

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, 15 MAY 2018 AT 10.00 AM.

Elected Members

Pevensey District

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

Cuckmere District

- * Richard Brown
- * Gill Hesselgrave (on behalf of David White)

Combe Haven District

Monty Worssam

Environment Agency

- * Luke Ball (Operations)
- * Paul Levitt (Asset Performance Team Leader)
- Dave Robinson (Operations Manager)

East Sussex CC

- * Nick Claxton, FRM Team
- * Revai Kinsella, FRM Team

Water Management Alliance

- * Graham Brown (Flood and Water Manager)
- * Phil Camamile (Chief Executive)
- * Mary Creasy (PA to Chief Executive)
- * Caroline Laburn (Technical & Environmental Officer)

Appointed Members

Eastbourne BC

- * Janet Coles
- Jonathan Dow
- Margaret Robinson
- Pat Rodohan
- * Robert Smart
- Barry Taylor

Hastings BC/Rother DC

- * Robin Patten

Wealden DC

- * Douglas Murray
- * David White

- * Present (59%)

Officers

- * Richard Dann (PCWLMB Operations Manager)

Local Authority

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

Water Management Alliance cont/-

- * Matthew Philpot (Project Engineer)

Natural England

Cath Jackson

- * Officers In Attendance

Mr W Gower in the Chair

19/18 APOLOGIES

19/18/01 Apologies for absence were received on behalf of Messrs M Hole, D Robinson, P Rodohan, B Taylor, M Worssam, Ms C Jackson, Ms C Beaumont and Ms M Robinson. Mr J Dow was not in attendance.

20/18 WELCOME AND INTRODUCTIONS

20/18/01 The Chairman welcomed Revai Kinsella who is currently working in the East Sussex County Council Flood Risk Management Team but is due to commence employment with the Pevensey and Cuckmere WLMB as a Flood and Water Officer on 6 August 2018. Paul Levitt, Environment Agency (EA) was also welcomed to his first meeting of the Board, replacing Russ Long.

21/18 DECLARATIONS OF INTEREST

21/18/01 Declarations of interest remained outstanding for Ms M Robinson, (Eastbourne Borough Council appointed member). Declaration of interest forms for completion would be sent to the recently appointed Eastbourne Borough Council appointed members J Dow and B Taylor. RESOLVED that this be noted.

22/18 MINUTES OF THE LAST BOARD MEETING

22/18/01 The minutes of the Pevensey and Cuckmere WLMB meeting held on 17 January 2018, (a copy of which is filed in the Report Book), were considered in detail and approved. There were no matters arising:

23/18 OPERATIONS REPORT

23/18/01 The Operations Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

23/18/02 As agreed at the last Board meeting, a 3 year service level agreement for routine maintenance works had been developed and issued to Mr D Walker for signature. RESOLVED that this be noted.

23/18/03 The 10 year de-silting programme together with the 5 year programme for tree removal developed by the Project Engineer and Operations Manager was noted.

23/18/04 Precept Work

Members were apprised of the completion of the 2017/18 precept programme of works undertaken by the EA on its structures affecting the Board's infrastructure, which had supported an effective delivery of the Board's water level management. This would be continued in 2018/19 and a precept programme of works had been issued to the EA.

23/18/05 Following agreement with the EA, the Board's Operations Manager is now permitted to operate influential EA main river structures under set rules and principles. This will facilitate a more holistic management of the Pevensey and Cuckmere IDD and should benefit both the WLMB and the EA. It was agreed and thereby RESOLVED to formalise this arrangement by email exchange following the initial trial period.

MP

23/18/06 Pumping Stations

- (i) Members considered the Project Engineer's report on the deterioration of the Drockmill and Barnhorn pumping stations, two of the six pumping stations handed over from the EA to the Board when it was constituted in October 2016. There was considerable discussion about the expectation that the EA should have ensured the good condition of the pumping stations before the handover and the understanding between the Board and the EA when the pumps were transferred to the Board that the EA would contribute to any necessary repairs occurring within three years of the handover. The Chief Executive reported that Dave Robinson, EA was currently looking into the possibility of the EA making a claim against the contractor who undertook the refurbishment of the Drockmill pump in 2015 and P Levitt, EA reported that due to financial constraints and the complexities of obtaining funding, the EA policy over the last five years had been to refurbish, rather than replace infrastructure.
- (ii) Mr R Smart considered this to be yet another risk to the Board created by the EA and asked for clarification on what the EA legacy of pump maintenance actually was. In response to Mr Smart's proposal that the Board should have a contract with a timetable from the EA guaranteeing its obligations to the Board for the condition of the pumping stations, the Chief Executive explained that both the Board and the EA operate under permissive powers and neither has any contractual obligations in this regard. The Chairman reminded members that considerable progress had been made in the last 18 months and going forward the Board would hopefully resolve these issues also.
- (iii) The Project Engineer reported that pumps are currently satisfactory for the job. A mechanical and engineering audit of the pumps had found some pumps had been set incorrectly causing burn out and an increased use of electricity, all of which had now been reset whilst still remaining within the constraints of the water level management plan. The Project Engineer reiterated that the EA is supportive of this and agrees in principle to contribute to funding refurbishment/replacement. The Project Engineer would develop a Plant Reserve Fund when the Board was more financially robust.
- (iv) Mr R Brown concurred with the Chairman and Project Engineer's comments, recording that water levels in the Cuckmere district were much improved. The Chairman recorded that water levels in the Pevensey district were c. 80% improved. The Project Engineer reported that £3k had been spent in the first quarter 2018/19 on works to improve the system, including the renewal of dam boards.

24/18 ENVIRONMENTAL REPORT

24/18/01 The Environmental Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

24/18/02 Biodiversity Action Plan (BAP)

The Biodiversity Action Plan presented at the last meeting was now finalised and available for to view on the Board's website. Targets will be pursued over the course of the year and reported to the Board. RESOLVED that this be noted.

CL

24/18/03 Biosecurity Policy

Members considered and approved the Biosecurity Policy that had been produced by ADA and modified by the Environmental Manager to meet the requirements of the Pevensey and Cuckmere WLMB, (a copy of which is filed in the Report Book). Arising therefrom:

24/18/04 The Environmental Manager recorded that whilst the Board already operates under biosecurity methods particularly when working in areas where pennywort is present, the approval of a policy will enable the Board to formally evidence its policy and procedures if required.

24/18/05 It was agreed and thereby RESOLVED to adopt the biosecurity procedures as set out in the Board's Biosecurity Policy.

24/18/06 Water Environment Grant

Members were apprised of the three projects submitted by the Project Engineer and Environmental Manager for Water Environment Grant (WEG) Funding, which is available from Natural England (NE)/EA to public bodies to improve WFD (Water Framework Directive) status and/or designated sites:

1. Project 1: Floating Pennywort Control in Riparian Ditches within the Pevensey Levels SSSI, sAC, RAMSAR site – application for £190k funding on behalf of Natural England to continue pennywort removal.
2. 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 – application for £100k funding to install a wind pump.
3. Project 3 An Holistic Approach to Improving Water Level Management to attain WLMP targets throughout the Pevensey Levels SSSI, SAC and RAMSAR site – application for £210k funding to put in place carbon neutral water management controls to improve the management of water levels on the Pevensey Levels.

24/18/07 Mr N Claxton reported that East Sussex County Council had also applied

for WEG funding for a two year project looking at habitat enhancement via sustainable drainage systems.

24/18/08 In response to Mr R Patten's request for clarification the Environmental Manager provided some background information on non-native species the Board may have to deal with. Pennywort is a particular problem due to it being fast growing and difficult to eradicate. Crassula helmsii is also difficult to control and obstructs instream invertebrates. Glyphosate is the only permitted herbicide that can be used to control crassula helmsii. Japanese Knotweed impacts on both property and land value. The Environmental Manager advised that training in the recognition and identification of non-native species will be made available to the Operations Manager. It was suggested that some educational training on the identification of non-native species to the wider general public may be well received and it was agreed that the Environmental Manager would raise this suggestion with the Catchment Partnership at its next meeting.

CL

25/18 PLANNING REPORT

25/18/01 The Planning Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

25/18/02 18_00532_22_C: Application for surface water discharge of 24.2 l/s from 23,070m² of impermeable area formed of 165 residential dwellings with associated ancillary works at Land at Mill Road, Hailsham (2.1)

- (i) Members considered the application for the discharge of surface water at a rate of 24.2 l/s from 23,070m² impermeable area comprising some 165 dwellings at Mill Road, Hailsham that would ultimately discharge into the Board's watercourse DRN214P0403. The Flood and Water Manager had consented the discharge subject to the developer paying the associated development contribution, which, calculated in line with the Board's current charging/run-off rate banding policy equated to £34,835.70 at 2017/18 rates per impermeable hectare. (The rate from 1 April 2018 is due to increase and is considered for approval in item 3.2 of the Planning Report). Board consent for the surface water run-off from the development had not yet been confirmed however, due to the developer challenging the £34,835.70, and proposing a lower payment of £17,766.21 based on the developer's consultant's methodology for calculation, (included within item 2.1 for the Board's consideration).
- (ii) It was agreed and thereby RESOLVED that the developer must be charged in line with the Board's existing charging policy and the £34,835.70 fee should therefore stand. All concurred that if the developer chooses to appeal the Board's decision, the Flood and Water Manager would provide the necessary detail to evidence that the charge is reasonable.
- (iii) Members were apprised of the new methodology for charging/banding that WMA officers have developed, which is currently the subject of legal opinion. Once this opinion has been received the new methodology will be passed to ADA and presented also to the Board for consideration.

- (iv) The Flood and Water Manager went on to explain that the new Flood and Water Officer will enable the Board to look at development outside the internal drainage district that impacts on the Board's drainage system, as well as development within the internal drainage district. It is hoped that in due course all local planning authorities will also adopt Byelaws in the consideration of planning applications which impact on flood risk.

25/18/03 Surface Water Development Contribution Rate

It was agreed and thereby RESOLVED to approve the increase to the surface water development contribution rate charged per impermeable hectare from £75,500 to £77,800 with effect from 1 April 2018 pending the results of the independent legal review of the proposed revised methodology.

