <li><b>2. All Members be invited to propose projects for inclusion in the Programme</b></li> <li><b>3. The Capital Programme be included on all Committee agendas at least on an annual basis.</b></li> <li><b>4. The Capital Programme be included as a standard item on the agenda for all future Engineering Committee meetings so that information can be regularly updated and progress monitored.</b></li> <li><b>5. The Engineering Committee would continue to manage the Programme on behalf of the Board.</b></li> </ol> <p><u>Severn Estuary Stakeholders Meeting</u><br/>At the meeting attended by the Engineers, Mr Godwin and Miss Hewlett, the EA reported that CCTV would be installed to monitor the condition of the Severn outfalls. It was hoped the EA would respond quicker to silt deposits that built up and blocked the tidal flaps</p> <p>Cllr Burford asked if this change policy by the EA rendered the Board's decision (minute 2759 refers) to commission a study on Hill Pill unnecessary.</p> <p>The Engineer and Miss Hewlett explained that the EA would review the strategy in the future and may decide to revert back to routine maintenance which had led the Board to commission the study to find a long-term solution.</p> | <p>Appendix B</p> <p><u>Action 2</u><br/>CE to circulate a link to CCTV cameras</p> |
| 2823. | <p><b>Governance &amp; Probity Committee Meeting 5<sup>th</sup> December 2018</b><br/>ADA Publication 'Good Governance for Internal Drainage Board Members'<br/>The Committee had welcomed ADA's 'Good Governance for Internal Drainage Board Members' as a useful and informative guide.</p> <p><u>Mission Statement</u><br/>The Committee had reviewed the Mission Statement and recommended that the statement be re-affirmed by the Board.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Mission Statement be re-affirmed as follows:</b></li> <li>• <b>The Board's role is to provide cost effective internal land drainage, flood protection and flood risk management for both the rural and urban areas within its boundaries, taking into account the interests of local communities, wildlife and conservation, and working closely with lead Flood Authorities, the Environment Agency and other stakeholders.</b></li> </ul> <p><u>Committee Meeting Agendas</u><br/>It was recommended that future Committee agendas list the names of Committee and sub-Committee members.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Agendas to include names of Committee Members.</b></li> </ul>   |   |

|       |   |                                     |
|-------|---|-------------------------------------|
|       | <p><u>Members Code of Conduct</u><br/>The G&amp;P Committee would review the code again when further information had been received to clarify when members had to make a declaration of interest.</p> <p><u>Member/Officer Protocol</u><br/>The G&amp;P Committee had reviewed the protocol and considered whether changes were required to include internet communication. They recommended the existing protocol was sufficient</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board re-affirmed the Member/Officer Protocol approved 18<sup>th</sup> September 2013 (minute 1838 refers).</b></li> </ul> <p><u>Substitute Member Protocol</u><br/>The G&amp;P Committee had reviewed this protocol and recommended that item 5 be re-worded to assist Members to find a deputy when they are unable to attend a meeting.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Substitute Member Protocol appended C to these minutes be approved.</b></li> </ul> <p><u>Voting on Appointments Procedure</u><br/>The G&amp;P Committee had reviewed this procedure and recommended that voting by secret ballot should be replaced by voting by a show of hands.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Voting on Appointment Procedure at Appendix D to these minutes be approved.</b></li> </ul> | <p>Appendix C</p> <p>Appendix D</p> |
| 2824. | <p><b>Finance &amp; General Purposes Committee Meeting 12<sup>th</sup> December 2018</b></p> <p><u>Risk Register</u><br/>The F&amp;GP Committee had approved a new entry be included to cover reputational risk and additional health &amp; safety risk responses. The PO had been named as the owner of the document. The F&amp;GP requested that the Board ratified the document.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Register approved by the F&amp;GP Committee minute (2801 refers) be ratified by the Board.</b></li> </ul>  |                                     |
| 2825. | <p><b>Finance &amp; General Purposes Committee Meeting 23<sup>rd</sup> January 2019</b></p> <p><u>Draft Budget 2019/20</u><br/>The F&amp;GP Committee recommended that the budget for 2019/20 be accepted with a rate of 9.0p in the £ to meet known expenditure. The Committee were satisfied that the budget planned for a small surplus at year end.</p> <p><u>Medium Term Financial Plan</u><br/>The MTFP included a 0.5p annual increase, this illustrated that the 'revenue reserve as a percentage of expenditure' rose above 30%. The LSIDB's Financial Regulations state that this should be approximately 30%.</p> <p>The F&amp;GP Committee suggested that:</p> <ol style="list-style-type: none"> <li>1. The G&amp;P Committee review the level of reserves.</li> <li>2. The Board adopt the Engineering Committee recommendation to produce a capital programme and designate some reserves.</li> </ol>  |                                     |
| 2826. | <p><b>Staff &amp; Pensions Committee Meeting 9<sup>th</sup> January 2019</b></p> <p><u>Pay Reviews</u><br/>The recommendations from this Meeting were circulated to the Board.</p>  |                                     |

