

**A MEETING OF THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD WAS HELD AT THE SAFFRONS SPORTS CENTRE, COMPTON PLACE ROAD, EASTBOURNE, BN21 1EA ON WEDNESDAY, 17 JANUARY 2018 AT 10.00 AM.**

**Elected Members**

**Pevensey District**

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

**Cuckmere District**

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

**Combe Haven District**

Monty Worssam

**Appointed Members**

**Eastbourne BC**

- \* Janet Coles
- Tony Freebody
- \* Margaret Robinson
- \* Pat Rodohan
- \* Robert Smart
- \* Colin Swansborough

**Hastings BC/Rother DC**

- \* Robin Patten

**Wealden DC**

- \* Douglas Murray
- \* David White

- \* Present (82%)

**Officers**

**Local Authority**

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

**Environment Agency**

- \* Luke Ball (Operations)
- \* Russell Long (Asset Performance Team Leader)
- Dave Robinson (Operations Manager)
- \* Nick Claxton, East Sussex CC

**Water Management Alliance**

- \* Phil Camamile (Chief Executive)
- \* Mary Creasy (PA to Chief Executive)
- \* Richard Dann (Ops Manager)
- \* Caroline Laburn (Technical & Environmental Officer)
- \* Matthew Philpot (Project Engineer)

**Water Management Alliance cont/-**

- \* Graham Brown (Flood and Water Manager)

**Natural England**

- \* Cath Jackson
- \* Officers In Attendance

Mr W Gower in the Chair

ID	Pevensey and Cuckmere WLMB, Minute	Action
<b>01/18</b>	<b>APOLOGIES</b>	
<b>01/18/01</b>	Apologies for absence were received on behalf of Messrs T Freebody, R Miles and M Worssam.	
<b>02/18</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>02/18/01</b>	Declarations of interest remained outstanding for Mr T Freebody and Ms M Robinson, (Eastbourne BC appointed members). RESOLVED that this be noted.	
<b>03/18</b>	<b>MINUTES OF THE LAST BOARD MEETING</b>	
<b>03/18/01</b>	The minutes of the Pevensey and Cuckmere WLMB meeting held on 31 October 2017, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:	
<b>03/18/02</b>	<p><b>Milton Lock (49/17/06 – 07 - 08)</b></p> <p>Following the incident on 9 October 2017 and the Board's resolution on 31 October 2017 to report the Board's concerns to senior EA officers, the Chief Executive had spoken frankly with EA Operations Manager Dave Robinson and both had concluded the incident was the culmination of a number of actions, which as always, benefitted some but caused problems for others. The incident had been a learning curve for both Pevensey and Cuckmere WLMB and EA officers and had emphasised the need for communication between the two. The EA had now employed a sluice-keeper and both he and the Board's Operations Manager were liaising closely to manage the water levels. It was therefore considered that no further action was required at this time. RESOLVED that this be noted.</p>	
<b>04/18</b>	<b>CHAIRMAN'S COMMITTEE MEETING</b>	
<b>04/18/01</b>	Members considered the recommendations arising from the Chairman's Committee meeting of 4 January 2018. Arising therefrom:	
<b>04/18/02</b>	<p>Members considered the proposal and detailed business case (a copy of which is filed in the Report Book), for the Board to employ one FTE Planning/Enforcement Officer to be based at East Sussex County Council (the Lead Local Flood Authority, LLFA) offices in Lewes to facilitate integrated working between the IDB and the LLFA on all planning/enforcement matters affecting the Board's water level management district and infrastructure, as well as those within Local Authority areas falling outside the Board's district. The post holder would be line managed jointly by the WMA Flood and Water Manager and the LLFA line manager. Given the LLFA's statutory consultee status in the planning process, and the IDB's enforcement powers under the Land Drainage Act, it was agreed this would ensure that approvals were made for <u>sustainable</u> development, with appropriate arrangements put in place, and developer contributions made where applicable, for accommodating</p>	

ID	Pevensey and Cuckmere WLMB, Minute	Action
	<p>additional surface water and for adequate maintenance of sustainable urban drainage systems (SUDS) and IDB drainage infrastructure taking the additional surface water.</p> <p><b>04/18/03</b> Members all agreed that in view of the high volume of development anticipated in and around the water level management district the employment of a dedicated Planning /Enforcement Officer locally would be a huge benefit.</p> <p><b>04/18/04</b> It was proposed by Mr R Smart, seconded by Mr D Robinson and unanimously agreed to approve the Chairman's Committee recommendation to employ one FTE Planning /Enforcement Officer as soon as possible. RESOLVED that this be noted.</p> <p><b>04/18/05</b> It was agreed that the Planning/Enforcement Officer would audit planning applications already in the system to determine the Board's ability to intervene in the consenting process in cases where applications may impact on its drainage infrastructure / flood risk in addition to looking at new applications. RESOLVED that this be noted.</p> <p><b>05/18 ESTIMATES 2018/19</b></p> <p><b>05/18/01</b> The Estimates for 2018/19 were considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p> <p><b>05/18/02</b> The Chief Executive explained that both he and the Engineer had now identified those WLMB watercourses that carried surface water from outside the district into the district (highland carriers), which informed the calculation for the amount of highland water contribution that should be payable by the EA to the WLMB, and this was reflected in the Estimates for 2018/19. The methodology had been discussed and agreed with EA officers prior to the meeting.</p> <p><b>05/18/03</b> There was some discussion on the precept charge for 2018/19, payable from the WLMB to the EA for works on main-river and coastal defences that would benefit the WLMB's infrastructure. The Chief Executive explained that the WLMB and EA officers were liaising closely as to who was best placed to undertake these works. There was a possibility that if the WLMB were to do some of the work rather than the EA, then the Board would be paid for doing so under the current Public Sector Cooperation Agreement which was already in place.</p> <p><b>05/18/04</b> Mr P Rodohan recorded that in view of Local Authorities having to operate with continually reducing Government funding, he would expect the WLMB to consult with all its Billing Authorities in the consideration of any future increase in the special levy to ensure those Authorities could actually meet the payment. The Chief Executive concurred with this approach, recording that he had tried to speak with the Finance Officer at Eastbourne BC to discuss the 2018/19 special levy this year.</p> <p><b>05/18/05</b> At this point Mr R Smart recorded his objection to the Estimates 2018/19 as proposed on the basis that he felt the resolution made earlier in the</p>	<p></p> <p><b>PJC</b></p>