25/18/04 National Planning Policy Framework (NPPF)

- (i) The Flood and Water Manager reported that the WMA and ADA had responded to the consultation on the National Planning Policy Framework, (NPPF). The Flood and Water Manager commented that other than viability assessments, he did not anticipate any other fundamental changes in the NPPF.
- (ii) The Flood and Water Manager stated that he is in the process of developing a planning regulation policy, which he hopes will be adopted by local planning authorities, subject to consultation with them. Mr R Smart recorded that planning was clearly a much bigger issue for the Board than had originally been thought and he requested a presentation on planning applications prior to the next scheduled Board meeting of 30 October 2018.
- (iii) Members considered and agreed the Chairman's proposal that given the volume of planning applications, the Flood and Water Manager should only report major developments for the Board's consideration given that the Board meets only three times per year, with officers determining non-major applications using their delegated authority and that a framework should be developed to determine what constitutes 'major' and 'minor' development. RESOLVED that this be noted.

GBr

26/18 IDB/EA LIAISON

- 26/18/01 The Project Engineer reported that he continues to attend monthly meetings with the EA as well as attending catchment meetings.

27/18 INTERNAL AUDIT REPORT 2017/18

- 27/18/01 The Internal Audit Report for 2017/18 including the two minor observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council's Shared Internal Audit Services), together with the Chief Executive and Finance Officer responses and agreed actions, (copies of which are filed in the Report

Book), were considered in detail and approved. Arising therefrom:

27/18/02 The Internal Auditor's recording of significant improvement in controls and the substantial level of assurance awarded by the Internal Auditor on conclusion of the audit was noted.

28/18 APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19

28/18/01 It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2018/19.

**29/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18
PART 3 SECTION 1
ANNUAL GOVERNANCE STATEMENT**

29/18/01 The Annual Governance Statement shown in Section 1 of the Pevensey and Cuckmere WLMB Annual Governance and Accountability Return for the year ended 31 March 2018 was considered in detail and approved by the Board.

30/18 FINANCIAL REPORT YEAR ENDING 31 MARCH 2018

30/18/01 The Financial Report for the year ending 31 March 2018 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

30/18/02 Members were apprised of the variance in which the maintenance budget was showing an over spend of £10k. This was in fact electricity charges, however, contracts with the supplier have now been renegotiated equal to a 25% reduction over the year and the main reasons for the particularly high charges for Rickney pumping station had now been resolved. RESOLVED that this be noted.

30/18/03 The reconciliation to the Annual Governance and Accountability Return Part 3 Section 2 Accounting Statements was considered in detail and approved.

**31/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18
PART 3 SECTION 2
ACCOUNTING STATEMENTS 2017/18**

31/18/01 The Accounting Statements shown in Section 2 of the Pevensey and Cuckmere WLMB Annual Governance and Accountability Return for the year ended 31 March 2018 were considered in detail and approved by the Board.

ID	Pevensey and Cuckmere WLMB, Minute	Action
32/18	DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS	
32/18/01	It was agreed to publish notice on the Board's website that the Accounts year ending 31 March 2018 would be available for inspection for the 30 working day period commencing 4 June 2018 and ending 13 July 2018. RESOLVED that this be noted.	
33/18	MATERIAL CHANGES TO RISK REGISTER	
33/18/01	Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:	
33/18/02	It was agreed that as actions had been implemented to mitigate the risk of no records of historical operations works available to the Board, this risk score should be reduced to low level. RESOLVED that this be noted.	MEC
33/18/03	It was agreed to include the application for WEG funding as an action mitigating the funding risks to the Board and to subsequently show the risk trend reducing. RESOLVED that this be noted.	MEC
33/18/04	It was agreed that the improved operational working relations between EA and Board officers particularly in respect of liaison with the EA Sluice Keeper should reduce the risk to the Board's ability to undertake its statutory function and the risk rating should be reduced from 9 to 6. RESOLVED that this be noted.	MEC
33/18/05	Members considered that since the EA and the Board were developing a local methodology for calculating highland water claims and the EA had agreed to pay the Board's claim for 2018/19, the risk of the Board not receiving highland water payments in future should be reduced to a risk score of 4. RESOLVED that this be noted.	MEC
33/18/06	Members considered that the recruitment of a Flood and Water Officer would enable the Board to make full use of its Byelaws in its consenting or refusal of works affecting the Board's infrastructure and the risk trend should be amended to show the Board's risk reducing in the management of surface water discharge through its system. RESOLVED that this be noted.	MEC
33/18/07	Mr R Smart proposed that the risk score rating for planning should be increased from 6 to 9, (the highest possible rating), given that Board officers had recorded on the Eastbourne BC Planning Portal that the Board had 'no capacity to comment'. The Chief Executive proposed that in the light of the recruitment of a Flood and Water Officer to deal with planning it may be more appropriate to amend the risk trend rather than the risk score rating. Mr Smart's proposal was however, seconded by Mr C Wadman and agreed by the Board. RESOLVED that this be noted.	MEC

ID	Pevensey and Cuckmere WLMB, Minute	Action
34/18	APPOINTMENT OF DATA PROTECTION OFFICER	
34/18/01	Members considered the Board’s requirement for a Data Protection Officer as stipulated within the General Data Protection Regulations coming into effect on 25 May 2018. Arising therefrom:	
34/18/02	It was agreed and thereby RESOLVED to include the role of Data Protection Officer within the Chief Executive’s remit in preference to the Board making an external appointment.	
35/18	MODEL IDB POLICY STATEMENT	
35/18/01	The updated IDB Policy Statement, (a copy of which is filed in the Report Book) as provided by ADA and endorsed by Defra was considered in detail and adopted by the Board.	
36/18	NEXT MEETING	
36/18/01	The next Board meeting would take place on Tuesday, 30 October 2018 at 10:00am at Saffrons Sports Centre in Eastbourne.	
37/18	ANY OTHER BUSINESS	
37/18/01	Planned Development South Wealden	
	Mr D White recorded concerns about the planned development in South Wealden and how Southern Water would deal with the increased volume of water discharge from this. Southern Water already has issues with pollution in the water system from the sewage works that the planned development will be connected to, although it has been stated that these should be resolved by 2022. Mr White queried if the IDB would be expected to take the additional discharge, especially in light of the discussion earlier in this meeting about pump repairs, and whether a surface water development contribution would apply. The Flood and Water Manager recorded that development contributions may apply but would require detailed evidence to determine this. It was noted that it is the EA’s responsibility to monitor water quality.	
37/18/02	Cuckmere River	
	Officers apprised Mr R Brown that they were currently evaluating assets and maintenance requirements to prepare a preliminary report looking at proposals to de-main or carry out work on the Cuckmere River.	CL/MP
37/18/03	Mr R Miles reported that the EA had finally implemented temporary measures for repair of the broken sluice at Normans Bay and he expressed concern that EA structures in poor condition could have an adverse impact on the WLMB drainage system, particularly during the winter months. Mr P Levitt, EA and the Project Engineer anticipate that the EA will undertake maintenance works of its structures affecting the Board’s system as part of	

the precept works programme.

38/18 OPEN FORUM TO HEAR FROM MEMBERS OF THE PUBLIC WITH LEAVE OF CHAIRMAN

38/18/01 There were no members of the public present at today's meeting.

39/18 CONFIDENTIAL BUSINESS

39/18/01 It was agreed and thereby resolved to exclude the public for the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

40/18 CONFIDENTIAL MINUTES

40/18/01 The confidential minutes of the meeting held on 17 January 2018 were considered in detail and approved. There were no matters arising.

Pevensey and Cuckmere WLMB

Operations Report

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 08 January 2018 – 04 May 2018.

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

CMT222G - Pevensey; Glynleigh

- East Langley Sewer

CMT216P - Pevensey; Manxey

- Church farm feed ditch
- Kentland sewer
- The Dowl

CMT218P - Pevensey; Waterlot (N&S)

- The Waterhouse Stream
- Inn stream
- Boreham Ponds Stream to the Nuningham Stream

We have also undertaken tree clearance works on the Rickney, which will allow better water flow and prevent snags on Pennywort.

Further to agreement at the last board meeting we have developed and issued for signing a 3 year service level agreement to Darren Walker. Darren has worked well with Richard and together an efficient programme of works has been delivered.

Richard has been monitoring water levels carefully across the patch and has also been systematically improving our structures, clearing them of vegetation, renewing boards and also undertaking routine maintenance and checking of pumps. We have made investments in a number of new dam boards and wedges to allow for this.

We have now developed a 10 year de-silt programme, to ensure a robust and systematic improvement of our network is planned and costed for. Along with this we have also written a 5 year tree works programme. These are included in Appendix A.

The 2017-18FY Precept programme of works has been completed by the Environment Agency and this has led to a number of structures becoming operational again, which is already assisting with our effective delivery of required water levels. We have also issued the 2018-19FY precept programme to the EA, so that this can also start to be planned for.

The Environment Agency have invited applications for funding from the 'Water, Environment Grant' for projects which is a scheme providing funding to improve the water environment in rural England. We have applied for 3 projects, two of which relate to improving water levels on the Pevensey Levels and one of which

relates to Pennywort control. Applications will be submitted on 11 May and we hope to hear back within 3 months.

Further to discussions with the EA we have now had agreement for Richard to operate influential EA main river structures, under a set of rules and principles. This is a very positive outcome and will allow us to work closer with the EA on the holistic management of the Pevensy & Cuckmere area and will benefit both parties. We plan to formalise this role after an initial trial period.

PUMPING STATIONS

Servicing was carried out on all pumping stations in April 2018

Based on the extent of maintenance required at time intervals a five year maintenance programme for the pumps has been developed and is available in appendix A.

Manxey

No issues to report.

Drockmill

Well cover replacement required and carried out.

Pump is failing electrical insulation resistance tests, which could indicate that the winding is breaking down. Further to discussions with the EA the pump was refurbished in 2015 and the EA are checking on any post refurb guarantees. Failing this the possibility of a contribution toward a new pump may be possible.

Star Inn

No issues to report

Rickney

No issues to report

Horsebridge

Emergency stop button replaced due to fault.

Pulse reset timer replaced due to fault.

Fencing around station repaired.

Pump Cannister bodies refurbished in-situ.

