

# PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD

## INVITATION TO MAKE ARRANGEMENTS FOR THE PROVISION OF SERVICES UNDER S11 LAND DRAINAGE ACT 1991

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## **PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD**

### **INVITATION TO MAKE ARRANGEMENTS FOR THE PROVISION OF SERVICES UNDER S11 LAND DRAINAGE ACT 1991**

#### **1 SERVICE TO BE PROVIDED**

On its creation, the Pevensy and Cuckmere Water Level Management Board (the WLMB) will make an arrangement with another internal drainage board (the Partner IDB) under Section 11 of the Land Drainage Act 1991 for the provision of services on behalf of the WLMB.

The services to be provided are (as specified in Section 6 of this document):

- The administrative, engineering and specialist services and facilities from the creation of the WLMB on 1 October 2016<sup>1</sup> until 30 September 2018.
- The operational services from either
  - Option 1 1 October 2016<sup>2</sup>, or
  - Option 2 1 April 2017until 30 September 2018

The Environment Agency, acting as the IDB for the existing Pevensy Levels and River Cuckmere Internal Drainage Districts (IDDs), may also require the Partner IDB to provide Specialist Services (as defined in Section 6) in advance of the creation of the WLMB.

Services will be supplied by agreement on a cost basis. Estimated costs provided in response to this invitation are for the purposes of comparison between responses and will not be contractually binding.

#### **2 BACKGROUND**

A new IDD is to be created to replace the existing Environment Agency administered Pevensy Levels and River Cuckmere IDD when they are abolished in October<sup>3</sup> 2016. The Pevensy and Cuckmere Water Level Management District (WLMD), see Map 1, will be administered by a locally representative Pevensy and Cuckmere WLMB.

The order proposing the abolition of the existing IDDs and creation of the new WLMD and WLMB will be submitted to the Department for the Environment, Food and Rural Affairs (Defra) by January 2016. The Secretary of State for the Environment and Rural Affairs is expected to confirm in the spring that the IDDs will be abolished and the WLMD and WLMB created. There will then be a 6 month

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<sup>1</sup> Subject to confirmation by the Secretary of State for the Environment, Food and Rural Affairs

<sup>2</sup> As above

<sup>3</sup> As above

# Pevensey and Cuckmere Water Level Management District



Map 1 Pevensey and Cuckmere Water Level Management District

shadow period during which Board members will be confirmed and act as a Shadow Board. See timeline below.

The East Sussex IDD Steering Group (to be superseded by the Shadow Board) will work with the Environment Agency to ensure all preparations are made for the WLMB to start functioning when the existing IDD's are abolished. This includes arrangements for its administration, engineering and operational services.

To ensure arrangements for all services can be made and are in place, the Steering Group will make recommendations to the Shadow Board on appointment of a Partner IDB as soon as the Shadow Board is created.

Expected by:	
30 Nov 2015	Expressions of interest from experienced IDB providers to be submitted to the EA. EA to confirm receipt.
15 Dec 2015	Application pack sent out to interested IDBs.
15 Jan 2016	Responses to be submitted to the EA. EA to confirm receipt.
31 Jan 2016	Applications analysed against criteria, shortlist compiled and approved by Steering Group.
mid-Feb 2016	Interviews (date to be confirmed).
early Mar 2016	Steering Group confirms selected provider(s).
31 Mar 2016 <sup>4</sup>	Secretary of State confirms that the existing IDD's will be abolished and the Pevensy and Cuckmere WLMD and WLMB will be created 6 months after date of confirmation.
30 Apr 2016	Board members confirmed and acting as a Shadow Board supported by EA and selected provider.
1 Oct 2016	Existing IDD's abolished and the Pevensy and Cuckmere WLMD and WLMB created.

**Table 1      Timeline for the Creation of the Pevensy and Cuckmere Water Level Management District and Board**

## 2.1 Transitional arrangements

For practical and logistical reasons, the Environment Agency will complete the delivery of the 2016/17 vegetation management programme. It will also, if the WLMB feels it is necessary to ensure a smooth transition, deliver the Operational Service until 1 April 2017. For that reason, this invitation asks the Partner IDB to cost the options to take on the Operational Services on 1 October 2016 and on 1 April 2017.

Arrangements for the delivery the programme of vegetation management from April 2017 will be considered separately by the WLMB once it is created.

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<sup>4</sup> Subject to confirmation by the Secretary of State for the Environment, Food and Rural Affairs

### **3 THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT DISTRICT**

The Pevensey and Cuckmere WLMD will comprise 2 sub-districts, the existing River Cuckmere and Pevensey Levels IDD. Both IDDs are located adjacent to the south coast of East Sussex near Eastbourne (see Map 1).

The Pevensey sub-district will cover an area of approximately 6714 ha. It is predominantly within Eastbourne Borough and Wealden District with small areas in the east falling within Rother district and Hasting Borough (see Map 2). The area is predominantly rural but includes parts of the town of Eastbourne. It is crossed by the A27 and A259 highways which can be disrupted through flooding. The sub-district includes the separate Combe Haven catchment in the east and the Pevensey Levels SSSI (also designated as Ramsar and a Special Area of Conservation). There is a Water Level Management Plan (WLMP) and operating manual for Pevensey Levels SSSI (available on request).

There is a risk of flooding throughout the sub-district. The Pevensey Levels are largely on a flat coastal plain and the river outfalls and surface water drains can become tide-locked by high tides. This can contribute to river flooding during periods of high flows. When flooding occurs from Main River or ordinary watercourses, parts of the sub-district can become inundated for several days, as land drainage can be restricted. Surface water and groundwater are additional sources of flood risk within the District and can contribute to increased water levels in ditches and standing water on fields. Management needs to be related to farming practices.

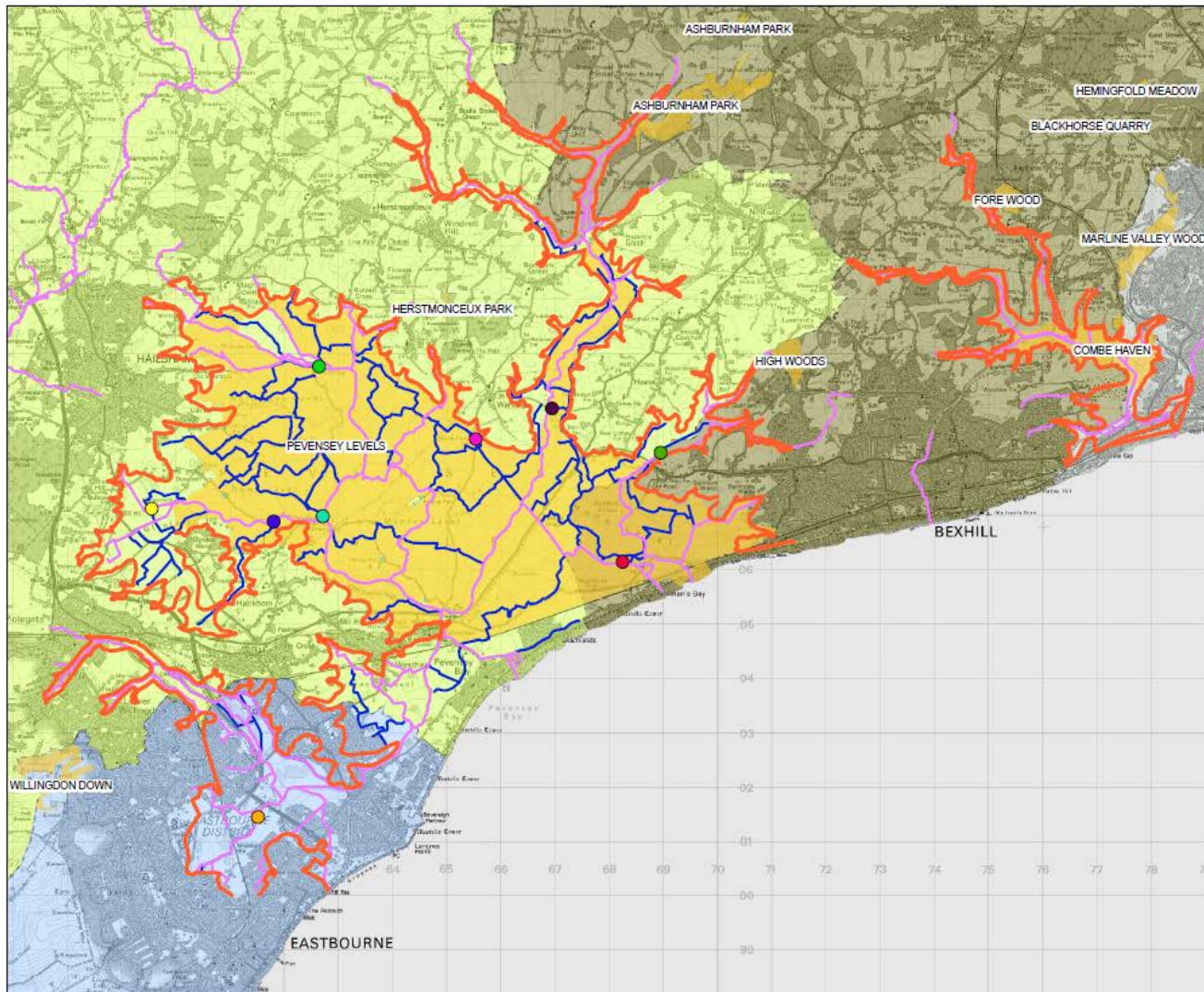
The River Cuckmere sub-district covers an area of just 747 ha along the length of the River Cuckmere (see Map 3). The sub-district mainly lies within Wealden District, with a small portion of the southern part of the IDD in Lewes District. The sub-district WLMD watercourses drain exclusively into the River Cuckmere which eventually discharges into the sea. The Seaford to Beachy Head SSSI and the Arlington Reservoir SSSI overlap with the Cuckmere sub-district.

The area is predominantly rural, with some small towns and villages at Hellingly, Horsebridge, Wilmington and Alfriston. There are no major urban centres. It is crossed by the A27, A22, A267 and A271 highways which can be disrupted through flooding.

#### **3.1 Local authorities within the Pevensey and Cuckmere WLMD**

In accordance with the Land Drainage Act 1991, levy paying authorities for the Pevensey and Cuckmere WLMB will be:

- Eastbourne Borough Council
- Wealden District Council
- Rother District Council
- Hastings Borough Council



### Pevensey IDD

#### Legend

##### Pumping Stations

- Bamhom
- Drockmill
- Honeycrook
- Horsebridge
- Lottbridge (Main River)
- Manxey
- Newbridge
- Rickney
- Star Inn

— Pevensey IDD Boundary

— Main River

— IDB Watercourse

SSSI

##### Local Authority

Eastbourne District (B)

Hastings District (B)

