

**A MEETING OF THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD WAS HELD VIRTUALLY VIA ZOOM VIDEO/TELEPHONE LINK ON TUESDAY 16 JUNE 2020 AT 10.00 AM.**

**Elected Members**

**Pevensey District**

- \* B Gower (Chairman)
- M Hole
- R Miles
- \* D Robinson
- \* C Wadman (Vice Chairman)

**Cuckmere District**

- \* R Brown
- \* G Hesselgrave

**Combe Haven District**

M Worssam

**Appointed Members**

**Eastbourne BC**

- \* H Burton
- \* J Murray
- P Rodohan
- \* R Smart
- B Taylor

**Vacant Position**

**Hastings BC**

R Thomas

**Wealden DC**

- M Lunn
- \* D White
- \* *Present (53%)*

**Supporting Officers**

**Environment Agency**

- \* Nick Gray
- \* Paul Levitt
- \* Russ Long
- \* Louise Parker

**East Sussex CC**

- \* Nick Claxton (FRM Team Leader)
- \* Jo Dunn

**Water Management Alliance**

- \* Karen Bingham  
(Business Support Officer)
- \* Cathryn Brady  
(Sustainable Development Manager)
- \* Phil Camamile  
(Chief Executive)
- \* Sue Cook  
(CEO's PA)
- \* Sallyanne Jeffrey  
(Finance & Rating Manager)
- \* Caroline Laburn  
(Environmental Manager)
- \* Matthew Philpot  
(Project Engineer)

**Pevensey & Cuckmere WLMB**

- \* Richard Dann (Operations Manager)
- \* Revai Kinsella (Flood and Water Officer)

**Local Authority**

- Cath Beaumont, Rother DC
- \* Jo Heading, Wealden DC
- \* Matt Hitchen, Lewes/Eastbourne DC
- \* Graham Kean, Wealden DC
- \* Peter Padget, Eastbourne BC

**Natural England**

- \* Cath Jackson

**NFU**

- \* Tom Ormesher
- \* Romy Jackson
- \* *Officers in Attendance*

ID	Action
<b>16/20 APOLOGIES</b>	
<b>16/20/01</b> Apologies for absence were received on behalf of Richard Thomas, Rother DC, who was unable to attend his first meeting due to a diary clash.	
<b>17/20 WELCOME AND INTRODUCTIONS</b>	
<b>17/20/01</b> The Chairman welcomed everyone to the virtual meeting. The Chief Executive advised members that changes had been made to the Board's Standing Orders which had been approved by Defra on 17 April 2020 that allowed the Board to meet virtually until 7 May 2021. These changes had been necessary to allow the Board to continue to hold lawful public meetings during the Coronavirus pandemic. RESOLVED that this be noted.	
<b>17/20/02</b> The Chairman welcomed Sue Cook, the CEO's PA, to her first meeting and thanked her for arranging the Zoom Meeting. The Chairman also thanked Robin Patten who had recently retired as the jointly appointed member for Rother DC and Hastings BC, and had been replaced by Richard Thomas who was unable to attend today's meeting.	
<b>17/20/03</b> The Chairman also welcomed Tom Ormesher and Romy Jackson to the meeting who were attending on behalf of the National Farmers Union (NFU).	
<b>18/20 DECLARATIONS OF INTEREST</b>	
<b>18/20/01</b> The Chairman requested that Barry Taylor complete and submit his Declarations of Interest Form as soon as possible. RESOLVED that this be noted.	<b>BT</b>
<b>18/20/02</b> Richard Brown, Gill Hesselgrave and David White declared an interest in the Cuckmere River section within the Operations Report. All three members were landowners in the Cuckmere Valley. RESOLVED that this be noted.	
<b>19/20 TO CONFIRM THE MINUTES OF THE LAST BOARD MEETING HELD ON 28 JANUARY 2020</b>	
<b>19/20/01</b> The minutes of the last Pevensey and Cuckmere WLMB meeting held on 28 January 2020 were considered in detail and approved as a true record. The Chairman would sign the minutes shortly after the meeting. Arising therefrom:	<b>WG</b>
<b>19/20/02</b> <b>Engagement with Local Planning Authorities (06/20/05)</b>  Robert Smart noted that training sessions had taken place in Rother District Council and Hastings Borough Council and asked if a session could be arranged for Eastbourne Borough Council as soon as possible. The Flood and Water Officer confirmed that this would be arranged after local elections had taken place and when it was safe to do so, given the COVID-19 restrictions and subject to the government guidelines. RESOLVED that this be noted.	<b>RK</b>

**20/20 OPERATIONS REPORT**

**20/20/01** The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**20/20/03** The Project Engineer advised members how the team had dealt with the ongoing situation with COVID-19 during the last 3 months. Some changes had been made to method statements and safe systems of work, but all operations had continued throughout. Members were advised that the Board's Ops Delivery team were defined as 'Key Workers' and as such would continue to carryout all essential work on the ground throughout the pandemic. RESOLVED that this be noted.

**20/20/04 Rickney Pumping Station**

The Project Engineer advised members that the refurbishment of Rickney Pumping Station was likely to be an expensive project and he would include this in the next 6-year capital programme, as a pre-requisite for submitting an application for Flood Defence Grant in Aid. RESOLVED that this be noted.

**MP****20/20/05 Cuckmere Mouth**

The Project Engineer referred the Board to the update in section 4.1 of the Operations Report on pages 10 and 11 of the meeting pack regarding the required de-shingle at the Cuckmere River mouth. Nick Gray confirmed the Environment Agency's position that they supported the de-shingling work proposed by the Board, but were unable to justify doing it themselves, meaning the Board were not able to use the EA's powers, previously agreed and set out in the Public Sector Co-operation Agreement (PSCA) between the EA and the Board. Nick Gray agreed to share the EAs internal legal advice confirming this. RESOLVED that this be noted.

**NG***Post Meeting Note:*

*Not unsurprisingly, no internal legal advice has been shared by the EA. However, the Chief Executive has been advised by ADA that there are no legal reasons why the EA can't use the PSCA for this type of work in these circumstances. Therefore, it is clearly a case of the EA not considering it appropriate to delegate their powers to the WLMB, which is an entirely different matter.*

**20/20/06** It was agreed and thereby RESOLVED that the Project Engineer investigate the likely costs and timescales involved to gain consent and the necessary licences/permissions for de-shingling the Cuckmere river mouth without the EA's agreement and without using the EA's powers via the PSCA, and report back at the next Board meeting.

**MP/CL**

**20/20/07** Nick Gray said that he believed there may be other possible solutions to the current impasse but needed time outside of the meeting to look into these and would get back to the Board with confirmed options for consideration. RESOLVED that this be taken forward.

**NG**

**20/20/08** The Environmental Manager requested further detail from the EA regarding the 'other environmental issues' mentioned by Russ Long as a reason for the EA unilaterally revoking the PSCA. Louise Parker agreed to investigate and report back to the Environmental Manager outside of the meeting.

**LP/CL**

RESOLVED that this be actioned.

*Post Meeting Note:*

*Louise Parker has confirmed with the Environmental Manager that the EA have no environmental concerns with the WLMB carrying out a de-shingling operation or any other targeted maintenance work on the Cuckmere River.*

**20/20/09** It was unanimously agreed that the Board could not fulfil its statutory function whilst the EA continued with its approach to maintaining the Cuckmere River. It was also unanimously agreed that this battle with the EA was not healthy and could not be allowed to continue, and needed resolving one way or the other as soon as possible: if the EA would not agree to fundamentally change its approach or alternatively agree to de-main the river before the next Board meeting on 6<sup>th</sup> October 2020, the Board would be compelled to consider de-rating its Cuckmere Sub District and start the process of dissolving this part of its Drainage District, given that it would be unethical to continue charging agricultural land occupiers and Wealden District Council for a service that the Board could not provide because of the EA's approach to maintaining the river. This was particularly so, given the hypothecated nature of drainage rates and special levies. RESOLVED that this be noted.

**PJC**

*[Note: Russell Long left the meeting at this point, due to him being on annual leave].*

**20/20/10 ENVIRONMENTAL REPORT**

The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

**20/20/11 PLANNING REPORT**

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

**20/20/12 Survey and Modelling Programme (10.4)**

Robert Smart commented that it would have been useful to have included a map in the Planning Report showing the extent of phase 1, to remind members of the work being carried out and asked if stage 2 of phase 1 would be completed before the next Board meeting. The Flood and Water Officer confirmed that stage 2 was close to completion and that she would include a comprehensive update in the next Planning Report. RESOLVED that this be noted.

**RK**

**21/20 TO RECEIVE AN UPDATE ON THE PEVENSEY AND CUCKMERE ENVIRONMENTAL LAND MANAGEMENT SCHEME PILOT (ELMS)**

**21/20/01** Cath Jackson from Natural England joined the meeting and updated the Board on the ELMS pilot. She confirmed that at the start of the Coronavirus pandemic Defra confirmed that the project should continue. The ways of working had to be adapted, but all was progressing with a mailshot about to be sent to approximately 800 farmers. James Murray said that he would be interested to learn more, as the pilot might link into a Carbon Neutrality

**CJ/JM/TO**

project in Eastbourne. Cath Jackson agreed to send him a one-page project overview. Tom Ormesher advised that the NFU were also doing a lot of work in this area, so he agreed to discuss this with James Murray to see if there were any opportunities for collaboration. RESOLVED that this be noted.

*[Note: Cath Jackson left the meeting after her update].*

**22/20 TO CONSIDER THE BOARD'S HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW**

**22/20/01** The Health, Safety and Welfare Performance Review (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

**23/20 IDB/EA LIAISON UPDATE**

**23/20/01** The Project Engineer reported that despite the issues around the Cuckmere River mouth, the relationship that the Board has with local EA officers was very good. RESOLVED that this be noted.

**24/20 TO CONSIDER AND APPROVE THE FINANCIAL REPORT FOR THE YEAR ENDING 31 MARCH 2020 AND RECONCILIATION TO THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2019/20**

**24/20/01** The Financial Report for the year ending 31 March 2020, was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.

**24/20/02** It was agreed and thereby RESOLVED to approve the net transfer of Surface Water Development Contributions receivable during 2019/20 totalling £383,607, from the General Reserve to the Development Reserve, as shown in Note 33 to the Accounts for the year ended 31 March 2020 (Pevensey Levels Sub District: £335,729, Cuckmere River Sub District: £47,878).

**25/20 TO CONSIDER AND APPROVE THE INTERNAL AUDITORS REPORT FOR 2019/20**

**25/20/01** The Internal Audit Report for 2019/20 as prepared by the Board's Internal Auditor, together with the Chief Executive's responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:

**25/20/02** The Internal Auditor's recommendation within the Report that the Board increases the number of its meetings each year from three to four was not supported. RESOLVED that this be noted.

**25/20/03** It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn and West Norfolk Borough Council's Internal Audit Service (Shared with Fenland District Council) as the Board's Internal Audit for 2020/21.

**26/20 TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2020**

**26/20/01** The Annual Governance Statement shown in Section 1 of the Annual Governance and Accountability Return for the year ended 31 March 2020 was considered in detail and approved by the Board. RESOLVED that this be noted.

**26/20/02** The Accounting Statements shown in Section 2 of the Annual Governance and Accountability Return for the year ended 31 March 2020 were considered in detail and approved by the Board. RESOLVED that this be noted.

**27/20 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS TO INSPECT THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2020**

**27/20/01** It was agreed and thereby RESOLVED to publish the notice on the Board's website and also display the notice in the office reception, that the Accounts year ending 31 March 2020 would be available for inspection for the 30 working day period commencing 1 July 2020 and ending on 11 August 2020.

**28/20 APPOINTMENT OF BOARD'S RESPONSIBLE FINANCIAL OFFICER WITH EFFECT FROM 1 APRIL 2020**

**28/20/01** It was agreed and thereby RESOLVED to appoint Sallyanne Jeffrey BSc (Hons) FCCA, (Finance and Rating Manager, WMA Group) as the Board's Responsible Financial Officer with effect from 1 April 2020.

**29/20 RISK REGISTER**

**29/20/01** Members considered and approved the risk register for those risks with a risk assessment matrix score of  $\geq 6$ . It was agreed and thereby RESOLVED to add the risk of pandemics to the register (valued at 3), which may lead to slippage and increased costs in the work programmes. RESOLVED that this is added.

**PJC**

**30/20 TO CONSIDER AND APPROVE THE REGISTER OF ELECTORS AS AT 1 APRIL 2020 IN ACCORDANCE WITH RULE 3(11) OF THE LAND DRAINAGE (ELECTION OF DRAINAGE BOARDS) REGULATIONS 1938**

**30/20/01** The Chief Executive confirmed that the directly elected members in all three electoral divisions were up for election this year. All the elected members were reminded that they needed to have paid their drainage rates before they could stand for election or vote. The Chief Executive confirmed that Inspection of the Electoral Register had been advertised on the Board's website and that no objections had been received. It was agreed and thereby RESOLVED to approve the Electoral Register as at 1 April 2020.