Barnhorn

On lifting the pump our engineer discovered water in the oil sump, indicating a failed seal. Due to the age of the pump refurbishment is deemed difficult and unforeseen could exceed the cost of a new pump (circa £5,800).

We have discussed with the EA, who as for Drockmill will consider whether a contribution toward this cost is possible.

OPERATIONAL ISSUES

Additional Manpower

We are exploring the possibility of employing an apprentice or other member of staff to work alongside our operations manager. The role would be aimed at improving our resilience and knowledge of the area within the team.

Water Resources Abstraction Licences for Previously Exempt Activities (New Authorisations)

Further to the last board meeting we have received some updated guidance on the abstraction licence requirements. Based on this we understand that all points where abstraction occurs from main river to our district is via EA structures and therefore the licencing requirement would fall to the asset owner. We have raised this with the EA who will confirm this position as information becomes more readily available.

HEALTH & SAFETY

No accidents, incidents or near misses this period.

PLANT

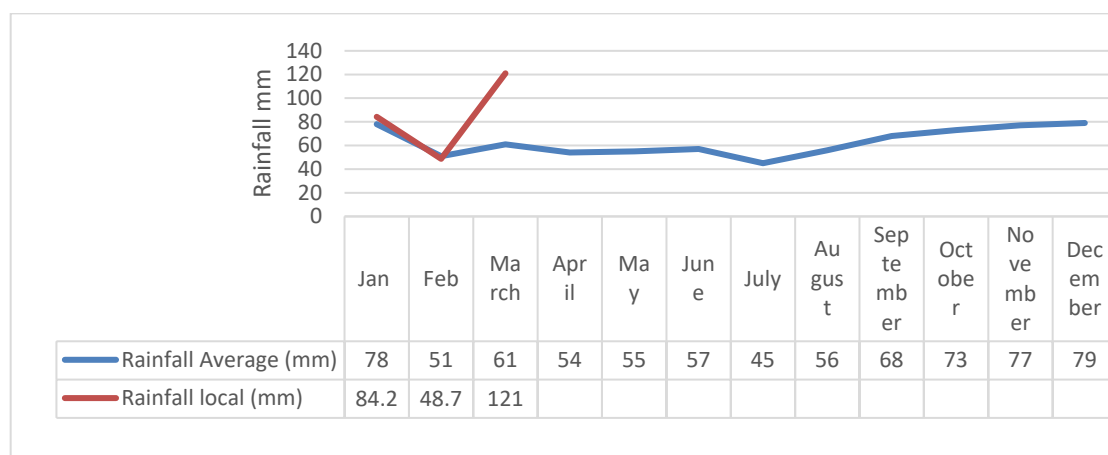
No new items of plant purchased this quarter.

CAPITAL SCHEMES:

No capital Schemes currently underway.

HYDROLOGY –

(extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2017>)



January started mild and changeable and it was very windy on the 2nd/3rd with the passage of Storm Eleanor. It turned more settled and quite cold between the 6th and 12th, with high pressure often close to the British Isles. A changeable westerly type returned for the second half of the month, and it was generally mild in the south, but the third week was cold.

The first half of February was rather unsettled and temperatures were somewhat below average. The weather did settle down a bit after mid-month, becoming predominantly dry and a little milder, but in the final few days it steadily became colder and snow was an issue in many areas at month-end.

March began with an exceptionally cold easterly flow and widespread snow, and daytime temperatures remained below freezing in many parts of the country. It turned milder from the south during the first week, and until mid-month the weather was generally wet and cloudy. A second cold easterly outbreak brought widespread snow on the 17th and 18th, though this was not as severe as at the beginning of the month. After a brief dry sunny spell, the milder unsettled regime returned for the rest of the month.

STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

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

24 January 2018

Telecon to discuss Eastbourne Intergrated Water Management Strategy.

6-7 February 2018

Attendance at the P&C catchment team meeting at EA office. Meetings then held with Darren Walker and Richard Dann as well as with East Sussex County Council and the EA regarding the Eastbourne Flood defence strategy.

22 March 2018

The EM and Operations Manager met with Cath Jackson and Richard Dann to discuss the Water Environment Grant bidding process and discuss potential projects.

19 April 2018

Telecon with partners to discuss the Bourne Stream Options Modelling Start-up Meeting. Graham Brown also in attendance.

COMPLAINTS

None

ENVIRONMENTAL REPORT

Information for the Board

PCWLMB Biodiversity Action Plan Document

A final copy of the PCWLMB Biodiversity Action Plan (BAP) is now available for viewing by members at the following

link: https://www.wlma.org.uk/uploads/agendas/PCWLMB_BAP_Final.pdf

Biodiversity Action Plan targets will be pursued over the course of the financial year with a view to enhancing biodiversity interests across the catchments. The P&CWLMB will continue to work with partners in order to achieve biodiversity objectives and undertake actions within the action plan.

Desilting Programme – Walkover Survey 21 March 2018

The Operations Manager and Environmental Manager carried out a walk over survey, looking at watercourses in the Honeycrook catchment with a view to putting together an environmental plan and WFD assessment to support the future desilting works within the desilting programme. Some of the watercourses were overgrown badly with scrub and had a thick layer of instream silt deposition. This will be managed in the future by a sensitive ditch management programme which has been considered and planned by the Engineer and Operations Manager. Future walkover surveys are planned for the summer and early autumn.



Otham Court Drain



Duck Puddle drain

Biosecurity Policy

Biosecurity is a hugely important process which needs addressing within the UK as a whole, to prevent the spread of Non-Native Invasive (NNI) species. These plants and animals are seriously impacting on native wildlife and costing landowners, ratepayers, public bodies and the UK government vast amounts of money in control / eradication programmes. In order to stem the flow of these NNI species at the local level, some basic biosecurity measures are required to be adopted by the IDB and contractors, if they are not already being done so.

As part of the IDB annual return form (IDB1) submission to DEFRA, IDBs will now be required to have a suitable, auditable Biosecurity Policy in place by August 2018.

In order to speed this process and help IDBs, ADA have recently pulled together a template for biosecurity measures. This template has been edited to suit the needs of the P&CWLMB. A draft of the proposed document for adoption and ratification by the Board can be viewed in Appendix 1.

Water Environment Grant

The EM and Engineer have been working together on three potential projects for the Pevensy catchment. The titles and aims of the projects are as follows:

Project 1 Floating Pennywort Control in Riparian Ditches within the Pevensy Levels SSSI, SAC, RAMSAR site

This is a project to fund three years of Floating Pennywort removal in non-IDB and non-EA ditches on the Pevensy Levels. It follows a previous 5 year programme of successful treatment and allows us to hold the line until the biological control arrives.

Project 2 An Innovative and Carbon Neutral Solution to a Water Level Management Problem within the WLMP Unit P1 of the Pevensy Levels SSSI, SAC and RAMSAR site

The project will see a wind pump being installed on a stand-alone WLMP unit. Pevensy to trial wind power as a way of controlling water levels in the Wrenham and Bill Gut.

Project 3 An Holistic Approach to Improving Water Level Management to attain WLMP targets throughout the Pevensy levels SSSI, SAC and RAMSAR site

This project aims to put in place carbon neutral water management controls which will allow the Water Levels to be managed more effectively.

If the P&CWLMB are successful in these bids, it is hoped that the grants will go some way to improve some of the water level management issues on the Levels and maintain non-native invasive control on the Pevensey Levels SSSI, SAC over the next 3 years. The projects propose to improve WFD status and SSSI condition of associated water bodies and the designated site.

Non - Compliance

Nothing to report within this period.

Assents Granted and/or Applied for:

License / Assent / Habitat Regulations Assessment	Applied	Granted
Habitats Regulation Assessment for maintenance activities on the Pevensey Levels	04/05/18	
SSSI Assessment for maintenance activities on the Pevensey Levels	04/05/18	
SSSI Assessment for maintenance activities on SSSIs within the Cuckmere Valley	04/05/18	

4. Freedom of Information Act Requests

None during this period.

10 year De-silt Programme		
Drain Name	Estimated Duration (days)	Year to be completed
Freshwater Stream (EA 1526)	8.75	2018-2019
Otham Feed (EA 1362)	5	2018-2019
Marland Sewer (EA 1347)	6	2018-2019
Inn Streaan (EA 1233)	5	2018-2019
Boreham Pond Stream (EA 1235)	6.25	2018-2019
Waterhouse Stream (EA 1238)	3	2019-2020
Kentland Sewer (EA 1367)	5	2019-2020
Upper Dowles Stream (EA 1366)	5	2019-2020
Wrenham Stream and Bill Gut (E	5	2019-2020
Old East Stream (EA 1228)	4	2019-2020
Lewens Sewer (EA 1355)	5	2020-2021
Duck Puddle (EA 1348)	5	2020-2021
Magham Sewer (EA 1345)	5	2020-2021
Dowles Stream (EA 1331)	3	2020-2021
Foul Ditch (EA 1227)	3	2020-2021
East Stream (EA 1228)	5	2021-2022
Cheney Stream (EA 1230)	3.75	2021-2022
Burgh Fleet and Monkham Sewe	5	2021-2022
Downwash Ditch (EA 1360)	5	2021-2022
Sackville Sewer (EA 1343)	5	2021-2022
Bowley Sewer (EA 1344)	11.25	2022-2023
Drockmill Hill Gut (EA 1346)	5	2022-2023
Rickney Sewer (EA 1358)	5	2022-2023
Drove Sewer (EA 1357)	5	2022-2023
Old Whelpley Sewer (EA 1354)	8.75	2022-2023
Snapsons Sewer (EA 1353)	5	2023-2024
Horse Eye Sewer (EA 1351)	3.75	2023-2024
White Dyke Sewer (EA 1359)	5	2023-2024
Crossing Sewer (EA 1356)	5	2023-2024
Down Sewer (EA 1349)	3.75	2023-2024
Winters Cut (EA 1361)	3	2024-2025
Kentland Sewer (EA 1367)	5	2024-2025
Church Farm Ditch (EA 1339)	5	2024-2025
Curteis Ditch (EA 1337)	3	2024-2025
Mark Dyke (EA 1333)	5	2024-2025
Sew Ditch (EA 1334)	5	2025-2026
Callows Stream (EA 1355)	5	2025-2026
Manxey Sewer (EA 1330)	10	2025-2026
Martins Ditch (EA 1341)	10	2025-2026
Stream Ditch (EA 1226)	5	2025-2026
Waterlot Stream (EA 1229)	5	2026-2027
Middle Sewer (EA 1427)	5	2026-2027
East Langney Sewer (EA 1429)	5	2026-2027
Springfield Farm Ditch (EA 1430)	5	2026-2027
Bill Gut (E	5	2026-2027
New Mountney Sewer (EA 1237)	5	2027-2028
Lottbridge Sewer (EA 1426)	5	2027-2028
Russell Stream (EA 1127)	5	2027-2028