Rother District

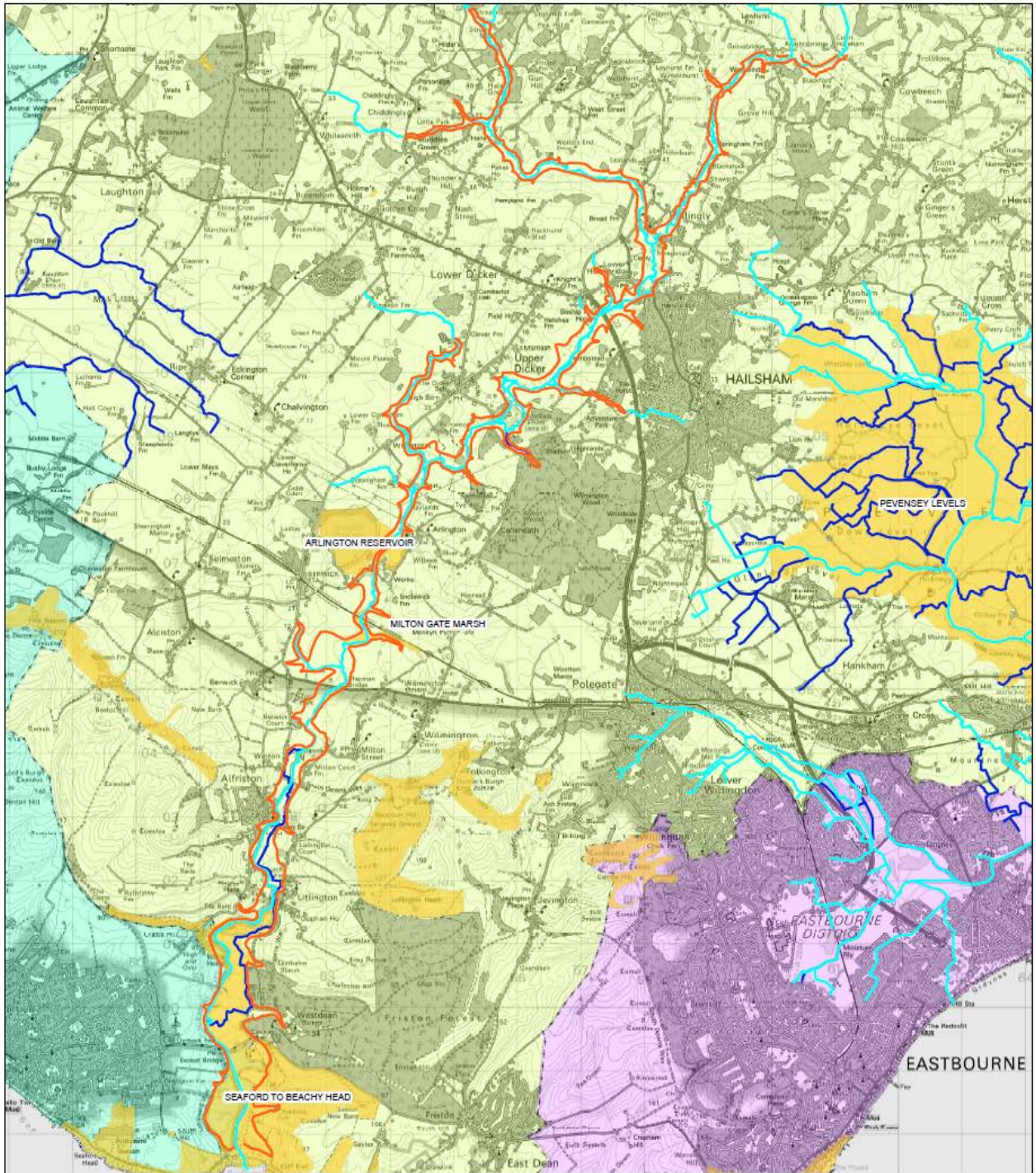
Wealden District



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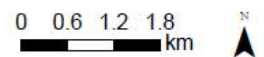
Map 2 Pevensey sub-district

# Cuckmere IDD



## Legend

- Cuckmere IDD
- Main River
- IDB Watercourse
- SSSI
- Eastbourne District (B)
- Lewes District
- Wealden District



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Map 3 Cuckmere sub-district

The Lead Local Authority for the new Pevensey and Cuckmere WLMB will be East Sussex County Council.

### 3.2 Details of the district and its assets:

A profile of the Pevensey and Cuckmere WLMD assets is included in Table 2. A full asset register including inventory, target and actual condition, inspection details and where appropriate residual life and replacement values, can also be provided in the form of an Excel spreadsheet and GIS layer.

Area	WLMD	7460ha
	Approx EA FZ2	7460ha
Approx. Watercourse lengths	Main River	189kms
	IDD (OWC maintained by IDB)	119kms
	OWC (not maintained by IDD)	224kms
	Total	532kms
IDD Assets Maintained	Pumping stations	6
	Sluices, outfalls and water control structures	215
	Watercourses	111kms
	Culverts	2-3kms
	Mech. screen cleaners	0
	Telemetry outstations	3 <sup>5</sup>
	Approx area sites of Designated Environmental Interest	SPAs/SACs/Ramsar
	SSSI	3700ha
	Local Nature Reserves (LNRs) /Sites of Nature Conservation Interest (SNCI)	90ha

**Table 2 Profile of the Pevensey and Cuckmere WLMD**

### 3.3 Pevensey Levels SSSI (also designated as SAC and RAMSAR)

Details of the Pevensey levels SSSI are included within the Pevensey Levels Water Level Management Plan which can be provided on request.

### 3.4 Main River Assets

There are a further 3 pumping stations within the WLMD (Lottbridge, Honeycrook and Newbridge) as well as many other water control structures, all of which are on and for the benefit of Main River and therefore not WLMB assets. However, as many of the WLMB watercourses drain through Main River, its adequate maintenance is also essential to the WLMD. The WLMB will therefore make a contribution to the management of Main River through a precept to the Environment Agency.

<sup>5</sup> Ownership of hardware to be confirmed. Alternative arrangements will have to be made for receiving and managing data.

## **4 THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD**

### **4.1 Electoral districts**

The new Pevensey and Cuckmere WLMD has been divided into 3 electoral districts:

- Combe Haven
- Cuckmere
- Pevensey Levels

### **4.2 Board membership and meetings**

The Pevensey and Cuckmere WLMB is expected to comprise 8 elected and 9 appointed members:

Elected members	
Cuckmere	2
Combe Haven	1
Pevensey Levels	5
Appointed members	
Eastbourne BC	6
Wealden DC	2
Rother DC and Hastings BC to share	<u>1</u>
Total	<u>17</u>

There are expected to be 4 full Board meetings per year with up to 6 sub-committee meetings per year.

### **4.3 Drainage ratepayers**

There are approximately 440 drainage ratepayers within the WLMD. Of these the annual drainage rates would be less than £5 for approximately 170.

### **4.4 Financial information**

The last 4 years' final accounts of the existing Pevensey Levels and River Cuckmere IDD are shown in Appendix 1 along with the budget for 2015/16.

The capital programme for the existing Pevensey Levels and River Cuckmere IDDs is included in Appendix 2 (currently under review).

### **4.5 Staff and contracts**

The WLMB will have no directly employed salaried staff, direct labour workforce or plant, vehicles or small tools. However, in addition to the agreement sought through this specification, it will have a PSCA with the Environment Agency for routine vegetation management at least until April 2017 as well as any other services required to facilitate a smooth transition from the existing IDDs to the new WLMB.

The Board will need to make alternative provision for delivery of the routine vegetation management programme from April 2017. It may be possible for the Board to use Environment Agency frameworks. Alternatively contact details of suppliers currently undertaking this work for the Environment Agency can be provided.

## **5 PEVENSEY AND CUCKMERE WLMB OPERATIONS**

### **5.1 Inspections and surveys**

All maintained assets are to be visually inspected at a frequency based on risk (not less than once every 5 years). Currently c 95% of assets are at or above their target condition. There will be no scheduled inspections of non-maintained assets.

Operational inspections should also be carried out at appropriate frequencies on structures (such as outfalls, weed screens and sluices).

In addition Public Safety Risk Assessments are to be carried out on structures which may pose a risk to the public at a frequency commensurate with that risk and fencing and signage maintained.

### **5.2 Routine vegetation management and asset maintenance and repair**

The WLMB will routinely maintain and operate:

- Watercourses
- Outfalls and flaps
- Weed screens
- Other water level control structures such as penstocks, tilting weirs and dam boards
- 6 pumping stations

Routine vegetation management will be undertaken annually using a tracked 360 digger and Bradshaw bucket, along with a tractor and flail mower and hand cutting where necessary. The current maintenance ratio is 70% cut 30% retained based on guidance from Natural England. Vegetation is to be left on banks to rot down.

During the routine vegetation management programme, vegetation and obstructions will be cleared from outfalls, weed screens and other water level control structures. Moving parts of structures will be cleaned and greased twice a year. The structures will also be checked to ensure they are clear when high rainfall is forecast and reported blockages removed as necessary.

6 pumping stations (details at Appendix 3) will be routinely maintained by suitably qualified mechanical and electrical contractors under the direction of the Partner IDB.

The WLMB will not undertake work on outfalls through Main River embankments and sea defences. This work is undertaken by the Environment Agency.

Culverts are the responsibility of landowners or, if they are highway culverts, the Highway Authority (Highways England for trunk roads and motorways, East Sussex County Council for local roads). Any issues the IDB may become aware of should be reported to the landowner or the Highway Authority.

### **5.3 Water level management**

Water levels in Pevensey sub-district are to be managed by the operation of structures on the site in accordance with the WLMP Operating Manual (Appendix 4) and with necessary Natural England assent. This includes operation of the 6 pumping stations, undertaking ad-hoc adjustments for landowners and altering boards to manage levels. Water levels which impact on Combe Haven Valley SSSI will also require consultation and assent.

The water levels are managed at the Main River outfalls by the Environment Agency as part of their Main River responsibilities.

Apart from intermittent sluice keeping duties and strimming, mowing, pioneering to keep structures clear, no further works by the WLMB is scheduled to manage water levels in the Cuckmere sub-district. A monitoring role should be undertaken. Water levels which impact on Milton Gate Marsh SSSI and Arlington Reservoir SSSI will require consultation and assent.

### **5.4 Customer/Incident response**

A 24 hours/day, 365 days per year contact telephone number for the Partner IDB should be clearly displayed within the WLMD. The Partner IDB should assess the risk and respond accordingly to any reported issues, such as blockages or incidents such as flooding or pollution.

It will be necessary to resolve drainage rate-payer enquiries either on the 'phone or face-to-face (estimate 50/year).

### **5.5 Planning and enforcement**

The WLMB will not be a statutory consultee in relation to planning applications. However, it will seek to engage with planning authorities to influence planning decisions which will have an impact on the WLMD by:

- Scrutinising planning lists and commenting on planning applications (less than 5/year)
- Meeting planning officers, Lead Local Flood Authority and developers (less than 5 times/year)
- Maintaining a development applications database
- Dealing with s23 LDA 1991 Ordinary Watercourse and Byelaw consents and maintaining a register of consents (expected to be less than 5/year for maintained watercourses and less than 5/year for non-maintained watercourses within the IDD)

- Enforcement of LDA under s24 and IDB byelaws where necessary (expected to be a rare occurrence). This action should cover formal and informal enforcement action.

## **6 SPECIFICATION OF SERVICES TO BE PROVIDED BY THE PARTNER IDB**

The Pevensey and Cuckmere WLMB Steering Group is seeking a Partner IDB to provide the following services to the WLMB. The scale and scope of the services are detailed in Sections 3, 4 and 5.

### **6.1 Administrative services from 1 October<sup>6</sup> 2016 – 30 September 2018**

#### General:

- Manage the directions and business of the WLMB within the Scheme of Delegation, Financial Regulations and Standing Orders.
- Arrange Public Liability, Employer's Liability, Fidelity Insurance, Members Liability and other insurances as required for the Board's activities (cost of which to be met by the Board).
- Organise and support WLMB meetings, agendas and minutes in accordance with Standing Orders and Procedures.
- Create, manage, review and maintain the WLMB's Website
- Organise and conduct elections to the WLMB in accordance with the Land Drainage Act 1991.
- Arrange suitable training for Board Members.
- Submit Annual Reports to Defra, the Environment Agency and local authorities.
- Provide advice and support to the WLMB on all health and safety matters.
- Execute the Board's Health and Safety policy.
- Recommend and arrange appointment of all contractors, consultants and other suppliers.
- Monitor performance of contractors, sub-contractors, consultants and other suppliers.
- Maintain an asset register (as a minimum in accordance with Section 21 of the Flood & Water Management Act 2010).
- Supply asset data in a format required by Defra or the Environment Agency.
- Execute the policy of the Board in respect of development control and enforcement of the Land Drainage Act and WLMB Byelaws.
- Liaising with the Lead Local Flood Authority and sharing information
- Respond to ad hoc enquiries from government and local authorities.
- Attendance at regional ADA meetings and other relevant forums.

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<sup>6</sup> Subject to confirmation by Secretary of State for Environment, Food and Rural Affairs

## Financial

- Organise, manage and administer the Board's finances to meet requirements of the Audit Commission and in accordance with Accounts and Audit Regulations.
- Preparation, monitoring and maintenance of Accounts, Records of Payments and Rate Receipts.
- Maintenance of VAT Accounts and subsequent refunds.
- Preparation of accounts in advance of annual Audit.
- Preparation of an annual budget for the Board and calculation of the rates and special levies.
- Submit Upland Water Grant Claims to the Environment Agency
- Submission of annual levy and rate demands, maintenance of rating records and land register.
- Arrange the levying of fees and charges for consent applications and other advice provided by Board Members and Officers.
- Enforcement of rate demands and rate arrears by legal action where necessary.

