

A MEETING OF THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD WAS HELD AT THE SAFFRONS SPORTS CENTRE, COMPTON PLACE ROAD, EASTBOURNE, BN21 1EA ON TUESDAY, 11 JUNE 2019 AT 10.00 AM.

Elected Members

Pevensey District

- * Bill Gower
- Martin Hole
- Robert Miles
- * David Robinson
- * Chris Wadman

Cuckmere District

- * Richard Brown
- * Gill Hesselgrave

Combe Haven District

- * Monty Worssam

Appointed Members

Eastbourne BC

- Helen Burton
- Jonathan Dow
- Pat Rodohan
- * Robert Smart
- Colin Swansborough
- Barry Taylor

Hastings BC/Rother DC

- * Robin Patten

Wealden DC

- * Michael Lunn
- * David White

- * Present (59%)

Mr W Gower in the Chair

Officers in Attendance

Environment Agency

- * Russ Long (Asset Performance)
- Paul Levitt (Asset Performance Team Leader)
- Dave Robinson (Operations Manager)

East Sussex CC

- * N Claxton & Josie Bush, FRM Team

Water Management Alliance

- * Graham Brown (Flood and Water Manager)
- * Phil Camamile (Chief Executive)
- * Caroline Laburn (Environmental Manager)
- * Matthew Philpot (Project Engineer)

Pevensey & Cuckmere WLMB

- * Danny Boorer (Operative)
- * Richard Dann (Operations Manager)
- * Revai Kinsella (Flood and Water Officer)

Local Authority

- * Peter Padget, Eastbourne BC/Lewis DC
- Cathy Beaumont, Rother DC
- * Graham Kean & Jo Heading, Wealden DC
- TBC, Hastings DC

Natural England

- * Cath Jackson
- * Officers In Attendance

ID	Action
18/19 APOLOGIES	
18/19/01 Apologies for absence were received on behalf of Messrs J Dow, M Hole, P Levitt (EA), R Miles, D Robinson (EA), B Taylor and Mrs H Burton. Messrs P Rodohan and C Swansborough did not attend the meeting.	
19/19 WELCOME AND INTRODUCTIONS	
19/19/01 The Chief Executive apprised members of the changes in Board membership following the Local Authority Elections in May 2019: Colin Swansborough and Helen Burton had been appointed by Eastbourne Borough Council (replacing Margaret Robinson and Janet Coles) and Michael Lunn had been appointed by Wealden District Council (replacing Douglas Murray).	
19/19/02 All members and officers present introduced themselves for the benefit of all new Board members and staff.	
19/19/03 Mr Alex Holt attended the meeting as a member of the public, in his capacity as a landowner on the Glyndley levels.	
19/19/04 Mrs McKinnon attended the meeting as a member of the public, in her capacity as a Pevensey CP Parish Councillor.	
19/19/05 The Chairman welcomed the new members to their first Board meeting and thanked the outgoing members for their contribution.	
19/19/06 The Chairman welcomed Danny Boorer to his first meeting who had recently been employed by the Board as an operative, working alongside the Board's Operations Manager. The Chairman also welcomed the two members of the public who were in attendance at the meeting.	
20/19 DECLARATIONS OF INTEREST	
20/19/01 Completed declaration of interest forms remained outstanding from Mrs H Burton, C Swansborough and Mr B Taylor. RESOLVED that this be noted.	
21/19 MINUTES OF THE LAST BOARD MEETING	
21/19/01 The minutes of the last Pevensey and Cuckmere WLMB meeting held on 29 January 2019 were considered in detail, signed and approved as a true record. There were no matters arising.	
22/19 OPERATIONS REPORT	
22/19/01 The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
22/19/02 Cuckmere River Members were very concerned that the ² mouth of the Cuckmere River	PJC

remained blocked with shingle and as a result of this, large parts of the valley had been flooded for 12 weeks or more, with more rain forecast. The Environment Agency (EA) had no funding to de-shingle the mouth of the River (confirmed by Russ Long in the meeting) which would solve the problem and enable the Board to fulfil its statutory function. It was agreed and thereby RESOLVED to write to the Defra Secretary of State and the local MP requesting that resources be made available to enable the EA to de-shingle the mouth of the River immediately and at least once a year thereafter. A draft of the letter would be circulated to members in advance of sending it to the Secretary of State for Defra, local MPs and ADA.

22/19/03 Supplier Performance Policy

The Supplier Performance Policy was considered in detail and approved (a copy of which is filed in the Report Book).

23/19 ENVIRONMENTAL REPORT

23/19/01 The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

23/19/02 Water Environment Grant (WEG) bids

The Environmental Manager appraised the Board of the successful grant offers received from Natural England since the previous meeting, which needed to be delivered prior to 31st March 2021:

1. Pennywort Control in Riparian Ditches on the Pevensey Levels.
2. Windpump Installation at Water Level Management Plan (WLMP) unit P1 on the Pevensey Levels.

23/19/03 Nick Claxton advised members that officers from Natural England, East Sussex County Council and the Board were looking at how to revive and take forward the County Council's Policy Framework Development bid, following the previous WEG bid not being successful. This work was being part funded with £10k, which had come from Natural England.

23/19/04 Pevensey and Cuckmere Catchment Partnership

It was agreed and thereby RESOLVED to become a 'catchment host' for the Pevensey and Cuckmere Catchment Partnership, along with the South East Rivers Trust, the Environment Agency and the Sussex Wildlife Trust. There were no additional financial implications to the Board of becoming a catchment host other than the cost of management time for WMA/IDB officers to attend the meetings. Members considered that the benefits to the Board of being more involved in the catchment would justify the additional cost of officers attending the meetings.

24/19 PLANNING REPORT

24/19/01 The Planning Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

24/19/02 Planning Comments (4.1)

Officers were requested to include weblinks to the Board's detailed responses in the Planning Reports, however officers highlighted that all of the Board's planning responses could already be accessed online from each planning authority's website. RESOLVED that this be noted:

[Eastbourne Borough Council](#)

[Hastings Borough Council](#)

[South Downs National Park Authority](#)

[Rother District Council](#)

[Wealden District Council](#)

- 24/19/03** Mr R Smart queried if the big developments were being captured in the Board's Planning Report and stated that he would like to see records of detailed discussions with all developers together with updates of where these were within the planning process. The Flood and Water Manager confirmed that only the big developments which affected the Board's water level management infrastructure were being captured in the Board's Planning Report and that the other information Mr Smart was requesting should be available from the Local Planning Authorities, who monitor progress of development against their local plans.

24/19/04 Briefing Note: Surface Water Development Contributions

The Briefing Note (a copy of which is filed in the Report Book) on Surface Water Development Contributions was considered in detail and approved.

- 24/19/05** It was agreed and thereby RESOLVED to prepare a surveying and hydrological modelling programme, with a view to starting work in the priority areas as soon as possible. It was also agreed to consider how the enforcement function might be resourced, moving forward. Officers were requested to put together some proposals for consideration, which would be circulated to members by email for a decision prior to the next meeting. If members agreed to any of the proposals put forward by officers, they would be funded from the Development Reserve.

GB/RK

25/19 IDB/EA LIAISON

- 25/19/01** The Project Engineer (WMA/WLMB) and Operations Manager (EA) reported that the regular monthly catch ups with the WLMB and the EA continued to work well.

26/19 FINANCIAL REPORT, YEAR ENDING 31 MARCH 2019

- 26/19/01** The Financial Report for the year ending 31 March 2019, was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.
- 26/19/02** It was agreed and thereby RESOLVED to transfer £268,689 from the General Reserve to the Development Reserve as at 31 March 2019 (£246,230 Pevensey Sub District and £22,460 Cuckmere River Sub District), as shown in Note 31 to the Accounts.