5 year Tree Removal Programme		
Drain Name	Estimated Duration (days)	Year to be completed
Rickney Sewer	5	2018-2019
Spring Ditch	3	2018-2019
Ottam Feed	3	2018-2019
Marland Sewer	5	2018-2019
Downash ditch	5	2019-2020
Inn Stream	3	2019-2020
Waterhouse	3	2019-2020
Boreham Pond Stream	3	2019-2020
Kentland Sewer	3	2020-2021
Duck Puddle	3	2020-2021
Magham (bottom end)	3	2020-2021
Drove Sewer	5	2020-2021
Nunnenham Sewer	5	2021-2022
Hankham Gut	5	2021-2022
Tower Ditch	3	2021-2022
Foul Ditch	5	2021-2022
East Stream	5	2022-2021
Old East Stream	5	2022-2022
Bowley	5	2022-2023
Downash Ditch	3	2022-2023

Pevensey and Cuckmere Water Level Management Board

Biosecurity Policy

PURPOSE

This document sets out the Biosecurity Policy of Pevensey and Cuckmere Water Level Management Board. It covers activities undertaken by the IDB on a daily basis to reduce the spread and damage from invasive non-native species.

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

POLICY STATEMENT

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

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

RESPONSIBILITIES

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

The Board will ensure any new contracts let will include reference to the Policy.

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

IMPLEMENTATION

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

Operational Staff will be provided with training and information on identification of Invasive Non-Native Species (INNS) likely to be found within the Drainage District.

All operational machinery, tools and personal protection equipment (PPE) will be subject to 'check, clean, dry' decontamination procedures before moving between operations on watercourses and sites.

All Operational Staff will report sightings of INNS to (either the Board's Environment Officer or the GB NNS Secretariat directly)

APPROVAL

This Policy was approved by the Board on 15 May 2018. This Policy will be reviewed, at a minimum, every five years.

Pevensey and Cuckmere Water Level Management Board

Biosecurity Procedures

PURPOSE

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

OBJECTIVES

Any site may have invasive non-native species and diseases that can be spread by contaminated clothes and equipment, so good biosecurity is always important. Operators should take care to avoid transporting water and material between water bodies.

Operators visiting a site where an invasive non-native species is known to be present, should take measures to ensure they do not spread it. Failure to do so can risk prosecution under the Wildlife & Countryside Act 1981.

While most operators will be vigilant about the risk of spreading invasive non-native species and diseases, there is a real risk that those that are not could accidentally spread these organisms, harming the environment and potentially damaging the reputation of the Board, compromising its ability to operate, or work with partners.

RESPONSIBILITIES

Awareness

The Operations Manager, contractors and operators will have oversight of biosecurity, disseminate information, and report on these matters.

IDB staff and contractors should seek information on invasive non-native species and biosecurity practices. The Environment Agency and Non-native Species Secretariat have relevant useful information.

Operators should be made aware of the priority invasive non-native species, with specific attention to aquatic and riparian species of concern and those known to be present in the surrounding area. Training and information will be disseminated through toolbox talks, workshops, leaflets, emails etc.

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

Monitoring

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

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

Planning works

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

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

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

Cleaning

Remember: Check, Clean, Dry - www.nonnativespecies.org/checkcleandry/

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

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

Each field team should carry a 'disinfection box'. This should contain an appropriate commercial disinfectant, a spray bottle, cloths or sponges, a scrubbing brush and protective gloves.

On completion of a field operation, for most situations, the following principles apply:

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

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

APPROVAL

These procedures were adopted on 15 May 2018.

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 17 January 2018 to 7 May 2018. There is currently 1 consent application being processed. The most common types of consent that the Board should receive and determine in its regulatory capacity are listed below, and alongside each is the current caseload.

<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):	1
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:	1

- 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:	0	0	0	0	0
Awaiting applicants acceptance of conditions:	0	0	0	0	0
Being processed by officers:	0	0	0	0	0
To be determined by the Board in this report:	0	1	0	0	1
Total:	0	1	0	0	1

- 1.3 As is highlighted by the table immediately above there is 1 application requiring consideration by the Board in this report. This is;

- 18_00532_22_C: Application for surface water discharge of 24.2 l/s from 23,070 m² of impermeable area formed of 165 residential dwellings with associated ancillary works at Land at Mill Road, Hailsham

- 1.4 These are detailed in section 2 below along with the officer recommendation for determination. Also included in Section 2 of this report is a summary of current progress on the recruitment of the Board's Flood and Water Officer post.

2. ITEMS REQUIRING THE BOARD'S CONSIDERATION

2.1 18_00532_22_C: Application for surface water discharge of 24.2 l/s from 23,070 m² of impermeable area formed of 165 residential dwellings with associated ancillary works at Land at Mill Road, Hailsham

- a. An application to discharge surface water from a proposed residential development of 165 dwellings was received by the Board in December 2017. The proposal would see a positive connection made to a riparian watercourse that flows into the Board's Internal Drainage District, specifically DRN214P0403. The proposed maximum rate of discharge is 24.2 litres / second. Whilst this rate is one officers feel could be accommodated by the downstream network the receiving watercourse ultimately conveys its flows into the network served by Rickney Pumping Station. As such any additional volume from this development will have to be managed by this infrastructure.
- b. This application is required to be determined by the Board, as opposed to by officers under delegated authority, due to the fact that the applicant is contesting the level of Surface Water Development Contribution ("SWDC") required to be paid by the Board's charging policy.
- c. One of the conditions imposed as part of any consent approval is the payment of a development contribution to the Board. Where the discharge rate is unrestricted, the contribution due is calculated by multiplying the increase in the site's impermeable area by the Board's standard charging rate per impermeable hectare. The rate applicable for the period up to 31 March is £75,500 per impermeable hectare. Where there is an attenuated discharge from a site to a watercourse, a development contribution will still be due to the Board, but in these circumstances, the contribution due will be calculated based on one of the five "bands", as shown in the table below;

Equivalent run-off rate (litres/second/hectare):	SWDC rate (as % of full contribution rate):
1.40 to 25	20%
25.01 to 50	40%
50.01 to 75	60%
75.01 to 100	80%
100.01 to Un-attenuated	100%

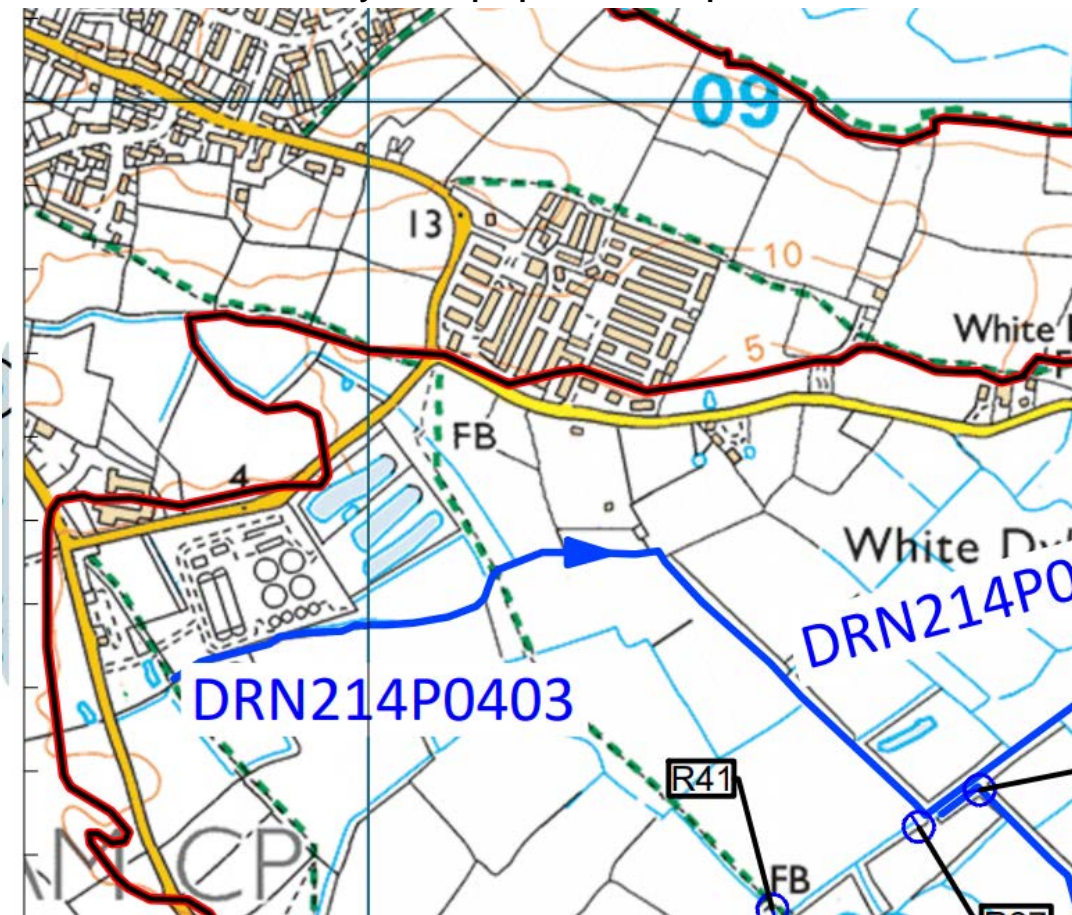
- d. For this site the SWDC is calculated as £34,835.70 at the 2017/18 rate and due to the level of attenuation proposed is in the 20% banding. Discussions over the months since the application for consent was submitted have centred on the applicants wish to see the SWDC reduced. In support of the applicants position consultants working on their behalf have submitted the following notes;
- (i) *Firstly the developed part of the site lies outside the Board's area and any runoff from the site is 'foreign water' which the IDB would normally be obliged to deal with.*
 - (ii) *Secondly, the characteristics of the site are different from the rest of the Board's area. My client's site is very steep and as such would respond to rainfall by discharging flows positively to the watercourse irrespective of development. This is different from the generally flat land within your area which probably does not discharge flows overland to the watercourses.*
 - (iii) *Thirdly, the site is by no means permeable in its pre-developed state and account should be made of this point in the calculations. The soils report indicates that the site comprises weald clay of low permeability (See attached*

extracts of the soils report). As a result surface water would already flow off the site into the watercourse and arguably the volume running off could be significant resulting in a very low net increase in volume. This would provide an additional point to consider when assessing the real cost of permitting a connection into the watercourse