**31/20 CORRESPONDENCE**

**31/20/01** There was no additional correspondence for consideration by the Board.

**32/20 DATE & TIME OF NEXT MEETING**

**32/20/01** The next meeting of the Board was confirmed to be at 10 am on 6 October 2020 via Zoom video/telephone conference and/ or at Saffron Sports Centre in Eastbourne, subject to the COVID-19 restrictions and government guidelines at that time.

**33/20 ANY OTHER BUSINESS**

**33/20/01** There were no items of any other business to discuss.

**34/20 OPEN FORUM TO HEAR FROM MEMBERS OF THE PUBLIC WITH LEAVE OF CHAIRMAN**

**34/20/01** There were no members of the public present at today's meeting.

*[Note: Helen Burton left the meeting after these discussions].*

**35/20 CONFIDENTIAL BUSINESS**

**35/20/01** It was agreed and thereby RESOLVED to exclude the public from 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.

## **ENGINEERING & ENVIRONMENTAL REPORT – June 2020**

The following information pertains to work carried out for the Pevensey and Cuckmere WLMB involving the Operations Manager (Richard Dann), Project Engineer (Matthew Philpot) and Environmental Manager (Caroline Laburn) between January 2019 – June 2020:

### **OPERATIONS REPORT**

#### **1. HEALTH & SAFETY**

Further to the COVID-19 outbreak officers reviewed our operations and developed a risk assessment to effectively manage the risk to our employees. This document has been reviewed as government guidance has changed and we continue to monitor and manage the situation with the safety of our staff as the highest priority.

Our operations have managed to continue with minimal disruption. Changes to meetings, work methods and the sharing of vehicles have all meant that our two operatives have been able to continue working throughout the pandemic.

No accidents, incidents or near misses this period within the Pevensey area.

#### **2. Maintenance**

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

- Burgh fleet and Monkam
- Bowley Sewer

We continue to improve our structures across the patch and sluice keep water levels.

Our agreed process of operating Environment Agency structures continues and is working well.

#### **3. PUMPING STATIONS**

All pumping stations received their six month service in April 2020, from our sub contractor William M&E.

##### **Manxey**

No issues to report

##### **Drockmill**

No major issues. Existing sodium floodlights had failed, which was replaced with a new LED light

##### **Star Inn**

No issues to report

##### **Rickney**

Both the pumps rubber bushes within the couplings are cracking. Whilst this had been reported previously, they are steadily getting worse. We are currently trying to ID the coupling manufacturer in order to obtain replacement bush costs, but



this has been hampered by the COVID outbreak. A quote will be obtained as soon as possible, to allow work to be completed.

Pump 2 had a leaking input shaft seal, which has been replaced.

### **Horsebridge**

Flap valves are showing some leakage back when the pump is off. This could be due to debris or a worn seal on the flap. We will monitor this over the coming months and may need to replace the flap if the situation continues.

### **Barnhorn**

No issues to report.

## **4. OPERATIONAL ISSUES**

### **4.1 Cuckmere Mouth**

During November 2019, the Environment Agency (EA) undertook an emergency light-touch shingle clearance operation at the Cuckmere River mouth. Unfortunately the shingle has very quickly returned from the west beach and re-blocked the mouth and our ability to drain the marshes from the gravity system is again compromised. Had the shingle been placed on the east beach (working with natural processes - long shore drift etc), the mouth would probably not have blocked up again so quickly.

At the last Board meeting on 28/01/2020 the Board approved a 91% rate increase to fund one de-shingle a year and IDB officers were busy at that time trying to secure the necessary assent from Natural England (NE). The assent application was based on the IDB being able to carry out the work using the Public Sector Co-operation Agreement (PSCA) between the the Board and the EA, which the EA had previously agreed to.

However, following a confidential meeting on the 04 February between NE and the EA (which the Board was excluded from), the EA then reneged on their agreement to allow the Board to use the PSCA to do this work, on the basis that the proposed WLMB triggers were not something that the EA agreed with and therefore they would not give us their powers (under PSCA) to do this work. The EA also said that some environmental concerns had come to light as to the validity of allowing the WLMB to undertake deshingling works. Unfortunately, to date we still have no understanding of what these environmental concerns are (after having asked the EA for an explanation on a number of occasions). At their confidential meeting the EA informed NE of their concerns on allowing the WLMB to undertake the de-shingling work and our assent application was then immediately pulled by NE, on the basis that we did not have the EAs support to use its powers.

By not having the ability to use the EAs powers, the Board would need to undertake its own MMO licence application on behalf of one or more of the riparian owners at Cuckmere Haven (a time consuming, expensive and complex task which would take many officer hours), as well as applying for an EA issued Flood Risk Activity Permit (FRAP). On the basis that the EA would not support this operation because we would be using our triggers, and, when considering how closely the EA and NE appear to work on these matters, we believe that it would be very unlikely that the Board could obtain an NE assent, a FRAP permit and an MMO licence to carry out this work, whilst the Cuckmere River remained classified as a main-river under the direct control of the EA.

Further to this, officers have looked into the legality of the EA's current policy of non-active intervention at the beach. The freshwater SSSI is wholly reliant on the

effective gravitational drainage of the valley via the flops and the operation of Milton Lock/fresh water feed.

We have recently (as of 27/04/20 and 15/05/20) written two very detailed letters to the EA questioning their policy of not funding beach work, because through their policy of non-active intervention we believe they are potentially damaging a SSSI and (at the time of writing) we have not seen the necessary assents required to legitimise the change in approach to one of non-active intervention. The WLMB's concern for the Seaford-Beachy Head SSSI was previously reported to DEFRA's Secretary of State in a letter to him of 28/06/19. Sadly that issue was completely ignored by the EA/DEFRA at that time.

However, following our most recent communications to the EA, early indication would suggest that the EA are now seriously considering the points we have raised. We hope that this will lead to a reconsideration and a subsequent change in EA policy from the current approach of non-active intervention at the river mouth. Only if EA policy changes can this lead to the effective drainage of the valley, protection of the SSSI from increased and sporadic water level/quality fluctuations and ultimately to the reconciliation with the Board's reason for being in this part of its district.

However if the EA do not respond positively to our most recent request for a change in direction, we are, in reality only left with two further options to consider:

#### **Option 1**

The Board requests the EA to de-main the Cuckmere River and takes operational responsibility for the river, the river maintenance and all its assets in their entirety (which would then be classified as an ordinary watercourse). Please note, it is highly unlikely that the EA would agree to this.

#### **Option 2**

If the EA do not agree to de-main the Cuckmere River, we are only left with the final nuclear option of applying to DEFRA to have the Cuckmere River sub-district de-rated, on the basis that the Board cannot fulfil its statutory function in this part of its district due to the EA's policy of non-active Intervention at the river mouth. To do otherwise and continue to raise expectation in the valley that things will improve, and raise significant sums of money from local ratepayers and Wealden DC whilst knowingly being unable to provide any kind of meaningful service in this part of the drainage district would be unethical, given that drainage rates and special levies are a hypothecated tax and local taxpayers rightly expect a quality service in return for their financial contribution.

#### **Recommendation to the Board**

It is recommended that the P&CWLMB give the EA and NE until 18 September 2020 (2 weeks before the next Board meeting on 6 October 2020) as the deadline for them to change their policy of non-active intervention at the mouth of the Cuckmere. If the EA will not change course or compromise in any way the Board should then request the EA to de-main the Cuckmere River, giving them until the date of the following Board meeting in January 2021 to agree to start the statutory process. If the EA do not agree to do this by then, the Board will be left with no option other than to apply to DEFRA to have the Cuckmere River sub-district de-rated, on the basis that it cannot fulfil its statutory function in this part of its district, due to the EA's policy of non-active intervention at the river mouth.

## **4.2 Milton Lock**

Milton Lock gate failed in 2019 and was deemed beyond economic repair by the EA. However the EA gave assurances at the time to the P&C WLMB that drop Boards would continue to be installed at the structure in the summer to allow

freshwater to be fed down the WLMB's Freshwater Stream to feed the grazing marshes and the Seaford-Beachy Head SSSI. At the time of writing, the stop boards have not yet been deployed at the structure.

The importance of the Milton Lock Structure and the need for it to aid in freshwater supply to the SSSI has been highlighted in an email communication to the EA and NE as of 15/05/20. We await a positive response from these agencies as a matter of urgency.

## **5. PLANT**

No new purchases this quarter

## **6. CAPITAL SCHEMES**

### **6.1 WEG Floating Pennywort Project**

Works for 2019/20 were completed just before Christmas, with the claim to DEFRA for payment submitted in February 2020, which has now been paid in full.

Learning experience from this years operation will be taken forward to inform next seasons clearance in Autumn-Winter 2020/21. A similar claim will be submitted in February 2021.



*An example of the vast quantities of Floating Pennywort removed from riparian ditches in the Pevensy levels SAC*

### **6.2 WEG Windpump update**

Officers are waiting for meetings with landowners regarding the installation of the structure. Delays caused by the COVID-19 virus will push this project back into the next financial year. A Variation Order has been submitted to Natural England and has subsequently been approved, for project delivery by September 2021.

## **7. MAINTENANCE SCHEMES**

Richard Dann and Danny Boorer have continued their water management activities, including repairing Water Level Control Structures and renewing fencing when required. We have also been replacing signs with our own P&CWLMB signage whenever possible.

Richard continues to have weekly meetings with the Environment Agency to update them on our activities, which are in addition to the monthly face to face meetings held between officers and other EA staff, some of which have been by telephone this quarter.

A formal 5-year PSCA agreement for the P&CWLMB operation of EA structures, remains with the EA for signing.

## 7.1 Rickney Pump Project

We have completed the project to install a stop board at Rickney pump which will reduce the re-circulation of water and excess pumping which has occurred in the past. The project went well and was completed on time and to budget. Divers were used to ensure the bottom clutch and seals were clear of debris before a crane lifted the new boards into place. The project was funded through our precept payments to the EA and thanks is given to the local EA operations team who supported the project and allowed this to happen.



*New stop log being lifted into position*



Diver clearing debris from the channels within which the sop log sits and the stop log installed

## 8. OTHER MATTERS

## 8.1 Water Resources East

The following information has been taken from reports supplied to other IDBs within the WMA. The information pertains to Water Resources East (WRE). There is of course a Water Resources South-East which in a similar way to WRE is looking to understand the sustainable management of water for the future with the impacts of climate change, development, abstraction, and population growth - <https://www.wrse.org.uk/>. The aim of supplying this information is to communicate this organisation and its websites to Board Members who may wish to explore Water Resources East and Water Resources South East issues in further depth to connect at a more local level.

Water Resources East (WRE) workshop on water trade was held on the 9 March in Snape Maltings. There was wide spectrum of expertise investigating opportunities of a more holistic approach to water abstraction and licencing reform. IDBs are guardians of sizeable water transfers through our drainage networks and pumping operations. This capability and resource is likely to be able form part of a more strategic transfer of water resource form part of WRE investigations Further information can be found at <https://wre.org.uk/>.

An element of the day investigated catchment management digital water trade platforms to help map out risks and opportunities for the counties. Further information can for found at Appendix 1.



*Participants of Water Resources East Workshop*

## 8.2 Her Majesty the Queen Opens Wolferton Pumping Station, Kings Lynn

On the 5 February 2020, Her Majesty the Queen officially opened the newly commissioned Wolferton Pumping Station in the presence of KLIDB staff, Contractors and WMA Board Chairmen. She was given a half hour tour of the new station by the CEO, Phil Camamile and Project Managers Mel Neal, Gary Howe and Colin Beaumont.

Before leaving the Ceremony, she was presented with a photograph of her late father, King George VI opening the previous Wolferton Pumping station on the Sandringham Estate in 1948, by Cllr Brian Long (Kings Lynn IDB Chairman). The day was a great success and was greatly enjoyed by all who participated.

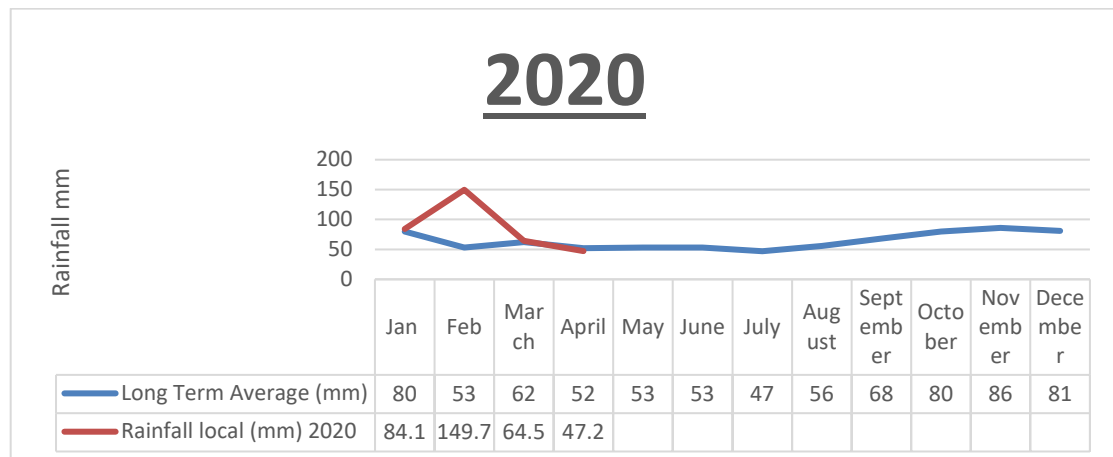


*Her Majesty being shown around the new Wolferton Pumping Station site by the Chief Executive Officer.*

### 8.3 Catchment Partnership

Unfortunately the Catchment Partnership meeting which was scheduled in April had to be cancelled due to the Covid-19 outbreak. The next meeting is due to take place in July. We await to hear if this will go ahead via a virtual setup.