ID	Action
<p>27/19 INTERNAL AUDIT REPORT 2018/19</p> <p>27/19/01 The Internal Audit Report for 2018/19 as prepared by the Board's Internal Auditor was considered in detail and approved. There were no matters arising.</p> <p>27/19/02 It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's Internal Audit Service (shared with Fenland District Council) to undertake the Board's Internal Audit for 2019/20.</p>	
<p>28/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT</p> <p>28/19/01 The Annual Governance Statement shown in Section 1 of the Annual Governance and Accountability Return for the year ended 31 March 2019 was considered in detail and approved by the Board.</p>	
<p>29/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3 SECTION 2 ACCOUNTING STATEMENTS</p> <p>29/19/01 The Accounting Statements shown in Section 2 of the Annual Governance and Accountability Return for the year ended 31 March 2019 were considered in detail and approved by the Board.</p>	
<p>30/19 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS</p> <p>30/19/01 It was agreed and thereby RESOLVED to publish notice on the Board's website and display also in the local office reception, that the Accounts year ending 31 March 2019 would be available for inspection for the 30 working day period commencing 17 June 2019 and ending on 26 July 2019. RESOLVED that this be noted.</p>	PJC
<p>31/19 RISK REGISTER</p> <p>31/19/01 The full Risk Register (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p> <p>31/19/02 It was agreed and thereby RESOLVED to add the risk of the Board being unable to fulfil its statutory function to the Risk Register, as a result of the Environment Agency (EA) being unwilling or unable to de-shingle the mouth of the Cuckmere River. If the Board remained unable to fulfil its statutory function in its Cuckmere River Sub District, then constituent ratepayers may chose not to pay their drainage rates. More widely, many may question why the Board was constituted by the EA in 2016, if the EA had no plans to continue de-shingling the mouth of the Cuckmere River because they would have known at the time that the new Board could not have been able to fulfil its statutory function as a result of this shift in policy. This issue was considered to be a high risk (9).</p>	PJC

ID	Action
<p>32/19 NEXT MEETING</p>	
<p>32/19/01 The next meeting of the Board was confirmed to be at 10 am on 8 October 2019 at Saffron Sports Centre in Eastbourne.</p>	
<p>33/19 OPEN FORUM TO HEAR FROM MEMBERS OF THE PUBLIC WITH LEAVE OF CHAIRMAN</p>	
<p>33/19/01 Land near Honeycrook Pumping Station</p> <p>Mr Alex Holt addressed the Board with leave of the Chairman. Mr Holt highlighted that he had received some complaints regarding land raising works he had undertaken on the Glynleigh Level near Marland Bridge. Mr Holt asserted that he had obtained all of the requested permissions prior to starting the work and that he would welcome any of the Board's officers that wished to inspect the work to do so. The Board's officer's fed back to the Board that the work would appear to have happened without their knowledge or consent. It was agreed and thereby RESOLVED to look into the matter further by working in conjunction with Mr Holt and other relevant parties, including the Local Planning Authority, Lead Local Flood Authority and the Environment Agency.</p>	<p>GB/RK</p>
<p>33/19/02 Mrs McKinnon from Pevensey Parish Council addressed the Board with leave of the Chairman. Mrs McKinnon expressed concern that there was not enough water entering the marshes in the Dukelands area of the Board's district. She also raised the issue with regard to flooding of the allotments apparently caused by the Salt Haven tide locking, which was not in the Board's gift to solve. The EA agreed to look into both matters.</p>	<p>RL/PL</p>
<p>34/19 CONFIDENTIAL BUSINESS</p>	
<p>34/19/01 There was no confidential business to discuss.</p>	

PEVENSEY AND CUCKMERE WLMB

OPERATIONS REPORT

1. The following information pertains to work carried out for the Pevensey and Cuckmere WLMB involving the Operations Manager (Richard Dann), Project Engineer (Matthew Philpot) and Environmental Manager (Caroline Laburn) between January 2019 – May 2019:

Machine based maintenance works, to remove vegetation from the watercourses in order to sustain and improve conveyance, have been undertaken in the following areas:

Weedcutting on:
Waterhouse stream
Inn stream
Nunningham spur
Waerlott
Pinnock
Lamb Inn stream
Renham & Bill Gut

End March – start June no contractor

June Pennywort clearance starts.

Planning is underway for a number of tree management projects in the autumn, which will facilitate flow and the enable better access for future work. The selective tree management will also aim to improve the ecology of the watercourse through creating better daylighting and areas of dappled shade. In order to minimise impact, the work will take place over several years, focussing first on areas where the worst cover has developed. The work will also be spread across four blocks, again to minimise the impact of single areas;

Block 1 -	Duck Puddle, Otham Court Ditch, Otham Feed, sections of Marland Sewer, Down Ash Ditch.
Block 2 –	Old East Stream, Pinnock, Foul Ditch, Waterlott
Block 3 –	Hankham Gut, Martins Ditch, Boreham Pond stream,
Block 4 –	Magham Sewer, Drove Sewer

2. PUMPING STATIONS

Manxey

Mechanical service completed April 2019 - No issues to report.

Lifting Equipment LOLER Regs Checks completed February 2019 – No issues to report

Drockmill

Mechanical service completed April 2019 - No issues to report.

Lifting Equipment LOLER Regs Checks completed February 2019 – No issues to report

Refurbishment of the pump following faults in the last year has now been completed, which was funded by the EA.

Star Inn

Mechanical service completed April 2019 - No issues to report.

Lifting Equipment LOLER Regs Checks completed February 2019 – No issues to report

Rickney

Mechanical service completed April 2019 - No issues to report.

Lifting Equipment LOLER Regs Checks completed February 2019 – No issues to report

Following higher than expected electricity charges we will be pursuing the re-sealing of stop boards, blocking up the gravity outfall from our drain into the Star Gate system, which are leaking.

Horsebridge

Mechanical service completed April 2019 - No issues to report.

Lifting Equipment LOLER Regs Checks completed February 2019 – No issues to report

Barnhorn

Mechanical service completed April 2019 - No issues to report.

Refurbishment of the pump following faults in the last year has now been completed, which was funded by the EA.

3. OPERATIONAL ISSUES

3.1 Environment Agency Structure operation

Following discussion with the Environment Agency it was agreed that the IDB will be permitted to operate EA water level control structures which affect the IDB district, on their behalf. A protocol around the operations has been developed and to date the new arrangements have been working well.

3.2 Cuckmere Catchment

For most of this year the board has been limited in its ability to manage water levels in the Cuckmere catchment due to the high river levels, caused by the shingle in the mouth of the river on the beach south of Exceat. The consequent high water levels in the river upstream are preventing our tidal flaps from operating, thus preventing the gravity system behind being able to function.

In February, the board and EA nearly agreed a formal protocol for when formal assessment of the need for de-shingling of the river would be undertaken. This included 2 weeks of lying floodwater in the valley as a stand-alone action point. However it has become clear that the EA are not going to de-shingle the river mouth unless flooding is very severe in relation to people and property, and the protocol remains in draft form at this time. The EA strategy for the Cuckmere stated that de-shingling would occur when required, however the EA has

retreated from this position due to budgetary restraints. The EA is unable to fund the operation for anything other than to respond to people and property flooding

The EA anticipates that in time the banks of the lower Cuckmere will breach, forming a tidal prism, which will hold such a volume of water that the cleaning of the river mouth will become self-scouring and self-sustaining. However there is no guaranteed timeframe within which the tidal prism will take proper effect, leaving the board unable to function under gravity in the intervening years.

The EA is aware of the problems being experienced on the Cuckmere because of the high river levels, and is sympathetic to our problems. As a result they have provided a 6" pump on the Cuckmere free of charge. This is located in close proximity to the Dickerman's Wall sluice gate, which farmers note works very well, to drain some 300 acres of SSSI designated land between Litlington and the A259. The pump was installed after some 8 weeks into the period of flooding, in order for water to be removed from the district. The pump removed the flood water over circa 1 week period on either side of the Easter weekend. They have also agree to leave the pump in place for use by the board for water level management, with the board funding the fuel for the pump (circa £50/week). As discussed the pump is currently being provided for free by the EA, but the EA could relocate it should it be required in other parts of the country under flood conditions. Allowing for hire costs, we therefore estimate that the current arrangements could have a cost of up to £1,000-1,200/week including fuel. Officers do not believe that pumps at Dickerman's Wall, Alfriston, and perhaps elsewhere, are the solution.

The Environment Agency are in the process of obtaining all the assents necessary to de-shingle, but it is unclear when and if they will actually do the work. Officers are seeking clarity on the protocol, and also the precedent of the EA being able to assign the 'assents' to the WLMB and/or another responsible organisation.

Officers estimate the approx. annual cost of de-shingling to be circa £20k. However due to the amount of shingle currently accumulated in the river this could extend to a higher figure initially. This is a major financial commitment. The risk of shingle re-entering the river, reducing or eliminating the effectiveness of the operation, remains. Also going forward the board may have to repeat the de-shingling operation, to remain effective as a gravity board in the Cuckmere.

Officers are working with landowners to develop a flexible short, medium and longer-term plan with other parties to look at a pragmatic work programme for the Cuckmere, and the funding options for the future. This is likely to include a holistic vision for the valley and sustaining its features for the future. However, the immediate focus is on a one-off de-shingle of the river mouth, without which neither will the river work now, nor will the WLMB be effective in its statutory water level management role in the valley.