## Environmental

- Provide advice and support to the Board for all environmental and conservation matters including liaison with environmental specialists in the Environment Agency, Lead Local Flood Authority and other risk management authorities
- Preparation and execution of the Board's Environmental Policy Statement and an annual environmental report incorporating a review of the Statement
- Reporting to Defra and the Environment Agency over Biodiversity and Water Level Management Plan objectives.
- Representing the Board at appropriate forums for local, regional and national strategies and policy development
- Liaising with government nature conservation and environmental protection agencies and non-government organisations such as RSPB.

## **6.2 Engineering services from 1 October<sup>7</sup> 2016 – 30 September 2018**

### General

- Provide advice and support to the Board on all engineering matters
- Liaison with Environment Agency on delivery of services through PSCA and identifying the need and arranging to use other contractors if necessary.
- Undertake duties outlined in the Flood and Water Management Act 2010, the Flood Risk Regulations 2009 and Civil Contingencies Act 2004 including liaising with the Lead Local Flood Authority and sharing information.
- Development and monitoring of a strategy and annual programme to respond to maintenance requirements, taking into account needs, complaints, notifications and emergency works.

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<sup>7</sup> Subject to confirmation by Secretary of State for Environment, Food and Rural Affairs

- Development and monitoring of a strategy and capital programme of works to respond to needs and changes in legislation.
- Preparation of Flood Defence Grant in Aid submissions on behalf of the Board
- Maintenance of an Asset Management Database
- Communicating with rate-payers on drainage enquiries including face-to-face meetings
- Liaison and discussions with the Environment Agency, Defra, local authorities, ADA and other statutory bodies on engineering matters.
- Responding to engineering-related correspondence and ensuring appropriate action is taken.
- Maintain a system to provide 24 hour/day, 365 day/year emergency contact and appropriate response.
- Drafting and management of engineering contracts in accordance with CDM regulations, including contracts for planned, preventive maintenance of pumping stations.
- Checking and certifying accounts for engineering-related matters.

#### Planning and enforcement

- Appraising of s23 LDA and Byelaw Consent Applications and maintenance of database of decisions
- Maintaining development control database including planning consultations
- Enforcement of Land Drainage Act under s24 LDA and IDB Byelaws
- Scrutinising planning lists and commenting on planning applications.
- Meeting planning officers, Lead Local Flood Authority and developers.

### **6.3 Operational Services from**

**Option 1      1 October<sup>8</sup> 2016 – 30 September 2018**

**Option 2      1 April 2017 – 30 September 2018**

See section 2.1 for explanation of Options

Note that the WLMB require there to be at least 1 full-time, locally based Water Bailiff fully operational by 1 April 2017

- Carrying out the visual inspection and reporting of maintained watercourses and assets (including pumping stations)
- Carrying out operational inspections of the WLMB's pumping stations
- Carrying out public safety inspections of relevant assets
- Resolving civil, electrical and mechanical engineering matters either directly or by arrangement with the Environment Agency or other contractors.
- Operating water level management structures in accordance with Pevensy Levels Water Level Management Plan Operating Manual and Natural England assents
- Managing vegetation by undertaking operations directly and supervising the WLMB's maintenance contractors (including the Environment Agency working under a Public Sector Co-operation Agreement)

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<sup>8</sup> Subject to confirmation by Secretary of State for Environment, Food and Rural Affairs

- Updating the asset register with current data.
- Recording of flood levels and reporting on any damage following flood.
- Communicating face-to-face with ratepayers and other members of the public
- Accepting Environment Agency out of hours flood and heavy rainfall warnings and in liaison with the Environment Agency duty officers, taking appropriate action
- Provide 24 hour/day, 365 day/year emergency contact and appropriate response including site attendance

#### **6.4 Specialist Services**

The WLMB reserve the right to ask the Partner IDB to provide the following specialist services in advance of the creation of the WLMB or during the 2 years of the agreement:

- Specialist service 1 - Advice and support to the WLMB in establishing best practice during the initial set-up of the WLMB
- Specialist service 2 - Preparation and supervision of tenders, or undertaking market testing exercises for the provision of management and specialist services to the WLMB in future
- Specialist service 3 - Advice on the need for major software enhancement and how to secure them
- Specialist service 4 - Advice on the need for data modification and extension and how to secure them
- Specialist service 5 – revaluation and rerating of WLMD

#### **6.5 Facilities**

The Partner IDB will provide:

- a permanent physical address from which the management of the Board is undertaken. This is to consist of a staffed office open Monday to Friday (excluding public holidays) during normal office hours (9.00am to 5.00pm).
- A suitable sign or notice board displayed at the entrance to the building to show it is the Administrative office of the Board.
- IT facilities that allow it to provide its services in an efficient manner.

Note that hot desk facilities are available at the Environment Agency's office at Pevensey. The Partner IDB would have to pay set-up costs such as broadband.

## 7 OFFER TO BE COMPLETED AND RETURNED

### 7.1 Pricing schedules

Services will be supplied by agreement on a cost basis. Estimated costs provided in response to this invitation are for the purposes of comparison between responses and will not be contractually binding.

Please complete your estimate of the costs of providing the services using the table below. Costs should include all overheads including, workplace pensions, insurances, provision of vehicles, plants, machinery, tools, travel and any other on-costs to be charged to the WLMB. Please add additional rows as required.

<b>Price Schedule 1 - Administrative services: 1 Oct 2016 – 30 Sept 2018</b>				
	<b>Job title</b>	<b>Hourly rate</b>	<b>Total hours</b>	<b>Total cost</b>
General				
Sub-total				
Financial				
Sub-total				
Environmental				
Sub-total				
<b>Total</b>				

<b>Price Schedule 2 - Engineering services: 1 Oct 2016 – 30 Sept 2018</b>				
	<b>Job title</b>	<b>Hourly rate</b>	<b>Total hours</b>	<b>Total cost</b>
General				
Sub-total				
Planning and enforcement				
Sub-total				
<b>Total</b>				

<b>Price Schedule 3.1 - Operational services - Option 1: 1 Oct 2016 – 30 Sept 2018</b>				
	<b>Job title</b>	<b>Hourly rate</b>	<b>Total hours</b>	<b>Total cost</b>
Sub-total				
<b>Total</b>				

<b>Price Schedule 3.2 - Operational services - Option 2: 1 April 2017 – 30 Sept 2018</b>				
	<b>Job title</b>	<b>Hourly rate</b>	<b>Total hours</b>	<b>Total cost</b>
Sub-total				
<b>Total</b>				

<b>Price Schedule 4 - Specialist services: 1 April 2106 – 30 Sept 2018</b>		
	<b>Job title</b>	<b>Hourly rate</b>
Specialist service 1		
Advice and support to the WLMB in establishing best practice during the initial set-up of the WLMB		
Sub-total		
Specialist service 2		
Preparation and supervision of tenders, or undertaking market testing exercises for the provision of management and specialist services to the WLMB in future		
Sub-total		
Specialist service 3		
Advice on the need for major software enhancement and how to secure them		
Sub-total		
Specialist service 4		
Advice on the need for data modification and extension and how to secure them		
Sub-total		
Specialist service 5		
reevaluation and rerating of WLMD		
Sub-total		



### 7.3 Assessment

The comparison of offers will be based on price schedules 1, 2 and 3 only. Price schedules 4, 5 and 6 are for information only, to be applied with the successful Partner IDB

Offers will be assessed using the following model:

**Cost (50%)** – a model of the hours required to deliver each of the Administrative, Engineering and Operational Services will be determined using Environment Agency data and proposals received in Price Schedules 1, 2 and 3. Average hourly rates for each of these Services will be used to assess the total costs of delivering all these services through each submission. Points will be awarded to each offer as follows:

$$\frac{\text{Cheapest offer}}{\text{Offer}} \times 50 \text{ points}$$

(ie cheapest offer awarded maximum 50 points)

**Quality (50%)** – 25 points will be available for each quality criteria based on the submitted response and interview. Total quality points will be summed and points awarded for each offer as follows:

$$\frac{\text{Score}}{\text{Highest score}} \times 50 \text{ points}$$

(ie highest score awarded a maximum of 50 points)

Points for cost and quality will be summed. The offer with the highest score will be the preferred Partner IDB.

## 8 FORM OF OFFER TO BE SIGNED AND RETURNED WITH THE OFFER

### PROVISION OF SERVICES UNDER S11 LAND DRAINAGE ACT 1991

The East Sussex IDD Steering Group is seeking to identify an IDB (the Partner IDB) with whom to negotiate an agreement on behalf of the Pevensy and Cuckmere WLMB for the provision of Services under S11 of the Land Drainage Act 1991. The purpose of this invitation is to enable the Steering Group to ensure that the Partner IDB can deliver the Services and provide value for money. In recognition of this principle:-

I/We certify that this is a bona fide Offer and that the rates and prices quoted are truly representative of my/our costs by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/we have not done and undertake that I/we will not do at any time of the following acts:-

- communicating to a person other than the Environment Agency IDD Project Manager the amount or approximate amount of my/our proposed Offer (other than in confidence in order to obtain quotations necessary for the preparation of the Offer for insurance); or
- entering into any agreement or arrangement with any other person that he shall refrain from Offering or as to the amount of any Offer to be submitted;
- offering or agreeing to pay or give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Offer or proposed Offer for the Services any act or omission.

Having examined the Invitation Document and being fully satisfied as to my/our abilities and experience in all respects to satisfy the requirements of the Invitation Document, I/we hereby offer to provide upon the terms and conditions of an Agreement under Section 11 of the Land Drainage Act 1991, the Services therein specified.

Signature of Supplier: \_\_\_\_\_

(Where a Limited Company for and on behalf of)  
«Company\_Name»

Telephone No(s):  
«TEL\_NUMBER»

Dated this \_\_\_\_\_

### Appendix 3 Pevensey and Cuckmere WLMB pumps

Asset	Water Course	NGR	Size and type of pump	Commissioned	50yr Average (£/yr)				
					Maintenance Costs	Infreq. Maintenance	Cap. Maintenance	TOTAL Maintenance	PV Totals
BARNHORN PUMP STATION	Barnhorn Ponds Stream	TQ6894008215	3 x 0.3 cumec submersible pumps	01/01/1975	1358	3080	3300	7738	3720
BARNHORN PUMP STATION Intake									
BARNHORN PUMP no1			electric submersible						
BARNHORN PUMP no2			electric submersible						
BARNHORN PUMP no3			electric submersible						
DROCKMILL PUMP STATION	Drockmill Hill Gut	TQ6180806912	2 x flygt canister pumps	01/01/1960	1531	1800	2700	6031	2804
DROCKMILL PUMP no1			electric submersible						
DROCKMILL PUMP no2			electric submersible						
HORSEBRIDGE PUMP STATION	New Guy Stream	TQ6694708980	1x 0.7 cumec cannister 1x 0.3 cumec cannister	01/01/1959	2409	4050	8360	14819	7501
HORSEBRIDGE PUMP no1			Cannister Pump - electric submersible						
HORSEBRIDGE PUMP no2			Cannister Pump - electric submersible						
MANXEY PUMP STATION	Kentland Sewer	TQ6554508434	2x 0.7 cumec axial flow	01/01/1970	3793	4850	9800	18443	9539
MANXEY PUMP no1			Vertical external Spindle - Axial flow						
MANXEY PUMP no2			Vertical external Spindle - Axial flow						
Star Inn Pumping Station	Stream Ditch	TQ6825006153		01/01/1970	600	6400	9100	16100	8134
Star Inn Pumping No1			Archimedes Screw						
Star Inn Pumping No2			Archimedes Screw						
RICKNEY PUMP STATION	Rickney Sewer	TQ6272006995	2x archimedian screw 1.3 cumec	01/01/1975	6024	6600	5100	17724	8468
RICKNEY PUMP No1			Archimedes Screw						
RICKNEY PUMP No2			Archimedes Screw						

## 7 OFFER TO BE COMPLETED AND RETURNED

### 7.1 Pricing schedules

Services will be supplied by agreement on a cost basis. Estimated costs provided in response to this invitation are for the purposes of comparison between responses and will not be contractually binding.