## 9. HYDROLOGY



## 10. COMPLAINTS

None this period.

## 11. ENVIRONMENTAL REPORT

### a. Information for the Board

#### i. YSI Water Quality Meter Purchase

A YSI water quality meter has been purchased by the P&C WLMB for the main purpose of monitoring Salinity, Conductivity and Dissolved Oxygen within the River Cuckmere and Freshwater stream. However, having a dissolved oxygen meter to hand is also very useful when it comes to undertaking any maintenance, to ensure the activities of the board are not causing reduced

oxygen levels within the watercourses which may impact on fish or invertebrates.

Training will be provided to the Operations Manager when the apparatus arrives to allow spot-check data to be collected on a regular basis.

The purchase was made using Biodiversity Action Plan accrual monies. The cost of the meter to the board was £2182 ex vat.

## **b. Biodiversity Action Plan**

### **12. P&C WLMB Mink Project**

The trapping and dispatch of mink has been taking place throughout the year in the P&C WLMB districts.

Between 11 January 2020 – 29 May 2020, 10 mink captures have occurred within the Pevensey Levels and Cuckmere sub-catchments. 6 males and 4 females were caught. (18 in total since October 2019).

2 out of the 10 captures were made at Rickney Pump where both were females  
4 out of the 10 captures were caught at Barnhorn Pump and were all males.  
1 out of the 10 captures were caught on the Freshwater Stream and was female  
1 out of the 10 captures were caught on the Waterlot and was female.  
1 out of 10 captures were caught on the Iron Stream and was female.  
1 out of 10 captures were caught at Drockmill pump and was male

### **13. Meetings or Training**

#### **13.1 Water Life Recovery East**

The WMA was recently invited to join the Water Life Recovery East Steering Group. This group aims to undertake a pilot project using the latest technology in trapping and mink identification using the latest Remoti smart traps, genetic studies and eDNA technology, with the overarching aim, to eradicate mink from the Eastern Counties of England. The aim then would be to build on the successes of this pilot project and roll the project further afield with the aim of eradication of mink throughout the UK.

A recent article by the Chair of the Water Life Recovery East was published in the ADA gazette (Spring 2020) with a view to encouraging further trapping by interested parties. The article can be seen in Appendix 2.

#### **13.2 Mink Database Training**

Simon Poulton the Pevensey Mink Database designer gave the Environmental Manager training on how to import the mink capture data into the P&C Mink Database. This data will help in the tracking the number and sex of mink caught out in the district and the data will help to provide information for the UK wide eradication programme.

### **14. Pre-work Site Visits during the period:**

<b>Date</b>	<b>Officer</b>	<b>Site</b>	<b>Comments / Actions Undertaken</b>
21/01/20	CL/RD	Manxey Pump	Look at possibility of hedging and tree planting to enhance biodiversity interests at pump
21/01/20	CL/RD	Bowley Sewer/Burfleet and Monkham	Site visits to discuss targeted maintenance practices along Boards watercourses.

**15. Assents/ Licences Granted and/or Applied for during the Period:**

<b>License / Assent / Habitat Regulations Assessment</b>	<b>Applied</b>	<b>Granted</b>
Assent to Deshingle Cuckmere Mouth	18/12/19	On Hold
Final Agreed Deshingle Trigger Document sent to NE to inform Cuckmere deshingle assent	31/01/20	On hold
Burfleet and Monkham WFD Assessment	-	-
Bowley Sewer WFD Assessment	-	-
D7 Exemption Bill Gut Spur	07/02/20	07/02/20
D7 Exemption Kentland Sewer	12/02/20	12/02/20
D7 Exemption Burfleet and Monkham	12/02/20	12/02/20

**MATTHEW PHILPOT – ENGINEER**  
**CAROLINE LABURN – ENVIRONMENTAL MANAGER**



# WHEATLEY WATERSOURCE NEWSLETTER

Stakeholder workshop, Snape Maltings, 9th March 2020

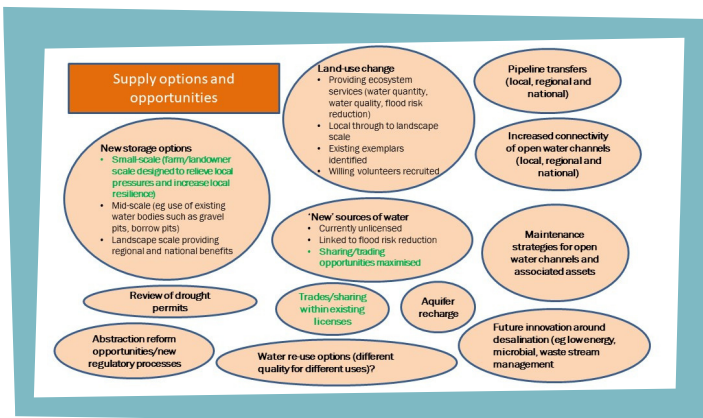
Over 30 people attended this hugely successful event, all with the same mission at heart - to bring about a solution for brokering and sharing water for the good of all our futures.

## A BIG THANK YOU

Innovate East provided the opportunity to showcase Wheatley's vision and secured funding from Anglian Water and Essex & Suffolk Water to develop a fully working proof of concept. Our recent workshop confirmed there is real interest, desire and need for flexible water trade and sharing between abstractors, whilst highlighting the barriers for assessing the viability of trade and obtaining approvals from the Environment Agency.

Nancy, from Water Resources East, eloquently set the scene by linking the workshop to the Environment Agency's National Framework for Water Resources and how WRE, as one of five regional water resource management groups, is working to deliver that. She emphasised how climate change, and in particular climate variances, is affecting water resources in the region, focusing our interest to protect the environment and provide resilience at the highest levels.

The environmental impacts from uncontrolled water abstraction and movement are fully appreciated, and the discussions identified the need for a solution such as Wheatley Watersource to help streamline, automate and walk abstractors through the trade process.



## A REMINDER OF THE DAY

We covered a lot of ground; exploring past experiences of water trade, perceptions, challenges, unpicking various trade scenarios and understanding how Wheatley Watersource would work across many of these instances.

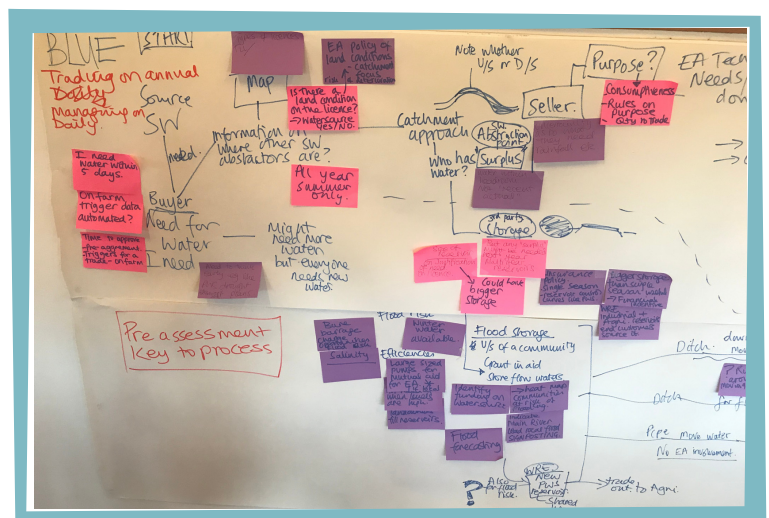
**Thank you for all your hard work.**

## IN A NUTSHELL

Wheatley Watersource is a single point of access and central data Hub to support and broker water trade and sharing between abstraction licence holders. Ideally placed to compliment multi-sector regional water resources planning.



Wheatley Watersource, a central hub, single point of access for all.



One of three WRE workstreams, highlighting areas where the Wheatley Watersource project & regional planning ambitions align.

# OUTCOMES

The huge amount of information & insights collected on the day is being closely reviewed. How the project moves forward has had to change due to 'lock down'. However, to keep up momentum, the project team is developing 'decision trees' to help abstractors navigate the processes, as well as looking at 'user stories' to help understand how each type of user e.g. abstractor, Water Company, Environment Agency etc would like to use Wheatley Watersource and what we need it to deliver.



## HOW YOU CAN HELP

We don't want you to miss out at this crucial stage of development. Your continued engagement and contribution remain essential if we are to keep things moving forward.

Tell us your story by emailing:

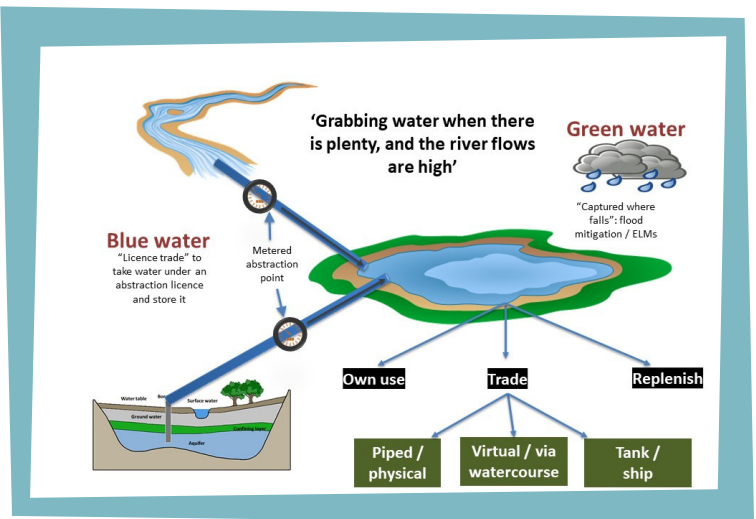
**[simon.murray@wheatleysolutions.co.uk](mailto:simon.murray@wheatleysolutions.co.uk)**

Explain why you want to trade, what information you want to access, how you want to access it and why it is important to you and your business.

### JUST IN!

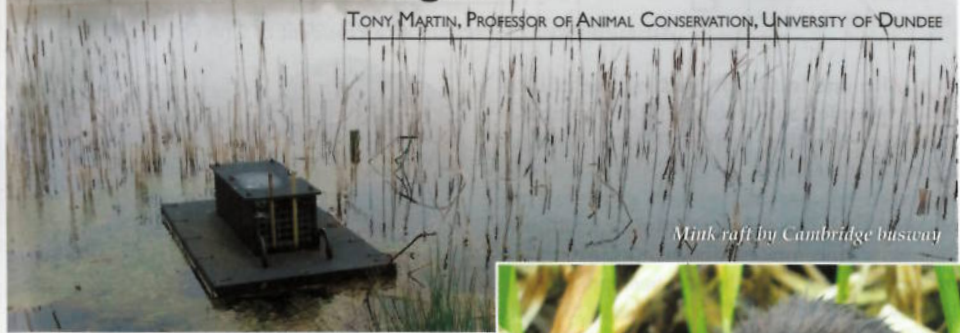
There are clearly some areas of uncertainty, one challenge raised was around 'Land Conditions' and whether they are still relevant today. We promised to gain clarity around the Water Act 2003 and removing the requirement for these conditions. The EA have subsequently provided the following statement:

*"Although the Water Act 2003 removed the requirement for land conditions on new licences we can still apply them in exceptional circumstances. Those that are currently on licences are still in force and are therefore important when considering trading. The conditions can be removed at time of renewal or if an application to vary is made if we feel there would not be an impact on the environment as a result (increased uptake)."*



## A mink free GB: A brighter future for water voles?

TONY MARTIN, PROFESSOR OF ANIMAL CONSERVATION, UNIVERSITY OF DUNDEE



Mink raft by Cambridge busway

Many in the water management industry will be familiar with the sad demise of water voles (Ratty of Wind in the Willows) at the hands, or rather the teeth, of American mink (*Neovison vison*). Over 95% of our water voles have been lost since mink became established in this country, and a wide variety of other waterside native wildlife, including nesting kingfishers and sand martins, are routinely hunted by this accomplished predator.



Water vole (Arvicola)

Mink are in the *Mustelidae* family the same as stoats and otters, and about the same size as native polecats (*Mustela putorius*). They were introduced to Britain for fur farming, but they became established in the wild due to escapes and deliberate releases of thousands of animals by well-meaning but misguided 'animal liberationists'. By the time the industry was banned in 2002, mink were in waterways from northern Scotland to the West Country, and were especially abundant and destructive in the myriad drainage channels maintained by ADA members.

In an attempt to reduce the damage, millions of pounds and countless hours have been devoted to mink trapping over the years by government agencies, conservation charities, water management bodies and landowners. In many places this effort has produced fantastic results, and native wildlife has quickly recovered, but in each case the benefits last only as long as the money. If and when funding runs out, mink return and wreak havoc again. There seemed no way out of this expensive and ultimately futile cycle. Until now perhaps. Recent technological advances have raised the exciting prospect of a mink free GB being within reach.