Decision Required by the Board:

Should the board offer to de-shingle at Cuckmere Haven as an emergency measure, under a Public Sector Co-operation Agreement with the EA? Should this be funded by using money from the development reserve or should the board continue its water level management under the current arrangement of pumping as required (note: This could be difficult next winter and may require additional pumps to be procured)

3.3 Additional Manpower

Our new employee Danny Boorer started with the board on the 23rd of April, following a competitive interview process.

Danny comes from the Environment Agency with a wealth of local knowledge and we look forward to working with him in the future.

3.4 Siphons under main river

Prices have been received for the camera surveying of culverts which pass under main river. It has been agreed that we can use precept to pay for these surveys, which will give us an indication of any high risk projects which may need to be completed.

4. HEALTH & SAFETY

No accidents, incidents or near misses this period.

The WMA boards have now moved to all electric tools which reduces the risk to our employees for hand arm vibration, noise and the need to carry petrol.

4.1 Supplier Performance Management Policy

The policy sets out the process for management of contactors in the event of non-compliance or occurrences outside of our direct employment, which may have an impact or opportunity for learning on our operations. The yellow / Red card system is used across many organisations and it is likely suppliers will be familiar with the principles of such a policy. See Appendix 1.

Board Decision

Approval of policy for adoption

5. PLANT

Danny Boorer equipment purchases comprising small tools (Strimmer, chainsaw, hedge cutter, hand tools).

No major plant purchases.

6. CAPITAL SCHEMES

Nothing to report this period

7. MAINTENANCE SCHEMES

7.1 Puckeridge stream, new penstock, headwall and pipe

This project, paid for under precept was completed in March, using our framework contractor D Walker.

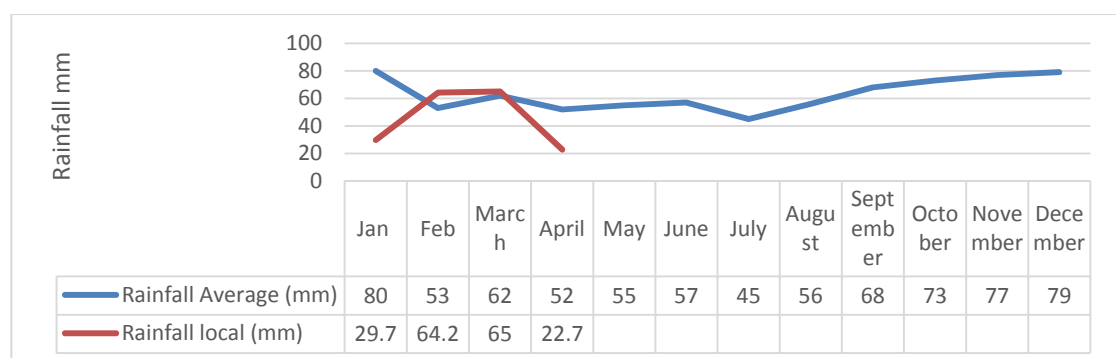
8.



Richard has continued his water management including repairing more WCS, such as the one below on the Wrenham Stream.



9. HYDROLOGY –



10. STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

10.1 Engineer and/or EM attended the following meetings and training:

03 March 2019

A telecom was held with contributors to the Pevensey Mink Management Project

03 April 2019

The EM attended the Pevensey and Cuckmere Catchment Partnership Meeting at Selmeston.

22 January 2019

The Environmental Team attended a training course on producing Habitats Regulation Assessments for all WMA Boards, in line with a recent court case (People over Wind: Peter Sweetman v Coillte; People vs Sweetman); where a new precedent was set by the Court of Justice of the European Union which issued a judgment which ruled that Article 6(3) of the Habitats Directive must be interpreted as meaning that mitigation measures should be assessed within the framework of an appropriate assessment and that it is not permissible to take account of measures intended to avoid or reduce the harmful effects of the plan or project on a European site at the screening stage.

All future WMA IDB's Habitats Regulation Assessments, produced by the Environmental team, will be done so in line with this new information and training.

7-8 January 2019

Engineer and CEO Pevensey visit including meeting with Landowners regarding the Cuckmere.

Engineer – Routine visits to Pevensey undertaken;

14-15, 28 January 2019, 27-28 February 2019, 12-13 March 2019, 23 April 2019, 13-14, 28-29 May 2019

11. COMPLAINTS

None this period

12. ENVIRONMENTAL REPORT

Information for the Board

12.1 Water Environment Grant

The P&C WLMB were successful in receiving funding for two projects:

Project 1: Floating Pennywort Control in Riparian Ditches within the Pevensey Levels SSSI, SAC, RAMSAR site - Funding available: £126,270

Project 2: An Innovative and Carbon Neutral Solution to a Water Level Management Problem within the WLMP Unit P1 of the Pevensey Levels SSSI, SAC and RAMSAR site – Funding available: £62,887

The starting date for Project 1 is Autumn 2019

A startup meeting will be held with Natural England (NE) and the contractor for the Pennywort Removal, D. Walker where the RPA conditions and key project deliverables and evidence will be discussed to ensure prompt payment to the board.

Starting date for Project 2 is April 2020.

A similar startup meeting will be held with Natural England and the contractor, D Walker in winter 2019-20 following consenting and licencing discussions with the EA and NE.

12.2 Pevensey and Cuckmere Catchment Partnership

The Pevensey and Cuckmere WLMB have been asked to become a catchment host along with the South East Rivers Trust, the EA and the Sussex Wildlife Trust.

This places the board at the heart of understanding what is going on with projects and environmental targets within the Pevensey, Cuckmere and Coombe Haven catchments.

12.3 NFM – Crowhurst

The EM attended a site visit to Crowhurst in the Combe Haven catchment on the 12 February to look at work carried out as part of a Natural Flood Management Project by the Sussex Wildlife Trust. Faggot bundles and woody material have been used to slow the flow of water in a ghyll woodland above Crowhurst with the aim of reducing flood impacts on the village. The woody material allows runoff to pool and spread within the steep-sided ghylls reducing peak flows and trapping sediment. This is a low cost project which may be useful to be considered for other parts of the catchment.



12.4 Assents Granted and/or Applied for:

License / Assent / Habitat Regulations Assessment	Applied	Granted
Habitats Regulation Assessment and Appendix 3 SSSI Assent for 5 Year P&C WLMP Maintenance on Pevensey levels SAC, SSSI.	11 April 2019	Pending
Appendix 3 SSSI Assent for 5 Year P&C WLMB Maintenance for Seaford-Beachy Head and Combe Haven SSSIs	11 April 2019	02 May 2019

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 19 January 2019 to 14 May 2019. There are currently 10 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	8
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	1
Total:	10

- 1.2 The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	1	4	0	1	6
Awaiting applicants acceptance of conditions:	0	2	0	0	2
Being processed by officers:	0	2	0	0	2
To be determined by the Board in this report:	0	0	0	0	0
Total:	1	8	0	1	10

- 1.3 As is highlighted by the table immediately above there are no applications requiring consideration by the Board in this report.

2. DELEGATED CONSENTS DETERMINED

- 2.1 During this reporting period, the following 2 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	0
Total:	2

- 2.2 These determined consents are listed in more detail in the table overleaf.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
18_00985_C	Byelaw 3 Surface Water	Hellingly	Land east of Park Road and south of New Road, Hailsham	Discharge of surface water at 154.4 l/s via 5 outfalls from development of 123,450m ² impermeable area	Granted 07/03/2019
19_01155_C	Byelaw 3 Surface Water	Battle	Land off Tollgates, Battle, TN33 0JE	Proposal to discharge surface water at 14 l/s from development of 11,660 m ² of new impermeable area	Granted 05/03/2019

3. ENQUIRIES

3.1. Officers have responded to 7 enquires during the reporting period, outlined below;

Case. Ref.	Case File Sub-type	Parish	Description
19_01158_Q	About Regulation	Hailsham	Query regarding deposition of materials near Boards drain
19_01224_Q	About Regulation	Horam	Enquiry regarding the need for discharge consent
19_01225_Q	About Regulation	Hailsham	Enquiry regarding discharge consent
19_01256_Q	About Regulation	Arlington	Enquiry re treated foul water discharge
19_01471_Q	About Regulation	Chalvington & Ripe	Enquiry regarding applying for surface water discharge consent
19_01474_Q	About Regulation	Polegate	Enquiry regarding applying for surface water discharge consent
19_01477_Q	About Regulation	Bexhill	Enquiry regarding grants to do works to clear riparian watercourse

4. PLANNING COMMENTS

- 4.1. Officers have provided comments on 101 applications that are either in or could impact on the Boards Internal Drainage District. 33 of these applications are for major developments and are summarised below. Full details for each application are available via the relevant Local Planning Authority's online planning portal.