Please complete your estimate of the costs of providing the services using the table below. Costs should include all overheads including, workplace pensions, insurances, provision of vehicles, plants, machinery, tools, travel and any other on-costs to be charged to the WLMB. Please add additional rows as required.

<b>Price Schedule 1 - Administrative services: 1 Oct 2016 – 30 Sept 2018</b>				
	<b>Job title</b>	<b>Hourly rate</b>	<b>Total hours</b>	<b>Total cost</b>
<b>General</b>				
Fran Bligh	Data Manager	36.28	30.20	1,095.66
Phil Camamile	Chief Executive	83.63	89.40	7,476.52
Mary Creasy	PA to Chief Executive	30.06	206.00	6,192.36
Caroline Laburn	Technical & Environmental Officer	38.65	29.60	1,144.04
Matthew Philpot	Project Engineer	52.97	141.20	7,479.36
Karen Thomas	Project Manager	47.06	44.40	2,089.46
Sub-total			540.80	£25,477.40
<b>Financial</b>				
Phil Camamile	Chief Executive	83.63	12.00	1,003.56
Mary Creasy	PA to Chief Executive	30.06	4.00	120.24
Michelle Futter	Finance Officer	27.55	85.00	2,341.75
Sub-total			101.00	£3,465.55
<b>Environmental</b>				
Phil Camamile	Chief Executive	83.63	4.50	376.34
Mary Creasy	PA to Chief Executive	30.06	2.00	60.12
Caroline Laburn	Technical & Environmental Officer	38.65	48.00	1,855.20
Karen Thomas	Project Manager	47.06	79.60	3,745.98
Sub-total			134.10	£6,037.64
<b>Total</b>			<b>775.90</b>	<b>£34,980.59</b>

## 7 OFFER TO BE COMPLETED AND RETURNED

<b>Price Schedule 2 - Engineering services: 1 Oct 2016 – 30 Sept 2018</b>				
	<b>Job title</b>	<b>Hourly rate</b>	<b>Total hours</b>	<b>Total cost</b>
General				
Fran Bligh	Data Manager	36.28	15.40	558.71
Phil Camamile	Chief Executive	83.63	10.00	836.30
Matthew Philpot	Project Engineer	52.97	516.50	27,359.01
Sub-total			541.90	£28,754.02
Planning and enforcement				
Fran Bligh	Data Manager	36.28	4.00	145.12
Phil Camamile	Chief Executive	83.63	2.00	167.26
Matthew Philpot	Project Engineer	52.97	145.40	7,701.84
Sub-total			151.40	£8,014.22
<b>Total</b>			<b>693.30</b>	<b>£36,768.24</b>

<b>Price Schedule 3.1 - Operational services - Option 1: 1 Oct 2016 – 30 Sept 2018</b>				
	<b>Job title</b>	<b>Hourly rate</b>	<b>Total hours</b>	<b>Total cost</b>
To be appointed	Water Bailiff (1 FTE)	27.80	3,520	97,856
Vegetation Control – Unit Costs (includes Water Bailiff costs as stated above, Operative & Plant charges):				
Based on WMA Internal Rates	Tractor & Flail Mowing	£0.03/Square Metre		
Based on WMA Internal Rates	360 tracked excavator with bucket	£500/Linear Kilometre		
Based on WMA Internal Rates	Hand mowing	£1,200/Linear Kilometre		
All unit costs are dependent on the amount of weed growth and on machine access being available.				
<b>Total</b>			<b>3,520</b>	<b>97,856</b>

## 7 OFFER TO BE COMPLETED AND RETURNED

<b>Price Schedule 3.2 - Operational services - Option 2: 1 April 2017 – 30 Sept 2018</b>				
	<b>Job title</b>	<b>Hourly rate</b>	<b>Total hours</b>	<b>Total cost</b>
To be appointed	Water Bailiff (1 FTE)	27.80	2,640	73,392
Vegetation Control – Unit Costs (includes Water Bailiff costs as stated above, Operative & Plant charges):				
Based on WMA Internal Rates	Tractor & Flail Mowing	£0.03/Square Metre		
Based on WMA Internal Rates	360 tracked excavator with bucket	£500/Linear Kilometre		
Based on WMA Internal Rates	Hand mowing	£1,200/Linear Kilometre		
All unit costs are dependent on the amount of weed growth and on machine access being available.				
<b>Total</b>			<b>2,640</b>	<b>73,392</b>

Detailed pricing schedules that show how the above totals have been calculated can be made available on request.

<b>Price Schedule 4 - Specialist services: 1 April 2016 – 30 Sept 2018</b>		
	<b>Job title</b>	<b>Hourly rate</b>
Specialist service 1		
Advice and support to the WLMB in establishing best practice during the initial set-up of the WLMB		
Phil Camamile	Chief Executive	83.63
Specialist service 2		
Preparation and supervision of tenders, or undertaking market testing exercises for the provision of management and specialist services to the WLMB in future		
Phil Camamile	Chief Executive	83.63
Specialist service 3		
Advice on the need for major software enhancement and how to secure them		
Fran Bligh	Data Manager	36.28
Phil Camamile	Chief Executive	83.63

## 7 OFFER TO BE COMPLETED AND RETURNED

Specialist service 4		
Advice on the need for data modification and extension and how to secure them		
Fran Bligh	Data Manager	36.28
Phil Camamile	Chief Executive	83.63
Specialist service 5		
reevaluation and rerating of WLMD		
Phil Camamile	Chief Executive	83.63

### Price Schedule 5 – Facilities

Please indicate total costs of facilities if alternative arrangements to the use of hot-desks at the Environment Agency's Pevensey Depot are proposed:

We would propose to use the hot-desking facility at the Environment Agency's Pevensey Depot, so we've not provided an estimate of the total cost of facilities, as requested. However from the information provided the WLMB would need to pay for the installation of broadband facilities and placing a sign at the entrance of the building to show it is the administration office of the Board. This has been estimated to cost up to £500. It is assumed that the EA will not require a rent for providing hot-desking facilities to the Board.

### Price schedule 6 – Sundry expenses

Please detail any other sundry expenses in the table below, adding any not included:

Expense	£
ADA Subscription	4,400.00
Audit Fees	1,000.00
Advertising	2,500.00
Legal & Professional Advice	2,000.00
Election Expenses (assuming the election, which will need to be held one year after the WLMB has been constituted, is not contested).	3,500.00
Members Expenses (including provision for a Chairman's Allowance, subject to DEFRA approval).	2,000.00
Postage	500.00

## 7 OFFER TO BE COMPLETED AND RETURNED

Bank Charges (net of any interest receivable on cash balances/reserves. It is assumed that the WLMB would have the benefit of the combined cash balances shown on the 2 Balance Sheets, as at 30 September 2016).	500.00
Hire of venues for local Board and Committee meetings (assuming that such meetings cannot be hosted by the EA/Council. Up to 12/year = 24 physical meetings in total at £50/meeting).	1,200.00
Member Insurances (having checked with WMA Insurance Broker, this cover can be provided to the 17 WLMB members at no additional cost).	0.00
<b>Total</b>	<b>17,600.00</b>

### 7.2 Quality schedule

Please attach:

- Q1 Copies of the person specifications or curriculum vitae for all staff proposed in the costing schedules.

CVs for the following staff are attached (KLIDB\_Attachments\_Q1.pdf):

Fran Bligh, Data Manager  
 Phil Camamile, Chief Executive  
 Mary Creasy, PA to Chief Executive  
 Michelle Futter, Finance Officer  
 Caroline Laburn, Technical & Environmental Officer  
 Matthew Philpot, Project Engineer  
 Karen Thomas, Project Manager

- Q2 An explanation of how you would provide the services as specified. In particular, please address how you would ensure a local interface for

## 7 OFFER TO BE COMPLETED AND RETURNED

WLMB members, ratepayers, local authorities, and local residents and businesses. (In less than 500 words).

Please see the attached document ([KLIDB\\_Attachments\\_Q2\\_to\\_Q6.pdf](#))

- Q3 Evidence of experience of successfully managing similar IDD, in particular those with complex internationally designated sites and WLMPs. (In less than 500 words).

Please see the attached document ([KLIDB\\_Attachments\\_Q2\\_to\\_Q6.pdf](#))

- Q4 Details of your experience of having managed IDBs through change, including setting up/restructuring boards and districts (in less than 500 words).

Please see the attached document ([KLIDB\\_Attachments\\_Q2\\_to\\_Q6.pdf](#))

- Q5 Your proposals for working with the Environment Agency to ensure a smooth transition, in particular how you would ensure a full-time and fully functioning water bailiff is in place by 1 April 2017. (In less than 500 words).

Please see the attached document ([KLIDB\\_Attachments\\_Q2\\_to\\_Q6.pdf](#))

- Q6 An explanation of how you would identify and minimise costs to the Pevensey and Cuckmere WLMB. Please include any alternative proposal you may have for the arrangements for delivering the services (In less than 500 words).

Please see the attached document ([KLIDB\\_Attachments\\_Q2\\_to\\_Q6.pdf](#))

### 7.3 Assessment

The comparison of offers will be based on price schedules 1, 2 and 3 only. Price schedules 4, 5 and 6 are for information only, to be applied with the successful Partner IDB

Offers will be assessed using the following model:

**Cost (50%)** – a model of the hours required to deliver each of the Administrative, Engineering and Operational Services will be determined using Environment Agency data and proposals received in Price Schedules 1, 2 and 3. Average hourly rates for each of these Services will be used to assess the total costs of delivering

## 7 OFFER TO BE COMPLETED AND RETURNED

all these services through each submission. Points will be awarded to each offer as follows:

$$\frac{\text{Cheapest offer}}{\text{Offer}} \times 50 \text{ points}$$

(ie cheapest offer awarded maximum 50 points)

**Quality (50%)** – 25 points will be available for each quality criteria based on the submitted response and interview. Total quality points will be summed and points awarded for each offer as follows:

$$\frac{\text{Score}}{\text{Highest score}} \times 50 \text{ points}$$

(ie highest score awarded a maximum of 50 points)

Points for cost and quality will be summed. The offer with the highest score will be the preferred Partner IDB.

## 8 FORM OF OFFER TO BE SIGNED AND RETURNED WITH THE OFFER

### PROVISION OF SERVICES UNDER S11 LAND DRAINAGE ACT 1991

The East Sussex IDD Steering Group is seeking to identify an IDB (the Partner IDB) with whom to negotiate an agreement on behalf of the Pevensy and Cuckmere WLMB for the provision of Services under S11 of the Land Drainage Act 1991. The purpose of this invitation is to enable the Steering Group to ensure that the Partner IDB can deliver the Services and provide value for money. In recognition of this principle:-

I/We certify that this is a bona fide Offer and that the rates and prices quoted are truly representative of my/our costs by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/we have not done and undertake that I/we will not do at any time of the following acts:-

- communicating to a person other than the Environment Agency IDD Project Manager the amount or approximate amount of my/our proposed Offer (other than in confidence in order to obtain quotations necessary for the preparation of the Offer for insurance); or
- entering into any agreement or arrangement with any other person that he shall refrain from Offering or as to the amount of any Offer to be submitted;
- offering or agreeing to pay or give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Offer or proposed Offer for the Services any act or omission.

Having examined the Invitation Document and being fully satisfied as to my/our abilities and experience in all respects to satisfy the requirements of the Invitation Document, I/we hereby offer to provide upon the terms and conditions of an Agreement under Section 11 of the Land Drainage Act 1991, the Services therein specified.

Signature of Supplier: *P. Camarillo*

(Where a Limited Company for and on behalf of)  
«Company\_Name»

Telephone No(s):  
Office: 01553 819600, Mobile: 07841 571251

Dated this Friday, 15<sup>th</sup> January 2016

# Frances Bligh

1 Churchview, Back Road, Pentney, King's Lynn, Norfolk PE32 1JW  
Tel: 01760 338727 (home). 01553 819629 (work). Mobile: 07889 031570.  
Email: [f\\_bligh@hotmail.com](mailto:f_bligh@hotmail.com) (home)

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## Profile

Data Manager with experience in many aspects of data administration, geographical information systems and IT within the public sector. Works well using a wide variety of IT skills, with an eagerness to embrace new challenges. Excellent communication and negotiation skills with the ability to interact and liaise with external organisations at multiple levels.