ID	Pevensey and Cuckmere WLMB, Minute	Action
	<p>meeting to employ one FTE planning resource provided the Board with the potential to receive a significant increase in funds via development contributions. Discussion ensued on the balance required in order to achieve surface water development contributions to take direct discharge of a development surface water rather than developers choosing to attenuate on site with unconfirmed future maintenance. All agreed the importance of the Board providing contingency planning for capital works in the future and the ring fencing of surface water development contributions to support the maintenance of these assets. RESOLVED that this be noted.</p> <p><b>05/18/06 Maintenance Works 2018/19</b></p> <p>The Maintenance Works Estimate for 2018/19 comprising £155,426 for the Pevensey sub district and £8,165 for the Cuckmere sub district was considered in detail and approved.</p> <p><b>05/18/07 Capital Works 2018/19</b></p> <p>None proposed during 2018/19 financial year.</p> <p><b>05/18/08 Administration and Technical Support Services 2018/19</b></p> <p>The Administration and Technical Support charges for 2018/19, were considered in detail and approved for inclusion in the Board's Rate Estimates for 2018/19 as follows, subject to the extension/renewal of the Public Sector Cooperation Agreement with Kings Lynn IDB for the provision of these services:</p> <ul style="list-style-type: none"> <li>• The inclusion in the Rate Estimates 2018/19 for Administration costs of £29,003 for the Pevensey sub district and £3,442 for the Cuckmere sub district.</li> <li>• The inclusion in the Rate Estimates 2018/19 for Technical Support costs of £87,793 for the Pevensey sub district and £2,533 for the Cuckmere sub district.</li> </ul> <p><b>06/18 FINANCIAL YEAR 2018/19 LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES</b></p> <p><b>06/18/01 Annual Values</b></p> <p>It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2017, used for the purposes of raising and apportioning net expenditure from drainage rates and special levies for 2018/19.</p> <p><b>06/18/02 Pevensey Sub District</b></p> <p>It was proposed by Mr C Wadman, seconded by Mr M Hole and unanimously agreed and thereby RESOLVED to approve the net requirement of £293,191 for 2018/19, which equated to a drainage rate</p>	

ID	Pevensey and Cuckmere WLMB, Minute	Action												
	<p>increase of 3.21% at 3.282p in the pound, and 3.21% increase on the special levies due from the constituent billing Authorities:</p> <table><tr><td>Agricultural Drainage Rates</td><td>£11,285</td></tr><tr><td>Eastbourne Borough Council</td><td>£222,302</td></tr><tr><td>Hastings Borough Council</td><td>£11,252</td></tr><tr><td>Rother District Council</td><td>£4,124</td></tr><tr><td>Wealden District Council</td><td><u>£44,228</u></td></tr><tr><td></td><td><b>£293,191</b></td></tr></table>	Agricultural Drainage Rates	£11,285	Eastbourne Borough Council	£222,302	Hastings Borough Council	£11,252	Rother District Council	£4,124	Wealden District Council	<u>£44,228</u>		<b>£293,191</b>	
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	<b>£293,191</b>													
06/18/03	<b>Cuckmere Sub District</b> <p>Members considered the proposal, (a copy of which is filed in the Report Book), for an increase of 70.82% in the drainage rate and special levy for the Cuckmere district, which would enable the Board to deliver a more robust maintenance programme, (as set out in the works programme supporting the Estimates) and would also provide for an increase in the Board's Operations Manager's time spent in the Cuckmere district to facilitate an improvement to the management of the water levels in that district. The increase would also fund an increased technical support and administration service to assess and prepare a maintenance programme for the entire Cuckmere River for the Board to consider taking on under a Public Sector Cooperation Agreement with the EA (as a transitional mechanism before de-maining).</p>													
06/18/04	<b>Cuckmere Sub District</b> <p>It was proposed by Mr R Brown, seconded by Mr D White and unanimously agreed and thereby RESOLVED to approve the net requirement of £18,667 for 2018/19, which equated to a drainage rate increase of 70.82% at 28.253p in the pound, and 70.82% increase on the special levies due from the billing Authorities:</p> <table><tr><td>Agricultural Drainage Rates</td><td>£10,256</td></tr><tr><td>Wealden District Council</td><td><u>£8,411</u></td></tr><tr><td></td><td><b>£18,667</b></td></tr></table>	Agricultural Drainage Rates	£10,256	Wealden District Council	<u>£8,411</u>		<b>£18,667</b>							
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06/18/05	It was agreed and thereby RESOLVED to include a letter setting out the justification for the 70.82% increase with the Cuckmere sub district agricultural ratepayers' rate demands for 2018/19.	PJC												
07/18	<b>OPERATIONS REPORT</b>													
07/18/01	The Operations Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:													
07/18/02	<b>Telemetry</b> <p>The Project Engineer reported that he had received a quote of £35k to install a telemetry system for the Board's pumping stations that would be</p>	MP												

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	<p>independent from the current EA telemetry system which, due to technical issues, Board officers were unable to access. The Engineer was still looking at quotes and liaising with the EA about the possibility of using a reduction in the Board's precept to the EA to help fund this cost. RESOLVED that this be noted.</p> <p><b>07/18/03 EA Precept Work</b></p> <p>Members considered the list of works requested by the Engineer and Operations Manager for the EA to undertake in return for the Board's precept, which would benefit the water level management district, including works to improve the bank level of the Cuckmere River at Alfriston to alleviate overtopping and lowering the offtake at Milton Lock during 2018/19. RESOLVED that this be noted.</p> <p><b>07/18/04 Weedcutting Contract</b></p> <p>The successful routine maintenance weed cutting undertaken in 2017/18 by contractor operator Darren Walker and the positive feedback received from landowners and the Board's officers was noted, together with the Engineer's proposal to offer a three-year service level agreement for routine maintenance works to Mr Walker. It was proposed by Mr C Wadman, seconded by Mr M Holes and unanimously agreed to offer a new contract setting out the required standard of service and qualifying criteria for a three-year service level agreement with Mr Walker to undertake routine maintenance works for the Board. RESOLVED that this be noted.</p> <p><b>07/18/05 Health and Safety</b></p> <p>There were no health and safety issues for report during this reporting period. RESOLVED that this be noted.</p> <p><b>07/18/06 Planning</b></p> <p>The Planning Report, (included within the Operations Report), detailing the planning applications that been commented on by the Engineer was noted. Arising therefrom:</p> <p><b>07/18/07</b> The potential surface water development contribution amounting to £34,835 in respect of the Linden Homes development at Mill Road, Hailsham was noted.</p> <p><b>07/18/08 Tower Ditch</b></p> <p>Members were apprised of the correspondence received from a private resident concerning the need for the Tower Ditch watercourse to be desilted in the area of the Pevensey depot. Following inspection by the Engineer and the Operations Manager, the resident had been advised that Tower Ditch watercourse would be included in the Board's annual cut and clear programme from now on. RESOLVED that this be noted.</p>	<p></p> <p></p> <p><b>MP</b></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p><b>MP/RD</b></p>

ID	Pevensey and Cuckmere WLMB, Minute	Action
<b>08/18</b>	<b>ENVIRONMENTAL REPORT</b>	
<b>08/18/01</b>	The Environmental Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
<b>08/18/02</b>	<b>Biodiversity Action Plan (BAP) (1.1)</b>	
	Members considered the draft BAP, (a copy of which is filed in the Report Book) that had been produced for the Pevensey and Cuckmere WLMB in line with Defra's requirements for all IDBs to have a BAP demonstrating IDB compliance with the Natural Environment and Rural Communities Act (2006) by observing due diligence to habitats and species in the course of its routine maintenance works. Arising therefrom:	
<b>08/18/03</b>	Mr N Claxton recorded that the Lead Local Flood Authority, East Sussex County Council was involved in an ongoing project to prepare guidance for Local Planning Authorities and the BAP would provide a useful link for this.	
<b>08/18/04</b>	It was proposed by Mr R Patten, seconded by Mrs J Coles and unanimously agreed to approve in principle the BAP as presented, for completion by the Environmental Manager. RESOLVED that this be noted.	<b>CL</b>
<b>08/18/05</b>	<b>Standard Maintenance Operations (SMO) (1.2)</b>	
	The Environmental Manager reported that she was developing a Standard Maintenance Operations policy document to establish an environmental standard to which the Board's maintenance activity should be aligned in order to ensure consistently high environmental standards in both designated wildlife sites and Board-maintained watercourses. The first draft would be discussed with Natural England before being presented to the Board for consideration in due course.	<b>CL</b>
<b>09/18</b>	<b>IDB/EA LIAISON</b>	
<b>09/18/01</b>	The Engineer reported that the IDB/EA liaison meetings were now aligned with the EA's catchment meetings, which both he and the Board's Operations Manager attended. This would provide the opportunity to discuss both IDB and EA issues, which should prove to be of benefit to both parties.	
<b>09/18/02</b>	Mr D White raised the ongoing flooding issues at White Bridge, asking if the IDB should consider what benefit may be derived from the use of a mobile pump on a long term basis at Alfriston to alleviate this and it was noted that both IDB and EA officers are looking at options to manage this. Mr D Robinson, EA Operations Manager recorded that the EA are well aware of the problem and although mobile pumps are used here as a temporary measure, the EA does not have sufficient assets to leave mobile pumps in situ in any one place in the catchment for any length of time.	