One such advance has been in the field of molecular science. Remarkably, it is now possible to recognise which organisms have

been in a body of water simply by taking a sample, filtering out the cells within it and then identifying the species from which the cells came by virtue of their genetic 'signature'. This allows us to discover where mink occur and, equally importantly, where they do not occur. The second substantial innovation is the so-called 'smart' trap - a cage trap fitted with a clever electronic alarm box that detects when the door closes and immediately sends a message by text and email to one or more nominated recipients. These devices offer a means of removing the bad guys - mink - without doing any harm to the good guys - other creatures that may wander into the trap. The latter are quickly released, the mink are sent to mink heaven, and the trap is promptly reset.

The Ely & Downham Market Groups of IDBs were among the first to appreciate the merits of smart mink traps, and collectively invested in a sufficient number to discover if these devices would realise their potential. In the first six months their traps removed 18 mink, thereby saving the lives of thousands of native creatures in their waterways, and the alarms proved to be 100% reliable. This pioneering work is contributing to a regional mink eradication trial entitled Waterlife Recovery East: a mink free East Anglia. If successful, the aim will be to roll the campaign out across Britain and remove American mink once and for all.

Waterlife Recovery East is a joint venture of water management bodies, conservation NGOs, government agencies, farmers and citizen conservationists. It embraces the traditional East Anglian counties of Norfolk, Suffolk, Essex and Cambridgeshire, but also parts of Lincolnshire, Bedfordshire, Northamptonshire, Rutland and Hertfordshire. For more information about this project and the use of smart mink traps, contact [minkfreegb@gmail.com](mailto:minkfreegb@gmail.com).



Mink female aggressive pose (Paul Gambling)

Prof Tony Martin, of Dundee University, was named Conservationist of the year in 2016 by the Zoological Society of London (ZSL) for leading a team that eradicated rats from the Antarctic island of South Georgia.

## Planning Report

### 1. Reporting Period

1.1. This planning report covers the reporting period 10 January 2020 to 31 May 2020.

### 2. Consent Applications

2.1. There are currently 8 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

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

2.2. The current status of these applications is given in the table below;

<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	1	0	0	1
Awaiting applicants acceptance of conditions:	0	3	0	0	3
Being processed by officers:	0	4	0	0	4
To be determined by the Board in this report:	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>

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

2.4. There were no enforcement cases investigated by the officers during the reporting period.

### 3. Consents Determined

- 3.1. During this reporting period, the following 5 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

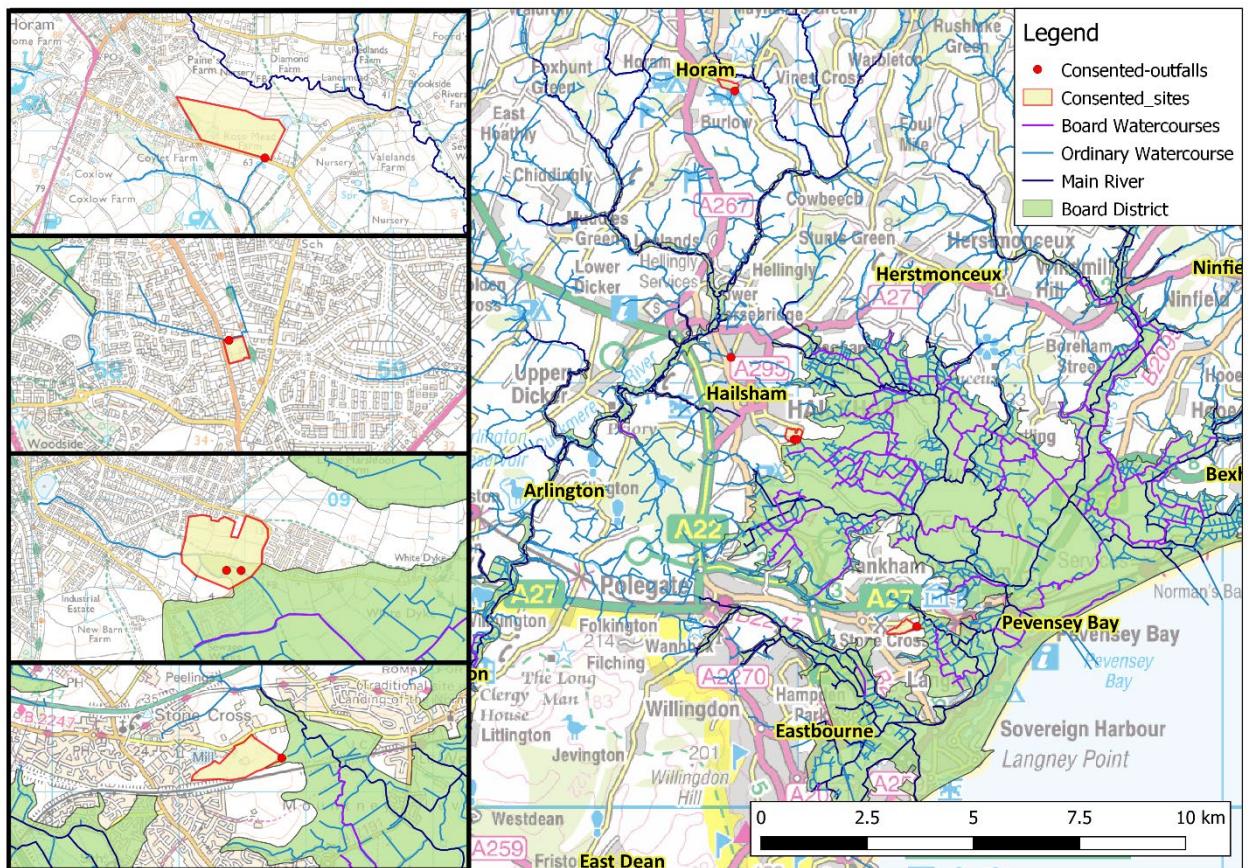
<b>Application Type</b>	<b>Number</b>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	4
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	0
<b>Total:</b>	<b>5</b>

- 3.2. These determined consents are listed in more detail in the table below. The table highlights that the most regulated activity is the discharge of surface water runoff (direct or indirect) from new or re-developments into the drainage district.

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Location</b>	<b>Description of proposal</b>	<b>Determination</b>
19_02028_C	Byelaw 3 Surface Water	Rose Mead Farm, Horebeech Lane, Horam	Proposal to discharge surface water from 26,900m <sup>2</sup> of new impermeable area at 20 l/s to a watercourse via highway drain	Granted 27/01/2020
19_02066_C	Byelaw 3 Treated Foul Water	Caldicotts Farm, Caldicotts Lane, Lower Dicker, BN27 4BG	Discharge of treated foul from three new dwellings via one new headwall. Daily discharge is 2.4 m <sup>3</sup>	Granted 17/03/2020
19_02064_C	Byelaw 3 Surface Water	Uplands Farm, Rattle Road, Stone Cross, Westham BN24 5DT	Proposal to discharge surface water from m <sup>2</sup> 40,440 of new impermeable area at 20.5 l/s to watercourse via existing pond	Granted 25/03/2020
18_00532_2 2_C – Amendment 1	Byelaw 3 Surface Water	Land at Mill Road, Hailsham	Amendment to existing consent by increasing the impermeable area by 500m <sup>2</sup> (number of houses increased by 18)	Granted 26/05/2020

Case. Ref.	Case File Sub-type	Location	Description of proposal	Determination
19_01542_C	Byelaw 3 Surface Water	116 London Road, Hailsham, BN27 3AL	Proposed discharge of surface water from 3,109 m <sup>2</sup> at 2 l/s to watercourse via existing highway drain	Granted 29/05/2020

3.3. The proposed location of discharge points (surface water outfalls) which have been agreed as part of the determined consents together with the boundaries of the associated development are shown on the map below. A bigger map is at the end of this report. The map shows that two of the granted consents are within the Cuckmere catchment while the other two are in the Pevensey catchment.



#### 4. Enquiries

- 4.1. Officers have responded to seven enquiries whose details are outlined below.
- 4.2. Three of the enquiries related to the impact of the Board's regulatory function on proposed new developments.

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Location</b>	<b>Description</b>
20_02279_Q	About Regulation	A27 crossing of the Cuckmere River and floodplain	Enquiry regarding the possible consents for proposed improvements of the A27
20_02281_Q	About Regulation	Seven Sisters Country Park	Proposed floating Pontoon in the meanders
20_02287_Q	About Regulation	Land East of Priory Road, East Langney Levels, Eastbourne	Proposed residential development
20_02342_Q	About Regulation	Land off Battle Road, Hailsham	Proposed residential development
20_02589_Q	About Regulation	Land between 395 & 403 Bexhill Road, St Leonards-on-sea, TN38 8AR	Enquiry regarding Board requirements for surface water management
20_02592_Q	About Regulation	Land off Priory Lane, Eastbourne, BN23 7QQ	Enquiry about requirements on surface water flow restrictions to enable residential development
20_02594_Q	About Regulation	Deanland Wood Park, Deanland Road, Hailsham, BN27 3RN	Enquiry into the need for surface water discharge consent

#### 5. Planning Comments

- 5.1. Officers have provided comments on 109 planning applications and pre-application enquiries. These applications are either in or potentially have an impact on the Boards Internal Drainage District. 60% of the applications were reviewed by the Board's Flood and Water Officer and East Sussex County Council reviewed the remaining 40%.
- 5.2. The tables below give an indication of the number of consultations received from each local planning authority and the planning stage of the applications. 75% of the planning consultations were addressed within the deadline agreed with the LPA planning officer.

<b>Local Planning Authority</b>	<b>Number of consultations</b>
Eastbourne Borough Council	18
East Sussex County Council	3
Hastings Borough Council	25
Rother District Council	17
South Downs National Park Authority	5
Wealden District Council	41

- 5.3. Approximately 45% of the planning applications had several re-consultations due to the insufficiency of the initial information submitted with the planning application. These re-consultations can be resource intensive and in some cases required meetings in order to resolve concerns with surface water management proposals of the proposed developments.
- 5.4. Providing advice to developers at pre-application stage could help reduce the number of re-consultations. Unfortunately, only 12% of the planning applications had requested pre-application advice prior to submission of a planning application

<b>Planning stage</b>	<b>Number of consultations</b>
Outline planning	13
Full planning	55
Reserved matters	4
Discharge of planning conditions	24
Pre-application	13

## **6. Fees**

- 6.1. As shown in section 3, the main activity being regulated is the direct or indirect discharge of surface water runoff into the district. The eight discharge consents issued during the reporting period attracted payment of a surface water development contribution, which was invoiced as shown on the table below.
- 6.2. Four of the invoiced surface water development contributions have been paid with two still outstanding. Therefore the £133,409.51 of the £136,439.83 invoiced surface water development contribution has been paid.
- 6.3. Part of the surface water development contribution, £3,640.64, for 116 London Road, Hailsham was paid when the consent application was made in May 2019.



Case ref.	Location	Amount (no VAT)	Date invoiced	Invoice Paid? Y/N	Reason for payment
19_02028_C	Rose Mead Farm, Horebeech Lane, Horam	£48,823.50	27/01/2020	Yes 02/03/2020	Granting of consent for the discharge surface water from 26,900m <sup>2</sup> of new impermeable area at 20 l/s to a watercourse via highway drain
19_01660_C	Land off A271 known as Strawberry field, Windmill Hill, Herstmonceux BN25 4ST	£7,546.77	19/12/2019	Yes 25/03/2020	Granting of consent for the discharge of surface water from 4,158 m <sup>2</sup> at 4.4 l/s to watercourse
19_02064_C	Uplands Farm, Rattle Road, Stone Cross, Westham BN24 5DT	£73,398.60	30/03/2020	Yes 24/04/2020	Granting of consent for the discharge of surface water from 40,440 m <sup>2</sup> of new impermeable area at 20.5 l/s to a watercourse via existing pond
18_00532_2 2_C – Amendment 1	Land at Mill Road, Hailsham	£1,210.00	26/05/2020	No	Grant consent for the amendment of an existing consent by increasing the impermeable area by 500m <sup>2</sup> (number of houses increased by 18)
19_01542_C	116 London Road, Hailsham, BN27 3AL	£5,460.96	TBC	Part paid £3,640.64 paid with the application fee in May 2019	Granting of consent for discharge of surface water from 3,109 m <sup>2</sup> at 2 l/s to watercourse via existing highway drain
<b>TOTAL</b>		<b>£136,439.83</b>			

## 7. Hailsham Wastewater Treatment Discharge Permits

- 7.1. At the last Board meeting members requested that clarification be sought from Southern Water on the housing figures used in the projection of discharges from the two wastewater treatment plants.
- 7.2. There has been significant staff changes within Southern Water in the past few months. Officers are still waiting to know the best person to speak to at Southern Water on this. Members will be updated once the correct information has been received from Southern Water.