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## Work History

### Water Management Alliance (WMA)

2008 -Today

Data Manager

- Advise on Data Protection and Freedom of Information matters.
- Promote the Internal Drainage Boards (IDBs) within the Public Sector Mapping Agreement (PSMA) – Ordnance Survey data sharing.
- Organising Data Sharing Agreements.
- Ensure the attainment of ISO9001, by carrying out periodic audits and working with the external auditor.
- Works within set Policies and Procedures.
- Liaise with Board Members, Local Authorities, Environment Agency and DEFRA.
- Provide government authorities and third party organisations with information they may request.
- Develop the internal information resources system by sourcing external data – Sourcing data to complete projects.
- Support the Rating Officer with polygon linkage to the Rating System to maintain an up-to-date, drainage rating system.
- Digitise WMA assets and other non-IDB spatial data, maintaining the links to relational databases in a GIS system.
- Maintain an Intranet based GIS system for all employees to utilise.
- Ensuring mission critical hardware, software and data\telecoms are, supported and maintained.
- Update and maintain mapping data on the web site.
- Supporting staff with IT issues.
- Ad hoc projects as required.

### King's Lynn Consortium of Internal Drainage Boards

1997 – 2008

GIS Technician

- Digitise and develop a Geographical System.
- Gather information, digitally and in paper format.
- Liaise with outside organisations.
- Work to deadlines.

### Warner Jenkins

1995 – 1997

Colour Match Technician

- Creating new colours for pharmaceutical and food produce.
- Meeting customer deadlines.
- Adhering to ISO9001 standards.
- Adhering to Health and Safety standards.
- QA testing.

## Education/Training

AutoCAD Map

Introduction to Hec-RAS

Windows Exchange Server

Windows Server

Introduction to Access

MS Project

Degree:

Geography BSc Hons

Dissertation – The effects of Nitrate Vulnerable Zones on Chalk Aquifers

Assisted a Phd study – Water Quality in Yorkshire Reservoirs

A-Levels:

Environmental Science

Geography – included work experience with Ordnance Survey

Biology

Art

9 GCSE's

## **CURRICULUM VITAE**

### **PHILIP CAMAMILE**

#### **Contact Details:**

**Full Name:** Philip Jonathan Camamile

**Address:** Threepenny Corner  
Farthings Fold  
Hanthorpe  
Bourne  
Lincolnshire  
PE10 0RN

**Home Telephone:** +44(0)1778 570921

**Home Email:** [phil@camamile.net](mailto:phil@camamile.net)

**Office Telephone:** +44(0)1553 819600

**Office Email:** [phil@wlma.org.uk](mailto:phil@wlma.org.uk)

**Mobile Telephone:** +44(0)7841 571251

#### **Sundry Information:**

**Date of Birth:** 20 December 1963

**Age:** 52

**Marital Status:** Married

**Nationality:** British

**Driving Licence:** Full

#### **Academic Qualifications:**

1998 to 2002  
Nottingham University

MBA (with Distinction)

1986 to 1988  
Lincoln College of Technology

National Certificate in Business and Finance

1975 to 1981  
Oakham School

8 'O' Levels, including Maths, English and Commerce

## **CURRICULUM VITAE**

### **PHILIP CAMAMILE**

#### **Professional Qualifications:**

2006	Institute of Directors (IOD)	Chartered Director and Fellow of the Institute
2002	Chartered Management Institute (CMI)	Fellow Member of the Institute
2002	Association of MBA's (AMBA)	Master Business Administrator (Nottingham University Alumni)
1997	Institute of Chartered Secretaries and Administrators (ICSA)	Chartered Secretary (elected Fellow in 2002)

#### **Relevant Work Experience:**

2007 to Present Day	<a href="#"><u>Water Level Management Alliance</u></a> (a Consortium of 5 Drainage Boards)	Chief Executive
2003 to Present Day	Byzantine Limited	Company Secretary and IT Consultant
2003 to 2007	South Holland Internal Drainage Board	Chief Executive
1993 to 2003	South Holland Internal Drainage Board	Clerk/Treasurer
1991 to 1993	Witham First District and Third District Internal Drainage Boards	Deputy Clerk
1989 to 1991	Brighton & Co. Accountants	Senior Accounting Technician
1986 to 1988	Streets & Co. Chartered Accountants	Accounting Technician

## **CURRICULUM VITAE**

### **PHILIP CAMAMILE**

#### **Referees:**

1.     Name:            Mr S A R Markillie  
       Relationship: Current Employer  
       Position:       Chair  
       Organisation: Water Management Alliance  
       Address:        Strawberry Hall Farm  
                       Crossgate  
                       Tydd St Mary  
                       Wisbech  
                       Cambridgeshire  
                       PE13 5QT  
  
       Home Tel:       +44(0)1945 420237  
       Mobile Tel:     +44(0)7970 960506  
       Email:           [shf@strawberryhall.co.uk](mailto:shf@strawberryhall.co.uk)
  
2.     Name:            Mr D R Worth  
       Relationship: Previous Employer  
       Position:       Chair  
       Organisation: South Holland Internal Drainage Board  
       Address:        Marsh Reeves  
                       Foxes Lowe Road  
                       Holbeach  
                       Lincolnshire  
                       PE12 7PA  
  
       Work Tel:       +44(0)1406 421032  
       Email:           [duncan.worth@ahworth.co.uk](mailto:duncan.worth@ahworth.co.uk)

# MARY CREASY

2 Back Lane, Pott Row, King's Lynn, Norfolk PE32 1BT  
Tel: 01485 600826 (home). 01553 819624 (work). Mobile: 07900 470680.  
Email: [mary.creasy@yahoo.co.uk](mailto:mary.creasy@yahoo.co.uk) (home)

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## Profile

Experienced Senior Administrator and PA to Director level with extensive experience in all aspects of administration and PA/secretarial duties. Highly organised, proactive work style with ability to prioritise a diverse workload. Areas of expertise include ability to multi task activities whilst working to strict deadlines and according to set policies and procedures. Excellent communication and negotiation skills with both internal organisation and external organisations at all levels of the business.

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## Work History

### Water Management Alliance

June 2008 - Date

PA to Chief Executive Officer (CEO)

- Full PA support to CEO
- Proactively deal with all correspondence, manage diary and create presentations.
- Deputise in CEO's absence
- Line management responsibility for Secretarial and Admin staff.
- Facilities management including budget monitoring
- Generalist HR
- Board Member Services and Governance
- Liaise with Board Members, Local Authorities, Environment Agency and DEFRA.
- Liaise with external auditor for audit of annual return and associated governance
- Prepare meeting reports, take and produce minutes. Chase outstanding actions.
- Ad hoc projects as required.

### Mundipharma Research Limited (formerly Napp Pharmaceuticals Research Limited)

October 2004 – June 2008

Project Co-ordinator

- Co-ordinate the preparation of strategic development plans.
- Organise and administer project meetings and executive meetings. Take minutes and distribute to relevant parties.
- Liaise with cross-functional project teams to develop and maintain project timelines, within budget.
- Liaise with external vendors/consultants.
- Monitor progress of all projects, track milestones and identify potential risks. Chase outstanding actions where necessary and highlight issues to Project Leaders.
- Provide monthly status reports for all projects.
- Produce monthly headcount reports.
- Monitor projects indirect and direct costs against budget.
- Assist in bi-annual budget process.
- Maintain and communicate project information via meetings, presentations, reports and project sites on intranet portal.
- Responsible for additional projects outside research function.

### Napp Pharmaceuticals Research Limited

March 2001 –September 2004

Assistant to Director of Medical Research - Europe. (Company restructure resulted in new position)

- Fully support the Director to ensure maximum efficiency of his time.
- Proactively deal with all correspondence, manage diary and create presentations.
- Co-ordinate all travel arrangements, including comprehensive travel itineraries, for Director and his reports.
- Internal and external meeting organisation, including teleconferencing, videoconferencing, net meeting.
- Organise and attend conferences and meetings in Europe and US, providing on-site support as required. Liaison with key opinion leaders.
- Extensive liaison with US and European colleagues to support globalisation process.
- Monitor department budget, highlighting any issues to Director.
- Co-ordinate fair distribution of workload for secretarial/administrative colleagues.
- Organise office/IT/telephone facilities for department.
- Induction of new starters.

**Snap-On Equipment Limited**

**February 2000 - March 2001**

Confidential Secretary to the Company Secretary

- PA support to Company Secretary.
- Introduction of monthly departmental meetings with Company Secretary and Direct Reports to improve inter-departmental communication.
- Implemented new filing system to facilitate rapid retrieval of departmental files.
- Liaison with Company solicitors on behalf of Company Secretary.
- Source company vehicles.
- Assist Company Secretary with Pension administration.

**Agency Work**

**December 1999 - February 2000**

Office Administrator

- Purchase and sales ledger, credit control, payroll using Sage software.

**Agrevo UK Limited**

**November 1998 - November 1999**

Executive Secretary to Head of Development. (Company merger resulted in relocation to Essex).

- Full PA support to Head of Development to ensure the smooth running of the department.
- Extensive liaison with European colleagues.
- Co-ordinate travel arrangements and produce itineraries.
- Audio-typing minutes and reports.
- Administration of Serco contract.
- Produce reports for monthly management team meetings
- Area Computer Co-ordinator for department, (assisting colleagues with software and hardware queries).
- Secretarial/administrative support to four managers.

**One to One Project**

**June 1997 - October 1998**

Mental Health Charity Organisation

Office Administrator and Secretary to two Project Managers and one part-time Development Officer. Administrative support to team of thirty volunteer counsellors and befrienders.

- Set up new office and implementation of computer systems.
- Introduction of library system for lending books and journals.
- Produce monthly newsletter for volunteers.
- Co-ordinate training for volunteers and project managers.
- Liaison with Social Services and Health Care Professionals.
- First point of contact for volunteers and clients.
- Diary management and booking client appointments.
- Budget control, salaries, bookkeeping and petty cash.
- Prepare financial information for accountant.
- Type correspondence, minutes, confidential reports.
- Prepare reports for Committee meetings. Attend and take minutes.

**Northwest Anglia Healthcare NHS Trust**

**April 1992 - June 1997**

Assistant to Transport Manager.

- Total vehicle management of 375 vehicle fleet including allocation, licensing, maintenance, mileage monitoring, invoicing, fuel and accident claims.
- Extensive liaison with Trust personnel, garages, vehicle lease companies and insurers.
- Assist Transport Manager with bespoke fleet manager database to replace manual system. Resulted in improved reporting and increased efficiency.
- Deputise for Transport Manager in his absence.

**Local Education Authority**

**1987 - 1992**

Part-time in local school and at the Authority offices.

**King's Lynn & Wisbech Hospitals NHS Trust**

**1984 -1987**

Part-time nursing auxiliary

**Career break to raise family**

**1980 - 1984**

**Payroll/Personnel**

**1972 - 1980**

Working in both private industry and the NHS. Responsible for large payroll and associated personnel tasks including pension, recording of holiday/sickness/absence.

**Education/Training**

Student Member CIPD

Advanced Excel

Introduction to Access

MS Project Introduction & Intermediate

MS SharePoint Master Class

Executive Secretary/PA Senior Development Programme

Taking Minutes with Confidence

Advanced PowerPoint

Springboard Women's Development Programme

RSA IBT 2

RSA Typing II

9 'O' levels

## Curriculum Vitae



**Name** Mrs Michelle Jane Futter

**Address** 139 Station Road  
Snettisham  
King's Lynn  
Norfolk, PE31 7QS

**Telephone No.** 01485 544246 or 07961510694

**Date of Birth** 1<sup>st</sup> July 1968

**Education** Smithdon High School, Hunstanton  
September 1979 – July 1984  
Norfolk College of Arts and Technology, King's Lynn  
September 1984 – June 1986

**Qualifications** CSE English (2)  
CSE Maths (2)  
CSE Typing (2)  
CSE Information Technology (3)  
CSE French (3)  
BTEC General in Retail Distribution  
RSA Stage 1 CLAIT (computers)  
Bookkeeping and Accountancy Diploma  
NVQ level 4 Association of Accounting Technicians (MAAT)  
Best Accounting Student Award

**Work History** May 2008 – to date  
Water Management Alliance, King's Lynn  
Finance Officer and Payroll Administrator  
Involving daily accounting, purchase, sales and nominal ledger control, job costing, producing monthly management reports, budgets & control, VAT returns, cheque/bacs run, bank reconciliation, payroll processing and associated year end returns, pension returns, and any other administration duties.