Planning App. Ref.	Brief Description of Location	Brief Description of Application	Date Response Provided
190339	Langney Rise, Eastbourne	Development of 35 dwellings	13/05/2019
190256	Stansted Road, Eastbourne	Development of 10 dwellings	29/03/2019
190019	Summerdown Road, Eastbourne	Development of 64 bed nursing home and 14 dwellings	18/02/2019
WD/3400/CC	Reef Way, Hailsham	Development of School	29/04/2019
HS/FA/19/00162	Fern Road, St Leonards-on-sea	Development of 14 dwellings	01/04/2019
HS/CD/18/00915	Fern Road, St Leonards-on-sea	Development of 10 dwellings	23/10/2018
HS/OA/19/00153	Bexhill Road, St Leonards-on-sea	Development of 16 dwellings	08/03/2019
HS/FA/18/00848	Bexhill Road, St Leonards-on-sea	Commercial Development	08/10/2018
HS/CD/18/00857	Bexhill Road, St Leonards-on-sea	Commercial Development	09/10/2018
HS/CD/18/00859	Bexhill Road, St Leonards-on-sea	Commercial Development	09/10/2018
RR/2015/1760/P	Wrestwood Road, Bexhill	Commercial Development	05/02/2019
RR/2018/480/P	Coldharbour Farm Estate, Brightling	Commercial Development	23/01/2019
RR/2018/2052/P	Eastwood Road, Bexhill	Development of 16 dwellings	05/12/2018
RR/2018/2985/P	Tollgates, Battle	Development of 63 dwellings	10/12/2018
WD/2019/0404/MF	The Dicker, Lower Dicker	Commercial Development	15/03/2019
WD/2018/0612/MA	London Road, Hailsham	Development of 60 bed care home	16/01/2019

Planning App. Ref.	Brief Description of Location	Brief Description of Application	Date Response Provided
WD/2019/0467/MR	St David's Close, Willington	Development of 390 dwellings	19/03/2019
WD/2016/0986/MA	St David's Close, Willington	Development of 390 dwellings	30/04/2019
WD/2013/0637/ME	Park Road, Hailsham	Commercial Development and School Site	14/11/2018
WD/2016/2071/MA	Horebeech Lane, Horam	Development of 123 dwellings	27/02/2019
WD/2019/0566/MR	Potmans Lane, Ninfield,	Development of 13 dwellings	10/04/2019
WD/2018/2507/MAJ	Camberlot Road, Upper Dicker	School Development	18/01/2019
WD/2016/2064/ME	Burwash Road, Heathfield	Development of 20 dwellings	08/04/2019
WD/2019/0306/MA	Nash Street, Lower Dicker	Commercial Development	25/02/2019
WD/2019/0442/MR	Dittons Road, Polegate	Development of 78 dwellings	20/03/2019
WD/2018/2708/M	Old Swan Lane, Hailsham	Development of 140 dwellings	07/03/2019
WD/2018/1584/MR	Church Road, Herstmonceux	Development of 70 dwellings	20/08/2018
WD/2018/2161/MAJ	Park Road, Hailsham	Development of 64 dwellings	13/11/2018
WD/2018/2736/MAJ	Deanland Road, Golden Cross	Development of a Caravan Site	20/02/2019
WD/2015/0090/MA	Church Road, Herstmonceux	Development of 70 dwellings	13/02/2019
WD/2014/1226/MA	Ersham Road, Hailsham	Development of 170 dwellings	18/12/2018
WD/2018/2544/MAJ	Eastbourne Road, Pevensey Bay	Development of a Caravan Site	22/01/2019
WD/2018/2594/MR	London Road, Hailsham	Development of 60 bed care home	14/01/2019

5. FEES ASSOCIATED WITH CONSENTS GRANTED

- 5.1. There have been 2 fees invoiced during the reporting period. These fees are both Surface Water Development Contributions and are detailed below. See Appendix 1, Briefing Note SWDC.

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	"Trigger" and reason for payment
18_00985_C	Land East of Park Road and South of New Road, Hailsham	£ 207,642.90	08/02/2019	Yes 08/02/2019	Granting of consent for discharge of surface water at 154.4 l/s via 5 outfalls from development of 123,450m ² impermeable area
19_01155_C	Land off Tollgates, Battle	£ 27,307.72	05/03/2019	Yes 27/03/2019	Granting of consent to discharge surface water at 14 l/s from development of 11,660m ² of new impermeable area
Total:		£ 234,950.62			



Briefing Note

Surface Water Development Contributions ("SWDC")

1. Internal Drainage Boards ("IDBs") and local authorities (except a county council) may make byelaws to secure the efficient working of a drainage system, to regulate the effects on the environment in the authority's district or area of a drainage system and to secure the effectiveness of flood risk management work (Section 66 of the Land Drainage Act 1991). The Pevensey and Cuckmere Water Level Management Board made its [byelaws](#) on 3 October 2016 and these were confirmed by the Secretary of State for Environment, Food and Rural Affairs on 23 March 2017.
2. Under these byelaws prior written consent is required from the Board where a development will directly or indirectly increase the flow or volume of water into any drainage/flood risk management infrastructure in the Board's drainage district (Byelaw 3).
3. In line with the provision of Byelaw 28(c), any consent granted may be either unconditional or subject to reasonable¹ conditions as the Board may consider appropriate. One of these conditions imposed as part of any such consent approval is the payment of a SWDC to the Board.
4. The SWDC, net of its collection cost is intended to reflect the actual or potential cost of work required to be undertaken by the IDB at some stage to manage the additional run-off (rate and/or volume) that is a consequence of the positive discharge of new impermeable areas directly or indirectly into the Board's drainage district. The methodology behind the calculation of the SWDC was reviewed by the Board on the 30 October 2018 (see [minute 48/18/08](#)) and included the revised bandings and contribution charges, which are set out in the Board's [Development Control Charges and Fees document](#).
5. The works described above can include maintenance activities, the operation of structures or the physical improvements of the Board's drainage/flood risk management infrastructure. It can also include the surveying, monitoring and modelling of infrastructure capacity. By way of an example, increases in the volume of water discharged into pumped catchments could require the relevant Board to operate its pumping stations for longer to maintain the same water levels as prior to development. Alternatively, if the capacity of the station is limited this may require the widening of drains and/or the creation of new off-line storage to ensure the volume of water can be accommodated at the pump.
6. The purpose of regulating discharges into the Board's drainage district is firstly to reduce the impact that unregulated discharges would have on the Board's infrastructure and secondly to secure a reasonable charge in the form of a SWDC as a condition of consent.
7. Unlike a commuted sum a SWDC does not commute (transfer) an obligation or introduce a liability. The Board has not currently received any commuted sums since its inception and as such has not accepted any transfer of obligations. As described above, the SWDC net of its collection cost, is intended to reflect the actual or potential cost of work that may be required to be

¹ As the Board's regulatory powers and Byelaws are permissive they must be used reasonably. As such the applicant has a right of appeal to an independent arbitrator if they consider that consent has either been unreasonably withheld or has been granted subject to unreasonable conditions.



Briefing Note

Surface Water Development Contributions ("SWDC")

undertaken by the IDB at some point to manage the additional surface water run-off rate and/or volume that is a consequence of the discharge consented.

8. The Board's current [Capital Financing and Reserves Policy](#), which was approved on the 31 October 2017 (see [minute 54/17/02](#)) sets out our approach to SWDCs and its Development Reserve. The policy highlights that SWDCs received from developers, minus the costs incurred in collecting this income, may be transferred from the Board's General Reserve to its Development Reserve. Any transfers between Reserves being agreed by the Board at the end of every financial year. It also states that these sums are revenue receipts as opposed to capital receipts, and can therefore be used to fund a wide range of expenditure as determined by the Board: SWDCs are not defined as capital receipts in the Local Authorities (Capital Financing and Accounting) Regulations or in the Practitioners Guide' (proper practices for smaller authorities in England, as maintained by the Joint Panel on Accountability and Governance).
9. On the 17 January 2018 the Board considered a proposal to employ one FTE Planning/Enforcement Officer to help regulate development in the Board's district using the Board's Byelaws. The proposal was approved at this meeting (see [minute 04/18/04](#)) and the new officer started work with the Board on 6 August 2018.
10. In setting out proposals for the use of SWDCs it is important to recognise that the first priority for any contributions secured is the recovery of the costs of employing an officer to exercise the Board's powers of regulation. This approach aims to ensure that limiting the effects of consentable works (including the impact of new impermeable areas) on the Board's drainage/flood risk management infrastructure is cost-neutral to the Board. Without such an officer regulating development, the Board will still be faced with the additional cost of managing the impact of development on its infrastructure, but crucially without any money to do it.
11. Officer recommendations regarding other uses for these funds are:
 - a. The use of funds within the Development Reserve should be considered and determined by the Board on a case by case basis.
 - b. The scope of works to which funds can be used should include the surveying, monitoring, maintenance and replacement of Board infrastructure and/or equipment, the assessment of capacities within Board's infrastructure through modelling, the delivery of improvements to the Board's network such as widening, deepening or otherwise altering watercourses or attenuation structures, contributions to capital schemes for replacements or the refurbishment of infrastructure and the improvement of private watercourses and structures to bring them up to the appropriate standard for adoption by the Board.