|       |   |  |
|-------|---|--|
|       | <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The recommendations 1 - 7 be approved (Minute 20 refers, confidential).</b></li> </ul> <p><u>Employer Contributions to NEST</u><br/> <b>It was resolved that:</b></p> <ol style="list-style-type: none"> <li>1. <b>For 2019/20 the employer contributions to NEST be set at 5% and</b></li> <li>2. <b>For the ensuing years the contributions are set at 2% above the Government minimum.</b></li> </ol> <p><u>Grievance Hearing</u><br/> It had been reported to the Committee the outcome of the hearing held 10<sup>th</sup> October 2018. The S&amp;P Committee recognised the role of Cllr Abraham and Mr Simms in drawing the matter to a satisfactory conclusion.</p> <p>The panel had recognised that there were improvements necessary to the grievance process and the PO had identified a number of principles that both parties could adopt.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The PO would prepare a report for consideration by the G&amp;P Committee on a process for dealing with any future grievance case in an effective, consistent, prompt and fair manner.</b></li> </ul>   |  |
| 2827. | <p><b>Accounts Officer's Reports</b><br/> <u>Forecast result for the year ended 31<sup>st</sup> March 2019</u><br/> The Board noted the forecast result.</p> <p><u>Budget 2019/2020</u><br/> The budget recommended by the F&amp;GP Committee proposed a rate increase from 8.5p to 9.0p in the £. Members noted that this was a 6% increase and above the rate of inflation. The AO explained that the budget incorporated expenditure approved by the Engineering Committee and the pay awards approved by the Staff &amp; Pensions Committee and agreed by the Board. The F&amp;GP Committee had agreed that the budget should not plan for a deficit at year end.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The budget for 2019/20 be approved.</b></li> </ul> <p><u>Capital Expenditure for 2018/19 and 2019/20</u><br/> Members noted this.</p> <p><u>MTFP</u><br/> Further to Minute 2825, Cllr Burford suggested it would be wrong to change the Financial Regulations to accommodate a situation unless it was the right thing to do in the long term. He also felt that the £30,000, approved for demerit surveys, a one-off payment, could have been budgeted from reserves rather than increase the rate.</p> <p>The AO responded that the F&amp;GP had decided that they did not want to set a deficit budget. He took comfort from the decision earlier in the meeting to produce a capital programme, as this would be a way managing the level of reserves. If the programme had not been approved the Board should have considered setting a deficit budget to reduce the reserves.</p> <p>The MTFP showed a 0.5p annual increase until 2023/24, the AO explained that this was for illustrative purposes and not to be interpreted as a proposition of the future rates. Members were only determining the rate for 2019/20 at the meeting. The Chairman suggested that it should be made clearer on future MTFP.</p> | <p><u>Action 3</u><br/> AO, future MTFP make clear annual rate increases were for illustrative purposes.</p> |