August 1997 – May 2008  
Bryanston Kenmore Manor Park Ltd, Hunstanton  
Finance Manager and Payroll Administrator

February 1997 to August 1997  
KMP Crusader Manufacturing Ltd, King's Lynn  
Bookkeeping and Payroll Administrator

January 1996 – February 1997  
Registered Childminder &  
Casual employment associated with producing end of year accounts.

**Work History**

October 1991 – January 1996  
Full time mum

November 1986 – October 1991  
Swains International Plc, Hunstanton  
Accounts Assistant

September 1984 – November 1986  
Sandra's Flowers, Dersingham  
YTS Trainee Florist

**References**

Mr Phil Camamile  
Chief Executive  
Water Management Alliance  
Austin Fields Industrial Estate  
King's Lynn  
Norfolk  
PE30 1PH

Mr Anders Rasmussen  
Grant Thornton Accountants  
Holland Court  
The Close  
Norwich  
NR4 1DY

Mr Jim Isherwood  
Crooms Hill House  
Common Hill  
Medstead  
Hants  
GU34 5LZ  
(Previous owner of Manor Park)

**Personal Profile**

I am enthusiastic and industrious toward my duties along with being conscientious and reliable. I welcome working to a deadline and being able to take on a challenge and see it through. I take much pride in my work and have an eye for detail, setting myself high standards of accuracy and production.

At all times I adopt a confidential manner and am entirely trustworthy.

I enjoy working as either a team member or individually. I am comfortable dealing with the general public and recognise the need for a high degree of customer focus.

# CAROLINE LABURN

75. King George V Avenue, Kings Lynn, PE30 2QE

Home: 01553 777353

Work: 01553 819618

Mobile: 07880 728389

Email: [caroline@wlma.org.uk](mailto:caroline@wlma.org.uk)

## PERSONAL STATEMENT

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I am a competent and experienced IDB Environmental Officer with extensive technical, field and office skills. I regard myself as a responsible, willing and capable team player with a cheerful disposition. I am an honest, reliable and fair individual with a balanced and diplomatic approach to problem solving. I would like to think that others consider me to be an organised person, a facilitator and a pragmatist in my approach to work. I am ready to take on any new challenge and will always endeavor to do my personal best for the benefit of my team and my employer.

## EDUCATION

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<b>1999-2000</b>	<b>Northern College of Education</b>	Postgraduate Certificate in Education (Secondary Biology and Science)
<b>1989- 1993</b>	<b>University of Aberdeen</b>	BSc Honours Zoology (2:1 Degree )
<b>1985-1989</b>	<b>Harris Academy, Dundee</b>	5 SCE Higher Grade passes 8 SCE Ordinary Grade passes (Including Maths and English)

## RECENT TRAINING AND SKILLS

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- I am competent in the use of computers and have a good working knowledge of Microsoft Office (Word, Excel, Powerpoint and Publisher).
- I am able undertake presentations to inhouse staff or the public
- I hold a clean UK driving licence.

Whilst working for the Water Management Alliance (WMA) I have also received training in the following:

- University Certificate in Biological Recording from the University of Birmingham (including song bird survey; bat survey; reptile and amphibian survey; identification of UK flora; plants of bogs and marshes; grasses, rushes and sedges identification; aquatic plant identification)
- NEBOSH Certificate in Occupational Health and Safety - merit
- Ecological Clerk of Works
- River restoration techniques
- Emergency First Aid
- Foundation Levelling and Setting Out
- Water Vole Surveying
- Great Crested Newt Surveying.

## INTERESTS AND ACTIVITIES

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I enjoy walking, camping, biking, reading, live music and sharing quality time in the company of my two children and partner.

## PRESENT EMPLOYMENT

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**May 2011 – Present**

**Water Management Alliance**

**Technical and Environmental Officer, WMA Eastern Boards**

Responsibilities and achievements include:

- Reviewing the Norfolk Rivers, Broads and East Suffolk IDB's Standard Maintenance Operations Document in line with the Water Framework Directive (2003) and the Conservation and Natural Habitats Regulations (2010)
- Carrying out Habitats Regulation Assessments for maintenance and other projects.
- Delivering training to operations staff.
- Working in partnership with other organisations to facilitate and deliver River Restoration Schemes.
- Working closely with the Engineers and Project managers to facilitate routine maintenance operations throughout the Eastern Boards area.
- Consultation with landowners, agencies and partners to facilitate the delivery of regular maintenance objectives, Rural Sustainable Drainage Systems and Capital Schemes.
- Consultation with Natural England and other IDBs in the development of the Water Vole Class Licence.
- Maintaining and regularly auditing the ISO 14001 Quality Management Systems for all Boards within the WMA
- Facilitating the delivery of IDB Biodiversity Action Plans.
- Reporting environmental progress regularly at Board Meeting
- Carrying out protected species surveys and reporting.
- Facilitating the process of complying with the Eel Regulations (2009) throughout the WMA Eastern Boards

## **EMPLOYMENT HISTORY**

**November 2003- May 2011**

**Technical Assistant- Environmental, WMA**

Responsibilities and achievements include:

- Endeavouring to keep the Boards, the workforce and officers on the right side of the law with regard to compliance with UK and European wildlife legislation in a manner most favourable to the interest of the Board.
- Liaising and obtaining consent from Natural England to allow operations to proceed on SSSIs in the various IDB catchments.
- Carrying out environmental surveys and audits on drains to ensure compliance with the various Standard Maintenance Operations for the Boards.
- Obtaining herbicide, waste exemption and hazardous waste licences from the Environment Agency.
- Carrying out protected species surveys on various IDB drains in response to Byelaw Assent applications, Water Level Management Plans or Capital scheme project proposals.
- Undertaking projects in collaboration with various other bodies in the control and eradication of various non-native invasive plants and American Mink.
- Being heavily involved of the production of IDB BAP plans and Standard Maintenance Operations for all WMA boards.
- Maintaining ISO 14001 records.

**February 2002 – November 2003**

**Environment Agency, Anglian Eastern Area**

**Monitoring and Data Officer (Chemical), Haddiscoe**

Responsibilities and achievements included:

- Sampling Norfolk Broads, River and Pump sites as part of the National Monitoring Programme to EA sampling guidelines.
- Chemical analysis of water samples for chlorophyll, phosphate, suspended solids and alkalinity.
- Maintenance and calibration of YSI 556, WTW, conductivity and pH meters.
- Providing data from EA database to stakeholders upon request.

**Fisheries Officer, Norwich**

Responsibilities and achievements included:

- Consenting all Fisheries Consents for Essex.; Section 30 and Section 28 Byelaw removals.
- Undertaking stillwater and riverine surveys throughout many of the rivers and broads in Norfolk and Suffolk; including netting, marginal habitat electrofishing and headwater surveys.
- Carried out Fisheries Scientist (a promoted post) during staff changes and reorganisation.
- Edited the "Broads Fisheries Action Plan".

**December 2000- February 2002**

**Environment Agency, Wales**

**Fisheries Officer, Swansea**

Responsibilities and achievements included:

- Meeting and liaising with contractors, angling clubs, Countryside Council for Wales, the general public and other EA functions (Flood Defence, Environmental Protection and Conservation), to represent the EA's Fisheries Department.
- Commenting on planning, land drainage and flood defence issues.
- Organising the "Take a Friend Fishing" Event 2001.
- Editing the Fisheries, Environment and Recreation magazine – "The Gudgeon".

**Hydroacoustic Data Officer, Cardiff**

Responsibilities and achievements included:

- Processing, managing and archiving acoustic fish counter data using specific fish counter software, access database and spreadsheet packages.
- Providing operational assistance at all fish counter sites.

**March 1996- September 1999**

**Spey District Salmon Fishery Board**

**Fishery Biologist, Morayshire**

Responsibilities and achievements included:

- Gaining a wide range of experience in various fisheries management techniques such as: electrofishing surveys, river habitat surveys, fish husbandry, trapping, tagging and scale and microtag reading.
- Data analysis and report writing.
- Responsibility for managing two high profile projects for Board: the "Salmon go to School" Project and the River Fiddich Cooling Water Discharge Project.

## PREVIOUS TRAINING AND SKILLS

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Whilst with the Environment Agency (EA), I received training in the following:

- Boat Handling: RYA Level 1 Boat Handling Certificate and RYA Small Craft Sea Survival
- Driving : 4x4 Off-road Driving Certificate and Off-road Trailer Towing Certificate
- Certificate of Competence in Electrofishing

## REFERENCES

---

### **Mr Phil Camamile**

Chief Executive,  
Water Management Alliance,  
Kettlewell House,  
Austin Fields Industrial Estate,  
Kings Lynn,  
PE30 1PH

Email: [phil@wlma.org.uk](mailto:phil@wlma.org.uk)  
Telephone: 01553 819600

### **Mr Simon Johnson**

Director  
Eden Rivers Trust,  
Unit O & Q,  
Skirsgill Business Park,  
Penrith,  
CA11 0DP

Email: [director@edenriverstrust.org.uk](mailto:director@edenriverstrust.org.uk)  
Telephone: 01768 866788

## MATTHEW JOHN PHILPOT

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### Personal details

Nationality	British
Profession	Chartered Civil engineer
Specialisation	River engineering, earthworks, hydraulics, environment
Position in company	Project Engineer WLMA for Norfolk Rivers & Broads IDB
Language ability	English – Mother Tongue
Personal Life	Married with two children

### Key experience

CDM Regs  
General Civil Engineering Design  
Site Management & Safety  
Public liaison and presentation skills. Media experience.  
Professional Reviewer with the Institution of Civil Engineers. Qualified Supervising Civil Engineer

ReWARD (Computer aided retaining wall/piling design)  
SlopeW (Earth bank stability calculations)  
LSS (Land Survey System, Volume, cut/fill calculations and modelling)  
Construction site Management  
Surveying and Setting out  
Microsoft Office & Project

BSAC professional diver qualification with Engineering based training.

### Awards & Achievements

2015: Chair of the UK Catchment engineer community – leading of 22 chartered civil engineers for the EA.

2015 Levee Safety Partnership, St Louis USA – Keynote address on UK flood defence design policy and process

2014 CIRIA Geotechnical Asset Owners Forum, London – Keynote address on Environment Agency Flood Defence Failures, reasons and learning

2010 DEFRA Conference: Paper Published: *Broadland; a current model of future Delivery?*

2008 Halcrow Technical Leader – Bank Protection on Waterways

ICE Telford Apprentice, Final Three, 2007

Halcrow Technical Papers Award - **Winner**, Novel methods of Erosion Protection in Rivers, 2006 (re-presented by request at the annual British Waterways National conference)

CIWEM East of England Graduate Papers - **Winner** 2005 for paper 'A Novel Method of Riverbank Protection from Boat Wash'

## **Education and professional status**

Chartered Member Institution of Civil Engineers

BEng. (Hons) Civil and Coastal Engineering

ICE Professional Reviewer & Supervising Civil Engineer

CITB Site Manager Safety Training Scheme

Construction Site Manager CSCS Card

## **Work Experience**

### **July 2015 - Present: WLMA, Project Engineer for Norfolk Rivers & Broads IDB.**

Engineering oversight and responsibility for annual programme of works across two IDB districts. Working with the operations manager for day to day management of work as well as project management of capital works and bidding for new work through the EA/DEFRA.

### **June 2012 – July 2015: Environment Agency, Catchment Engineer for Norfolk & Suffolk.**

Overall responsibility for all Flood Risk Management Assets within the Norfolk and Suffolk area. Involved in design of particularly complex or high risk schemes and in advice for any project as required by local teams. Advice also given to site based teams as required.

### **November 2010 – June 2012: Environment Agency, Team Leader, Technical Support, Operations Delivery.**

Managing team of twelve engineers in the design and development of civil engineering work packages and maintenance schemes across Norfolk from conception to completion. Engagement in a wide variety of skills and engineering disciplines. Responsibility for team budget of circa £400k, used to deliver work packages in excess of £1m

### **October 2009 – November 2010: Environment Agency ncpms Project Manager**

Role includes assisting in the programme and financial management of a number of projects and developing a strategy for the next stage of the long term broadland flood alleviation project.