G R BROWN
FLOOD & WATER MANAGER

15 APRIL 2019

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

NOTE	INCOME AND EXPENDITURE ACCOUNT	£	£	£	£	£	£	£	£	£	£	£	
		PEVENSEY				CUCKMERE				TOTAL			
		ACTUAL 2017/18	BUDGET 2018/19	ACTUAL 2018/19	VARIANCE 2018/19	ACTUAL 2017/18	BUDGET 2018/19	ACTUAL 2018/19	VARIANCE 2018/19	ACTUAL 2017/18	BUDGET 2018/19	ACTUAL 2018/19	VARIANCE 2018/19
INCOME													
1	Drainage Rates	10,937	11,285	11,595	310	6,023	10,256	12,661	2,405	16,960	21,541	24,255	2,714
2	<u>Special Levies:</u>												
	Eastbourne Borough Council	215,288	222,302	222,302	0	0	0	0	0	215,288	222,302	222,302	0
	Hastings Borough Council	10,897	11,252	11,252	0	0	0	0	0	10,897	11,252	11,252	0
	Rother District Council	3,994	4,124	4,124	0	0	0	0	0	3,994	4,124	4,124	0
	Wealden District Council	42,832	44,228	44,228	0	4,924	8,411	8,411	0	47,756	52,639	52,639	0
		273,011	281,906	281,906	0	4,924	8,411	8,411	0	277,935	290,317	290,317	0
	<u>Other Income:</u>												
	Net Cash Transfer from the Environment Agency	14,430	0	0	0	7,935	0	0	0	22,365	0	0	0
3	Surface Water Development Contributions	51,068	65,000	299,379	234,379	0	0	27,308	27,308	51,068	65,000	326,686	261,686
4	Highland Water Contributions from the Environment Agency	60,000	73,429	73,429	0	3,000	2,466	2,466	0	63,000	75,895	75,895	0
5	Grants Applied	0	9,995	9,995	0	0	0	0	0	0	9,995	9,995	0
6	Consent Fees	200	250	600	350	0	50	200	150	200	300	800	500
7	Bank and Investment Interest	57	75	336	261	7	25	80	55	64	100	416	316
8	Other Income	1,247	0	5,957	5,957	0	0	543	543	1,247	0	6,500	6,500
9	Income from Rechargeable Works	0	0	89,838	89,838	0	0	0	0	0	0	89,838	89,838
		127,002	148,749	479,533	330,784	10,942	2,541	30,597	28,056	137,944	151,290	510,130	358,840
		410,950	441,940	773,034	331,094	21,889	21,208	51,669	30,461	432,839	463,148	824,703	361,555
(-) EXPENDITURE													
Directly Allocated Expenditure													
5	Grant Work	0	9,995	9,995	0	0	0	0	0	0	9,995	9,995	0
9	Cost of Rechargeable Works	0	0	66,423	-66,423	0	0	0	0	0	0	66,423	-66,423
10	New and Improvement Works	0	0	0	0	0	0	0	0	0	0	0	0
11	Contributions to the Environment Agency	104,492	110,465	68,405	42,060	1,508	1,595	1,595	0	106,000	112,060	70,000	42,060
12	Maintenance Works	129,098	155,426	161,086	-5,660	4,619	8,165	8,164	1	133,717	163,591	169,250	-5,659
		233,590	275,886	305,909	-30,023	6,127	9,760	9,759	1	239,717	285,646	315,668	-30,022
Apportioned Expenditure													
13	Operations Delivery Staff Costs	52,620	44,221	45,821	-1,600	532	4,914	5,091	-177	53,152	49,135	50,912	-1,777
14	WMA Technical Support Staff Costs	25,317	22,793	33,472	-10,679	255	2,533	3,719	-1,186	25,572	25,326	37,191	-11,865
15	Other Technical Support Staff Costs	0	65,000	53,149	11,851	0	0	4,848	-4,848	0	65,000	57,997	7,003
16	WMA Administration Staff Costs	34,006	20,898	34,495	-13,597	344	2,322	3,833	-1,511	34,350	23,220	38,328	-15,108
17	Audit Fees	495	1,000	1,000	0	5	200	200	0	500	1,200	1,200	0
18	Depreciation	5,412	5,037	5,411	-374	55	559	601	-42	5,467	5,596	6,012	-416
19	General Insurances	0	1,575	1,677	-102	0	105	187	-82	0	1,680	1,864	-184
20	Accommodation and Meeting Room Hire	2,770	2,000	3,190	-1,190	28	200	355	-155	2,798	2,200	3,545	-1,345
21	Postages and Stationery	54	525	364	161	1	210	40	170	55	735	404	331
22	Advertising and Public Notices	1,101	500	0	500	11	200	0	200	1,112	700	0	700
23	ADA Subscriptions and Other Expenses	3,892	2,505	5,247	-2,742	39	205	583	-378	3,931	2,710	5,830	-3,120
		125,667	166,054	183,826	-17,772	1,268	11,448	19,456	-8,008	126,935	177,502	203,282	-25,780
		359,257	441,940	489,735	-47,795	7,395	21,208	29,215	-8,007	366,652	463,148	518,950	-55,802
26													
(=) Net Surplus/(Deficit) for the Period		£51,693	£0	£283,299	£283,299	£14,494	£0	£22,454	£22,454	£66,187	£0	£305,752	£305,752

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

NOTE	BALANCE SHEET, AS AT 31-3-2019	£ 01/04/2018	£ MOVEMENT	£ 31/03/2019
24 Fixed Assets:				
(i) Vehicles and Trailers		16,916	-5,596	11,321
(ii) Lockup and Equipment		0	0	0
(iii) Pumping Stations		6	0	6
		16,922	-5,596	11,327
Current Assets:				
25(i) Bank Account		26,045	175,817	201,861
25(ii) Short-Term Investments		60,063	250,416	310,479
26 Trade Debtors and Ratepayers Due		937	29,779	30,716
27 Vat Due from HMRC		16,557	-6,035	10,522
		103,602	449,976	553,578
Current Liabilities:				
28 Trade Creditors		21,128	79,756	100,884
29 Accruals		1,000	68,867	69,867
		22,128	148,623	170,751
Net Current Assets		81,474	301,353	382,827
Net Assets		£98,396	£295,757	£394,154
Financed by:				
30 Grant Reserve		9,995	-9,995	0
31 General Reserves		37,327	37,063	74,390
32 Development Reserve		51,068	268,689	319,758
33 Revaluation Reserve		6	0	6
		£98,396	£295,757	£394,154

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

Note Notes to the Accounts

Income

- 1 Drainage Rate Demands for 2018/19 were issued by the Board on 1 April 2018. The Board has received approx. 99% of the drainage rates levied, with a diminishing number of legacy queries regarding land ownership and land occupancy still to resolve.
- 2 Special Levies for 2018/19 were issued by the Board on 1 April 2018. The Board has received 100% of Special Levies Due.
- 3 Surface Water Development Contributions received during the year:

	Pevensey	Cuckmere	Status
East Sussex County Council	2,486	0	Paid 16.10.2018
Linden Ltd	17,418	0	Paid 25.09.2018
East Sussex County Council	13,382	0	Paid 01.11.2018
Linden Ltd	17,418	0	Paid 20.12.2018
WW Martin Ltd	10,503	0	Paid 22.11.2018
Monson Homes Ltd	13,257	0	Debtor
Greymoor Homes (Grearlead) Ltd	17,272	0	Debtor (Paid 16.05.19)
Bellway Homes Ltd	103,821	0	Paid 08.02.2019
Orbit Homes (2020) Ltd	103,821	0	Paid 08.02.2019
Optivo Development Services Ltd	0	27,308	Paid 27.03.2019
	299,379	27,308	

- 4 The Board has received its highland water contributions claim from the EA for the year 2018/19. Highland water contributions are intended to reimburse the Board its costs for managing surface water that enters the district from outside the district, in accordance with s57 of the Land Drainage Act 1991. Full payment has been received on 03.10.2018.
- 5 The Board has received no Grant Funding during 2018/19. We had £9,995 sitting in our reserves for a Green Spaces Project paid to us by Natural England for works anticipated to be undertaken by East Sussex County Council (ESCC) in 2018/19. This grant has now been transferred to ESCC.
- 6 The Board issued eight consent fees in 2018/19, in accordance with powers afforded by s23 of the Land Drainage Act 1991. These have been paid in full.
- 7 Bank and Investment Interest arises from temporary cash surpluses being invested on the short term money market, in accordance with the Board's Investment Policy. This income has been apportioned to each of the Rating Sub Districts based on each District's proportion of the closing balances brought forward, as at 31 March 2018. (Pevensey = £81,311 and Cuckmere = £17,085).
- 8 Other Income has been accrued at £6,500. The WMA have received payment in full for 50% of the costs expected from Ardent Consulting, relating to maternity cover in 2018/19 from East Sussex County Council (ESCC).
- 9 Income from Rechargeable Works comes from work we have done for the Environment Agency and the costs attributed to this are also split out separately.