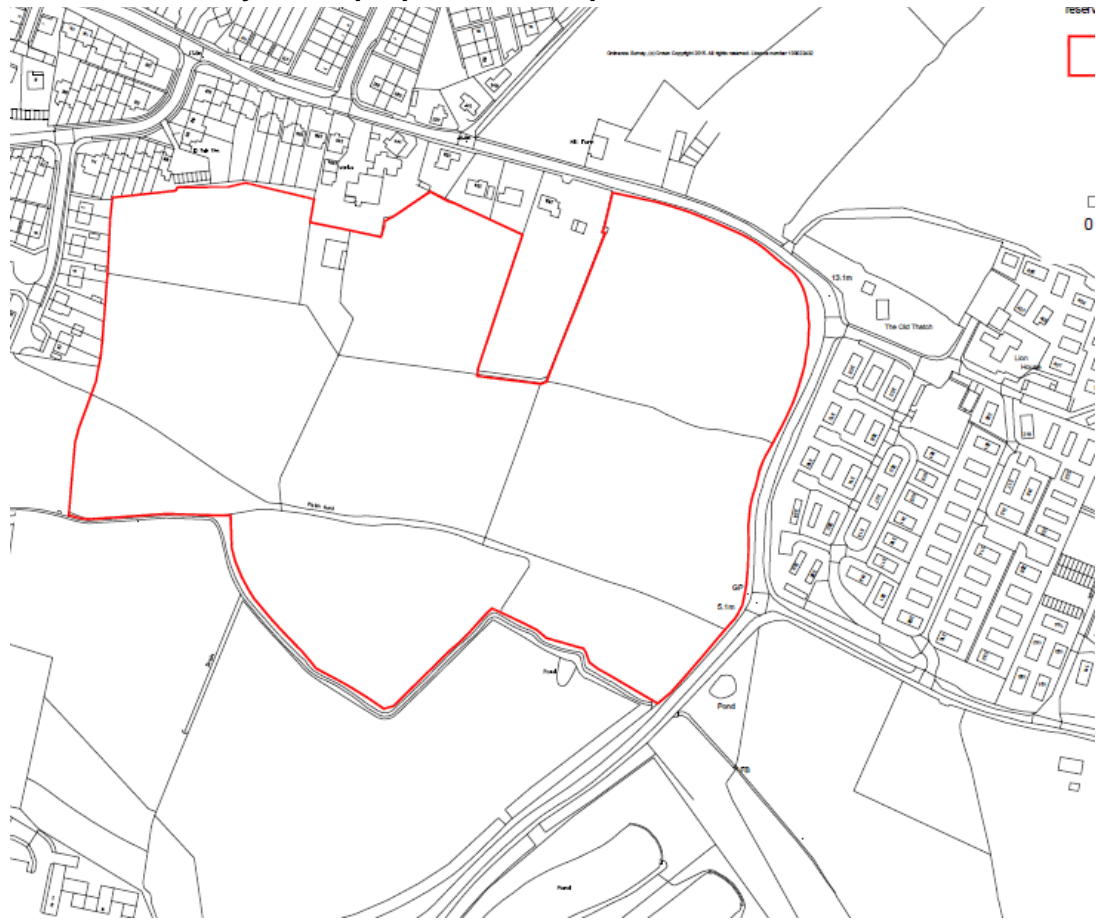
- (iv) *Finally, I appreciate that the Board needs to ensure that its costs are not increased as a result of a requirement to deal with increases in the volume of surface water runoff, however, the increase in volume of water entering the watercourse post development seems to be overestimated using your calculations. This is because in assessing the new impermeable area, you have not allowed for the equivalent impermeability of the site pre development, which could reduce the net increase in area significantly. This in itself would result in a reduction of the charges.*
- e. In later correspondence this position was refined by the consultants who looked at the likely volume running off from the site under a 100 year event for both the developed and undeveloped case. In their view their calculations indicated that the existing site runoff volume would be about half (49%) of the developed site runoff volume. The consultant then proceeded to request;
- “Under those circumstances and given that my client is attenuating the rate of run off, could we agree a figure of £17,766.21. Based on the calculation: $2.307 \text{ ha} \times £75500 \times 0.2(100\%-49\%) = £17,766.21$. I would be very grateful if you could confirm that the consent fee could be reduced along the above lines to allow for the pre-development volume of runoff draining to your system.”*
- f. **Recommendation:** The officer recommendation is that the Surface Water Development Contribution originally calculated remains the appropriate amount to be requested in this case in-line with the Board’s charging policy. Whilst it is accepted that there are many additional ways in which to determine the specific hydrological properties of individual sites, this is not the role or intention of the Boards charging policy. The policy acknowledges the trend of increases in rate and volume arising from the development of impermeable areas within or contributing to Internal Drainage Districts and is a reflection of the Boards costs of managing these additional flows within the wider drainage network. Furthermore it should be made clear that the consent should not be interpreted by the applicant or the LPA as an approval for the drainage design as there are other technical drainage details that need to be resolved through the Lead Local Flood Authority consultee role and later planning stages.

g. Supporting maps and photos:

Board's area in the vicinity of the proposed development



Redline boundary of the proposed development



2.2 PEVENSEY AND CUCKMERE WLMB FLOOD AND WATER OFFICER

- a. Following the Board's approval, at the last Board meeting, of the proposal to recruit a planning and regulatory officer, work was undertaken to compile the supporting documentation for the post. This included agreeing the detail of the hosting of the role with East Sussex County Council's Flood Risk Management team. The post, now titled Flood and Water Officer, was then advertised until the end of March. 7 applications were received before the closing date. Of these applicants 4 strong candidates were shortlisted for interview.
- b. Interviews were held on the 1st and 2nd May with the interview panel consisting of Phil Camamile (Chief Executive, Water Management Alliance), Graham Brown (Flood and Water Manager, Water Management Alliance) and Nick Claxton (Team Manager, Flood Risk Management, East Sussex County Council). At the time of writing an offer has been made to one of the candidates and officers hope to be in a position to be able to confirm an appointment to members at the Board meeting.
- c. It should also be noted that work is ongoing to consolidate all existing Water Management Alliance policies on planning and regulatory work into one reference document. It is the intention to consult the Board on an early draft of this document and to seek approval to consult more widely with Local Planning Authorities. This will enable the Boards regulatory functions to be publicised to developers and landowners once a resource is in place to meet an increase in demand.

2.3 PLANNING COMMENTS

- a. Ahead of the appointment of a specific role to work on planning and regulatory cases, Water Management Alliance staff have provided bespoke comments on the following applications which were either in or could impact on the Boards drainage District;

<i>Planning App Ref</i>	<i>Planning Type</i>	<i>App Description</i>	<i>Date responded</i>	<i>WMA Ref</i>
HS/FA/18/00012	Full application, Minor development	5 dwelling houses and access road	22/01/2018	516
WD/2017/2846/MAO	Outline application, Major development	Up to 59 dwellings with associated landscaping and infrastructure	24/01/2018	517
HS/OA/17/01071	Outline application, Major development	Reconfiguration of car park and erection of 16 residential units and means of access	22/01/2018	518
WD/2016/3047/MAO	Outline application, Major development	Development of up to 108 dwellings	30/01/2018	519
WD/2017/2956/MAO	Outline application, Major development	Development of up to 220 dwellings	08/02/2018	522
WD/2014/1565/MEA	Discharge of conditions, Major development	Development of 160 residential dwellings; Conditions 6 and 7	30/01/2018	525

HS/FA/18/00126	Full application, Minor development	5 dwelling houses and access road	22/02/2018	558
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b. In addition to the above bespoke comments, standing advice has been submitted regarding the following applications;

WD/2013/1564/MAO	Outline application, Major development	Residential development of up to 276 dwellings
RR/2017/2781/P	Outline application, Major development	Business park for up to 33,500m2 of employment floor space
WD/2017/0207/MAO	Outline application, Major development	Residential development of 12 houses
HS/FA/17/00941	Full application, Major development	Erection of two buildings to provide three retail units
WD/2017/2261/MAJ	Full application, Major development	Construction of commercial units and storage and distribution
WD/2018/0401/MRM	Reserved matters application, Major development	Development comprising a mix of 2, 3 and 4 bedroom detached and semi-detached houses
WD/2018/0475/MAO	Outline application, Major development	Residential development of up to 400 dwellings
WD/2017/1942/MEA	Major application with Environmental Assessment	Mixed-use extension of up to 1,100 dwellings, 8,600 m2 of employment and community facilities
WD/2017/2651/MRM	Reserved matters application, Major development	Residential development of up to 123 dwellings
WD/2018/0612/MAO	Outline application, Major development	Erection of a 60 Bedroom Care Home

c. All comments are available on the respective council's website or can be provided on request.

3. OTHER PLANNING MATTERS

3.1 DELEGATED CONSENTS DETERMINED

During this reporting period, no consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

3.2 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The Surface Water Development Contribution rate for the financial year 2018/19 will be charged at a rate of £77,800.00 per impermeable hectare.

In autumn 2017 Water Management Alliance officers initiated a review of the principle of Surface Water Development Contributions as well as the detail of the charging mechanism. This work has been the subject of independent appraisal by Peter Brett Associates as well as a legal review by Queen's Counsel. Once this review has been finalised it is the intention to bring this new methodology back to the Board for adoption.

3.3 FEES ASSOCIATED WITH CONSENTS GRANTED

No fees have been invoiced during the reporting period.