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<b>10/18</b>	<b>RISK REGISTER</b>	<b>MEC</b>
<b>10/18/01</b>	The full Risk Register, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
<b>10/18/02</b>	Members considered the Chief Executive's update on new regulations relating to water transfer/abstraction, which were introduced on 1 January 2018 and could incur licence fees of £1,500 per licence for the transfer of surface water from main river into IDB ordinary watercourses, depending on how the new regulations were interpreted by Regulators. It was agreed to update the risk register to include the new regulations as a potential financial risk to the Board. RESOLVED that this be noted.	
<b>10/18/03</b>	Following the approval earlier in the meeting for the recruitment of a Planning/Enforcement Officer, it was agreed to include on the risk register the potential risk of insufficient surface water development contributions being collected to fully fund the employment costs of the planning/enforcement role. RESOLVED that this be noted.	<b>MEC</b>
<b>11/18</b>	<b>HEALTH AND SAFETY POLICY STATEMENT</b>	
<b>11/18/01</b>	The Board's Health and Safety Policy Statement, (a copy of which is filed in the Report Book), was considered in detail and approved.	
<b>12/18</b>	<b>ADA SOUTH EAST BRANCH</b>	
<b>12/18/01</b>	The Chairman and/or Vice-Chairman would represent the Board at the ADA South East Branch meeting on 26 April 2018. RESOLVED that this be noted.	
<b>13/18</b>	<b>NEXT MEETING</b>	
<b>13/18/01</b>	The next Board meeting would take place on Tuesday, 15 May 2018 at 10:00hrs at Saffrons Sports Centre in Eastbourne.	
<b>14/18</b>	<b>ANY OTHER BUSINESS</b>	
<b>14/18/01</b>	<b>Ground water levels study: South Wealden</b>  Mr N Claxton recorded that as part of the ground water levels study in South Wealden, currently in progress with East Sussex County Council, (and reported at the last Board meeting), ground water levels data would be collected over a two-year period in a bid to inform planning responses in respect of flood risk impact arising from new development. He reported that East Sussex County Council were also looking at the possibility of creating a borehole in Eastbourne for the collection of ground water levels data as an add-on to the South Wealden study, to inform consenting of future development.	



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<b>15/18</b>	<b>OPEN FORUM TO HEAR FROM MEMBERS OF THE PUBLIC WITH LEAVE OF CHAIRMAN</b>	
<b>15/18/01</b>	There were no members of the public present at today's meeting.	
<b>16/18</b>	<b>CONFIDENTIAL BUSINESS</b>	
<b>16/18/01</b>	It was agreed and thereby resolved to exclude the public for the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.	



**Proposed Planning and Enforcement Venture with East Sussex County Council  
With effect from 1 April 2018**

**1. Proposal**

- 1.1 To employ a full time Planning/Enforcement Officer either through the WMA or the Board directly with effect from 1 April 2018, at a gross cost of circa £65k pa which includes the cost of hosting arrangements. The post holder would work with the Lead Local Flood Authority (LLFA) team based at East Sussex County Council's office in Lewes to provide an integrated and joined up surface water planning and enforcement service for the Board, Developers, the Local Planning Authorities and East Sussex County Council.

**2. Objective**

- 2.1 The key purpose of this role is to ensure that development within the Board's district is carried out sustainably, with proper arrangements being put in place by developers at their cost to cater for the additional rates/volumes of surface water arising from development and for maintaining these drainage systems in perpetuity (please see the attached Job Description in Appendix 1).

**3. Business Case**

- 3.1 The post would be paid for from surface water development contributions and commuted sums that are levied on developers within the district. (The Board has collected c£51k during 2017/18 and issued notices to other developers advising that a further £35k will be due in 2017/18, should their developments proceed). The Board has power to make these charges from its Byelaws, which were introduced in March 2017. The current charging policy applied by the WMA can be accessed [here](#), which has been designed to incentivise developers to attenuate as much as possible by using SuDS, which is very much in line with government policy. More information on how the un-attenuated rate per impermeable hectare of £75,500 (£7.55/m<sup>2</sup>) has been calculated can be provided on request. This rate is reviewed every year and could be increased after the principle of paying becomes more widely established in the Board's area, given the much higher land values in southern England as compared to East Anglia.
- 3.2 It is difficult to calculate the amount of income that the Board could raise from this proposal but it is likely to be significant, on the basis that there are a considerable number of new dwellings and businesses planned to be built in or just outside the district over the next 10 years. Information provided by the Local Planning Authorities indicates that at least an additional 550k m<sup>2</sup> of hard standing is coming our way during the next 10 years (please see the details set out in Appendix 2). If we assume a worst case scenario (in terms of projected income) that all of this development is fully attenuated to a green field run-off rate, the Board could expect to receive £827k over a 10 year period (i.e. £82.7k pa, as shown in Appendix 2). More importantly the Board would be in a much better position to influence a great deal of development, which would otherwise have the potential to increase flood risk within the Board's district.

**Proposed Planning and Enforcement Venture with East Sussex County Council  
With effect from 1 April 2018**

3.3 It is important to note that our projected scale of future development (and estimated income) is very conservative: the figures provided by Wealden District Council are low and given the national emphasis on house building, will no doubt increase – however we won't know by how much or by when, as this will be dependent upon:

- Resolution of the Ashdown Forest issue.
- Scoping the impact of Natural England's stance on development in and around the Pevensy Levels.
- Outcome of the draft Local Plan consultation and examination process.

3.4 This projected income would pay for the employment costs of a full time Planning/Enforcement Officer and ensure that the Board has additional resources in future to improve and maintain the drainage and water level management infrastructure as a result of development. The cost of employing a Planning/Enforcement Officer is therefore shown to be cost neutral in the Board's Rate Estimates for 2018/19.

#### **4. Risks**

4.1 The key risk to the Board of employing a Planning/Enforcement Officer either directly or through the WMA is that we don't collect enough income from surface water development contributions and commuted sums to meet the employment costs and therefore have to increase rates and levies accordingly. Based on the projected income as outlined above, this is considered to be a small risk. However if this were to happen the Board does now have an earmarked/ring-fenced Development Reserve which could be used to cover the employment costs for one year, in accordance with the Board's Capital Financing and Reserves Policy. This would give the Board sufficient time to reconsider its options, should things not go as expected.