Directly Allocated Expenditure

- 10 There have been no New Works and Improvement Works carried out by the Board during the reporting period.
- 11 The Board has not received a Precept Invoice from the EA for 2018/19, but has accrued for the amount we expect to be charged for the year. The EA has power to levy such a charge on the Board annually, in accordance with s141 of the Water Resources Act 1991.
- 12 All drain maintenance work has been done by the Contractor AMH and supervised by the Board's Operations Manager. All pumping station maintenance has been carried out by Williams M&E.

Apportioned Expenditure

Non directly allocated expenditure has been apportioned between the Pevensey and Cuckmere Rating Sub Districts according to an assessment of the time spent working in each area, as budgeted: 90% for Pevensey and 10% for Cuckmere. Other Technical Support Staff Costs have been apportioned to each Sub District according to the amount of Surface Water Development Contributions received from development within each Sub District and watershed catchment.

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

Note Notes to the Accounts

- 13 These costs relate to the employment costs of the Board's Operations Manager, which includes all Health & Safety PPE, fuel and maintenance costs for his 4 x 4 vehicle.
- 14 These costs relate to the time the WMA Engineer, Flood and Water Manager and Environmental Manager have spent working for the Board.
- 15 This relates to the gross cost of employing a full time Flood and Water Officer from August 2018 and net Consultancy Costs from the Ardent Consultancy to cover a period of maternity leave (£52,497). It also includes hosting costs of £3,500 and a one-off cost of £2,000 for the provision of computer equipment supplied by East Sussex County Council for the postholder to access their data network.
- 16 These costs relate to the time the WMA Chief Executive, Finance & Rating Manager, Rating Officer, the Chief Executive's PA and the Data Manager have spent working for the Board.
- 17 Audit Fees for 2018/19 have been accrued for the full 12 Months.
- 18 The Operations Manager's 4 x 4 vehicle and trailer is being depreciated by £4,850 and £745.75 per year respectively. Small tools have been purchased in year and fully depreciated at £416. The Storage Container and all small tools and equipment are shown in the Fixed Assets Register and have been fully depreciated.
- 19 The insurance costs have been received and paid in full for 2018/19. This came in slightly over the estimated amount. Insurances as a group have increased this year.
- 20 These costs relate to overnight accommodation charges for WMA staff, for hiring meeting rooms and for providing refreshments at Board meetings, site visits and inspections.
- 21 These costs relate to the printing and posting of Board meeting papers and Drainage Rate Demands.
- 22 These costs relate to the public notices that need to be advertised in the local press.
- 23 These costs include the Board's subscription for membership of the Association of Drainage Authorities (ADA), a professional assessment of Park Wood at Hellingly by a Chartered Forrester, members expenses and licence fees payable to the Information Commissioner's Office for Data Protection and to the WMA for the use of the DRS Online software.

Balance Sheet

	Vehicles and Trailers	Lockup and Equipment	Pumping Stations	Total
24 Fixed Assets				
Cost				
Opening Balance as at 1-4-2018	22,383	4,182	6	26,571
(+) Additions	0	416	0	416
(+) Revaluations	0	0	0	0
(-) Disposals	0	0	0	0
Closing Balance as at 31-3-2019	22,383	4,598	6	26,987
Depreciation				
Opening Balance as at 1-4-2018	5,467	4,182	0	9,648
(+) Depreciation Charge	5,596	416	0	6,012
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance as at 31-3-2019	11,062	4,598	0	15,660
Net Book Value				
Net Book Value as at 31-3-2018	16,916	0	6	16,922
Net Book Value as at 31-3-2019	11,321	0	6	11,327

- (i) The trailer is being depreciated over 4 years: straight line on cost and 12 months of depreciation has been charged to the accounts. The Operations Manager's vehicle has 12 months of depreciation in the reporting period of April-March 2019.
- (ii) The Board has purchased a storage container which is located at the EAs Pevensey Depot. This lockup facility secures all of the Board's equipment used by the Operations Manager. This has been fully depreciated during the last reporting period.
- (iii) The Board owns 6 pumping stations, and these have been revalued in the manner set out in the Practitioners Guide 2019. These assets were received from the EA at zero cost, and have been included in the Fixed Assets Register with a nominal one pound (£1) value, as a proxy for the zero cost.

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

Note Notes to the Accounts

25(i) Bank Account

The Board's Bank Account is reconciled as follows:

	2017/18	Movement	2018/19
Opening Balance as at 1-4-2018 b/fwd	63,050	-37,005	26,045
(+) Receipts	409,028	432,165	841,193
(-) Payments	-446,033	-219,344	-665,377
Closing Balance as at 31-3-2019 c/fwd	26,045	175,817	201,861
Balance on Bank Statement as at 31-3-2019	26,045	175,817	201,861
Less: Unpresented Payments	0	0	0
Add: Unpresented Receipts	0	0	0
Closing Balance as at 31-3-2019 c/fwd	26,045	175,817	201,861

25(ii) Short Term Investments

32 Day Deposit Account - Lloyds plc (average interest rate of 0.75%)

	2017/18	Movement	2018/19
	60,063	250,416	310,479

26 Trade Debtors and Ratepayers Due

	Pevensey	Cuckmere	2018/19
Trade Debtors	30,529	0	30,529
Highland Water Contributions from the EA	0	0	0
	30,529	0	30,529
Drainage Rates (less Worldpay amounts, in abeyance)	177	10	187
	177	10	187
Special Levies:			
Eastbourne Borough Council	0	0	0
Hastings Borough Council	0	0	0
Rother District Council	0	0	0
Wealden District Council	0	0	0
	0	0	0
	£30,706	£10	£30,716

27 Vat Due from HMRC

The Board is Vat Registered and therefore able to reclaim the Vat that it has paid to its suppliers. Drainage Rates, Special Levies and Surface Water Development Contributions are statutory charges and are beyond the scope for Vat purposes, so the Board should therefore be in a repayment position most of the time.

28 Trade Creditors

The Trade Creditors at the end of the reporting period are as follows:

	2017/18	Movement	2018/19
WMA	9,595	-1,080	8,514
AMH Contractor	9,940	29,514	39,454
Williams M&E Ltd	0	32,756	32,756
Ardent Consulting Engineers	0	15,695	15,695
Vodafone	0	52	52
PKF Littlejohn External Auditors	500	-500	0
Lloyds Plc	0	8	8
British Gas Business	855	2,512	3,367
Screwfix	0	38	38
Southern Farmers	45	584	629
Allstar Business Solutions	194	179	373
	21,128	79,756	100,884

29 Accruals

	2017/18	Movement	2018/19
Audit Fees	1,000	700	1,700

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

Note Notes to the Accounts

Biodiversity Costs	0	2,000	2,000
EA Precept Charge for 2018/19	0	70,000	70,000
Pumping Station Insurances	0	2,667	2,667
Income receivable from ESCC (see Note 8 also)	0	-6,500	-6,500
	1,000	68,867	69,867

30 Grant Reserve

	Pevensey	Cuckmere	2018/19
Opening Balance, as at 1-4-2018 b/fwd	9,995	0	9,995
(+) Grants Received	0	0	0
(-) Grants Applied to Income & Expenditure Account	9,995	0	9,995
Closing Balance, as at 31-3-2019 c/fwd	0	0	0

31 General Reserve

	Pevensey	Cuckmere	2018/19
Opening Balance, as at 1-4-2018 b/fwd	20,242	17,085	37,327
(+) Net Surplus/(Deficit) for the Period	283,299	22,454	305,752
* (-) Transferred to Earmarked Development Reserve	-246,230	-22,460	-268,689
Closing Balance, as at 31-3-2019 c/fwd	57,312	17,079	74,390