|       |  |  |
|-------|--|--|
|       | <p>The PO said that 30% was not an absolute figure and quoted the Financial Regulation 3.5. It stated that:</p> <p style="padding-left: 40px;">“A general provision including a contingency should be maintained which is equivalent to approximately 30% of the Board’s annual expenditure.”</p> <p>Ald Williams proposed that the Financial Regulation 3.5, be temporarily suspended pending review by the appropriate Committees.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>For the rate setting 2019/20, the Board temporarily suspend Financial Regulation 3.5, pending review by the Governance &amp; Probity and F&amp;GP Committees until the next Board meeting to be held 5<sup>th</sup> June 2019.</b></li> <li>• <b>A meeting of the Engineering Committee be convened before the next Board meeting in order to develop the Capital Programme. The minutes of this meeting to be available for the F&amp;GP meeting on 22 May 2019.</b></li> <li>• <b>Subject to the above the MTFP was approved.</b></li> </ul> <p><u>Developers Funds as at 30<sup>th</sup> November 2018</u><br/>The Board noted this.</p> |  |
| 2828. | <p><b>Declaration of Rates 2019/20</b></p> <p>Having considered the AO’s reports and the extensive discussion that followed the Board declared a rate. Charging authority Members discussed the message that would be taken back to their authorities when asked about a rate increase above inflation. The Chairman said nominee members should be clear that they were not setting a rate that contradicted the Board’s Financial Regulations but that awareness had been raised for the need to clarify the Board’s policy.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>A drainage rate and levy for 2019/20 be declared at 9.0p in the £.</b></li> </ul>   |  |
| 2829. | <p><b>Land Drainage Engineer’s Report</b><br/><u>Saul Pumping Station</u></p> <p>The LDE explained that the pump replacement had been delayed. He was currently waiting for the design to be signed off by the EA’s Fisheries Department before site work could commence. In response to Member concerns, he said he was confident that the pump the Board had purchased would be approved as the EA had installed the same design in their own pumping stations.</p> <p><u>Operator Retirement</u></p> <p>Mr Hore commented that the retiring operator would be greatly missed in the Severnside/Avonmouth area. He explained to Members that the area had changed greatly over the last 30 years with large scale development and the retired operator had worked in the area whilst all the changes had taken place. He told Members that a new operator would require more mentoring from the Foreman and Engineers to familiarise himself with this area.</p>   |  |
| 2830. | <p><b>Civil Engineer - Avonmouth Presentation</b></p> <p>This was in response to a number of issues that had been raised by members regarding the processes involved and how the CE working with the consultants dealt with development applications that came forward and the outcomes.</p> <p>Mr Hore asked; how would the Board’s system deal with the volume of water that would be released from the proposed surfing lake at Easter Compton. The CE explained that the modelling demonstrated that the flood risk would</p>  |  |

|              |   |  |
|--------------|---|--|
|              | not be significant and a protocol was being finalised with the developer to ensure that the draining of the lake did not coincide with heavy rainfall or when levels were high in the watercourses.   |  |
| <b>2831.</b> | <p><b>Slimbridge Water Level Management Plan</b></p> <p>The CE reported that a meeting with officers, Miss Hewlett, Mr Simms and chaired by Mr Barnes had been held in January to discuss the plan and its implementation with Jeff Kirby the author of the WLMP. Attendees were satisfied that the plan would be a workable document taking into account the differing interests of the landowners involved, whilst discharging the Board's legal obligation.</p> <p>A budget of £20,000 had been agreed in 2017 (minute 2478 refers) to fund a new Slimbridge WLMP. To date £11,500 had been spent. The quote for initial implementation of the plan was £9,050. This would cover monitoring the site to gather data to inform potential schemes necessary to carry out the objectives of the plan.</p> <p>The CE proposed that a steering group to include; Mr Barnes, Miss Hewlett and Mr Simms in conjunction with the Engineers be set up to oversee the implementation of the plan.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Slimbridge WLMP be adopted.</b></li> <li>• <b>£9,050 be approved in the 2019/20 financial year to begin the implementation of the Slimbridge WLMP.</b></li> <li>• <b>A working group be set up to oversee the plans implementation.</b></li> </ul> |  |
| <b>2832.</b> | <p><b>River Leadon Contribution</b></p> <p>The CE reported that together with the Chairman he had visited the Maisemore area and met landowners from the River Leadon catchment together with representatives from the NFU.</p> <p>Landowners on the lower stretches of the Leadon were prepared to finance desilting works including reinstating the tidal flaps which had been dislodged for some years. They requested a contribution from the Board and they also hoped that with the Board's support more landowners could be attracted to help.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board commit to providing financial assistance at a level to be determined by the Board at a later date to assist with the maintenance works in the River Leadon catchment.</b></li> </ul>  |  |
| <b>2833.</b> | <p><b>DITCHionary</b></p> <p>Miss Hewlett reported that she had been compiling a dictionary of local terms for flood defence and land drainage using her research of the Board's records from medieval times to the present day. Members could request a copy and add information.</p>  |  |
| <b>2834.</b> | <p>The Chairman informed members that Cllr Sue Walker would be standing down as a Councillor for South Gloucestershire Council at the May election. He thanked Cllr Walker for her help and assistance given during her time as a member. Members showed their appreciation.</p>  |  |
|              | The meeting closed at 4.15 pm.  |  |

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

### **Biosecurity Policy**

#### **PURPOSE**

This document sets out the Biosecurity Policy of the Lower Severn IDB. It covers activities undertaken by the IDB on a daily basis to reduce the spread and damage from invasive non-native species.