4.2 The key risk to the Board of not properly managing development is that we would continue to be solely reliant on the ability of other organisations to regulate discharges through the planning process alone. This process, in the past, has seen the approval of unrestricted or part-restricted flows into the Board's network, which has had the effect of reducing its capacity to manage rainfall, thereby increasing flooding and flood risk. Practically this impacts on people's lives and livelihoods at the same time as requiring the Board to increase maintenance on networks that are 'under pressure' to sustain a level of flood protection to people, property, public infrastructure and the natural environment.

**P J CAMAMILE  
CHIEF EXECUTIVE**

**2 JANUARY 2018**

# JOB DESCRIPTION

**Job Title:** Planning/Enforcement Officer

**Department:** Technical Support team

**Reporting to:** Chief Planning Officer (WMA)  
and LLFA Line Manager

**Responsible for:** No line management responsibilities

**Location:** East Sussex

**Grade:** N/A

**Salary:** Competitive

## **Key purpose:**

The Planning and Enforcement Officer will provide advice and support to the Board on all planning and enforcement matters. The key purpose of this position is to ensure that development is carried out sustainably within the Board's Drainage District and upland catchment area, to influence planning policy and ensure that developers pay the contributions and commuted sums due for any development which would otherwise affect the efficient working of the drainage/water level management system.

## **Qualifications:**

The successful applicant will have a relevant degree and ideally be working towards achieving one of the following qualifications:

1. Chartered Town Planner (MRTPI).
2. Member of the Chartered Institute of Water and Environmental Management (MCIWEM).

## **Skills:**

1. Must hold a full/valid UK driving licence.
2. Must have excellent Interpersonal, communication and diplomacy skills.
3. Must be able to work well with others at all levels both internally and externally to protect the Board's interests arising from development.
4. Must be able to prioritise and organise workloads to meet deadlines and to remain calm under pressure.
5. Must have sound technical ability as a Planner and fully understand how to apply the Board's byelaws and policies to regulate and control activities in and alongside the drainage infrastructure.
6. Must have a basic understanding of FCERM and Land Law and be able to draft legal documents for the Chief Executive accurately and at speed.

# JOB DESCRIPTION

7. Must be able to read/prepare scaled maps and understand the drawings and plans prepared by developers.
8. Must have well developed report writing, letter writing and presentation skills.
9. Must be able to use Computer Software such as Microsoft Access, Excel, Word and Internet Explorer and ArcView GIS.
10. Must have knowledge of SuDS, hydraulic principles and the micro-drainage programme.

## **Experience:**

1. The successful applicant will have a minimum of 3 years' experience working in a technical role within the Water Industry or as a Planning Officer in the Planning department for a Local Planning Authority/EA etc.
2. The successful applicant will ideally have a minimum of 3 years' experience liaising and corresponding with developers and the general public.
3. The successful applicant will ideally have a minimum of 3 years' experience liaising, corresponding and registering various restrictions with the HM Land Registry.

## **Main Duties:**

### **Planning**

1. Liaising with the constituent Local Planning Authorities regarding individual planning applications, influencing local development plans and assessing local drainage strategies.
2. Ensuring that all relevant planning applications are considered and responded to in accordance with the deadlines that are imposed by Planning Authorities.
3. Liaising with developers and their agents with regard to the Board's requirements, and discussing all potential methods of surface water disposal from a development.
4. Maintaining accurate records of all planning applications reviewed and otherwise dealt with.

### **Board Meetings**

5. Determining items to be included in the Planning Reports for consideration by each Board, in accordance with the schedule of reserved matters and scheme of delegation.
6. Drafting the Planning Report for Board meetings and providing sufficient information for Members consideration.

# JOB DESCRIPTION

7. Presenting Planning Reports to Board meetings, as and when required.

## **Applications for Byelaw Relaxations**

8. Applying the Board's policies to all applications for Byelaw relaxations and responding to applicants accordingly.
9. Informing applicants of the Board's decision and any conditions which must be complied with.
10. Checking specified consent conditions are actually met on site.

## **Legal Agreements**

11. Preparing Deeds of Indemnity and Deeds of Covenant to cover relaxations of each Board's Byelaws.
12. Preparing and issuing Licences to Local Authorities or Utilities carrying out work which affects the maintained drainage infrastructure.

## **Byelaw Enforcement**

13. Investigating reports/complaints of Byelaw infringements, and determination of any retrospective applications for consent, following guidance from the Board.
14. Issuing official notices to instigate legal proceedings, following discussions with the Chief Executive and compiling all information required to support the Board's case.
15. Enforcing Byelaws on behalf of LPAs and the LLFA should they request this, on a rechargeable basis.

## **Applications for Consent**

16. Calculating all fees due in conjunction with piping of an adopted watercourse, in accordance with each Board's charging policy.
17. Determining applications for consent to discharge surface water to a watercourse or via SuDS, and calculation of all appropriate Development Contributions, Commuted Maintenance and Wayleave fees.
18. Responding to applications seeking consent to pipe or fill a privately-maintained watercourse.
19. Issuing consent for land tile outfalls into Board-maintained drains.
20. Issuing consent to discharge treated foul water to a Board-maintained drain.

# JOB DESCRIPTION

## **HM Land Registry**

- 21. Liaising with HM Land Registry regarding registration of Board's land.
- 22. Ensuring access strips adjacent to Board's watercourses are transferred to the Board by developers.
- 23. Registering the restrictions contained in Deeds of Indemnity against the Title Number of properties that are granted Byelaw relaxations.

## **Flood Risk Assessments**

- 24. Providing information requested with regard to Flood Risk Assessments or capacity of Board-maintained drainage infrastructure.

## **Asset Enquires and Legal Searches**

- 25. Responding to enquires from Solicitors, Authorities, Utilities and Private Contractors regarding the Board's assets (infrastructure and land).
- 26. Responding to general drainage enquiries from other interested parties.

## **Health and Safety**

- 27. Ensure Health and Safety is paramount at all times.
- 28. Actively promote and achieve Health and Safety objectives.
- 29. Discuss and share Health and Safety issues with your line manager and colleagues at all times.

## **General**

- 30. Liaising with the Technical Support and Ops Delivery teams, and the Lead Local Flood Authority, to ensure that development within the Drainage District and upland catchment is carried out in accordance with the Byelaws, Planning policies and Local Flood Risk Strategies.
- 31. Liaising with the Technical Support and Ops Delivery teams and constituent Councils regarding applications for the piping of private watercourses and granting consent for work.
- 32. Liaising with the Technical Support and Ops Delivery teams for consenting applications to outfall land tile schemes into adopted watercourses.



# JOB DESCRIPTION

- 33. Liaising with the Technical Support and Ops Delivery teams for issuing licences to utilities to allow them to carry out works within the 9 metre Byelaw zone.
- 34. Liaising with the WMA Environmental Officer and the LLFA to ensure that all environmental issues are considered as part of the planning/byelaw application/enforcement process.
- 35. Keeping knowledge current and up to date, by way of continuous professional development (CPD). Time and access to relevant training courses will be provided, however you will be expected to invest a significant amount of your own time as well.
- 36. Carrying out specific projects and research, as required.
- 37. Any other duties that may reasonably be required by the Engineer, Chief Planning Officer, Chief Executive or the Board.