### **2004- October 2009: Halcrow Group Limited, Graduate engineer. Broadland Flood Alleviation Project**

Project management and design of improvements to existing flood defences on the Norfolk Broads as part of the £100m PFI Broadland Flood Alleviation Project, with BAM Nuttall and the Environment Agency.

This includes the design of a variety of civil engineering schemes and the progression of these designs through planning, to construction, with some associated site supervision. Extensive landowner consultation and negotiations were also involved relating to the land loss being proposed.

Being a joint venture client, contractor and designer sat in the same office, giving a significantly enhanced aspect to the project development process.

Typical schemes include the design of reinforced concrete floodwalls, steel sheet piling, Gabion walls, and earth floodbanks as well as other innovative engineering solutions.

The Broads consist of numerous SSSI's and Ramsar sites and therefore environmental awareness was at the forefront of my learning and work.

**January 2008 – April 2009, Lead Design Engineer/Project Manager  
Compartment 6a (Hickling & Somerton) Flood defence and wetlands scheme:  
value circa £2m**

**October 2007 – January 2008 South Benfleet Reservoir emergency works:  
Engineering Project Manager**

**July 2007 – October 2007 Compartment 10 (Stokesby to Yarmouth) Flood  
Defence Scheme: Site Engineer**

**January 2007 – July 2007 Norwich River Wensum Flood Alleviation Scheme:  
Site Supervisor/resident engineer.**

**September 2006 – January 2007 Norwich River Wensum Flood Alleviation  
Scheme: Project Appraisal Report, assistant project manager NEECA2**

**2002-2003 Norfolk County Council – Year in industry**

- Four-months Site work - Assistant Resident Engineer
- Two-months Geotechnics Laboratory
- Six-months Road design team – Design Engineer

## **Karen Thomas**

**Walnut Tree Cottage, Dennys Lane, Kelsale, Suffolk IP17 2PD**

**Personal Mobile: 07789513053 Work Mobile: 07754259745**

**Work email: kthomas@wlma.org.uk**

### **Statement**

I am a Project Manager working for the water Management Alliance, a consortium which supports the Internal Drainage Boards (IDB's) of East Anglia. I have been with WMA since January 2015 and in the last 12 months I have been involved in over £500k worth of flood defence improvement schemes as part of the Government's 2013 post-flood repair programme. However, most of the funding was from non-government funding streams. My main project has been a community-funded (Coastal Community Fund) flood defence improvement project at Waldringfield in the Deben estuary in Suffolk with the East Suffolk IDB. This project has included new freshwater habitat creation, water vole and reptile mitigation and pioneering saltmarsh restoration work to deliver a resilient flood defence option for the local community. The project allowed me to utilize my community engagement skills and partnership funding knowledge to support a community-led approach. I am working closely with community groups, estuary partnerships and landowners to meet the challenge of funding flood and coastal risk management in vulnerable rural coastal locations. To support defence works in locations where government funding is limited I have been working closely with landowners, local authorities and developers to secure clay arising from building developments for flood defence wall work to create more affordable options. I will be progressing funding proposals for many rural walls in 2016 which will include innovative funding approaches and includes a new saltmarsh restoration investment pilot. I am also currently developing a Project Appraisal Report for a £2M wetland restoration project in the Norfolk Broads to attract government funds on behalf of the Broads IDB, the RSPB and Broads Authority. Before moving to WMA I worked at the Environment Agency for 16 years in local, regional and national teams and now have over 19 years experience in water and flood risk management. I have experience of flooding and its effects following the 2013 East Coast tidal surge and have an understanding of organizational and community response having been directly involved. I am experienced in writing funding bids and seeking alternative funding streams at local national and EU level. I also have media experience and can plan communication and engagement campaigns.

### **Specialisms**

- Expert knowledge of FCERM policy, practice and legislation including EU habitat and Water Framework Directives.
  - Leader in coastal community engagement and partnership funding project development, in particular landowner liaison for uneconomic sea defence policy.
  - UK and EU project management experience
  - Technical specialist in flood risk and estuarine and coastal geomorphology and hydrodynamics
  - National expert in managed realignment, regulated tidal exchange, beneficial use of dredging approaches, biodiversity offsetting, ecosystems services, saltmarsh restoration and flood defence adaptation and resilience techniques.
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### **Achievement and Skills**

#### *Communication Skills*

I regularly represent the WMA at meetings with statutory bodies, elected members, parish councillors, community representatives and ports and marine industries and other key stakeholders. I have a proven record of good engagement with landowners and their representative organisations. I chair meetings in a courteous and timely fashion and am able

to facilitate challenging discussions. I write papers for meetings, produce reports and have published peer reviewed technical papers.

### *Team Working*

Throughout my career I have been a team player. I maintain professional relationships with colleagues and external partners and stakeholders. I have a lot of experience of working across functions and organisations in 'virtual' teams. I have had line management responsibility and understand the need to motivate and support others to get the best from people.

### *Time Management*

I am a well-organised worker and I respect deadlines and other people's time. I work efficiently within programme but am flexible. During the tidal surge in December 2013 I was able to work for many weeks under difficult and demanding work pressures and deliver good outcomes for my employer, partners and communities affected.

### *Problem Solving*

Water and flood management requires continual problem-solving given the challenges we face in diminishing budgets, aging infrastructure, flood events and the high expectations of landowners and community groups that this can all be managed. I have a wealth of experience in dealing with a wide range of issues.

### *Broader skills*

I support my family's organic beef farming business. My role is to develop new business ideas, deal with correspondence from statutory bodies, assist with calving and promote food and festival events held at the farm. I keep up to date with general farming policy.

Following the birth of my daughter in 2011 I spent my maternity year developing a new walking guide for people with young children with prams. I sought funding from the Suffolk AONB unit and liaised with SCC to develop a guide that I now sell online.

I am supporting my local community with the development of our Parish Emergency plan.

I am a competent driver with a full clean driving license. I am no longer a trained first aider but I have basic skills.

### *Interests*

Sea swimming and kayaking, walking, cooking and food.

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## **Education**

Exmouth Community College 1983-88: 9 GCSE's grade C and above inc. Maths and English

Exmouth Community College 1988-91: A level Biology, Geography and Sociology and two GCSE's Grade A and C.

University of North Wales, Bangor 1991-94: BSc Honours Degree Ocean Science 2(i)

University of North Wales, Bangor 1994-95: MSc Degree in Marine Geophysics and Geotechnics

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## **Work Experience**

*May 1997- Dec 1998 Gardline Surveys Great Yarmouth – Marine Geophysicist*

Working for offshore oil and gas companies, I undertook seabed surveys and sampling for pipelines and installations. Lead officer on Admiralty chart reviews for north east coast. Offshore data collection, survey equipment checks, mapping, quality control, client liaison and

project management for large oil and gas firms and MOD. Offshore ship-work involved health and safety and first aid training and working away for long periods.

*Feb 1999-August 1999 Hydrographic Surveys Ltd, Cork Ireland – Hydrographic Surveyor*

I undertook inshore and near-shore boat surveys around the Irish coast. Survey design, developing permissions and consents, data collection, equipment checks, quality control, client liaison including; Irish Nature and Archaeological organisations, Highways, fishing, ports and harbour authorities and marine businesses.

*Sept 1999 – 2006 Environment Agency Ipswich - Coastal Coordinator – Area Flood Defence*

Based in the Improvements team I supported local engineering projects to develop managed realignment schemes in Essex and was technical lead for hydrodynamic data collection, monitoring and modelling for projects and estuary strategies. I project managed Abbots hall managed realignment. I was lead technical specialist for EA Eastern Area on the London Gateway and Bathside Bay port extensions and advised the public inquiry. I worked with Defra on the 2004 Essex Uneconomic walls paper and liaised with landowners and their representatives in developing the policy.

*Sept 2003-Oct 2005 Environment Agency Ipswich - Project Manager, NCPMS P/T assignment*

In addition to the Coastal Coordinator role I managed the Essex Estuary Strategies for the Roach and Crouch and Blackwater. I worked with partners and managed Halcrow Consultants to deliver over £500k of strategy work with local buy-in and support, particularly with landowners for the flood risk management policies. I delivered the largest project nationally using fine dredged materials to restore marshes at Horsey island in Essex as part of a 6M euro EU project (ComCoast) and project managed £1m euro UK budget, partners and EA staff as part of the EA element of the work. I commissioned research into the value of marshes for fisheries, tourism and carbon sequestration that now underpins elements of UK Ecosystems services approach. I have developed large UK and EU funding bids.

*May 2006- April 2008 Environment Agency London – Policy Advisor, National FCERM*

I worked within the cross-government Making Space for Water programme alongside Defra colleagues to develop new FCERM policy and guidance. I was directly involved in work streams considering adaptive and resilient approaches to flood risk as well as lead advisor for improving our approach to engagement and communication with partners and communities.

*May 2008 – April 2012 Environment Agency Ipswich - Coastal Advisor, Area FCERM*

I worked on a regional strategy for the coast with GOEAST and developed local Coastal Strategy for Eastern Area FCERM teams. I developed and led a landowner information pack and new approach to working with landowners with flood defence management needs. I worked with over 200 landowners, the NFU and CLA to develop the pack through Essex Managing Coastal Change project which was adopted for national use. I led the Area team in terms of stakeholder engagement and technical input for the Essex and South Suffolk SMP and delivered a publically and politically accepted plan.

*May 2008 – April 2012 Environment Agency Ipswich - Coastal Advisor, Area FCERM*

I led the EA's involvement in estuarine plans in the Suffolk estuaries and specialised in community-led approaches to FCERM. I was the technical specialist in estuarine modelling assessments and ecosystems services approaches which have been applied to the Deben and Alde and Ore. I worked collaboratively with partners to reduce consents and licensing issues for local landowners and community groups. On behalf of EA, I have led and supported delivery of Shotley community cliff protection scheme, Waldringfield flood defence scheme, Orford and Butley defence resilience trials, Sutton Hoo, Falkenham and Levington saltmarsh restoration projects and Sudbourne sheep grazing trial. I chair the Stour and Orwell Estuary Management Group working with local partners, stakeholders and authorities to sustainably manage the Stour and Orwell SPA.

*April 2012 – January 2015 Environment Agency Ipswich - Senior Coastal Advisor, Area FCERM*

This was a promotion from my previous role and included line management responsibilities for 3 members of staff. I worked with them to offer career development opportunities and

gained experience of dealing with Human Resources issues including recruitment and disciplinary action. In addition to my ongoing involvement in the estuary plans I was the lead officer on coastal partnership funding approaches and the development of Partnership funding pack for partners and community leads. I am the lead technical and funding advisor for community projects involving innovative FCERM techniques such as saltmarsh restoration and resilience options for defences.

#### *References*

Giles Bloomfield, Catchment Engineer, WMA, Kettlewell House, Austin Fields Ind Estate, Kings Lynn, Norfolk, PE30 1PH

Mark Johnson, Area Coastal Manager, Environment Agency, Icen House, Cobham Road, Ipswich Ip3 9JD

Keith Moore, Sustainable Places Account Manager, Environment Agency, Icen House, Cobham Road, Ipswich Ip3 9JD

Other references can be provided.

Q2 An explanation of how you would provide the services as specified. In particular, please address how you would ensure a local interface for WLMB members, ratepayers, local authorities, and local residents and businesses. (In less than 500 words).

Administrative and Engineering Services:

2.1 The WMA has a permanent physical, fully staffed and equipped office in Norfolk (King's Lynn) from which the administration and technical support staff listed in the pricing schedules operate most of the time and from where most of the specified administrative and engineering services could be provided. The WMA has all of the appropriate ICT/Office software and equipment to provide the specified services to the WLMB, which includes email, tele/video conferencing and 24/7 out-of-hours emergency contact facilities.

2.2 The importance of having a local interface is recognised absolutely and provision has therefore been made in the pricing schedules for our Project Engineer to work from the EAs Pevensey Depot one day a week when weekly meetings with the Water Bailiff would take place and when physical meetings with the Board Members, Ratepayers, Flood Risk Management Authorities, Councils, Natural England and other partners could happen.

2.3 Provision has been made for our Chief Executive, PA, Project Engineer and Technical & Environmental Officer to physically attend all Board meetings and up to 6 Committee meetings/year, which would be held within the District. Therefore they would also be able to attend other local meetings on the same day after/before Board/Committee meetings were held, if required.