## 8. Engagement with Stakeholders and Partnership Working

- 8.1. Wealden District Council and Eastbourne Borough Council have partnered to undertake some fluvial hydraulic modelling to determine the extent of flood zones to inform their Local Plans. East Sussex County Council in its role as the Lead Local

Flood Authority is managing the hydraulic modelling project on behalf of the two authorities.

- 8.2. Both the Flood and Water Officer and the Operations Manager have provided support to the project. The Operations Manager, Richard Dann helped in deciding on the watercourses which will be surveyed by sharing his knowledge and understanding of the condition of the watercourses in the project area.
- 8.3 The Flood and Water Officer had Teams meeting with Rother District Council's planning policy team on 24 March 2020. The purpose of the meeting was to help the team working on Rother's Local Plan understand the Board's regulatory framework and the ongoing survey and modelling programme, and potential impact on development sites.

## **9. Wealden Local Plan and potential implications**

- 9.1 Wealden District Council (WDC) has been working on a Local Plan that would apply until June 2028. The draft plan was subject to an Examination in Public by a Planning Inspector last year. The Planning Inspector advised WDC that the plan had failed the legal and soundness test before Christmas last year. More detail on the Planning Inspector's report is available on:  
[https://www.wealden.gov.uk/UploadedFiles/Inspectors conclusion after stage one of the Examination of the Submission Wealden Local Plan.pdf](https://www.wealden.gov.uk/UploadedFiles/Inspectors%20conclusion%20after%20stage%20one%20of%20the%20Examination%20of%20the%20Submission%20Wealden%20Local%20Plan.pdf)
- 9.2 At the last Board meeting members requested for a report on the impact of the Planning Inspector's decision.
- 9.3 Prior to the Inspector's decision WDC had been working on a housing target of 950 homes per annum. This housing target is below WDC's Objectively Assessed Need for housing, which is 1,231 homes per annum. The failure of the Local Plan means that WDC does not have a sufficient housing land supply. Consequently, a higher housing delivery target applies. However, this target is open to debate and will only really be settled in time through planning appeal decisions and progression of a new Local Plan.
- 9.4 Consequently, WDC will receive a higher number of applications than previously anticipated. At a meeting with East Sussex County Council officers, WDC officers indicated that they are working on the basis that there will be a doubling of major applications (10 units or more) for residential development.
- 9.5 In 2019 there were 33 consultations from WDC on major development (full, outline and reserved matters applications) within the Board's catchment/watershed. There were also 10 consultations on applications seeking to discharge planning conditions on major residential developments. Consequently, there is likely to be approximately 70 major developments within the Board's catchment/watershed over the coming year. However, an increase in the discharge condition consultations is most likely to have a 12 month lag.
- 9.6 Since the Planning Inspector's decision there has been consultations on 26 major residential developments and nine consultations on applications to discharge planning conditions between 1 January 2020 and 31 May 2020. This a 70% increase on the consultations within the same period in 2019. 15% of the consultations were on developments that had been previously consulted on in 2018 where a planning decision had not been made.

- 9.7 The increase in planning activity will also result in an increase in the enquiries and applications for consents in accordance with the Land Drainage Act and the Board's Byelaws. However, this is likely to have a similar lag as the applications to discharge planning conditions. This is because consents are generally given on the final scheme which will be implemented, and the details of this is usually known just before commencement of construction.
- 9.8 The Board members approved the proposal to employ an officer to assist with advising planning authorities on the impact of proposed development on the Board's drainage district and flood risk. The officer will also assist in implementing the Board's regulatory framework, which includes assessing consent applications, monitoring the implementation of granted consents and carrying out any enforcement action where required.
- 9.9 The employment of the Planning/Enforcement officer has been delayed due to the Covid-19 pandemic. This will be progressed as soon as it is possible to carry out face to face interviews.

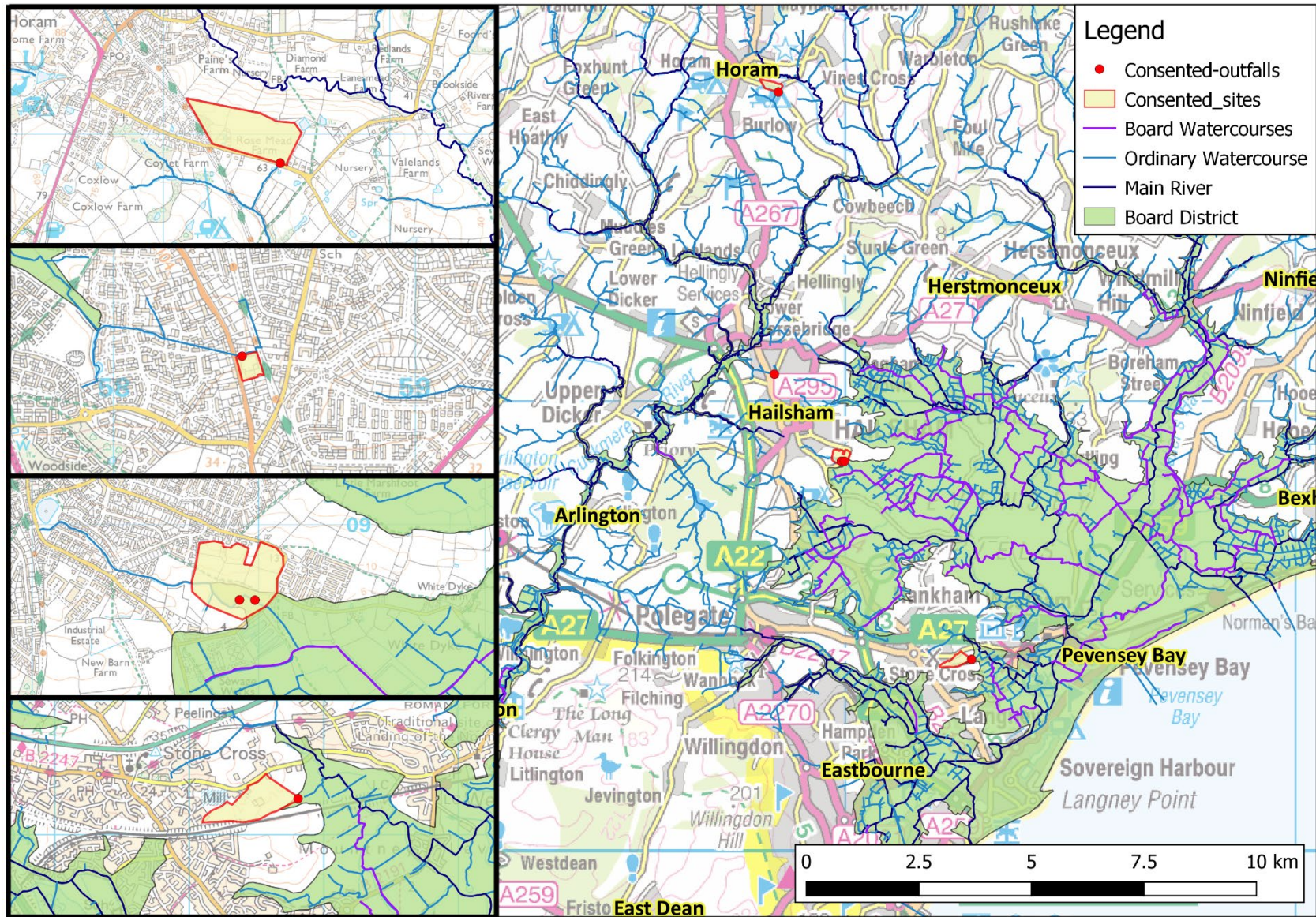
## 10 Survey and Modelling Programme

- 10.1. Jacobs produced the Scoping Report and Channel Survey Specification and issued it to us on 15 May 2020. This work is within the agreed budget for this stage of the project, which is £11,500.
- 10.2 The site visits which were originally planned could not be carried out due to the Coronavirus situation. This delayed the finalisation of the scoping stage of the project.
- 10.3 The Channel Survey Specification was issued to surveyors and we are waiting to hear back cost estimates for undertaking the survey.
- 10.4. Jacobs has provided a detailed cost estimate for undertaking the third stage of the project. This has been estimated at £30,000, which is within the budget previously agreed by Board members. The table below summarises the agreed and projected project spend. The £48,500 stated on Stage 3 is based on a total budget of £60,000 agreed by Board members for the scoping study and hydraulic modelling at the 8<sup>th</sup> October 2019 Board meeting.

Item	Budget agreed by Board members	Cost estimates from contractors	Cost invoiced by contractor
Stage 1 – scoping study	£11,500	£11,500	£11,500
Stage 2 – channel survey	£175,000	£60,500 *	-
Stage 3 – hydraulic modelling	£48,500	£30,000	-

\* based on cost estimate received from one surveyor, waiting on cost estimate returns from three more surveyor.

**Revai Kinsella – Flood and Water Officer**



# **Pevensey & Cuckmere Water Level Management Board Health, Safety and Welfare – Performance Review**

During 2019, The Association of Drainage Authorities (ADA) undertook a Health & Safety Review of all member drainage Boards. The boards of the WMA took part in this survey for all its member boards. ADAs advice from its review are detailed below along with how the P&CWLMB meets the recommendations and any actions for improvement.

## **Governance and Leadership**

### **ADA's Advice**

The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behaviors around HS&W are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an HS&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.

### **IDB Assurance/Action for Improvement**

The P&CWLMB H&S Policy is reviewed and updated annually and is the basis on which officers act and make decisions.

Health and Safety is a standing item in every operations report given to the board. It is also the first item on any agenda for officer team meetings.

ADAs recent Good Governance document was also widely publicized to the board - <https://www.wlma.org.uk/uploads/Good%20Governance%20Guide%20-%20Digital.pdf>  
Board members are provided with induction packs and are also advised to read/reread the following documents.

[https://www.wlma.org.uk/uploads/WMA\\_Members\\_Duties\\_and\\_Responsibilities.pdf](https://www.wlma.org.uk/uploads/WMA_Members_Duties_and_Responsibilities.pdf)

[https://www.wlma.org.uk/uploads/PCWLMB\\_Health\\_and\\_Safety\\_Policy.pdf](https://www.wlma.org.uk/uploads/PCWLMB_Health_and_Safety_Policy.pdf)

## **Ensuring Competence**

### **ADA's Advice**

We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.

### **IDB Assurance/Action for Improvement**

All operators are trained in the use of their machines under LANTRA accreditation. We do not tolerate unqualified personnel on our sites.

The WMA hold a training database, which reviews on a monthly basis where tickets are going to expire within the next three months. This is sent to officers who can then plan new training for staff.

# **Pevensey & Cuckmere Water Level Management Board**

## **Health, Safety and Welfare – Performance Review**

All officers hold Construction Skills Certificate Scheme cards (CSCS) for their level of responsibility as well as Site Manager Safety Training Scheme (SMSTS) where they manage any sites. Our operations manager also hold a SMSTS qualification.

### **Recording Accidents and Near Misses**

#### **ADA's Advice**

Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses.

#### **IDB Assurance/Action for Improvement**

Operations manager hold an accident book for the board, which is filled in as required. Near misses (we call these learning events) are reported on our standard forms and logged. They are always discussed by officers at monthly team meetings, to ensure any learning is shared and discussed in full. These are then reported to the board in the operations report. Officers share these across WLMA boards. Should any members receive any H&S learning from their own organisations please share these with officers.

### **Quality of Advice**

#### **ADA's Advice**

Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions.

#### **IDB Assurance/Action for Improvement**

Managers and staff receive regular advice. We also have an independent H&S consultant (Copes Safety Management Ltd) who visit us quarterly to review operations and deal with any specific concerns/questions. We have been trying to get a similar service in Pevensey specifically, but have been unable to find anyone offering this service. Officers will continue to look for a provider. Board member advice on H&S responsibilities is available.

# **Pevensey & Cuckmere Water Level Management Board Health, Safety and Welfare – Performance Review**

## **Welfare Facilities**

### **ADA's Advice**

Ensure that all staff and operatives have access to appropriate toilet and mess facilities when working away from base office/depot.

### **IDB Assurance/Action for Improvement**

Welfare is available at the Environment Agency depot at all times.  
Hand wipes and sanitiser are provided to staff and operatives carry Weils disease cards.

## **Routine Training**

### **ADA's Advice**

Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents.

### **IDB Assurance/Action for Improvement**

As discussed previously our training database alerts us in a timely manner to when training for staff is needed.  
If any accidents or learning events occur then learning/updates are briefed as soon as possible.  
Weekly meetings between our operatives are held and officers visit once a month, to also pick up any HSW issues and to brief out any relevant items.

## **Health Surveillance**

### **ADA's Advice**

Implement regular health screening for all staff and operatives.

### **IDB Assurance/Action for Improvement**

All P&CWLMB operatives receive annual occupational health screening for HAVs.  
We will look into more formal health screening of a wider range of checks for P&C staff.  
All staff receive annual eye sight check on request.

## **Capacity**

### **ADA's Advice**

Ensure that the IDB has the suitability qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighboring IDBs to achieve best practice outcomes.

# **Pevensey & Cuckmere Water Level Management Board**

## **Health, Safety and Welfare – Performance Review**

### **IDB Assurance/Action for Improvement**

Our staff are all qualified for the tasks they undertake, as discussed previously, and we will continue to train our operatives to ensure machine tickets remain valid such that they are qualified and competent to undertake a variety of work if required.