This list of duties is not exhaustive.

## APPENDIX 2

	Dwellings (No.)	Dwellings (m2)	Employment (m2)
Rother	3,019	139,327	33,586
Eastbourne	2,446	112,883	55,796
Hastings	494	22,798	27,000
Hailsham	1,223	56,441	4,354
Rural South Wealden	1,447	66,779	28,782
<b>TOTALS</b>	<b>8,629</b>	<b>398,228</b>	<b>149,518</b>

Mean      Div by 2 for plan area  
92.3      46.15

Unattenuated rate:      £75,500 per impermeable hectare

Total impermeable area:      547,746 m<sup>2</sup>

Total impermeable area:      55 hectares

£ at unattenuated rate:      £4,135,485

Assume fully attenuated:      £827,097 20% banding

Projected Income/Year:      £82,710 conservative estimate

The 2012/13 English Housing Survey shows that the average floor area of homes built between 2002 and 2012 was 96m<sup>2</sup>. The 2012/13 English Housing Survey indicates that the mean property floor area is 92.3 m<sup>2</sup> (993.5 ft<sup>2</sup>).

For comparison, the 2011/12 survey indicated that an average floor area for flats is 56.9 m<sup>2</sup>, for terraced houses is 82.6 m<sup>2</sup>, for semi-detached houses is 93.2 m<sup>2</sup> and for detached houses is 151.7 m<sup>2</sup>.

[http://www.savills.co.uk/research\\_articles/186866/188035-0](http://www.savills.co.uk/research_articles/186866/188035-0)



**Proposed Planning and Enforcement Venture with East Sussex County Council  
With effect from 1 April 2018**

**APPENDIX 2 (CONT.)**

Planned development over the next 10 years in or just outside the Board's area, as indicated by the Local Planning Authorities is as follows:

**Rother** (plan period 2017/18 – 2027/28)

3,019 dwellings of which 90% will be in Bexhill

33,586 sqm of business floor space of which more than 90% will be in Bexhill

**Eastbourne** (plan period 2017/18 – 2026/27)

2,446 dwellings

55,796 sqm employment and retail floor space

**Hastings** (plan period 2017/18 – 2027/28)

494 dwellings

Approx. 27,000 sqm employment floor space

**Wealden**

The figures shown below are likely to increase once the environmental issues have been addressed (Ashdown Forest and water quality issues arising from development)

**Hailsham**

Employment Floor space

Gross Committed in the Hailsham Parish is 4,354 square metres

Net Committed in the Hailsham Parish is only 1,125 square metres

Net Housing Commitments as of 30<sup>th</sup> June 2017

Net Committed (allocated) in the Hailsham Parish is 835 dwellings

(note that there is a remaining allocation of 443 dwellings for Hailsham in the Core Strategy, which has not yet come forward so this has not been counted in the 835 dwellings, but may come forward).

Net Committed (windfalls) in the Hailsham Parish is 388 dwellings

**Rural South Wealden**

Employment Floor space

Gross Committed in Rural South Wealden is 28,782 square metres

Net Committed in the Rural South Wealden is 21,313 square metres



Pevensey and  
Cuckmere

Water Level Management Board

**Proposed Planning and Enforcement Venture with East Sussex County Council  
With effect from 1 April 2018**

Net Housing Commitments as of 30<sup>th</sup> June 2017

Net Committed in Rural South Wealden is 1,447 dwellings (windfalls and allocations) (note that there is a remaining allocation of 700 dwellings committed in the Core Strategy, which has not come forward; furthermore, there is a planning application for 390 dwellings near Willingdon that is the subject of a Judicial Review, both sites have not been counted in the 1,447 dwellings, but may come forward).

## WORKS PROGRAMME FOR 2018/19

Catchment	Our Reference Number	Name	Length of Drain (m)	Proposed Start Date	Activity
<u>CMT212G - Cuckmere Haven</u>					
	DRN212G0101	Freshwater Stream (EA 1526)	5,886	Dec-18	WC
	DRN212G0102	Freshwater Stream (EA 1526)	727	Dec-18	WC
	DRN212G0201	Milton Hide Stream (EA 1527)	593	Dec-18	WC

**7,206**

<u>CMT213P - Pevensey; Whepley</u>					
	DRN213P0101	Magham Sewer (EA 1345)	2,208	Aug-18	WC
	DRN213P0201	Bowley Sewer (EA 1344)	1,837	Aug-18	WC
	DRN213P0301	Sackville Sewer (EA 1343)	1,718	Aug-18	WC

**5,763**

<u>CMT214P - Pevensey; Horse Eye &amp; Do</u>					
	DRN214P0101	Rickney Sewer (EA 1358)	330	Jun-18	PW & WC
	DRN214P0102	Rickney Sewer (EA 1358)	1,770	Jun-18	PW & WC
	DRN214P0103	Rickney Sewer (EA 1358)	1,433	Jun-18	PW & WC
	DRN214P0104	Rickney Sewer (EA 1358)	1,293	Jun-18	PW & WC
	DRN214P0201	Drove Sewer (EA 1357)	1,033	Jul-18	PW & WC
	DRN214P0202	Old Whelpley Sewer (EA 1354)	646	Jul-18	PW & WC
	DRN214P0301	Snapsons Sewer (EA 1353)	641	Jul-18	PW & WC
	DRN214P0401	Horse Eye Sewer (EA 1351)	1,256	Jul-18	PW & WC
	DRN214P0402	Horse Eye Sewer (EA 1351)	3,179	Jul-18	PW & WC
	DRN214P0403	Horse Eye Sewer (EA 1351)	243	Jul-18	PW & WC
	DRN214P0501	White Dyke Sewer (EA 1359)	1,945	Jul-18	PW & WC
	DRN214P0502	Lewens Sewer (EA 1355)	1,190	Jul-18	PW & WC
	DRN214P0601	Crossing Sewer (EA 1356)	1,844	Jul-18	PW & WC
	DRN214P0602	Crossing Sewer (EA 1356)	776	Jul-18	PW & WC
	DRN214P0701	Down Sewer (EA 1349)	1,387	Jul-18	PW & WC

**18,966**

<u>CMT215P - Pevensey; Glynleigh</u>					
	DRN215P0101	Drockmill Hill Gut (EA 1346)	2,579	Aug-18	WC
	DRN215P0102	Drockmill Hill Gut (EA 1346)	553	Aug-18	WC
	DRN215P0201	Downwash Ditch (EA 1360)	1,488	Aug-18	WC
	DRN215P0202	Winters Cut (EA 1361)	451	Aug-18	WC
	DRN215P0203	Winters Cut (EA 1361)	383	Aug-18	WC
	DRN215P0204	Winters Cut (EA 1361)	785	Aug-18	WC
	DRN215P0301	Otham Feed (EA 1362)	346	Aug-18	WC
	DRN215P0302	Otham Feed (EA 1362)	186	Aug-18	WC
	DRN215P0303	Otham Court Ditch (EA 1363)	544	Aug-18	WC
	DRN215P0304	Otham Court Ditch (EA 1363)	70	Aug-18	WC
	DRN215P0401	Duck Puddle (EA 1348)	1,032	Aug-18	WC
	DRN215P0501	Wadham New Cut (EA 1364)	667	Aug-18	WC
	DRN215P0601	Marland Sewer (EA 1347)	767	Aug-18	WC