* Surface Water Development Contributions Invoiced during the year	299,379	27,308	326,686
(-) Collection Costs:			
Gross cost of employing Flood and Water Officer	42,152	3,845	45,997
East Sussex County Council (ESCC) Hosting Costs	3,207	293	3,500
Provision of laptop and software to access ESCC data network	1,833	167	2,000
Net consultancy costs to cover maternity leave	5,957	543	6,500
	53,149	4,848	57,997
* (=) Transferred to Earmarked Development Reserve	246,230	22,460	268,689

32 Development Reserve

	Pevensey	Cuckmere	2018/19
Opening Balance, as at 1-4-2018 b/fwd	51,068	0	51,068
* Transferred from General Reserve, as detailed in Note 31 above	246,230	22,460	268,689
Closing Balance, as at 31-3-2019 c/fwd	297,298	22,460	319,758

33 Revaluation Reserve

	2017/18	Movement	2018/19
Star Inn Pumping Station	1	0	1
Barnhorn Pumping Station	1	0	1
Drockmill Pumping Station	1	0	1
Horsebridge Pumping Station	1	0	1
Rickney Pumping Station	1	0	1
Manxey Pumping Station	1	0	1
	6	0	6

Related Party Transactions

- 34 The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported by Byzantine Ltd at an annual cost to the Board of £858.50. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

MAINTENANCE WORK FOR 2019/20

	PEVENSEY				CUCKMERE				TOTAL			
	ACTUAL	BUDGET	ACTUAL	VARIANCE	ACTUAL	BUDGET	ACTUAL	VARIANCE	ACTUAL	BUDGET	ACTUAL	VARIANCE
MAINTENANCE EXPENDITURE	2017/18	2018/19	2018/19	2018/19	2017/18	2018/19	2018/19	2018/19	2017/18	2018/19	2018/19	2018/19
<u>Pumping Stations:</u>												
MEICA planned servicing	5,705	5,705	5,705	0	0	0	0	0	5,705	5,705	5,705	0
MEICA additional work needed in year	1,109	6,000	7,677	-1,677	0	0	0	0	1,109	6,000	7,677	-1,677
Electricity charges	24,729	15,000	39,605	-24,605	0	0	0	0	24,729	15,000	39,605	-24,605
Breakdown Insurances	0	2,667	2,667	0	0	0	0	0	0	2,667	2,667	0
Risk contingency	0	1,469	0	1,469	0	0	0	0	0	1,469	0	1,469
	31,543	30,841	55,654	-24,813	0	0	0	0	31,543	30,841	55,654	-24,813
<u>Watercourses:</u>												
Desilting and Weed cutting	83,170	92,014	90,632	1,382	4,419	6,926	7,306	-380	87,589	98,940	97,938	1,002
Telemetry	2,700	2,700	2,240	460	0	0	0	0	2,700	2,700	2,240	460
Machine Moves	1,840	1,836	2,760	-924	0	0	0	0	1,840	1,836	2,760	-924
Spraying	3,000	5,000	0	5,000	0	0	0	0	3,000	5,000	0	5,000
Biodiversity Action Plan	2,045	3,000	2,788	213	0	0	0	0	2,045	3,000	2,788	213
Hand work	3,000	5,000	0	5,000	0	0	0	0	3,000	5,000	0	5,000
Water Level Control Structure Maintenance	1,800	4,550	7,012	-2,462	200	450	858	-408	2,000	5,000	7,870	-2,870
Risk contingency	0	5,649	0	5,649	0	425	0	425	0	6,074	0	6,074
	97,555	119,749	105,432	14,317	4,619	7,801	8,164	-363	102,174	127,550	113,596	13,954
<u>Emergency reponse contingency (external assistance):</u>												
5 EA operatives for 5 days @ £26/hour	0	4,836	0	4,836	0	364	0	364	0	5,200	0	5,200
	129,098	155,426	161,086	-5,660	4,619	8,165	8,164	1	133,717	163,591	169,250	-5,659

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2019		ACTUAL 2017/18 £	ACTUAL 2018/19 £
1	Balances brought forward		
	Grant Reserve	0	9,995
	General Reserve	22,209	37,327
	Development Reserve	0	51,068
	Revaluation Reserve	0	6
	As per Statement of Accounts	22,209	98,396
	(-) Fixed Assets, Long Term Liabilities and Loans		
	Net Book Value of Tangible Fixed Assets	19,400	16,922
		19,400	16,922
	(=) Adjusted Balances brought forward	2,809	81,474
2	(+) Rates and Special Levies		
	Drainage Rates	16,960	24,255
	Special Levies	277,935	290,317
	As per Statement of Accounts	294,895	314,572
3	(+) All Other Income		
	Net Cash Transfer from the Environment Agency	22,365	0
	Surface Water Development Contributions	51,068	326,686
	Highland Water Contributions from the Environment Agency	63,000	75,895
	Bank and Investment Interest	63	416
	Grants Applied	0	9,995
	Other Income	1,247	96,338
	Consent Fees	200	800
	As per Statement of Accounts	137,944	510,131
	(+) Income from Sale of Fixed Assets (above profit/(loss))		
	Capital Cost of disposals	0	0
	Less: Accumulated depreciation written out	0	0
		0	0
	(+) Grants Applied to Grants Received Conversion		
	(-) Grants Applied	0	-9,995
	(+) Grants Received	9,995	0
		9,995	-9,995
	(=) Adjusted Other Income	147,939	500,136

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2019		ACTUAL 2017/18 £	ACTUAL 2018/19 £
4	(-) Staff Costs		
	Operations Delivery Staff Costs	53,152	50,912
	WMA Technical Support Staff Costs	25,572	37,192
	Other Technical Support Staff Costs	0	57,997
	WMA Administration Staff Costs	34,350	38,328
		113,074	184,428
5	(-) Loan Interest/Capital Repayments		
	Loan Interest	0	0
	Capital Repayments	0	0
	As per Statement of Accounts	0	0
6	(-) All Other Expenditure		
	New Works and Improvement Works	0	0
	Environment Agency Precept	106,000	70,000
	Maintenance Works	133,717	169,250
	Cost of Rechargeable Works	0	66,423
	Grant Work	0	9,995
	Audit Fees	500	1,200
	Depreciation	5,467	6,012
	General Insurances	0	1,864
	Accommodation and Meeting Room Hire	2,798	3,545
	Postages and Stationery	55	404
	Advertising and Public Notices	1,112	0
	ADA Subscriptions and Other Expenses	3,931	5,830
	As per Statement of Accounts	253,579	334,523
	(-) Depreciation Charged (Non Cash)		
	Vehicles and Trailers	5,467	5,596
	Lockup and Equipment	0	416
	Pumping Stations	0	0
		5,467	6,012
	(+) Capitalised Additions		
	Vehicles and Trailers	2,983	0
	Lockup and Equipment	0	416
	Pumping Stations	0	0
		2,983	416
	(=) Adjusted Other Expenditure	251,095	328,927

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2019		ACTUAL 2017/18 £	ACTUAL 2018/19 £
7	(=) Balances carried forward		
	Grant Reserve	9,995	0
	General Reserve	37,327	74,390
	Development Reserve	51,068	319,758
	Revaluation Reserve	6	6
	As per Statement of Accounts	98,396	394,154
	(-) Fixed Assets, Long Term Liabilities and Loans		
	Net Book Value of Tangible Fixed Assets	16,922	11,327
		16,922	11,327
	(=) Adjusted Balances carried forward	81,474	382,827
8	Total Cash and Short Term Investments		
	Bank Account	26,045	201,861
	Short-Term Investments	60,063	310,479
	As per Statement of Accounts	86,108	512,340
9	Total Fixed Assets and Long Term Assets		
	Vehicles and Trailers (valued at Purchase Cost)	22,383	22,383
	Lockup and Equipment (valued at Purchase Cost)	4,182	4,598
	Pumping Stations (Revalued)	6	6
	As per Statement of Accounts	26,571	26,987
10	Total Borrowings		
	Loans Due (<= 1 Year)	0	0
	Loans Due (> 1 Year)	0	0
	As per Statement of Accounts	0	0

From: 01 April 2018
To: 31 March 2019

Period To: 12
Year Ending: 31 March 2019

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2019	ACTUAL	ACTUAL
		2017/18	2018/19
		£	£

7, 8	RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL	ACTUAL
		2017/18	2018/19
		£	£

7	Balances carried forward (adjusted)	81,474	382,827
	(-) Deduct: Debtors and Prepayments		
	Trade Debtors and Ratepayers Due	937	30,716
	Vat Due from HMRC	16,557	10,522
		17,494	41,238
	(+) Add: Creditors and Payments Received in Advance		
	Trade Creditors	21,128	100,884
	Accruals	1,000	69,867
		22,128	170,751
	(=) Box 8	86,108	512,340
8	(=) Total Cash and Short Term Investments		
	Bank Account	26,045	201,861
	Short-Term Investments	60,063	310,479
		86,108	512,340

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

11 JUNE 2019

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

PEVENSEY AND CLACKMERE WLMs

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			✓
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.			✓
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/03/19 – 18/04/19

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

K Woodward

Date

29/04/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

PERENSEY AND CUCKMERE WINGS

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

PEWENSEY AND CUCKMERE WLMBS

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2,809	81,474	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	294,895	314,572	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	147,939	500,136	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	113,074	184,428	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	251,095	328,927	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	81,474	382,827	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	86,108	512,340	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	26,571	26,987	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

P. L. M. M. M.

SIGNATURE REQUIRED

Date

21/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **REVENUE AND CUCKMERE NLMB**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Governance and Accountability Return 2018/19

Annual Internal Audit Report 2018/19 – additional sheet

Following on from three years of Internal Audits providing substantial assurance on the level of controls identified for:

Pevensey and Cuckmere WLMB

The Internal Auditor agreed with the Management to rotate the frequency of the standard internal control objective audits and include additional governance related audits.