2.4 When working from the EAs Pevensey Depot our Officers would have access to all WLMB information held on the WMA server physically located in King's Lynn, via their laptops and wireless broadband. Officers would also be able to access our server at other locations when in the District, where secure broadband facilities were available.

Operational Services:

2.5 Provision has been made in the pricing schedule to employ a full time Water Bailiff with access to a 4x4 vehicle and a laptop for monitoring the telemetry, to be available exclusively for the new WLMB. The Water Bailiff will live within or very close to the Drainage District and will have a good knowledge of the area, the water level management infrastructure and understand the capabilities of local contractors.

2.6 The Water Bailiff would effectively work from their vehicle and will be the WLMBs primary interface in the District, and, the first responder in emergencies. When

urgent contact is required out-of-hours the WMA Duty Officer would contact the Water Bailiff, who would then respond directly.

Backup and Support:

- 2.7 Great reliance will be placed on the Project Engineer and the Water Bailiff who will work closely together and be the primary interface for WLMB members, landowners and partner organisations within the District. These 2 roles, together with all of the staff listed in the pricing schedules would therefore be supported by other WMA staff (we currently employ 50 people).
- 2.8 When the Project Engineer or the Water Bailiff were on holiday, or if the Project Engineer or the Water Bailiff was to leave or become ill, others would be able to step in and provide the services to the WLMB. Our Catchment Engineer would support and backup our Project Engineer and our Operations Manager would backup and support our Water Bailiff in the District. Please refer to our Organisation Chart for the WMA (Eastern Area), which shows the reporting lines of our staff.
- Q3 Evidence of experience of successfully managing similar IDD, in particular those with complex internationally designated sites and WLMPs. (In less than 500 words).
- 3.1 The WMA (Eastern Area) currently manages 3 IDBs which have most, if not all, national and international environmental designations within the confines of their IDDs: Broads IDB, East Suffolk IDB and Norfolk Rivers IDB collectively have a considerable number of SSSIs, SPAs and SACs, together with several RAMSARs and AONBs. Most of the Broads IDD also forms part of the Broads Authority National Park. The WMA as a group has developed and currently manages 43 Water Level Management Plans (WLMPs) in partnership with Natural England. All 5 WMA Boards are also coastal Boards (please see the attached map).
- 3.2 Management of the Pevensey Levels would appear to be similar to the Halvergate Marshes (5,000 ha within the Broads IDD), where effective water level management every day is key. There appears to be very many similarities here in terms of water level management. We also have a track record of successfully managing the impact of changes in farming practices, which have the potential to adversely affect protected sites, such as arable reversion, the quest for hydraulic independence and exemption from drainage rating, where knowledge of the Habitat Regulations, the Water Framework Directive, Drainage Rating and Environmental Farming Subsidies is key. Therefore politically, financially and hydraulically the issues for the new WLMB are likely to be similar, with the WMA management team being well placed to advise the new Board accordingly.
- 3.3 Evidence of successfully managing environmentally sensitive areas can be provided by reviewing our works programmes for 2015/16 for each District in the WMA

(Eastern) area. If we were not successfully managing these areas we would not be able to deliver these work programmes:

Broads IDB: [Capital Programme](#), [Maintenance Programme](#)

East Suffolk IDB: [Capital Programme](#), [Maintenance Programme](#)

Norfolk Rivers IDB: [Capital Programme](#), [Maintenance Programme](#)

3.4 We would also not be able to financially support delivery of the capital programmes without FDGiA grant, which we would not receive from the EA, if they considered that we were not up to the job. The WMA has a well-established track record of being able to access FDGiA and other grants to help fund environmental improvement works, many of which have also reduced flood risk. Evidence of this can be found in our Audited Financial Statements, which can be accessed from the Financial Statements webpages for the 3 Eastern Boards.

3.5 We recognise that our watercourses are not just Engineering Structures but are also Wildlife Corridors. As such we seek to ensure that important wildlife and their habitats are not endangered by our operations. Evidence of this can be demonstrated by the fact that each Board in the WMA group has its own Biodiversity Action Plan and Standard Maintenance Operations policy document, which has been approved by Natural England and is ISO 9001 and 14001 quality assured. Examples of both documents can be accessed here, which we would look to develop with the new WLMB:

[http://www.wlma.org.uk/uploads/BIDB\\_BAP\\_March\\_2010.pdf](http://www.wlma.org.uk/uploads/BIDB_BAP_March_2010.pdf)

[http://www.wlma.org.uk/uploads/BIDB\\_SMO.pdf](http://www.wlma.org.uk/uploads/BIDB_SMO.pdf)

Q4 Details of your experience of having managed IDBs through change, including setting up/restructuring boards and districts (in less than 500 words).

4.1 The WMA's Chief Executive helped to setup the WMA Consortium in 2007 shortly after 3 of its 4 newly established Member Boards had been through wholesale restructuring/amalgamation: [SI 2006, No.773](#), [SI 2004, No.1667](#) and [SI 2005, No.429](#).

4.2 We have considerable experience in managing change for newly created Boards and with setting up systems for new Boards, which should be very helpful to the WLMB during the first 2 years of its existence. For example, setting up Schemes of Delegation, Standing Orders, Financial Regulations, numerous policies and other governance arrangements, and, creating/updating byelaws etc. Please check out one of our Member Board's [Policy](#) webpages, which clearly demonstrates this.

- 4.3 We have also had considerable experience in sourcing data, updating and digitising all paper based records, particularly with regard to Drainage Rating and GIS (the WMAs bespoke Rating System is currently used by 88% of all IDBs in England and 100% of all the IDD's in Wales: DRS<sup>®</sup>).
- 4.4 The WMA has relatively recent experience in setting up new IDBs from an amalgamation of predecessor IDBs and IDD's, which could be helpful to the EA and the Steering Group prior to the WLMB's constitution: in 2008 the WMA's Chief Executive helped the EA to constitute East Suffolk IDB, which was formed from an amalgamation of 4 independently administered IDBs and 4 EA administered IDD's ([SI 2008, No.750](#)).
- 4.5 The WMA has relatively recent experience in setting up differential rating, which could be helpful to the Shadow Board and the WLMB: in 2013 the WMA successfully introduced a Differential Rating Order for East Suffolk IDB establishing 5 discrete sub-districts (Model A), where the proportion of the Board's expenses to be raised in the 5 sub-districts was not set out in the Order: therefore all maintenance and improvement work that takes place in each of these 5 sub-districts could then be charged directly to the 5 sub-districts accordingly. It is assumed that the new WLMB would want a similar arrangement for the 2 sub-districts being promoted (Pevensey and Cuckmere). We could make this happen.
- Q5 Your proposals for working with the Environment Agency to ensure a smooth transition, in particular how you would ensure a full-time and fully functioning water bailiff is in place by 1 April 2017. (In less than 500 words).
- 5.1 The WMA has a successful track record of working collaboratively with the EA and other Flood/Coastal Erosion Risk Management Authorities. Each of the 5 WMA Member Boards has a Public Sector Co-operation Agreement (PSCA) in place with the EA, which enables both the EA and the Boards to do work for each other without having to go through a potentially long-winded and costly tendering process every time. Unit costs and hourly charge-out rates are bench-marked by the EA and the Boards every year to ensure that both Risk Management Authorities continue to get best value for money.
- 5.2 As the EA currently undertakes the vegetation control maintenance work on ordinary watercourses within the IDD and will continue to do so until the Water Bailiff is in post; either to 1 October 2016 or 1 April 2017, depending on whether Option 1 or 2 is selected, it would seem sensible for the new WLMB to set up a PSCA with the EA with effect from 1 October 2016, so that this arrangement could continue, if deemed appropriate by the WLMB and the EA.
- 5.3 The WMA Chief Executive and Project Engineer would work with the Shadow Board and the WLMB to agree a Job Description for the Water Bailiff. When this had been

agreed by the Shadow Board or the WLMB, the position would be advertised locally. Following a selection process, which would include at least 2 Shadow Board/WLMB members on the Interview Panel, the post holder would then be employed by King's Lynn IDB t/a "The Water Management Alliance" on a fixed term contract for 2 years and made available exclusively to the new WLMB during this period.

- 5.4 After it had been established how much, if any, of the vegetation control work could be carried out by the Water Bailiff directly, we would request the EA and at least one of the EAs Framework Contractors to provide unit costs for each of the 3 operations we've included in the pricing schedule. We would also discuss this with the Shadow Board and the WLMB to establish whether there were any other known contractors locally who could be asked to provide comparable unit costs for the 3 operations.
- 5.5 Unit costs would be requested from potential contractors as well as hourly charge-out rates – it may take a contractor much longer to complete the work if they don't have the right equipment or skill set, but their hourly charge-out rates may be the lowest. Having the right plant for the job should also prevent any damage to the levels.
- 5.6 The close working relationship with the EA must continue, regardless of whether or not the EA are selected to carry out the vegetation control operations. The Project Engineer would be tasked with building and maintaining a close working relationship with the EA, as part of his remit. This would be facilitated by weekly hot-desking etc. from the EAs Pevensey Depot.
- Q6 An explanation of how you would identify and minimise costs to the Pevensey and Cuckmere WLMB. Please include any alternative proposal you may have for the arrangements for delivering the services (In less than 500 words).
- 6.1 To minimise the funding requirement from Drainage Rates and Special Levies we would always seek to minimise the WLMBs expenditure and increase its income from other sources. Specifically we would:
- 6.1.1 Claim highland water contributions from the Environment Agency in return for maintaining the Board's drainage systems that take water from outside the Drainage District, in accordance with section 57 of the Land Drainage Act 1991.
- 6.1.2 Collect contributions from developers where proposals necessitate either immediate or future improvement to the drainage system, as set out in the Board's Planning and Byelaw Policy. We would develop this policy with the WLMB e.g. Planning and Byelaw Policy.

- 6.1.3 Collect commuted sums from developers for adopting and thereafter maintaining drainage systems, as set out in the WLMBs Planning and Byelaw Policy.
- 6.1.4 Charge fees for processing applications to relax the Byelaws and to alter the flow of ordinary watercourses, as set out in the Board's Development Control Charges Policy. We would develop this policy with the WLMB e.g. [Development Control Charges Policy](#).
- 6.1.5 Apply for grant monies and seek contributions from direct beneficiaries to reduce the cost of carrying out all capital and environmental improvement works, in accordance with section 59 of the Land Drainage Act 1991 and the Board's Capital Financing and Reserves Policy. We would develop this policy with the WLMB e.g. [Capital Financing and Reserves Policy](#).
- 6.1.6 Charge third parties for undertaking and providing a range of rechargeable works and services, as set out in the Board's Rechargeable Works Policy and Staff Plan. We would develop this policy with the WLMB e.g. [Rechargeable Works Policy and Staff Plan](#).
- 6.1.7 Collect rents, licence fees and acknowledgements from tenants and licensees to maximise the return on its assets as shown in the Fixed Assets Register.
- 6.1.8 Seek to maximise interest receivable by investing temporary cash surpluses on the short-term money market, in accordance with the Board's Investment Policy. We would develop this policy with the WLMB e.g. [Investment Policy](#). The Board will also:
- 6.1.9 Continue to minimise its administration and technical support costs, by sharing resources with other Partner IDBs.
- 6.1.10 Invest in technology, machinery and equipment and will continually upgrade its infrastructure to increase productivity sustainably.
- 6.1.11 Work in partnership with others to deliver water level management services in the most cost-effective manner, as promoted in the Board's Business Plan. We would develop this plan with the WLMB e.g. [Business Plan](#).
- 6.1.12 Seek to borrow money when appropriate and maintain adequate reserves to help finance capital expenditure, in accordance with the Capital Financing and Reserves Policy.
- 6.1.13 Get best value for money by procuring goods and services and safeguarding public money, in accordance with the Board's Financial Regulations and the Safeguarding Public Money Policy. We would develop these governance documents with the WLMB e.g.s [Financial Regulations](#) and the [Safeguarding Public Money Policy](#). The



Chief Executive, Project Engineer and Water Bailiff would be the WLMBs Budget Holders as referred to in the Financial Regulations.

# Map 1: WMA IDBs

Who is the WMA and where do its 5 Member Boards operate?