**9,851**

<u>CMT216P - Pevensey; Manxey</u>					
	DRN216P0101	Kentland Sewer (EA 1367)	1,555	Sep-18	PW & WC
	DRN216P0102	Kentland Sewer (EA 1367)	694	Sep-18	PW & WC
	DRN216P0103	Kentland Sewer (EA 1367)	1,216	Sep-18	PW & WC
	DRN216P0201	Church Farm Ditch (EA 1339)	1,278	Aug-18	PW & WC
	DRN216P0202	Church Farm Feed (EA 1338)	603	Sep-18	PW & WC
	DRN216P0301	Curteis Ditch (EA 1337)	1,475	Sep-18	PW & WC
	DRN216P0401	Mark Dyke (EA 1333)	1,529	Oct-18	PW & WC
	DRN216P0501	Upper Dowles Stream (EA 1366)	2,012	Sep-18	PW & WC

**10,362**

### Activity:

DS = De-silt, WC = Weed cut, PW = Pennywort removal, HCC = Hand cut and clear, TBC = To be confirmed.

## WORKS PROGRAMME FOR 2018/19

Catchment	Our Reference Number	Name	Length of Drain (m)	Proposed Start Date	Activity
<u>CMT217P - Pevensey; Pevensey</u>					
	DRN217G0101	Burgh Fleet and Monkham Sewe	1,078	Sep-18	PW & WC
	DRN217G0102	Burgh Fleet and Monkham Sewe	901	Sep-18	PW & WC
	DRN217G0103	Sew Ditch (EA 1334)	572	Sep-18	PW & WC
	DRN217G0201	Dowles Stream (EA 1331)	1,355	Sep-18	PW & WC
	DRN217G0202	Dowles Stream (EA 1331)	538	Sep-18	PW & WC
	DRN217G0301	Hankan Sewer (EA 1342)	810	Jul-18	PW & WC
	DRN217G0401	Calloes Stream (EA 1355)	1,490	Sep-18	PW & WC
	DRN217G0402	Manxey Sewer (EA 1330)	1,885	Sep-18	WC
	DRN217G0403	Manxey Sewer (EA 1330)	637	Sep-18	WC
	DRN217G0501	Martins Ditch (EA 1341)	1,610	Aug-18	WC
	DRN217G0502	Martins Ditch (EA 1341)	62	Aug-18	WC
	DRN217G0601	Wrenham Stream and Bill Gut (EA 1341)	3,638	Nov-18	WC
	DRN217G0701	Tower Ditch (EA 1328)	1,361	Nov-18	HCC

**15,937**

## CMT218P - Pevensey; Waterlot (N&S)

	DRN218P0201	Waterlot Stream (EA 1229)	1,107	Oct-18	WC
	DRN218P0202	Waterlot Stream (EA 1229)	4,089	Oct-18	WC
	DRN218P0301	Lamb Inn Stream (EA 1239)	1,664	Oct-18	WC
	DRN218P0401	Pinnock Stream (EA 1231)	253	Oct-18	WC
	DRN218P0402	Pinnock Stream (EA 1231)	432	Oct-18	WC
	DRN218P0501	New Guy Stream (EA 1232)	456	Oct-18	WC
	DRN218P0601	Inn Stream (EA 1233)	2,497	Oct-18	WC
	DRN218P0602	Boreham Pond Stream (EA 1235)	695	Oct-18	WC
	DRN218P0603	Waterhouse Stream (EA 1238)	1,082	Oct-18	WC
	DRN218P0701	Dodsons Ditch (EA 1234)	304	Oct-18	WC
	DRN218P0801	Nunningham Sewer (EA 1236)	1,509	Dec-18	WC

**14,088**

## CMT219P - Pevensey; Star Inn

	DRN219P0101	Stream Ditch (EA 1226)	109	Jan-19	TBC
	DRN219P0102	Stream Ditch (EA 1226)	1,886	Jan-19	TBC
	DRN219P0103	Stream Ditch (EA 1226)	2,017	Jan-19	TBC
	DRN219P0104	Stream Ditch (EA 1226)	286	Jan-19	TBC
	DRN219P0105	Stream Ditch (EA 1226)	580	Jan-19	TBC
	DRN219P0201	Waterlot Stream (EA 1229)	2,530	Nov-18	WC
	DRN219P0202	Waterlot Stream (EA 1229)	519	Nov-18	WC
	DRN219P0203	Waterlot Stream (EA 1229)	407	Nov-18	WC
	DRN219P0301	Cheney Stream (EA 1230)	835	Nov-18	WC
	DRN219P0401	Pinnock Stream (EA 1231)	726	Nov-18	WC
	DRN219P0501	Foul Ditch (EA 1227)	737	Nov-18	WC
	DRN219P0601	East Stream (EA 1228)	762	Nov-18	WC
	DRN219P0701	Star Inn Feed Ditch (EA 1241)	273	Nov-18	WC
	DRN219P0702	Star Inn Feed Ditch (EA 1241)	153	Nov-18	WC

**11,820**

## CMT220P - Pevensey; Barnhorn

	DRN220P0101	Stream Ditch (EA 1226)	314	Nov-18	WC
	DRN220P0102	Barnhorn Ponds Stream (EA 1240)	1,156	Nov-18	WC
	DRN220P0201	Old East Stream (EA 1228)	850	Oct-18	WC

**2,320**

## CMT221G - Pevensey; Combe Haven

	DRN221G0101	Russell Stream (EA 1127)	289	Dec-18	WC
	DRN221G0201	Rackwell Stream (EA 1129)	165	Dec-18	WC

### Activity:

DS = De-silt, WC = Weed cut, PW = Pennywort removal, HCC = Hand cut and clear, TBC = To be confirmed.

## WORKS PROGRAMME FOR 2018/19

Catchment	Our Reference Number	Name	Length of Drain (m)	Proposed Start Date	Activity
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**454**

### CMT222G - Pevensey; Glynleigh

DRN222G0101	Middle Sewer (EA 1427)	742	Dec-18	WC
DRN222G0201	East Langney Sewer (EA 1429)	2,644	Dec-18	WC
DRN222G0202	East Langney Sewer (EA 1429)	211	Dec-18	WC
DRN222G0203	Springfield Farm Ditch (EA 1430)	243	Dec-18	WC
DRN222G0204	Springfield Farm Ditch (EA 1430)	260	Dec-18	WC
DRN222G0301	Bill Gut (EA 1430)	1,283	Nov-18	WC
DRN222G0302	New Mountney Sewer (EA 1237)	780	Nov-18	WC
DRN222G0401	Lottbridge Sewer (EA 1426)	147	Nov-18	WC

**6,310**

**103,077**

### The Works Programme will also include:

### Proposed Start Date

Tree clearance work on a number of drains, where overhanging branches are impeding flow.	Jan - March 2019
Strategic de-silting of drains as required.	Jan - March 2019
Pump Maintenance.	Throughout the year
Structure maintenance and water level management.	Throughout the year
Incident response as required.	Throughout the year

### Activity:

DS = De-silt, WC = Weed cut, PW = Pennywort removal, HCC = Hand cut and clear, TBC = To be confirmed.