The audit areas not covered in 2018/19 were:

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT was appropriately accounted for.

I. Periodic and year-end bank account reconciliations were properly carried out.

These audits were previously covered in the 2017/18 audit and will be included within the 2019/20 audit.

Additional internal control objectives audited during the 2018/19 audit were:

- *GDPR – robustness of the policy and procedural documents, and adequacy of training provided to staff and members.*
- *Board Members' declarations of interest – review of the process for members declaring interests.*
- *Write-offs – review of the process for the write-off of debts.*
- *Succession Planning – review of the succession planning process.*

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	(1a) No records of historical maintenance/ operational/ works	Nature and extent of operations is largely upstream, which could increase risk of flooding	1	3	Medium 3 →	Prepared and working to targeted annual maintenance programme based on high, medium, low priority watercourses WLMB to assist EA with precept works programme to benefit the IDD
	(1b) Reduction in, or insufficient finance, grant and income (1c) If EA ceases to pay highland water contributions to IDBs	Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in asset management plan	2	3	High 6 ↓	Explore alternative funding streams including partnership working with other RMAs and access to local levy funding: 1) Partnership working with ESCC on planning matters 2) Precept works programme with EA to benefit the Board's infrastructure WEG bids for funding submitted 2018/19 financial year – still waiting to hear outcome of this as at January 2019 Review asset management plan provided by EA Lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area

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						to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). Defra does support the Rivers Authority and Land Drainage Private Members Bill, which, if enacted could facilitate these aims. The Bill is due its second reading in Parliament on 8 Feb 2019. Defra has, in January 2019, opened consultation on 'Improving Management of Water in the Environment' and included in this is the consideration of legislating for a new charging methodology to enable the extension or creation of new IDBs
	(1d) EA's operation of the water control structures has an adverse impact on water levels in the IDD	Impacts on the IDB's ability to carry out its statutory function	2	3	High 6 ↓	Liaison between WLMB and EA officers has resulted in the EA permitting WLMB to operate on its behalf, the EA water control structures that affect the IDD. A protocol for this will be produced by EA/WLMB officers
	(1e) No confirmation from EA of the prescriptive rights of access to each of the Board's pumping	Potential to reduce ability to fulfil statutory function	2	3	High 6 →	Land Drainage Act 1991 gives IDBs powers of entry for access to undertake required works EA has provided copies of paperwork concerning ownership and rights of

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	stations or rights to bring in services across privately owned land.					access, which WLMB officers will review
	(1f) EA no longer undertakes de-shingling works in the Cuckmere Estuary	IDB is unable to fulfil its statutory function in the Cuckmere River Sub District during periods of high rainfall on a saturated catchment	3	3	High 9 ↑	Discuss with EA potential for WLMB to do works in the Estuary on behalf of EA via a public sector cooperation agreement Develop protocol with EA that will trigger a de-shingle at the mouth of the Cuckmere River
	(1g) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments	IDB could incur penalties/fines	2	3	High 6 →	Work with EA, NE and voluntary sector orgs to meet WFD requirements Agree interpretation of Habitat Regulations Assessments with NE Standard Maintenance Operations (SMO) document that is WFD compliant approved October 2018 Regular SMO update training for employees Ensure affected landowners are aware of agreed water levels and operate the Pevensey WLMP

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	(1h) Landowners and or developers undertake non-consented works on watercourses in the IDD	Potential to adversely affect the capability of the IDB to effectively manage the discharge of water through its system	2	3	High 6 ↓	<p>Promote the work of the IDB within the local community to create understanding of how the IDB system manages flood risk</p> <p>Use of the Board's Byelaws for consenting or refusal of works affecting the Board's infrastructure</p> <p>Work closely with LLFA and LPAs to provide a joined up consenting/advice service</p>
	(1i) IDBs obligated to purchase water transfer licences under new regulations introduced January 2018	Increased financial burden given the cost of £1,500 per licence	1	2	Low 2 ↓	<p>A 2-year grace period during which time IDBs can identify transfer points and determine if a licence is applicable. It is understood that the licence is only applicable in instances where water is transferred from main river to an ordinary watercourse, which significantly reduces the financial risk to the PCWLMB</p>
	(1j) Access to skills and core competencies is reduced	Reduction in quality of service delivery that could lead to loss of confidence from stakeholders in the Board's ability to deliver	1	3	Medium 3 →	<p>Service Level Agreement with WMA for provision of admin/tech support services to 31 March 2024</p> <p>Partnership working with RMAs</p> <p>Staff training</p>

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Liaise with Lead Local Flood Authority (LLFA), Local Authorities and Environment Agency (EA) within the Board's hydraulic sub catchment	(2a) LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD	Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD	1	3	Medium 3 →	<p>Build and maintain trust and understanding with LLFA, EA, LAs and DEFRA</p> <p>Regular liaison meetings with EA</p> <p>Promote the IDB through the media</p>
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	<p>(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(3b) Potential for developers to hand over management of SUDs to private management companies, who may fail in their responsibility to maintain them in the long term</p>	<p>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>	2	3	High 6 ↓	<p>Planning/Enforcement is undertaken by the Board's Flood and Water Officer and issues are raised at Board and Committee meetings</p> <p>Partnership working with LLFA on planning applications affecting the IDD</p> <p>Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues</p> <p>Officers' comments on planning applications are available on Local Authority websites</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are</p>

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	<p>(3c) Increase in the volume of planned housing in the district</p> <p>(3d) Insufficient surface water development contributions collected to cover employment cost of one FTE planning resource</p>	FTE planning resource may become unsustainable				<p>maintained in perpetuity</p> <p>Introduction of a SUDs adoption and charging policy, approved 31 January 2017</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 WMA review. New rates and banding introduced 1 November 2018 which will support the SWDC income stream</p>
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	<p>(4a) Non-delivery/ non-compliance of Biodiversity Action Plan (BAP)</p> <p>(4b) Implementation of a BAP may give rise to increased flood risk and increased maintenance costs</p> <p>(4c) Increased levels of non-native species adversely</p>	<p>Board does not meet its environmental targets.</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Failure to successfully control/eradicate invasive species</p>	2	2	Medium 4 →	<p>BAP approved by Board</p> <p>Work to WFD compliant SMO</p> <p>Watercourses prioritised according to flood risk, based on criteria agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure</p> <p>Prepare a programme of environmental survey work in and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</p>

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	affecting BAP delivery					<p>Actions monitored by NE and EA</p> <p>Record any complaints in Complaints Register</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present</p>

Distributed to:**Pevensey & Cuckmere WLMB Members**

Brown, R
Dow, J
Coles, Ms J
Gower, W (Chairman)
Hesselgrave, G
Hole, M
Miles, R
Murray, D
Patten, R
Robinson, D
Robinson, Ms M
Rodohan, P
Smart, R
Taylor, B
Wadman, C (Vice-Chairman)
White, D
Worssam, M

Key Partners/Supporting Officers

Beaumont, Ms C (Rother DC)
Padget, P (Eastbourne BC)
Kean, G (Wealden DC)

Claxton, N (E.Sussex CC - LLFA)

Jackson, Ms C (NE)

Levitt, P (EA)
Robinson, D (EA)

Dann, R (Operations Manager)
Kinsella, Mrs R (Flood and Water Officer)
Brown, G (WMA)
Camamile, P (WMA)
Creasy, Mrs M (WMA)
Philpot, M (WMA)
Laburn, Ms C (WMA)

Pevensey & Cuckmere WLMB Meeting 11 June 2019