It is intended that the Board's staff and contractors will follow procedures commensurate with this Policy.

#### **POLICY STATEMENT**

Invasive non-native species are widespread nationally and if left uncontrolled present a threat to our aquatic and riparian systems. It is imperative that our field operations to manage flood risk and water levels do not exacerbate the risks to the environment and economy that are posed by these species. Failure to minimise the spread of invasive non-native species, when visiting a site where an invasive non-native species is known to be present, can risk prosecution under the Wildlife & Countryside Act 1981.

Vigilance is required if we are to stop the spread of invasive non-native species, and it is imperative that we integrate basic biosecurity in our operations to prevent this spread. Much to do with biosecurity involves awareness, common sense and agreed procedures.

#### **RESPONSIBILITIES**

The Board is responsible for reviewing and approving the content and implementation of this Policy.

The Board will ensure any new contracts let will include reference to the Policy where a risk is considered to exist arising from the works involved.

All Board Members, staff and contractors are required to comply with the Policy's requirements and share responsibility for performance in implementing the Policy in regard to the health, safety and welfare of the environment.

#### **IMPLEMENTATION**

This Policy is implemented through supporting guidance documentation covering biosecurity procedures.

Where biosecurity risks have been identified operational Staff will be provided with training and information on identification of invasive non-native species likely to be found within the Drainage District.

All operational machinery, tools and personal protection equipment (PPE) identified as at risk of cross-contamination will be subject to 'check, clean, dry' decontamination procedures before moving between operations on watercourses and sites.

All Operational Staff will report sightings of invasive non-native species to the Board's Civil Engineer or the GB Non-Native Species Secretariat directly.

## Lower Severn (2005) Internal Drainage Board

### Biosecurity Procedures

#### PURPOSE

These procedures aim to help Board members, staff, and operators working for the IDB to identify key biosecurity risks pertinent to the internal drainage district and the Board's activities, and identify measures to address these risks.

Accidentally spread invasive non-native species may be harmful to the environment and potentially damaging the reputation of the Board, compromising its ability to operate, or work with partners. Operators visiting a site where an invasive non-native species is known to be present, should take measures to ensure they do not spread it. Failure to do so can risk prosecution under the Wildlife & Countryside Act 1981.

#### OBJECTIVES

- Increase awareness around invasive non-native species via training.
- Identify, and keep a record of, known areas where invasive non-native species are an issue.
- Ensure effective cleaning of equipment, machinery, and clothes.
- Ensure operators take care to avoid transporting water and material between water bodies where a risk has been identified.
- Ensure ongoing monitoring of invasive non-native species when undertaking operations.
- Remain vigilant when undertaking operations to identify any further areas where invasive non-native species exist.

#### RESPONSIBILITIES

##### Awareness

The Civil Engineer will have oversight of biosecurity, disseminate information, and report on these matters.

The Board's staff will be encouraged to seek information on invasive non-native species and biosecurity practices. The Environment Agency and Non-native Species Secretariat have relevant useful information.

If a risk is identified then the operator concerned or contractor should be made aware of the priority invasive non-native species, with specific attention to aquatic and riparian species of concern and those known to be present in the surrounding area. Training for staff and operatives shall be provided as appropriate, and information will be disseminated through toolbox talks, workshops, leaflets, emails etc. Contractors should be asked to confirm that they have similar arrangements in place.

Signage, species alerts/information sheets, or guidance should be in place, making operators aware of the risks, and providing advice on how to prevent spread.

##### Monitoring

Operators should be vigilant in the field for invasive non-native species and have an appropriate mechanism for recording and reporting sightings of suspected species, location, and relevant details.

New sightings should be reported to the Civil Engineer and other authorities and/or land managers as appropriate. The PlantTracker app ([www.planttracker.org.uk/](http://www.planttracker.org.uk/)), available free for Apple and Android devices, shows you how to identify invasive non-native plant species and enables you to easily submit geo-located photos whenever you find one.

##### Planning works

Biosecurity should be taken into consideration alongside other factors, such as health and safety, when planning operations and standard working procedures.