## **Pevensey Levels Pump Service Schedule for 2018/19**

All pumps in the Pevensey Levels Sub District will generally receive the following maintenance every 6 months as part of a formal service procedure. Further to the results of this service any remedial work required will be budgeted for and programmed in accordingly. The pumps will also be regularly checked by our Operations Manager.

Electrical
- Test panel Zs.
- Test the R2 value from the panel to the pump motors.
- Confirm the calculated Zs value at the pump is sufficiently low enough for the circuit protection.
- Test the pump motors insulation resistance from the panel end.
- Test the pump motors winding balance.
- If present test the weed screen blocked float and relay circuit – check that the circuit resets.
- If present test the downstream Milltronics reads the same as the gauge board. Check the echo response. Check that the Downstream Milltronics inhibits the pumps if a high level simulated.
- If present test the Upstream Milltronics reads the same as the gauge board. Check the echo response. Check that the Upstream Milltronics starts the pumps when a high level is simulated.
- Run each pump in hand and confirm correct operation and current reading.
- Check each door isolator functions and can accept a padlock.
- Check function of all emergency stop devices.
- Check anti-siphon switch operates correctly for each pump.
- Check that the power terminals in the two pump motors and starters are tight.
- Install and commission new telemetry system, due to the EA not permitting the Board to access their existing telemetry system (estimated cost of £34k). This work will only happen if the EA agree to fund it, or more sensibly permit the Board to access their existing system.

Mechanical
- Check anti-siphon device for each pump operates and grease as required.
- Check both motor couplings are secure.
- Check hand railings on site are in serviceable condition.
- Check all covers are in place and in serviceable condition.
- Apply two shots of grease to all grease nipples on site.
- If present check Milltonics transducer head brackets (x2) are secure and in a serviceable condition.

General
- Check operation of all lighting, both internal, external and emergency.
- Inspect room heaters for signs of overheating, completeness and operation of associated thermostats/humidistat's.
- Visual check of pump house and gated area.
- Checks of security fences.
- Flail and grass cut as required around pump house.
- Visual check of Dyke leading up to pump and weedscreen.

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD**  
**RATE ESTIMATES FOR 2018/19**

	PEVENSEY .....				CUCKMERE .....				NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 12
	ACTUAL	BUDGET	PROJECTED	ESTIMATED	ACTUAL	BUDGET	PROJECTED	ESTIMATED	TOTAL			
INCOME AND EXPENDITURE	2016/17 (PT)	2017/18	2017/18	2018/19	2016/17 (PT)	2017/18	2017/18	2018/19	2016/17 (PT)	2017/18	2017/18	2018/19
<b>INCOME</b>												
Drainage Rates	0	11,104	10,937	11,285	0	6,065	6,023	10,256	0	17,169	16,960	21,541
<u>Special Levies:</u>												
Eastbourne Borough Council	0	215,288	215,288	222,302	0	0	0	0	0	215,288	215,288	222,302
Hastings Borough Council	0	10,897	10,897	11,252	0	0	0	0	0	10,897	10,897	11,252
Rother District Council	0	3,994	3,994	4,124	0	0	0	0	0	3,994	3,994	4,124
Wealden District Council	0	42,832	42,832	44,228	0	4,924	4,924	8,411	0	47,756	47,756	52,639
	0	273,011	273,011	281,906	0	4,924	4,924	8,411	0	277,935	277,935	290,317
<u>Other Income:</u>												
Net Cash Transfer from the EA	0	0	14,430	0	0	0	7,935	0	0	0	22,365	0
4 Highland Water Contribution from the EA	60,000	60,000	60,000	73,429	3,000	3,000	3,000	2,466	63,000	63,000	63,000	75,895
5 Development Contributions and Commuted Sums	0	0	51,068	65,000	0	0	0	0	0	0	51,068	65,000
Bank and Investment Interest	0	0	75	75	0	0	25	25	0	0	100	100
Consent Fees and Sundry Income	0	0	100	250	0	0	0	50	0	0	100	300
	60,000	60,000	125,673	138,754	3,000	3,000	10,960	2,541	63,000	63,000	136,633	141,295
	60,000	344,115	409,621	431,945	3,000	13,989	21,907	21,208	63,000	358,104	431,528	453,153
<b>(-) EXPENDITURE</b>												
New Works and Improvement Works	0	0	0	0	0	0	0	0	0	0	0	0
6 Contributions to the Environment Agency	0	109,370	109,370	110,465	0	1,578	1,578	1,595	0	110,948	110,948	112,060
7 Maintenance Work	0	134,500	129,326	155,426	0	4,884	7,375	8,165	0	139,384	136,701	163,591
8 Operations Delivery Staff Costs	1,351	42,000	41,981	44,221	14	4,670	4,665	4,914	1,365	46,670	46,646	49,135
9 Technical Support Staff Costs	12,392	24,500	24,120	87,793	125	600	600	2,533	12,517	25,100	24,720	90,326
10 Depreciation	4,140	4,921	4,921	5,037	42	546	546	559	4,182	5,467	5,467	5,596
11 Administration Staff Costs	14,688	22,724	22,112	20,898	148	611	600	2,322	14,836	23,335	22,712	23,220
Audit Fees	792	1,600	297	1,000	8	200	3	200	800	1,800	300	1,200
Insurances	1,800	1,500	1,500	1,575	19	100	100	105	1,819	1,600	1,600	1,680
Accommodation and Meeting Room Hire	989	2,000	1,959	2,000	10	200	200	200	999	2,200	2,159	2,200
Postages and Stationery	676	500	500	525	7	200	200	210	683	700	700	735
Advertising and Public Notices	1,149	500	1,100	500	11	200	200	200	1,160	700	1,300	700
ADA Subscriptions and Other Expenses	2,455	0	2,480	2,505	25	200	200	205	2,480	200	2,680	2,710
	40,432	344,115	339,666	431,945	409	13,989	16,267	21,208	40,841	358,104	355,933	453,153
	40,432	344,115	339,666	431,945	409	13,989	16,267	21,208	40,841	358,104	355,933	453,153
(=) Net Surplus/(Deficit) for the Year	£19,568	£0	£69,955	£0	£2,591	£0	£5,640	£0	£22,159	£0	£75,595	£0
<b>RESERVES</b>												
General Reserve b/fwd	0	57,182	19,568	38,455	0	8,106	2,591	8,231	0	65,288	22,159	46,686
(+) Net Surplus/(Deficit) for the Year	19,568	0	69,955	0	2,591	0	5,640	0	22,159	0	75,595	0
(-) Transfer (to)/from Development Reserve	0	0	-51,068	0	0	0	0	0	0	0	-51,068	0
(=) General Reserve c/fwd	£19,568	£57,182	£38,455	£38,455	£2,591	£8,106	£8,231	£8,231	£22,159	£65,288	£46,686	£46,686
Development Reserve b/fwd	0	0	0	51,068	0	0	0	0	0	0	0	51,068
(+) Transfer (to)/from General Reserve	0	0	51,068	0	0	0	0	0	0	0	51,068	0
(=) Development Reserve c/fwd	£0	£0	£51,068	£51,068	£0	£0	£0	£0	£0	£0	£51,068	£51,068

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD**  
**RATE ESTIMATES FOR 2018/19**