G.R. BROWN – FLOOD AND WATER MANAGER

C.H. BRADY – FLOOD AND WATER OFFICER



Water Management Alliance

INTERNAL AUDIT REPORT

2017/18

April 2018

Contents:

1. Executive Summary
 2. Overall Conclusion
 3. Acknowledgements
 4. Detailed Observations, Recommendations and Agreed Actions
- APP 1 Agreed Terms of Reference

1. Executive Summary

The audit of the Water Management Alliance and the constituent Internal Drainage Boards was carried out by Kathy Woodward for the year 2017-18. This Executive Summary sets out our overall conclusion on the system reviewed, and summarises the key recommendations arising. A copy of the Terms of Reference for this audit is attached as **Appendix 1**.

Regulation 5 of the Accounts and Audit Regulations 2015 requires that '*A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance*'. The completion of this internal audit fulfils that role.

It should be noted that any system of internal control is designed to manage risk to a reasonable level, and therefore Internal Audit cannot provide absolute assurance against loss. As well as being effective, controls need to be proportionate to the risk involved and not overburden the organisation with excessive costs.

The Water Management Alliance provides administration and management services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland. During the financial year 2016-17 the Alliance entered into a contract to provide administration and management services to the Pevensey and Cuckmere Water Level Management Board for a period of two years.

New guidance was issued on 30th March 2018 by the Joint Practitioners' Advisory Group (JPAG), '*Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2018*'. Although the new guide does not become mandatory until the 2018/19 financial reports are prepared, the Water Management Alliance has decided on early adoption on a voluntary basis. With this in mind the auditor has considered the effect the new guidance would have on the required internal audit and has concluded that essentially the work remains the same. Therefore the audit has been undertaken in line with previous years, based on the 2007 guidance. Audit work has included review of the procedures and systems of control in place at the Water Management Alliance and considered if they were effective and being applied as intended. Sample testing was carried out on elements as considered necessary by the auditor in order to substantiate the application of the control.

As part of the audit a follow-up was carried out on the recommendations raised in last year's report. Most of the recommendations made have been implemented. There is one recommendation still outstanding in relation to the finance system's lack of control around issuing of unique reference numbers with only a minor risk arising as a consequence.

2. Overall Conclusion

In conclusion, the procedures used at the Water Management Alliance are simple but effective, and appear to be carried out diligently by all staff concerned. Controls are

working as expected. There has been significant improvement in the controls since last year which has been noted. However, there are some aspects that can be improved and details of recommendations can be found in Section 4 together with the actions agreed with the Chief Executive.

The overall level of assurance attributed to the system is:

Substantial Assurance	A sound system of internal control, but there are a few weaknesses that could put achievement of system objectives at risk.
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The observations and recommendations are detailed in Section 4. Each recommendation is allocated a priority as defined below:

High	Major risk requiring action by the time the final report is issued.
Medium	Medium risk requiring action within six months of the issue of the draft report.
Low	Matters of limited risk. Action should be taken as resources permit.

3. Acknowledgements

We would like to express our thanks for their assistance and co-operation to:

Mary Creasy, Personal Assistant (CEO)

Sallyanne Jeffrey, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>1. Bank Reconciliation</p> <p>Observation</p> <p>Bank reconciliations are carried out weekly, as per Financial Regulations. Evidence is presented to the Chief Executive each month in the form of a cash flow statement.</p> <p>There were a number of occasions where the dates on the cashbook reconciliation did not tie back to the bank statements being reconciled. The information contained within the report was correct.</p> <p>There were some occasions where there was no reconciliation contained within the folder. This was the result of a printing failure. The Sage 200 system only allows the printing process to be undertaken once and if the printer fails the results cannot be reproduced and are effectively 'lost'.</p> <p>Consequence</p> <p>Monthly reconciliations are carried out correctly but this is not always evidenced.</p> <p>The method of carrying out the bank reconciliation is thorough but the supporting reports from Sage are not always printed due to printer failure.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Agree to save reconciliation reports to a pdf, so if a printer failure occurs the reports can be retrieved. This could aid with moving towards paperless reconciliations, reducing printing costs and storage space. 	Low	<p>Agreed.</p> <p>A pdf copy of the reconciliations will be saved to an electronic folder.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2. Financial Regulations</p> <p>Observation</p> <p>Weaknesses in the finance system were also observed around the allocation of reference numbers for invoices. There is no 'unique' identifier parameter meaning that many different invoices can be allocated the same reference number and also the second reference where the invoice number received from the supplier would be populated is also not unique. The means that there is no system control over paying duplicate invoices.</p> <p>Consequence</p> <p>1) Duplicate invoices could be processed as there is no system control in place to prevent this happening. Each transaction cannot be identified individually by its reference (transaction) number causing confusion.</p> <p>Recommendation</p> <p>1) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>	<p>1) Low</p>	<p>Agreed</p> <p>Speak again to Finance System Advisors about a possible upgrade/change in accounting software.</p> <p>Finance Officer / Chief Executive</p>

<p>Internal Audit Services</p>	<p>Borough Council of King's Lynn & West Norfolk</p> 
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WATER MANAGEMENT ALLIANCE

**INTERNAL AUDIT
TERMS OF REFERENCE
2017-18**

1. INTRODUCTION

1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2017-18.

1.2 Section 6 of The Accounts and Audit Regulations 2015 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.

1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*'

Public Sector Internal Audit Standards, April 2017

1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 and thus will be able to provide the review required by the Regulations.

1.5 The authority of the Internal Auditor is established in the Financial Regulations.

1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for:

- Broads (2006) IDB
- East Suffolk IDB
- King's Lynn IDB
- Norfolk Rivers IDB
- South Holland IDB.
- Pevensey & Cuckmere Water Level Management Board

As such, this work will enable the auditor to complete the Annual Governance and Accountability Returns for all six Boards.

2. OBJECTIVES AND SCOPE OF THE AUDIT

2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability in Internal Drainage Boards in England – A Practitioners Guide (Rev March 2018)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Governance and Accountability Return for 2018 the auditor will consider the following:

- A. The Accounting Records
To ensure that the accounting system is accurate, complete and timely, and that data input is being verified appropriately.
- B. Financial Regulations and Standing Orders
To ensure that they are current and are being adhered to.
- C. Risk Management processes
To ensure that management review the Risk Register on a regular basis and that risk is being identified and actively managed in a proportionate manner.

D. Budgetary Controls

To ensure that the budgets are prepared on a realistic basis and are monitored throughout the year and any variations are investigated, with corrective action being taken if necessary.

E. Income Controls

To ensure that processes are in place and functioning correctly to collect, record and bank income in full and on time.

F. Petty Cash Procedures

To ensure petty cash provisions are reasonable, used in accordance with Financial Regulations and adequate records are kept of payments made.

G. Payroll Controls

To ensure that remuneration to employees and Board Members is calculated correctly and in accordance with the levels agreed by the Board, and that all HMRC requirements are complied with.

H. Asset Management

To ensure that there are satisfactory processes in place to maintain the register and check for accuracy.

I. Bank Reconciliation

To ensure that periodic and year-end bank account reconciliations were properly completed and verified.

J. Year-end Procedures

To ensure that the appropriate accounting basis have been used to prepare the year-end accounting statements and that figures contained in the statements can be verified by reference to working papers and accounting records.

2.3 Any recommendations and issues arising from the previous audit will also be followed up to establish if they have been implemented or if there is a satisfactory explanation for non-implementation.

2.4 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.

3. TASKS

3.1.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2017-18 remain the same and document any changes that may have taken place.
- Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.

Internal Audit Services

- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Governance and Accountability Return for 2017-18.

4. WORK PLAN

4.1 The audit will be undertaken by
Miss Kathy Woodward,
Shared Internal Audit Manager, Borough Council of King's Lynn and West Norfolk.

4.2 The audit has been allocated 5 days, which will be utilised as follows:

Task	Time
Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the audit report for the year 2016-17.	0.5
Testing – to establish that processes are being applied as intended.	3.5
Conclusions and discussion	0.5
Completing the Return and reporting if required.	0.5

5.0 AGREEMENT

	Signature	Date
Phil Camamile Chief Executive, Water Management Alliance
Kathy Woodward Shared Internal Audit Manager Borough Council of King's Lynn and West Norfolk



From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

NOTE	INCOME AND EXPENDITURE ACCOUNT	£		£		£	
	 PEVENSEY CUCKMERE TOTAL	BUDGET	ACTUAL	BUDGET
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
INCOME							
1	Drainage Rates	11,104	10,937	6,065	6,023	17,169	16,960
2	Special Levies						
	Eastbourne Borough Council	215,288	215,288	0	0	215,288	215,288
	Hastings Borough Council	10,897	10,897	0	0	10,897	10,897
	Rother District Council	3,994	3,994	0	0	3,994	3,994
	Wealden District Council	42,832	42,832	4,924	4,924	47,756	47,756
		273,011	273,011	4,924	4,924	277,935	277,935
3	Net Cash Transfer from the Environment Agency	0	14,430	0	7,935	0	22,365
4	Development Contributions and Commuted Sums	0	51,068	0	0	0	51,068
5	Highland Water Contributions from the Environment Agency	60,000	60,000	3,000	3,000	63,000	63,000
6	Grants Applied	0	0	0	0	0	0
7	Consent Fees	0	200	0	0	0	200
8	Bank and Investment Interest	0	56	0	7	0	63
9	Other Income	0	1,247	0	0	0	1,247
		60,000	127,001	3,000	10,942	63,000	137,944
		344,115	410,950	13,989	21,889	358,104	432,839
(-) EXPENDITURE							
Directly Allocated Expenditure							
10	New and Improvement Works	0	0	0	0	0	0
11	Contributions to the Environment Agency	109,370	104,492	1,578	1,508	110,948	106,000
12	Maintenance Works	125,000	129,098	9,000	4,619	134,000	133,717
		234,370	233,590	10,578	6,127	244,948	239,717
Apportioned Expenditure							
13	Operations Delivery Staff Costs	55,000	52,620	1,000	532	56,000	53,152
14	Technical Support Staff Costs	20,000	25,317	600	255	20,600	25,572
15	Administration Staff Costs	23,145	34,006	611	344	23,756	34,350
16	Audit Fees	1,600	495	200	5	1,800	500
17	Depreciation	4,500	5,412	100	55	4,600	5,467
18	Insurances	1,500	0	100	0	1,600	0
19	Accommodation and Meeting Room Hire	550	2,770	200	28	750	2,798
20	Postages and Stationery	500	54	200	1	700	55
21	Advertising and Public Notices	500	1,101	200	11	700	1,112
22	ADA Subscriptions and Other Expenses	2,450	3,892	200	39	2,650	3,931
		109,745	125,667	3,411	1,268	113,156	126,935
		344,115	359,257	13,989	7,395	358,104	366,652
	(=) Net Surplus/(Deficit) for the Period	£0	£51,693	£0	£14,494	£0	£66,187