In addition our 2018 tender allowed us to stipulate our requirements for qualifications & competence of our sub-contractor, which were all met.

### **Risk Assessment**

#### **ADA's Advice**

Ensure that risk assessments are undertaken for the IDBs activities.

### **IDB Assurance/Action for Improvement**

We have a series of Generic Risk Assessments for standard activities, such as weed mowing, flailing, etc. These are reviewed and briefed annually to operatives and all operatives carry copies of these risk assessments when working for reference.

Site specific risk assessments are also completed as required for more complex or project works.

### **Toolbox Talks & Training**

#### **ADA's Advice**

Plan and deliver programs that provide information, instruction training and supervision for hazardous activities highlighted in risk assessments.

### **IDB Assurance/Action for Improvement**

Toolbox talks are given at regular intervals and recorded in our tool box talk database.

Site supervision of any hazardous activities is undertaken by officers as required.

### **Machinery Inspection**

#### **ADA's Advice**

Ensure that the IDB has a documented programme of routine machinery inspection.

### **IDB Assurance/Action for Improvement**

We do not hold any large machinery, but the equipment we do have is serviced in accordance with the manufacturer's instruction.

M Philpot  
Health & Safety Officer



From: 01 April 2019  
To: 31 March 2020

Period To: 12  
Year Ending: 31 March 2020

NOTE	INCOME AND EXPENDITURE ACCOUNT	PEVENSEY				CUCKMERE				TOTAL			
		ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20	VARIANCE 2019/20	ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20	VARIANCE 2019/20	ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20	VARIANCE 2019/20
<b>INCOME</b>													
1	Drainage Rates	11,595	13,357	13,357	0	12,661	15,013	15,013	0	24,255	28,370	28,370	0
2	<u>Special Levies:</u>												
	Eastbourne Borough Council	222,302	229,617	229,617	0	0	0	0	0	222,302	229,617	229,617	0
	Hastings Borough Council	11,252	11,622	11,622	0	0	0	0	0	11,252	11,622	11,622	0
	Rother District Council	4,124	4,260	4,260	0	0	0	0	0	4,124	4,260	4,260	0
	Wealden District Council	44,228	45,683	45,683	0	8,411	8,688	8,688	0	52,639	54,371	54,371	0
		281,906	291,182	291,182	0	8,411	8,688	8,688	0	290,317	299,870	299,870	0
	<u>Other Income:</u>												
3	Surface Water Development Contributions	299,379	78,500	431,526	353,026	27,308	0	61,539	61,539	326,687	78,500	493,065	414,565
4	Highland Water Contributions from the Environment Agency	73,429	89,441	89,441	0	2,466	2,066	2,066	0	75,895	91,507	91,507	0
5	Grants Applied	9995	0	0	0	0	0	0	0	9,995	0	0	0
6	Consent Fees	600	250	1,200	950	200	200	400	200	800	450	1,600	1,150
7	Bank and Investment Interest	336	225	2,635	2,410	80	56	293	237	416	281	2,928	2,647
8	Other Income	5,957	0	227	227	543	0	150	150	6,500	0	377	377
9	Income from Rechargeable Works	89,838	0	34,438	34,438	0	0	0	0	89,838	0	34,438	34,438
		479,534	168,416	559,467	391,051	30,597	2,322	64,448	62,126	510,131	170,738	623,915	453,177
		<b>773,034</b>	<b>472,955</b>	<b>864,006</b>	<b>391,051</b>	<b>51,669</b>	<b>26,023</b>	<b>88,149</b>	<b>62,126</b>	<b>824,703</b>	<b>498,978</b>	<b>952,154</b>	<b>453,176</b>
<b>(-) EXPENDITURE</b>													
<b>Directly Allocated Expenditure</b>													
5	Grant Work	9,995	0	0	0	0	0	0	0	9,995	0	0	0
9	Cost of Rechargeable Works	66,423	0	34,438	-34,438	0	0	0	0	66,423	0	34,438	-34,438
10	New and Improvement Works	0	0	0	0	0	0	0	0	0	0	0	0
11	Contributions to the Environment Agency	68,405	69,004	39,431	29,573	1,595	996	569	427	70,000	70,000	40,000	30,000
12	Maintenance Works	161,086	178,522	173,496	5,026	8,164	8,169	8,817	-648	169,250	186,691	182,314	4,377
		<b>305,909</b>	<b>247,526</b>	<b>247,365</b>	<b>161</b>	<b>9,759</b>	<b>9,165</b>	<b>9,386</b>	<b>-221</b>	<b>315,668</b>	<b>256,691</b>	<b>256,752</b>	<b>-61</b>
<b>Apportioned Expenditure</b>													
13	Operations Delivery Staff Costs	45,821	77,067	85,028	-7,961	5,091	8,563	9,448	-885	50,912	85,630	94,476	-8,846
14	WMA Technical Support Staff Costs	33,472	25,394	30,029	-4,635	3,719	3,297	8,245	-4,948	37,191	28,691	38,274	-9,583
15	Other Technical Support Staff Costs	53,149	79,945	95,797	-15,852	4,848	0	13,661	-13,661	57,997	79,945	109,458	-29,513
16	WMA Administration Staff Costs	34,495	21,996	19,571	2,425	3,833	2,444	2,174	270	38,328	24,440	21,745	2,695
17	Provision for Doubtful Debts	0	0	15,259	0	0	0	353	-353	0	0	15,612	-15,612
18	Drainage Rates Increases/Decreases/Write Offs	0	0	0	0	0	0	901	-901	0	0	901	-901
19	Audit Fees	1,000	1,000	1,583	-583	200	200	317	-117	1,200	1,200	1,900	-700
20	Depreciation	5,036	9,402	10,258	-856	560	1,044	1,139	-95	5,596	10,446	11,397	-951
21	General Insurances	1,677	2,925	1,535	1,390	187	325	170	155	1,864	3,250	1,705	1,545
22	Accommodation and Meeting Room Hire	3,190	2,000	2,617	-617	355	200	290	-90	3,545	2,200	2,907	-707
23	Postages and Stationery	364	525	666	-141	40	210	74	136	404	735	740	-5
24	Advertising and Public Notices	0	900	0	900	0	100	0	100	0	1,000	0	1,000
25	ADA Subscriptions and Other Expenses	5,247	4,275	3,804	471	583	475	422	53	5,830	4,750	4,226	524
		<b>183,451</b>	<b>225,429</b>	<b>266,147</b>	<b>-25,459</b>	<b>19,415</b>	<b>16,858</b>	<b>37,195</b>	<b>-20,336</b>	<b>202,866</b>	<b>242,287</b>	<b>303,341</b>	<b>-61,054</b>
		<b>489,360</b>	<b>472,955</b>	<b>513,512</b>	<b>-25,298</b>	<b>29,174</b>	<b>26,023</b>	<b>46,581</b>	<b>-20,558</b>	<b>518,534</b>	<b>498,978</b>	<b>560,093</b>	<b>-61,115</b>
	<b>(=) Net Surplus/(Deficit) for the Period</b>	<b>£283,674</b>	<b>£0</b>	<b>£350,493</b>	<b>£365,752</b>	<b>£22,495</b>	<b>£0</b>	<b>£41,568</b>	<b>£41,568</b>	<b>£306,169</b>	<b>£0</b>	<b>£392,061</b>	<b>£392,061</b>



**From: 01 April 2019**  
**To: 31 March 2020**

**Period To: 12**  
**Year Ending: 31 March 2020**

NOTE	BALANCE SHEET, AS AT 31-3-2020	£ 01/04/2019	£ MOVEMENT	£ 31/03/2020
<b>26 Fixed Assets:</b>				
(i)	Vehicles and Trailers	11,321	14,367	25,688
(ii)	Lockup and Equipment	0	0	0
(iii)	Pumping Stations	6	0	6
		<b>11,327</b>	<b>14,367</b>	<b>25,694</b>
<b>Current Assets:</b>				
27(i)	Bank Account	201,861	-168,981	32,880
27(ii)	Short-Term Investments	310,479	352,907	663,386
28(i)	Trade Debtors and Ratepayers Due	30,716	135,340	166,055
29	Vat Due from HMRC	10,522	7,827	18,349
5	Work In Progress (WEG Pennywort)	0	49,033	49,033
		<b>553,578</b>	<b>376,126</b>	<b>929,704</b>
<b>Current Liabilities:</b>				
30	Trade Creditors	100,884	-36,482	64,402
31	Accruals	69,867	17,959	87,826
28(ii)	Provision for Doubtful Debts	0	15,612	15,612
	Rates Received In Advance (2020/21)	0	1,343	1,343
		<b>170,751</b>	<b>-1,568</b>	<b>169,183</b>
	<b>Net Current Assets</b>	<b>382,827</b>	<b>377,694</b>	<b>760,521</b>
	<b>Net Assets</b>	<b>£394,154</b>	<b>£392,061</b>	<b>£786,215</b>
<b>Financed by:</b>				
32	Grant Reserve	0	0	0
33	General Reserves	74,390	8,454	82,845
34	Development Reserve	319,758	383,607	703,365
35	Revaluation Reserve	6	0	6
		<b>£394,154</b>	<b>£392,061</b>	<b>£786,215</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

**From:** 01 April 2019  
**To:** 31 March 2020

**Period To:** 12  
**Year Ending:** 31 March 2020

**Note** **Notes to the Accounts**

**Income**

- 1 Drainage Rate Demands for 2019/20 were issued by the Board on 1 April 2019. The Board has received approx 98% of the drainage rates levied, with a diminishing number of legacy queries regarding land ownership and land occupancy still to resolve.
- 2 Special Levies for 2019/20 were issued by the Board on 1 April 2019. These have been paid in full.
- 3 Surface Water Development Contributions invoiced during the year:

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>Status</u>	<u>Case Reference</u>
HA0001	0	3,641	PAID 17.04.2019	19_01542_C
LE0001	0	9,075	PAID 13.06.2019	19_01659_C
WI0001	19,784	0	PAID 04.09.2019	19_01475_C
BDW001	54,584	0	PAID 17.09.2019	19_01470_C
STL0001	8,394	0	PAID 30.08.2019	19_01524_C
MSO001	66,981	0	DUE 15.10.2019	19_01258_C
CRO001	9,574	0	DUE 26.11.2019	19_01700_C
BAR001	70,305	0	PAID 06.01.2020	19_01641_C
SEA001	55,037	0	PAID 19.12.2019	18_00903_C
BOV001	37,728	0	PAID 04.12.2019	19_01751_C
HER001	7,547	0	PAID 25.03.2020	19_01660_C
CON001	28,193	0	PAID 28.01.2020	19_01481_C
BOV001	0	48,824	PAID 02.03.2020	19_02028_C
TAY001	73,399	0	DUE 27.04.2020	19_02064_C
	<b>431,526</b>	<b>61,539</b>		

- 4 The Board has issued its highland water contributions claim from the EA for the year 2019/20. 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. Not all of the claim has been received (please see note 17).
- 5 The Board has received no Grant Funding during 2019/20. The Board has funding approved by Natural England for two Water Environmental Grant (WEG) projects which began in the later part of this year. The first WEG claim for Pennywort has been submitted and approved, and was paid in April 2020. The costs of which have been shown in Work in Progress as at 31 March 2020.
- 6 The Board has issued 16 consent fees so far in 2019/20, in accordance with powers afforded by s23 of the Land Drainage Act 1991. These have been paid in full.
- 7 Bank and Investment Interest arises from temporary cash surpluses being invested on the short-term money market, in accordance with the Board's Investment Policy. This income has been apportioned to each of the Rating Sub Districts based on each District's proportion of the closing balances brought forward, as at 31 March 2019. (Pevensy 90% = £354,610 and Cuckmere 10% = £39,538).
- 8 We have received a small reimbursement from the National Grid for the period June 2019. Other Income also includes court summons fees issued for those ratepayers who had not paid their drainage rates by 31 March 2020.
- 9 Income from Rechargeable Works comes from work we have done for the Environment Agency and the costs attributed to this are also split out separately.

**Directly Allocated Expenditure**

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

**Apportioned Expenditure**

Non directly allocated expenditure has been apportioned between the Pevensy and Cuckmere Rating Sub Districts according to an assessment of the time

**From:** 01 April 2019  
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**Period To:** 12  
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**Note Notes to the Accounts**

spent working in each area, as budgeted: 90% for Pevensy and 10% for Cuckmere. Other Technical Support Staff Costs have been apportioned to each Sub District according to the amount of Surface Water Development Contributions received from development within each Sub District and watershed catchment.