The risk of spreading invasive non-native species can be reduced by reducing the contact time in which equipment is exposed to the water. This is particularly important for items such as trailers, which have cavities that may retain water and be hard to inspect.

Propagules are small bits of plant that become detached and give rise to a new plant. Working practices that either reduce, or contain and remove, propagules should be encouraged where practicable, especially in regards to mechanical vegetation control.

### Cleaning

Remember: Check, Clean, Dry - [www.nonnativespecies.org/checkcleandry/](http://www.nonnativespecies.org/checkcleandry/)

Decontamination is an essential process to be carried out prior to leaving a site where invasive species are present. This ensures that any foreign matter remains on the land/watercourse of origin, rather than taking it to another location.

Where it is not possible to conduct the decontamination prior to leaving the land/watercourse where the work was conducted (e.g. steam cleaning larger equipment), the operation should be carried out immediately afterwards at the depot or another secure site before the next operation.

Where a cross contamination risk has been identified any field team moving from a contaminated site should carry a 'disinfection box'. This should contain an appropriate commercial disinfectant, a spray bottle, cloths or sponges, a scrubbing brush and protective gloves.

On completion of a field operation, for situations where cross contamination is identified as a risk, the following principles apply:

1. Visually inspect all tools, equipment and machinery that has come into contact with the water for evidence of attached plant or animal material, or adherent mud or debris.
2. Remove any attached or adherent material before leaving the site of operation.
3. Washing/hosing with water will be sufficient to remove debris from most tools, equipment and machinery. Use hot water where possible.
4. Ensure that all water is drained from any water retaining compartments, outboard motors, tanks and other equipment before transportation elsewhere.
5. A high-pressure washer or steam cleaner may be essential for more difficult stains or soil, paying particular attention to the tyres, tracks and undercarriage of vehicles and buckets, hulls, outboard motors and submerged parts of machinery. High-pressure steam cleaning, with water >40°C, is recommended for larger equipment, excavators, boats, trailers, and outboard motors that are being moved from one watercourse to another.
6. Clothing and PPE should be visually inspected and any attached vegetation or debris removed. Soiled clothing and PPE should be removed for laundering and boots scrubbed clean; hands and other body parts may also need cleaning.
7. Finally, decontamination by spraying on a commercial disinfectant at the recommended strength to the cleaned boots, tools, equipment or machinery will ensure any remaining disease agents or pests are destroyed.

Every effort should be made to ensure that the decontamination process is a public exercise and where appropriate tactfully brought to the attention of the land owner or manager at the appropriate time. It is not just a question of doing the right thing but also being seen to be doing it. In this way, public confidence will be maintained in flood and water level management operations.

## Capital Programme Assessment Criteria

In order to ensure consistency and fair consideration for all potential projects, it will be helpful to identify and agree the criteria by which these projects will be judged prior to their inclusion in the programme.

The following criteria are proposed:

1. The number of residential, agricultural and commercial properties that will enjoy greater flood protection benefits.
2. The area of farmland that will enjoy greater flood protection benefits.
3. The status of the land, ie where it is designated as a RAMSAR, SPA or SSSI site, the site of a Scheduled Ancient Monument or supports the implementation of the Board's Biodiversity Action Plan.
4. The extent (if any) to which the project assists the Board in the discharge of its statutory responsibilities.
5. The ongoing maintenance costs of the project (if any) post-completion.
6. The extent to which the Board's general maintenance programme might reduce as a result of the proposed works.
7. Confirmation of the Board's ability to finance the project in the proposed timescale.
8. The availability of external funding to support the financing of the works.
9. Where it can be measured, the Return on Investment for the project.

These principles should also govern the priority attached to each project. Should the Board need to respond urgently to a flooding event, then funds may have to be diverted from the Capital Programme. In such a case slippage might be unavoidable.