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

NOTE	INCOME AND EXPENDITURE ACCOUNT	£		£		£		£	
	 PEVENSEY CUCKMERE TOTAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET

Notes Income

- Drainage Rate Demands for 2017/18 were issued by the Board on 1 April 2017. The Board has received approx. 94% of the drainage rates levied, with many legacy queries regarding land ownership and land occupancy still to resolve.
- Special Levies for 2017/18 were issued by the Board on 1 April 2017. The Board has received all of the special levies from all 4 constituent billing authorities.
- The Board has received the net cash transfer from the EA for the 2 former districts on 14 July 2017. The amount we actually received is considerably lower than had been estimated by the EA in April 2017.
- Development Contributions and Commuted Sums:

BH001 Pevensy	 Cuckmere	 Total	
	Budget	Actual	Budget	Actual	Budget	Actual
	0	51,068	0	0	0	51,068
	0	51,068	0	0	0	51,068

- The Board never did directly receive its highland water contributions claim from the EA for the year 2017/18. Instead this was netted off the Board's precept charge for 2017/18 (please see note 9 below). 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.
- The Board received a grant of £9,995 from Natural England on 8 March 2018. This was for a Green Spaces Project to determine water quality, which will commence in 2018/19 to support the Pevensy Levels Special Area of Conservation (SAC). This money has been credited to a Grant Reserve and will be drawn down (and applied) during 2018/19 as the project is delivered.
- The Board received a consent fees of £200, in accordance with powers afforded by s23 of the Land Drainage Act 1991.
- 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 2017 (Pevensy = £19,618 and Cuckmere = £2,598).
- The other income we received was an insurance claim for palisade gates stolen at Horsebridge Pumping Station, and has been directly allocated to the Pevensy Sub District.

Directly Allocated Expenditure

- There were no New Works and Improvement Works carried out by the Board during the reporting period.
- The Board never did receive formal notification of its precept charge for 2017/18 from the EA to fund works they carried out on main rivers and sea defences that the Board derives benefit from. The EA netted off the Board's HWC claim for 2017/18 and sent us an Invoice for the balance in December 2017, which was paid in January 2018. The EA has power to levy such a precept charge on the Board annually, in accordance with s141 of the Water Resources Act 1991.
- All drain maintenance work has been done by the Contractor, AMH and the Board's Operations Manager. All pumping station maintenance has been carried out by Williams M&E. No work has been done on IDB infrastructure by the EA this year.

Apportioned Expenditure

All non directly allocated expenditure has been apportioned between the Pevensy and Cuckmere Rating Sub Districts according to each District's proportion of total annual value as at 01.04.17, for the purposes of raising the Board's expenses during the reporting period. Pevensy = £8,938,438 (99%) and Cuckmere =£66,439 (1%).

- These costs relate to the employment costs of the Board's Operations Manager, which includes all Health & Safety PPE and the running costs of his 4 x 4 vehicle.
- These costs relate to the time the Engineer and Environmental Officer have spent working for the Board.
- These costs relate to the time the Chief Executive, the Finance Officer, the Rating Officer, the Chief Executive's PA and the Data Manager have spent working for the Board.
- Audit Fees for 2017/18 have been accrued for the full 12 Months.
- The Operations Manager's 4 x 4 vehicle is being depreciated by £3,500 per year. The Storage Container and all small tools and equipment are shown in the Fixed Assets Register and



From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

NOTE	INCOME AND EXPENDITURE ACCOUNT	£	£	£	£	£	£
	 PEVENSEY CUCKMERE TOTAL	BUDGET	ACTUAL	BUDGET

have been fully depreciated.

- 18 There is no cost shown for 2017/18 due to the accrual for 16/17 covering the cost of both years. This was due to renegotiation of the insurance premium to a lower rate than was first anticipated.
- 19 These costs relate to overnight accommodation charges for WMA staff, for hiring meeting rooms and providing refreshments at Board meetings, site visits and inspections.
- 20 These costs relate to the printing of Board meeting papers.
- 21 These costs relate to the public notices that are advertised in the local press.
- 22 These costs include the Board's membership of the Association of Drainage Authorities (ADA) and the Licence fee payable to the Information Commissioner's Office regarding Data Protection for 2017/18.



From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

NOTE BALANCE SHEET, AS AT 31-3-2018	£	£	£
	01/04/2017	MOVEMENT	31/03/2018
1 Fixed Assets:			
(i) Vehicles and Trailers	19,400	-2,484	16,916
(ii) Lockup and Equipment	0	0	0
(iii) Pumping Stations	0	6	6
	19,400	-2,478	16,922
Current Assets:			
2(i) Bank Account	63,050	-37,005	26,045
2(ii) Short-Term Investments	0	60,063	60,063
3 Trade Debtors and Ratepayers Due	0	937	937
4 Vat Due from HMRC	5,918	10,639	16,557
	68,968	34,634	103,602
Current Liabilities:			
5 Trade Creditors	65,359	-44,231	21,128
6 Accruals	800	200	1,000
	66,159	-44,031	22,128
Net Current Assets	2,809	78,665	81,474
Net Assets	£22,209	£76,187	£98,396
Financed by:			
7 Grant Reserve	0	9,995	9,995
8 General Reserves	22,209	15,118	37,327
9 Development Reserve	0	51,068	51,068
10 Revaluation Reserve	0	6	6
	£22,209	£76,187	£98,396

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

NOTE BALANCE SHEET, AS AT 31-3-2018	£	£	£
	01/04/2017	MOVEMENT	31/03/2018
1 Fixed Assets			
	Vehicles and Trailers	Lockup and Equipment	Pumping Stations
			Total
Cost			
Opening Balance as at 1-4-2017	19,400	4,182	0
(+) Additions	2,983	0	0
(+) Revaluations	0	0	6
(-) Disposals	0	0	0
Closing Balance as at 31-3-2018	22,383	4,182	6
Depreciation			
Opening Balance as at 1-4-2017	0	4,182	0
(+) Depreciation Charge	5,467	0	0
(-) Accumulated depreciation written out on disposal	0	0	0
Closing Balance as at 31-3-2018	5,467	4,182	0
Net Book Value			
Net Book Value as at 31-3-2017	19,400	0	0
Net Book Value as at 31-3-2018	16,916	0	6

- (i) The Board has purchased one trailer during the reporting period, which is fully utilised by the Operations Manager. This asset will be depreciated over 4 years: straight line on cost and 10 months of depreciation has been charged to the accounts, as this Asset was purchased in May. The Operations Manager's vehicle has 12 months of depreciation in the reporting period of April-March 2018.
- (ii) The Board has purchased a storage container which is located at the EAs Pevensy 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. All purchased equipment has been itemised and recorded in the Fixed Assets Register, so as not to lose sight of it.
- (iii) The Board owns 6 pumping stations, and these have been revalued in the manner set out in the Practitioners Guide 2018. This asset was received from the EA at zero cost, and has been included in the Fixed Assets Register with a nominal one pound (£1) value, as a proxy for the zero cost.

2(i) Bank Account

The Board's Bank Account is reconciled as follows:

	2016/17	Movement	2017/18
Opening Balance as at 1-4-2017 b/fwd	0	63,050	63,050
(+) Receipts	63,050	345,978	409,028
(-) Payments	0	-446,033	-446,033
Closing Balance as at 31-3-2018 c/fwd	63,050	-37,005	26,045
Balance on Bank Statement as at 31-3-2018	63,050	-37,005	26,045
Less: Unpresented Payments	0	0	0
Add: Unpresented Receipts	0	0	0
Closing Balance as at 31-3-2018 c/fwd	63,050	-37,005	26,045

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

NOTE BALANCE SHEET, AS AT 31-3-2018	£	£	£
	01/04/2017	MOVEMENT	31/03/2018

2(ii) **Short Term Investments**

	2016/17	Movement	2017/18
32 Day Deposit Account - Lloyds plc	0	60,063	60,063

3 **Trade Debtors and Ratepayers Due**

	Pevensy	Cuckmere	Amount (£)
Trade Debtors	0	0	0
Highland Water Contributions from the Environment Agency	0	0	0
	0	0	0

Drainage Rates (less Worldpay amounts, in abeyance)	326	611	937
---	-----	-----	-----

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
	326	611	937
	£326	£611	£937

4 **Vat Due from HMRC**

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

5 **Trade Creditors**

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

	2016/17	Movement	2017/18
WMA	60,876	-51,281	9,595
AMH Contractor	0	9,940	9,940
PKF Littlejohn Auditors	0	500	500
British Gas Business	0	855	855
Southern Farmers	0	45	45
Allstar Business Solutions	0	194	194
Norfolk Rivers IDB	238	-238	0
Fenton Insurance Solutions	1,440	-1,440	0
C J Spares Ltd	1,222	-1,222	0
Acle Garden Machinery Centre	1,583	-1,583	0
	65,359	-44,231	21,128

Trade Creditors were relatively high at the end of the last financial year, pending setting up the Board's Bank Account and Registering for Vat. All Trade Creditors b/fwd were paid on 02 May 2017.