- 13 These costs relate to the employment costs of the Board's Operations Manager and Water Level Management Operative, which includes all Health & Safety PPE, fuel and maintenance costs for two 4 x 4 vehicles. These vehicles are owned by the Board. The purchase of the second vehicle for our Operative was delayed due to a specification change which halted manufacturing. Therefore costs for the hire vehicle from April -October are included within these costs, and were not originally budgeted for.
- 14 These costs relate to the time the WMA Engineer, Flood and Water Manager and Environmental Manager have spent working for the Board. An additional £5k of extra costs were incurred due to the extra time the Project Engineer and Environmental Manager spent with regard to submitting applications to the EA and NE to carryout de-shingling work at Cuckmere Haven.
- 15 This relates to the gross cost of employing a full time Flood and Water Officer and net Consultancy Costs from the Ardent Consultancy to cover a period of maternity leave. This period of maternity leave ended on 31 July 2019.
- 16 These costs relate to the time the WMA Chief Executive, Finance & Rating Manager, Rating Officer and the ICT/Data Manager have spent working for the Board.
- 17 The Environment Agency did not submit the Board's highland water claim for 2019/20 on time to get the full amount paid. The Board's claim had increased by approx. £15k from 2018/19 to 2019/20 and, as a result of the claim not being submitted on time, the Board only received £75k, which was the same as its claim for 2018/19. We are still hoping to receive the full highland water claim for 2019/20, but thought it prudent to include the shortfall as a provision for bad debts, should this not happen.
- 18 The occupier of the land through which the meanders pass at Cuckmere Haven was refunded his drainage rates for 2019/20, due to the significant flooding and tidal inundation he experienced in December 2019. This land may ultimately have to be de-rated due to the Board being unable to fulfil its statutory function in this part of its district.
- 19 Audit Fees for 2019/20 have been accrued for the full 12 Months.
- 20 The Operations Manager's 4 x 4 vehicle and trailer is being depreciated by £4,850 and £745.75 per year respectively. The Storage Container and all small tools and equipment are shown in the Fixed Assets Register and have been fully depreciated.
- 21 The insurance costs relate to the general insurance costs such as Employer's and Public Liability Insurance. Pumping Station insurance is shown within repairs and maintenance, and included within the maintenance breakdown sheet.
- 22 These costs relate to overnight accommodation charges for WMA staff, for hiring meeting rooms and for providing refreshments at Board meetings, site visits and inspections.
- 23 These costs relate to the printing and posting of Board meeting papers and Drainage Rate Demands.
- 24 These costs relate to the public notices that need to be advertised in the local press. No costs were incurred during 2019/20.
- 25 These costs include the Board's subscription for membership of the Association of Drainage Authorities (ADA), members expenses and licence fees payable to the Information Commissioner's Office for Data Protection and to the WMA for the use of the DRS Online software.

**Balance Sheet**

26 Fixed Assets	<u>Vehicles and Trailers</u>	<u>Lockup and Equipment</u>	<u>Pumping Stations</u>	<u>Total</u>
<b>Cost</b>				
Opening Balance as at 1-4-2019	22,383	4,598	6	26,987
(+) Additions	21,778	3,987	0	25,765
(+) Revaluations	0	0	0	0
(-) Disposals	0	0	0	0
Closing Balance as at 31-3-2020	<b>44,161</b>	<b>8,585</b>	<b>6</b>	<b>52,751</b>
<b>Depreciation</b>				
Opening Balance as at 1-4-2019	11,062	4,598	0	15,660
(+) Depreciation Charge	7,411	3,987	0	11,397
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance as at 31-3-2020	<b>18,473</b>	<b>8,585</b>	<b>0</b>	<b>27,058</b>

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**Note Notes to the Accounts**

**Net Book Value**

Net Book Value as at 31-3-2019	11,321	0	6	11,327
Net Book Value as at 31-3-2020	25,688	0	6	25,694

- (i) The trailer is being depreciated over 4 years: straight line on cost and 12 months of depreciation has been charged to the accounts. The Operations Manager's vehicle has 12 months of depreciation in the reporting period to 31.03.20.
- (ii) The Board has purchased a storage container which is located at the EAs Pevensey Depot. This lockup facility secures all of the Board's equipment used by the Operations Manager. This has been fully depreciated in the accounting period April 2017-March 2018.
- (iii) The Board owns 6 pumping stations, and these have been revalued in the manner set out in the Practitioners Guide 2020. These assets were received from the EA at zero cost, and have been included in the Fixed Assets Register with a nominal one pound (£1) value, as a proxy for the zero cost.

**27(i) Bank Account**

The Board's Bank Account is reconciled as follows:

	<u>2018/19</u>	<u>Movement</u>	<u>2019/20</u>
Opening Balance as at 1-4-2019 b/fwd	26,045	175,816	201,861
(+) Receipts	841,193	83,516	924,709
(-) Payments	-665,377	-428,313	-1,093,690
Closing Balance as at 31-3-2020 c/fwd	<u>201,861</u>	<u>-168,981</u>	<u>32,880</u>
Balance on Bank Statement as at 31-3-2020	201,861	-168,981	32,880
Less: Unpresented Payments	0	0	0
Add: Unpresented Receipts	0	0	0
Closing Balance as at 31-3-2020 c/fwd	<u>201,861</u>	<u>-168,981</u>	<u>32,880</u>

**27(ii) Short Term Investments**

32 Day Deposit Account - Lloyds plc

	<u>2018/19</u>	<u>Movement</u>	<u>2019/20</u>
	<u>310,479</u>	<u>352,907</u>	<u>663,386</u>

The Short Term Investments attracted the BoE base rate of interest throughout 2019/20, which was 0.75%. However, due to COVID-19 the BoE base rate was reduced on 10th March 2020 to 0.10%. This change was effective on our investments from 20th March 2020, and is the current interest rate applicable at the end of the Financial Year.

**28 Trade Debtors and Ratepayers Due**

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>2019/20</u>
Trade Debtors	149,954	0	149,954
HWC 2019/20	15,259	353	15,612
	<u>165,213</u>	<u>353</u>	<u>165,566</u>

Aged Debtor Profile is currently as follows:

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>No of Debtors</u>
<b>Debt period</b>			
<=30 days	149,954	0	3
>30 days and <=60 days	0	0	-
>60 days and <=90 days	0	0	-
>90 days	0	0	-
	<u>149,954</u>	<u>0</u>	<u>3</u>

Drainage Rates (less Worldpay amounts, in abeyance)

	333	156	489
	<u>333</u>	<u>156</u>	<u>489</u>

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
	<u>0</u>	<u>0</u>	<u>0</u>
	<b>£165,546</b>	<b>£509</b>	<b>£166,055</b>

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**Note Notes to the Accounts**

28(ii) <b>Provision for Doubtful Debts</b>			
HWC 2019/20 (see also Note 17)	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2019/20</u>
	£15,259	£353	£15,612
	<b>£15,259</b>	<b>£353</b>	<b>£15,612</b>

**29 Vat Due from HMRC**

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

**30 Trade Creditors**

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

	<u>2018/19</u>	<u>Movement</u>	<u>2019/20</u>
WMA	8,514	-5,294	3,220
Norfolk Rivers IDB	0	45	45
Broads IDB	0	231	231
ESCC	0	5,000	5,000
AMH Contractor	39,454	-12,612	26,842
Williams M&E Ltd	32,756	-25,426	7,330
Ardent Consulting Engineers	15,695	-15,695	0
Xylem	0	2,182	2,182
Vodafone	52	28	80
Lloyds Plc	8	7	15
British Gas Business	3,367	3,827	7,193
Jacobs UK Ltd	0	11,500	11,500
Screwfix	38	252	290
Skyguard	0	144	144
Southern Farmers	629	-491	138
Allstar Business Solutions	373	-181	192
	<b>100,884</b>	<b>-36,481</b>	<b>64,402</b>

**31 Accruals**

	<u>2018/19</u>	<u>Movement</u>	<u>2019/20</u>
Audit Fees	1,700	-100	1,600
Biodiversity Costs	2,000	1,000	3,000
EA Precept Charge for 2018/19	70,000	0	70,000
NE Telemetry Survey	0	10,559	10,559
Pumping Station Insurances	2,667	0	2,667
Income receivable from ESCC	-6,500	6,500	0
	<b>69,867</b>	<b>17,959</b>	<b>87,826</b>

**32 Grant Reserve**

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2019/20</u>
Opening Balance, as at 1-4-2019 b/fwd	0	0	0
(+) Grants Received	0	0	0
(-) Grants Applied to Income & Expenditure Account	0	0	0
Closing Balance, as at 31-3-2020 c/fwd	<b>0</b>	<b>0</b>	<b>0</b>

**33 General Reserve**

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2019/20</u>
Opening Balance, as at 1-4-2019 b/fwd	57,312	17,079	74,390
(+) Net Surplus/(Deficit) for the Period	350,493	41,568	392,061
* (-) Transferred to Earmarked Development Reserve	-335,729	-47,878	-383,607
Closing Balance, as at 31-3-2020 c/fwd	<b>72,076</b>	<b>10,769</b>	<b>82,845</b>
* Surface Water Development Contributions Invoiced during the year	431,526	61,539	493,065
(-) Collection Costs:			
Gross cost of employing Sustainable Development Officer	59,460	8,479	67,939

**From: 01 April 2019**  
**To: 31 March 2020**

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**Note Notes to the Accounts**

WMA Sustainable Development Manager (Maternity Cover)	5,267	751	6,018
East Sussex County Council (ESCC) Hosting Costs	4,376	624	5,000
Stage 1 Hydro-Modelling	10,065	1,435	11,500
Net consultancy costs to cover maternity leave	16,629	2,371	19,001
	<u>95,797</u>	<u>13,661</u>	<u>109,458</u>
* (=) Transferred to Earmarked Development Reserve	<b>335,729</b>	<b>47,878</b>	<b>383,607</b>

**34 Development Reserve**

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2019/20</u>
Opening Balance, as at 1-4-2019 b/fwd	297,298	22,460	319,758
* Transferred from General Reserve, as detailed in Note 31 above	335,729	47,878	383,607
Closing Balance, as at 31-3-2020 c/fwd	<b>633,027</b>	<b>70,338</b>	<b>703,365</b>

**35 Revaluation Reserve**

	<u>2018/19</u>	<u>Movement</u>	<u>2019/20</u>
Star Inn Pumping Station	1	0	1
Barnhorn Pumping Station	1	0	1
Drockmill Pumping Station	1	0	1
Horsebridge Pumping Station	1	0	1
Rickney Pumping Station	1	0	1
Manxey Pumping Station	1	0	1
	<u>6</u>	<u>0</u>	<u>6</u>

**Related Party Transactions**

- 36 The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported by Byzantine Ltd at an annual cost to the Board of £873.09. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

**MAINTENANCE WORK FOR 2019/20**

MAINTENANCE EXPENDITURE	PEVENSEY .....				CUCKMERE .....				TOTAL .....			
	ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20	VARIANCE 2019/20	ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20	VARIANCE 2019/20	ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20	VARIANCE 2019/20
<u>Pumping Stations:</u>												
MEICA planned servicing	5,705	5,705	5,705	0	0	0	0	0	5,705	5,705	5,705	0
MEICA additional work needed in year	7,677	6,000	4,819	1,181	0	0	0	0	7,677	6,000	4,819	1,181
Electricity charges	39,605	36,000	46,223	-10,223	0	0	0	0	39,605	36,000	46,223	-10,223
Breakdown Insurances	2,667	2,667	3,073	-406	0	0	0	0	2,667	2,667	3,073	-406
Risk contingency	0	2,519	0	2,519	0	0	0	0	0	2,519	0	2,519
	55,654	52,891	59,820	-6,929	0	0	0	0	55,654	52,891	59,820	-6,929
<u>Watercourses:</u>												
Desilting and Weed cutting	90,632	92,014	95,232	-3,218	7,306	6,926	7,168	-242	97,938	98,940	102,400	-3,460
Telemetry	2,240	2,700	3,385	-685	0	0	0	0	2,240	2,700	3,385	-685
Machine Moves	2,760	1,836	1,200	636	0	0	0	0	2,760	1,836	1,200	636
Spraying	0	5,000	0	5,000	0	0	0	0	0	5,000	0	5,000
Biodiversity Action Plan	2,788	4,000	3,482	518	0	0	0	0	2,788	4,000	3,482	518
Hand work	0	5,000	0	5,000	0	0	0	0	0	5,000	0	5,000
Water Level Control Structure Maintenance	7,012	4,550	10,945	-6,395	858	450	1,082	-632	7,870	5,000	12,027	-7,027
Risk contingency	0	5,695	0	5,695	0	429	0	429	0	6,124	0	6,124
	105,432	120,795	114,244	6,551	8,164	7,805	8,250	-445	113,596	128,600	122,494	6,106
<u>Emergency reponse contingency (external assistance):</u>												
5 EA operatives for 5 days @ £26/hour	0	4,836	0	4,836	0	364	0	364	0	5,200	0	5,200
	161,086	178,522	174,063	4,459	8,164	8,169	8,250	-81	169,250	186,691	182,314	4,377