### LSIDB PROJECTS 2019/20 - 2025/26

| Project                                  | Benefits                                | Net Cost Estimate<br>£K      | Maintenance Implications<br>+ Or - | Timescale                                | Return on Investment | Comments description of scheme criteria met |
|--|---|------------------------------|------------------------------------|--|----------------------|---|
| <b>Plant + Vehicles</b><br>Tractor/mower | Health & Safety and Efficiency          | 140*                         |                                    | 2021/22                                  |                      | Offset by sale of old machine               |
| Excavator                                | Health & Safety and Efficiency          | 90*<br>130*<br>110*          |                                    | 2019/20<br>2021/22<br>2023/24            |                      | Offset by sale of old machine               |
| Vehicles                                 | Health & Safety and Efficiency          | 25*<br>25*                   |                                    | 2023/24<br>2024/25                       |                      | Offset by sale of old machine               |
| Spearhead m/cs                           | Health & Safety and Efficiency          | 170*<br>360*<br>260*         |                                    | 2020/21<br>2022/23<br>2024/25            |                      | Offset by sale of old machine               |
| <b>Pumping Stations</b><br>Renewals      | Statutory, Environmental and Efficiency | 200*<br>225*<br>250*<br>275* |                                    | 2019/20<br>2020/21<br>2021/22<br>2022/23 |                      |   |
| <b>Drainage Schemes</b>                  |   |                              |                                    |  |                      |   |
| Hill Pill outfall                        |   | 75                           |                                    |  |                      | Survey work approved                        |
| Aust/Olveston                            |   | 500                          |                                    | ?  |                      |   |
| Demainment works                         |   | 30                           |                                    | 2019/20                                  |                      |   |
| Cornham                                  |   | 500                          |                                    | ?  |                      |   |
| Rea Lane pumps                           |   | 250                          |                                    | ?  |                      |   |
| Epney                                    |   |                              |                                    | ?  |                      |   |
| Rockhampton                              |   |                              |                                    | ?  |                      |   |
| Renew office and workshop                |   | 400                          |                                    | ?  |                      |   |

\* Sum already budgeted.

**LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**  
**SUBSTITUTE MEMBER PROTOCOL**

**Introduction**

Where a member of a Committee, Sub-Committee, Working Group or Panel is unable to attend a meeting of that body and wishes to appoint another Board Member as a substitute for that meeting, the provisions of this protocol, as set out below, will apply.

**Attendance by Substitute Members.**

1. A Substitute Member must be a Member of the Board and can only attend a meeting if the appointed Member is unable to do so.
2. Substitute Members will have the same rights to speak and vote as has the Member unable to attend and who has requested them to attend the meeting.
3. For a substitution to be valid and to enable appropriate documentation to be despatched, the PO should be notified by the appointing Member as soon as possible after that Member knows that he/she will be unable to attend the relevant meeting and has arranged for a substitute Member to do so.
4. At the commencement of the meeting, the Committee or other body will be advised of the substitution.
5. A duly appointed Member is entitled to appoint his/her own substitute Member. If the duly appointed Member so chooses, he/she may instead ask the officers to advise all the other Members as appropriate in order to recruit a substitute Member.
6. Any substitution will only be valid for a single meeting.

**LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD  
PROCEDURE FOR VOTING ON APPOINTMENTS**

- a) In the event of there being a contest for the appointment of Chairman or Vice-Chairman of the Board and provided that the meeting is quorate, a show of hands, which would thereafter ensue, should require the successful candidate to obtain at least 50% of the votes cast at the meeting. If there are more than 2 candidates, the person with the lowest number of votes will be eliminated and the ballot re-run until one candidate achieves more than 50% of the votes cast.
- b) Once the Chairman of the Board has been appointed, nominations will be called for the appointment of a Vice-Chairman to be selected from the different category of members than that from which the Chairman has been drawn. Only if no nominations are made from that category, will nominations be then called for from the other category of members.
- c) The principles set out in (a) above will be applied to the appointment of Committee Chairs, which should take place at the first meeting of the relevant Committee following the Board's Annual Meeting.
- d) Where there are more applicants for places on a Committee than the number of seats available, the person(s) with the lowest number of votes will be eliminated so far as may be appropriate to ensure that the number of remaining candidates is equal to the number of Committee seats available.
- e) In the event of the Board being invited to make an appointment to an outside body, if there are more nominations than places available, voting will be in accordance with the principles set out in (a) above until one candidate obtains at least 50% of the votes cast.
- f) The practice of the PO to seek a prior indication of the names of persons intended to be nominated for appointment as Chairman or Vice-Chairman of the Board be endorsed, without prejudice to the requirement that such persons (together with any other initially undeclared candidate) should be formally proposed and seconded at the relevant meeting.
- g) The practice of the PO in seeking information in advance of the Annual Meeting concerning Board Members Committee preferences be also endorsed.