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

NOTE BALANCE SHEET, AS AT 31-3-2018	£	£	£
	01/04/2017	MOVEMENT	31/03/2018
6 Accruals			
	2016/17	Movement	2017/18
Audit Fees	800	200	1,000
Environment Agency Precept	0	0	0
	800	200	1,000
7 Grant Reserve			
	Pevensy	Cuckmere	2017/18
Opening Balance, as at 1-4-2017 b/fwd	0	0	0
(+) Grants Received	9,995	0	9,995
(-) Grants Applied to Income & Expenditure Account	0	0	0
Closing Balance, as at 31-3-2018 c/fwd	9,995	0	9,995
8 General Reserve			
	Pevensy	Cuckmere	2017/18
Opening Balance, as at 1-4-2017 b/fwd	19,618	2,591	22,209
(+) Net Surplus/(Deficit) for the Period	51,693	14,494	66,186
(-) Transferred to Earmarked Development Reserve	-51,068	0	-51,068
Closing Balance, as at 31-3-2018 c/fwd	20,242	17,085	37,327
9 Development Reserve			
	Pevensy	Cuckmere	2017/18
Opening Balance, as at 1-4-2017 b/fwd	0	0	0
Transferred from General Reserve	51,068	0	51,068
Closing Balance, as at 31-3-2018 c/fwd	51,068	0	51,068
10 Revaluation Reserve			
	2016/17	Movement	2017/18
Star Inn Pumping Station	0	1	1
Barnhorn Pumping Station	0	1	1
Drockmill Pumping Station	0	1	1
Horsebridge Pumping Station	0	1	1
Rickney Pumping Station	0	1	1
Manxey Pumping Station	0	1	1
	0	6	6



From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
1 Balances brought forward		
Grant Reserve	0	0
General Reserve	0	22,209
Development Reserve	0	0
Revaluation Reserve	0	0
As per Statement of Accounts	0	22,209
(-) Fixed Assets, Long Term Liabilities and Loans		
Net Book Value of Tangible Fixed Assets	0	19,400
	0	19,400
(=) Adjusted Balances brought forward	0	2,809
2 (+) Rates and Special Levies		
Drainage Rates	0	16,960
Special Levies	0	277,935
As per Statement of Accounts	0	294,895
3 (+) All Other Income		
Net Cash Transfer from the Environment Agency	0	22,365
Development Contributions and Commuted Sums	0	51,068
Highland Water Contributions from the Environment Agency	63,000	63,000
Bank and Investment Interest	0	63
Grants Applied	0	0
Other Income	0	1,247
Consent Fees	50	200
As per Statement of Accounts	63,050	137,944
(+) 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	0
(+) Grants Received	0	9,995
	0	9,995
(=) Adjusted Other Income	63,050	147,939



From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
4	(-) Staff Costs		
	Operations Delivery Staff Costs	1,365	53,152
	Technical Support Staff Costs	12,517	25,572
	Administration Staff Costs	14,837	34,350
		28,719	113,074
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	0	106,000
	Maintenance Works	0	133,717
	Audit Fees	800	500
	Depreciation	4,182	5,467
	Insurances	1,819	0
	Accommodation and Meeting Room Hire	999	2,798
	Postages and Stationery	683	55
	Advertising and Public Notices	1,160	1,112
	ADA Subscriptions and Other Expenses	2,480	3,931
	As per Statement of Accounts	12,123	253,579
	(-) Depreciation Charged (Non Cash)		
	Vehicles and Trailers	0	5,467
	Lockup and Equipment	4,182	0
	Pumping Stations	0	0
		4,182	5,467
	(+) Capitalised Additions		
	Vehicles and Trailers	19,400	2,983
	Lockup and Equipment	4,182	0
	Pumping Stations	0	0
		23,582	2,983
	(=) Adjusted Other Expenditure	31,523	251,095
7	(=) Balances carried forward		
	Grant Reserve	0	9,995



From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
	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 carried forward	2,809	81,474
8	Total Cash and Short Term Investments		
	Bank Account	63,050	26,045
	Short-Term Investments	0	60,063
	As per Statement of Accounts	63,050	86,108
9	Total Fixed Assets and Long Term Assets		
	Vehicles and Trailers (valued at Purchase Cost)	19,400	22,383
	Lockup and Equipment (valued at Purchase Cost)	4,182	4,182
	Pumping Stations (Revaluation, Restated for 2016/17))	6	6
	As per Statement of Accounts	23,588	26,571
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 2017
To: 31 March 2018

Period To: 12
Year Ending: 31 March 2018

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
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7, 8	RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2016/17 £	ACTUAL 2017/18 £
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7	Balances carried forward (adjusted)	2,809	81,474
	(-) Deduct: Debtors and Prepayments		
	Trade Debtors and Ratepayers Due	0	937
	Vat Due from HMRC	5,918	16,557
		5,918	17,494
	(+) Add: Creditors and Payments Received in Advance		
	Trade Creditors	65,359	21,128
	Accruals	800	1,000
		66,159	22,128
	(=) Box 8	63,050	86,108
8	(=) Total Cash and Short Term Investments		
	Bank Account	63,050	26,045
	Short-Term Investments	0	60,063
		63,050	86,108

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

08 MAY 2018

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

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 **before 2 July 2018**.
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 requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

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

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

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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 Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- 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. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. 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 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 sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance 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 explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the 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.

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 have 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?		
	The bank reconciliation as at 31 March 2018 is agreed 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 is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD

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 2018.

The internal audit for 2017/18 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. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

29/3/18 - 27/4/18

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

KWoodward

Date

30/04/18

*If the response is 'no' please 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 2017/18

We acknowledge as the members of:

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD

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 2018, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<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.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We look 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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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 it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

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

Chairman

Clerk

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

Authority web address

Section 2 – Accounting Statements 2017/18 for

REVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	RESTATED 0	2,809	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	0	294,895	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	63,050	147,939	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	28,719	113,074	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	31,523	251,095	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	2,809	81,474	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	63,050	86,108	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	23,588	26,571	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

S. Jeffery

Date

08 05 18

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of PEVENSEY AND CLICKMERE WATER LEVEL MANAGEMENT BOARD

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 2018; 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 2017/18

(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 2017/18

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 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

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)	No records of historical maintenance/ operational/ works	Nature and extent of operations is largely upstream, which could increase risk of flooding	2	3	High 6 →	Work with EA to build map of high risk flooding areas. Prepare a targeted annual maintenance programme based on high, medium, low priority watercourses Employ an operations manager to deliver and help document a maintenance programme – effective March 2017
	Reduction in, or insufficient finance, grant and income 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 →	Plan to explore alternative funding streams including partnership working with other RMAs and access to local levy funding Review asset management plan provided by EA
	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	3	3	9 →	Build on liaison with EA Sluice Keeper and monitor situation
	No confirmation from EA of the	Potential to reduce ability to fulfil statutory	2	3	High 6 →	Land Drainage Act 1991 gives IDBs powers of entry for access to undertake

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	prescriptive rights of access to each of the Board's pumping stations or rights to bring in services across privately owned land.	function				required works Working with EA to transfer ownership and rights of access, and to bring in services to/from the IDB pumping stations
	EA unable to provide IDB with information on highland carrier watercourses in the upland area discharging water into the IDD	IDB will be unable to calculate what highland water contribution will be payable by the EA to the IDB for taking the water from the upland area, which would potentially reduce the IDB's income if challenged by EA	2	3	High 6 →	Provided copy of highland water contribution claims to EA as example of what is required for calculation. Heard nothing.
	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. Prepare a Standard Maintenance Operations (SMO) document that is WFD compliant and train all operatives in the use of SMO

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						<p>Regular SMO update training for employees</p> <p>Ensure affected landowners are aware of agreed water levels and operate the Pevensey WLMP</p>
	<p>Landowners and or developers undertake non-consented works on watercourses in the IDD</p>	<p>Potential to adversely affect the capability of the IDB to effectively manage the discharge of water through its system</p>	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>
	<p>Lack of financial information from the EA for 2016/17 results in auditor awarding a qualified opinion for PCWLMB financial audit 2016/17</p>	<p>Potential loss of public confidence in the IDB.</p> <p>Potentially damaging to the IDB relationship with EA and other RMAs</p>	3	2	High 6 →	<p>Limit the risk by not asking the EA to do any more work for the Board until they are able to properly close down the 2 former IDD's, otherwise the problem will be compounded and we will never know where we stand financially.</p> <p>It is important that the EA operate professionally and are able to provide estimates/quotes like any</p>

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						other business before doing our work (assuming we accept those estimates/quotes), and are able to then send Invoices to us promptly for the work they have done on our behalf, as quoted.
	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	2 ↓	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 IDB
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>Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and</p>	<p>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</p>	2	3	High 6 →	<p>Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues</p> <p>Board comments made on planning applications are available on each Planning Authority's website</p> <p>Report Planning/Enforcement issues at Board meetings</p> <p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p>

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>contraventions or failure to collect development contributions and commuted sums</p> <p>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>Increase in the volume of planned housing in the district</p> <p>Insufficient surface water development contributions collected to cover employment cost of one FTE planning resource</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> <p>Will exacerbate all the aforementioned risks.</p> <p>FTE planning resource may become unsustainable</p>				<p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>Introduction of a SUDs adoption and charging policy, approved 31 January 2017</p> <p>Negotiate a service level agreement with the Lead Local Flood Authority for the provision of adequate planning resource to handle applications affecting the IDB's district.</p> <p>Board agreed on 17 January 2018 to recruit one FTE resource to manage all planning/enforcement matters affecting the Board's infrastructure. The post to be funded by income generated from the receipt of surface water development contributions.</p>

Risk Management Policy

Risk Assessment Matrix

Likelihood			
Highly Likely	Medium (3)	High (6)	High (9)
Possible	Low (2)	Medium (4)	High (6)
Unlikely	Low (1)	Low (2)	Medium (3)
	Negligible	Moderate	Severe
	Impact		

The categories for impact and likelihood are defined as follows:

IMPACT

- Severe – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- Moderate – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- Negligible – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

Distributed to:
Pevensey & Cuckmere WLMB Members

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

Key Partners/Supporting Officers

Beaumont, Ms C (Rother DC)
Hele, E (Eastbourne BC)
Kean, G (Wealden DC)

Claxton, N (E.Sussex CC - LLFA)

Jackson, Ms C (NE)

Ball, L (EA)
Robinson, D (EA)

Dann, R (Operations Manager)
Brown, G (WMA)
Camamile, P (WMA)
Creasy, Mrs M (WMA)
Philpot, M (WMA)
Laburn, Ms C (WMA)

Pevensey & Cuckmere WLMB Meeting 15 May 2018