**From: 01 April 2019**  
**To: 31 March 2020**

**Period To: 12**  
**Year Ending: 31 March 2020**

<b>BOX NO.</b>	<b>ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2020</b>	<b>ACTUAL 2018/19 RESTATED £</b>	<b>ACTUAL 2019/20 £</b>
<b>1</b>	<b>Balances brought forward</b>		
	Grant Reserve	9,995	0
	General Reserve	37,327	74,390
	Development Reserve	51,068	319,758
	Revaluation Reserve	6	6
	<b>As per Statement of Accounts</b>	<b>98,396</b>	<b>394,154</b>
	<b>(-) Fixed Assets, Long Term Liabilities and Loans</b>		
	Net Book Value of Tangible Fixed Assets	16,922	11,327
		<b>16,922</b>	<b>11,327</b>
	<b>(=) Adjusted Balances brought forward</b>	<b>81,474</b>	<b>382,827</b>
<b>2</b>	<b>(+) Rates and Special Levies</b>		
	Drainage Rates	24,255	28,370
	Special Levies	290,317	299,870
	<b>As per Statement of Accounts</b>	<b>314,572</b>	<b>328,240</b>
<b>3</b>	<b>(+) All Other Income</b>		
	Net Cash Transfer from the Environment Agency	0	0
	Surface Water Development Contributions	326,686	493,065
	Highland Water Contributions from the Environment Agency	75,895	91,507
	Bank and Investment Interest	416	2,928
	Grants Applied	9,995	0
	Other Income	96,338	34,815
	Consent Fees	800	1,600
	<b>As per Statement of Accounts</b>	<b>510,130</b>	<b>623,915</b>
	<b>(+) Income from Sale of Fixed Assets (above profit/(loss))</b>		
	Capital Cost of disposals	0	0
	Less: Accumulated depreciation written out	0	0
		<b>0</b>	<b>0</b>
	<b>(+) Grants Applied to Grants Received Conversion</b>		
	(-) Grants Applied	-9,995	0
	(+) Grants Received	0	0
		<b>-9,995</b>	<b>0</b>
	<b>(=) Adjusted Other Income</b>	<b>500,135</b>	<b>623,915</b>



**From: 01 April 2019**  
**To: 31 March 2020**

**Period To: 12**  
**Year Ending: 31 March 2020**

<b>BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2020</b>	<b>ACTUAL 2018/19 RESTATED £</b>	<b>ACTUAL 2019/20 £</b>
<b>4 (-) Staff Costs</b>		
Operations Delivery Staff Costs	44,467	77,988
WMA Technical Support Staff Costs	0	0
Other Technical Support Staff Costs	35,486	61,643
WMA Administration Staff Costs	0	0
	<b>79,953</b>	<b>139,631</b>
<b>5 (-) Loan Interest/Capital Repayments</b>		
Loan Interest	0	0
Capital Repayments	0	0
<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>
<b>6 (-) All Other Expenditure</b>		
New Works and Improvement Works	0	0
Environment Agency Precept	70,000	40,000
Maintenance Works	169,250	182,314
WMA Technical Support Costs	37,192	38,274
WMA Admin Costs	38,328	21,745
Other Operational Staff Costs	6,445	16,488
Other Technical Support Costs	22,511	47,815
Cost of Rechargeable Works	66,423	34,438
Grant Work	9,995	0
Drainage Rate Write Off	0	901
Provision for Doubtful Debts	0	15,612
Audit Fees	1,200	1,900
Depreciation	6,012	11,397
General Insurances	1,864	1,705
Accommodation and Meeting Room Hire	3,545	2,907
Postages and Stationery	404	740
Advertising and Public Notices	0	0
ADA Subscriptions and Other Expenses	5,830	4,226
<b>As per Statement of Accounts</b>	<b>438,998</b>	<b>420,462</b>
<b>(-) Depreciation Charged (Non Cash)</b>		
Vehicles and Trailers	5,596	7,411
Lockup and Equipment	416	3,987
Pumping Stations	0	0
	<b>6,012</b>	<b>11,397</b>

**(+) Capitalised Additions**



**From: 01 April 2019**  
**To: 31 March 2020**

**Period To: 12**  
**Year Ending: 31 March 2020**

<b>BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2020</b>	<b>ACTUAL 2018/19 RESTATED £</b>	<b>ACTUAL 2019/20 £</b>
Vehicles and Trailers	0	21,778
Lockup and Equipment	416	3,987
Pumping Stations	0	0
	<b>416</b>	<b>25,765</b>
<b>(=) Adjusted Other Expenditure</b>	<b>433,402</b>	<b>434,829</b>
<b>7 (=) Balances carried forward</b>		
Grant Reserve	0	0
General Reserve	74,390	82,845
Development Reserve	319,758	703,365
Revaluation Reserve	6	6
<b>As per Statement of Accounts</b>	<b>394,154</b>	<b>786,215</b>
<b>(-) Fixed Assets, Long Term Liabilities and Loans</b>		
Net Book Value of Tangible Fixed Assets	11,327	25,694
	<b>11,327</b>	<b>25,694</b>
<b>(=) Adjusted Balances carried forward</b>	<b>382,827</b>	<b>760,522</b>
<b>8 Total Cash and Short Term Investments</b>		
Bank Account	201,861	32,880
Short-Term Investments	310,479	663,386
<b>As per Statement of Accounts</b>	<b>512,340</b>	<b>696,266</b>
<b>9 Total Fixed Assets and Long Term Assets</b>		
Vehicles and Trailers (valued at Purchase Cost)	22,383	44,161
Lockup and Equipment (valued at Purchase Cost)	4,598	8,585
Pumping Stations (Revalued)	6	6
<b>As per Statement of Accounts</b>	<b>26,987</b>	<b>52,751</b>
<b>10 Total Borrowings</b>		
Loans Due (<= 1 Year)	0	0
Loans Due (> 1 Year)	0	0
<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>



**From: 01 April 2019**  
**To: 31 March 2020**

**Period To: 12**  
**Year Ending: 31 March 2020**

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2020	ACTUAL 2018/19 RESTATED £	ACTUAL 2019/20 £
--	---------------------------------	------------------------

7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2018/19 RESTATED £	ACTUAL 2019/20 £
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<b>7</b>	<b>Balances carried forward (adjusted)</b>	<b>382,827</b>	<b>760,522</b>
	<b>(-) Deduct: Debtors and Prepayments</b>		
	Trade Debtors and Ratepayers Due	30,716	166,056
	Vat Due from HMRC	10,522	18,349
	Work in Progress	0	49,033
		<b>41,238</b>	<b>233,438</b>
	<b>(+) Add: Creditors and Payments Received in Advance</b>		
	Trade Creditors	100,884	64,402
	Accruals	69,867	87,826
	Provision for Doubtful Debts	0	15,612
	Rates Received in Advance	0	1,343
		<b>170,751</b>	<b>169,183</b>
	<b>(=) Box 8</b>	<b>512,340</b>	<b>696,266</b>
<b>8</b>	<b>(=) Total Cash and Short Term Investments</b>		
	Bank Account	201,861	32,880
	Short-Term Investments	310,479	663,386
		<b>512,340</b>	<b>696,266</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

10 JUNE 2020

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

# Annual Governance and Accountability Return 2019/20 Part 3

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

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

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

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

## Publication Requirements

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

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

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

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

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

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- 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 (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

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 <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
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 published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2019/20

## 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 2020.

The internal audit for 2019/20 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Name of person who carried out the internal audit

12/03/20

08/04/20

17/04/20

Katherine Woodward

Signature of person who carried out the internal audit

*K Woodward*

Date

17/04/2020

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

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

## Section 1 – Annual Governance Statement 2019/20

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 2020, 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 took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<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, as a body corporate, 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 and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

and recorded as minute reference:

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

Chairman

Clerk

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

WWW.WLMA.ORG.UK/PEVENSEY-CUCKMERE/HOME/



## Section 2 – Accounting Statements 2019/20 for

### PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	81,474	382,827	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	314,572	328,240	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	500,136	623,915	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	79,953	139,631	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
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	433,402	434,829	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	382,827	760,522	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	512,340	696,266	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	26,987	52,751	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*P. Cananale*

Date

30/04/2020

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

as recorded in minute reference:

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

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of PEVENSEY AND CUCKMERE 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 2020; 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 2019/20

(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 2019/20

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 2020.

\*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 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://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)
	<p>(1b) Reduction in, or insufficient finance, grant and income</p> <p>(1c) If EA ceases to pay highland water contributions to IDBs</p>	<p>Reduction in FCERM service the Board is able to provide</p> <p>Unable to replace assets as scheduled in asset management plan</p>	2	3	High 6 ↓	<p>Explore alternative funding streams including partnership working with other RMAs and access to local levy funding:</p> <ol style="list-style-type: none"> <li>1) Partnership working with ESCC on planning matters</li> <li>2) Precept works programme with EA to benefit the Board's infrastructure.</li> <li>3) Sharing access to technical support staff through the WMA Consortium.</li> </ol> <p>2 of the 3 WEG bids for funding approved in 2019/20.</p> <p>Review asset management plan provided by EA.</p> <p>Lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). Defra does support the Environment Bill, which, if enacted could facilitate these aims. The Board has responded to Defra's consultation on 'Improving Management of</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)
						Water in the Environment' which included support for the new charging methodology to enable the extension or creation of new IDD/ IDBs.
	(1d) EA's operation of the water control structures has an adverse impact on water levels in the IDD	Impacts on the IDB's ability to carry out its statutory function	2	3	High 6 ↓	Liaison between WLMB and EA officers has resulted in the EA permitting WLMB to operate on its behalf, the EA water control structures that affect the IDD. A protocol for this has been produced by EA/WLMB officers and the Schedule 3 to the PSCA is now with the EA for signing.
	(1e) No confirmation from EA of the prescriptive rights of access to each of the Board's pumping stations or rights to bring in services across privately owned land.	Potential to reduce ability to fulfil statutory function	2	3	High 6 →	Land Drainage Act 1991 gives IDBs powers of entry for access to undertake required works.  EA has provided copies of paperwork concerning ownership and rights of access, which WLMB officers will review.
	(1f) EA no longer undertakes de-shingling works in the Cuckmere Estuary	IDB is unable to fulfil its statutory function in the Cuckmere River Sub District during periods of high rainfall	3	3	High 9 ↑	A plan is in place to ensure all options will have been explored by January 2021 and if the Board remains unable to fulfil its statutory function in the Cuckmere sub district, it will consider de-

**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)
		on a saturated catchment and constituent ratepayers push for an Exemption from Rating order, as a result.				rating this part of its district.
	(1g) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments	IDB could incur penalties/fines	2	3	High 6 →	<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>Standard Maintenance Operations (SMO) document that is WFD compliant has been approved by the Board on October 2018.</p> <p>Regular SMO update training for employees.</p> <p>Ensure affected landowners are aware of agreed water levels and operate the Pevensey WLMP.</p>
	(1h) Landowners and or developers undertake non-consented works on watercourses	Potential to adversely affect the capability of the IDB to effectively manage the discharge of	2	3	High 6 ↓	Promote the work of the IDB within the local community to create understanding of how the IDB system manages flood risk and facilitates land use.

**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)
	in the IDD	water through its system				<p>Use of the Board's Byelaws for consenting or refusing works affecting the Board's infrastructure.</p> <p>Work closely with LLFA and LPAs to provide a joined up consenting/advice service.</p>
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	<p>(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(3b) Potential for developers to hand over management of SUDs to private management companies, who may fail in their responsibility to maintain them in the long term</p> <p>(3c) Increase in the volume of planned housing in the district</p>	<p>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p> <p>FTE planning resource may become unsustainable</p>	2	3	High 6 ↓	<p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings.</p> <p>Partnership working with LLFA on planning applications affecting the IDD.</p> <p>Getting involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues.</p> <p>Officers' comments on planning applications are available on Local Authority websites.</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity.</p> <p>Introduction of a SUDs adoption and charging policy,</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)
	(3d) Insufficient surface water development contributions collected to cover employment cost of one FTE planning resource					<p>approved by the Board on 31 January 2017.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 WMA review. New rates and banding have been introduced with effect from 1 November 2018, which will support the SWDC income stream to recover IDB costs which arise as a result of development.</p>

## Risk Assessment Matrix (From the Risk Management Strategy and 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
	<b>Impact</b>		

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.

#### LIKELIHOOD

- Highly likely: very likely to happen
- Possible: likely to happen infrequently
- Unlikely: unlikely to happen.



**Distributed to:**

**Pevensey & Cuckmere WLMB Members**

Richard Brown  
Helen Burton  
Bill Gower (Chairman)  
Gill Hesselgrave  
Martin Hole  
Michael Lunn  
Robert Miles  
Jim Murray  
David Robinson  
Pat Rodohan  
Alan Shuttleworth  
Robert Smart  
Barry Taylor  
Richard Thomas  
Chris Wadman (Vice-Chairman)  
David White  
Monty Worssam

**Key Partners & Supporting Officers**

Catherine Beaumont (Rother DC)  
Nick Claxton (E.Sussex CC - LLFA)  
Matthew Hitchen (replacing Tondra Thom, Lewes-Eastbourne)  
Cath Jackson (NE)  
Graham Kean (Wealden DC)  
Peter Padget (Eastbourne BC)

James Humphreys (EA)  
Russell Long (EA)  
Paul Levitt (EA)

**WMA & WLMB Officers**

Cathryn Brady (WMA)  
Phil Camamile (WMA)  
Richard Dann (Operations Manager, WLMB)  
Revai Kinsella (Flood and Water Officer, WLMB)  
Caroline Laburn (WMA)  
Matthew Philpot (WMA)

Pevensey & Cuckmere WLMB  
Meeting 16 June 2020