	PEVENSEY .....				CUCKMERE .....				NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 12
	ACTUAL	BUDGET	PROJECTED	ESTIMATED	ACTUAL	BUDGET	PROJECTED	ESTIMATED	TOTAL .....			
INCOME AND EXPENDITURE	2016/17 (PT)	2017/18	2017/18	2018/19	2016/17 (PT)	2017/18	2017/18	2018/19	2016/17 (PT)	2017/18	2017/18	2018/19

**SECTION 37, LAND DRAINAGE ACT 1991**

**DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2017**

The values at 31 December 2017 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

	£	%	£	%	£	%
12 Agricultural Land and/or Buildings	343,841	3.85%	36,302	54.94%	380,143	4.22%
<u>Non-Agricultural Land:</u>						
Eastbourne Borough Council	6,773,087	75.82%	0	0.00%	6,773,087	75.26%
Hastings Borough Council	342,833	3.84%	0	0.00%	342,833	3.81%
Rother District Council	125,646	1.41%	0	0.00%	125,646	1.40%
Wealden District Council	1,347,532	15.08%	29,769	45.06%	1,377,301	15.31%
	8,589,098	96.15%	29,769	45.06%	8,618,867	95.78%
Total Annual Value	£8,932,939	100.00%	£66,071	100.00%	£8,999,010	100.00%

**RATE/LEVY OPTIONS FOR 2018/19**

**OPTION 1: BALANCED BUDGET (ZERO BASE)**

Rate in the pound (p)	3.180 p	3.282 p	16.540 p	28.253 p
Proposed Increase (%)	0.00 %	3.21 %	0.00 %	70.82 %

**OPTION 2: INFLATIONARY ONLY**

Rate in the pound (p)	3.180 p	3.275 p	16.540 p	17.036 p
Proposed Increase (%)	0.00 %	3.00 %	0.00 %	3.00 %

**RECOMMENDATION**

Option 1 is recommended. The estimated Drainage Rates and Special Levies for 2018/19 shown above have been calculated using the rate in the pound of 3.282p for the Pevensey Levels Sub District and 28.253p for the River Cuckmere Sub District. Whilst these increases appear to be significant in percentage terms, we are asking for an additional £16,754 pa in total to start to put right many legacy issues, increase maintenance activity and begin planning/building local support for the EA to de-main the lower reaches of the River Cuckmere, so the Board could then take it on should it want to. The Board did not increase the rates and levies last year and have asked the EA to do their bit by either delivering the work we've asked them to do themselves, reducing the precept charge for next year, or paying us to deal with some of the legacy issues (Please also see the notes below).

**P J CAMAMILE**  
**CHIEF EXECUTIVE**

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD**  
**RATE ESTIMATES FOR 2018/19**

	PEVENSEY .....				CUCKMERE .....				NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 12
	ACTUAL	BUDGET	PROJECTED	ESTIMATED	ACTUAL	BUDGET	PROJECTED	ESTIMATED	TOTAL			
INCOME AND EXPENDITURE	2016/17 (PT)	2017/18	2017/18	2018/19	2016/17 (PT)	2017/18	2017/18	2018/19	2016/17 (PT)	2017/18	2017/18	2018/19

- NOTES:**
- The figures shown for 2016/17 are for a 6 month period; from 1 October 2016 when the Board was constituted, to the financial year end 31 March 2017.
  - The budget for 2017/18 was set by the Board in January 2017, based on what was known at that time. Rates and Levies were not increased last year. During the course of the current financial year we have developed a works programme and now have a far better understanding of what needs to be done on the Board's infrastructure and of the necessary resources required to do so (please see the attached works programmes for 2018/19).
  - The projected out-turn and closing balances for 2017/18 are forecast to be better than was budgeted for, despite receiving from the EA a net cash transfer of much less than was expected, which was set out in their projected out-turn provided by the EA in January 2017. This is largely down to the surface water development contributions collected by the Board, following introduction of the new Byelaws in March 2017.
  - During the course of the current financial year we have identified the highland carriers within the Board's district and more accurately estimated the highland water contributions due for 2018/19, based on this. The total estimated claim for 2018/19 has increased from £63k to c£75k, which also reflects the increased level of maintenance activity proposed for next year. However it is important to note that the claim in the River Cuckmere Sub District for 2018/19 has gone down because most of the downstream network and water level control structures therein that receives highland water from outside the district are main-river (as opposed to ordinary watercourse) and therefore currently down to the EA to operate/maintain.
  - We have assumed that the Board will receive similar surface water development contributions during 2018/19 as we have for 2017/18. However this is likely to very much depend on whether the Board decides to employ a Planning/Enforcement Officer, either directly or through the WMA (please see the separate report for more detail).
  - It has been assumed that the precept charge will not increase for 2018/19, although this has not been confirmed by the EA. It is important that the precept works programme remains flexible and that the Board has input into where and how this money is spent. The EA have been provided with a schedule of work from which the Board would derive benefit. Most of this work has not yet been done. The EA have also been requested to either deal with many of the legacy issues themselves, reduce their precept charge for next year or pay us to do some of the work, to help the Board put right many of the legacy issues which would otherwise prevent us from fulfilling our statutory function.
  - Maintenance work is made up as follows:

Pumping Stations:

MEICA servicing	0	3,000	2,852	5,705	0	0	0	0	0	3,000	2,852	5,705
MEICA additional work needed & in year work	0	3,000	3,146	6,000	0	0	0	0	0	3,000	3,146	6,000
Electricity charges	0	5,540	12,000	15,000	0	0	0	0	0	5,540	12,000	15,000
Insurances	0	2,540	2,540	2,667	0	0	0	0	0	2,540	2,540	2,667
Risk contingency	0	10,000	1,027	1,469	0	0	0	0	0	10,000	1,027	1,469
	0	24,080	21,565	30,841	0	0	0	0	0	24,080	21,565	30,841

Watercourses:

Desilting and Weed cutting	0	91,000	90,210	92,014	0	4,634	6,790	6,926	0	95,634	97,000	98,940
Telemetry	0	0	2,700	2,700	0	0	0	0	0	0	2,700	2,700
Machine Moves	0	2,000	1,800	1,836	0	0	0	0	0	2,000	1,800	1,836
Spraying	0	5,000	280	5,000	0	0	0	0	0	5,000	280	5,000
Biodiversity Action Plan	0	5,000	5,000	3,000	0	0	0	0	0	5,000	5,000	3,000
Hand work	0	0	0	5,000	0	0	0	0	0	0	0	5,000
Water Level Control Structure Maintenance	0	5,000	930	4,550	0	100	70	450	0	5,100	1,000	5,000
Risk contingency	0	2,420	2,005	5,649	0	150	151	425	0	2,570	2,156	6,074
	0	110,420	102,925	119,749	0	4,884	7,011	7,801	0	115,304	109,936	127,550

Emergency reponse contingency (external assistance):

5 EA operatives for 5 days @ £26/hour	0	0	4,836	4,836	0	0	364	364	0	0	5,200	5,200
	0	134,500	129,326	155,426	0	4,884	7,375	8,165	0	139,384	136,701	163,591

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD**  
**RATE ESTIMATES FOR 2018/19**

	PEVENSEY .....				CUCKMERE .....				NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 12
	ACTUAL	BUDGET	PROJECTED	ESTIMATED	ACTUAL	BUDGET	PROJECTED	ESTIMATED	TOTAL .....			
INCOME AND EXPENDITURE	2016/17 (PT)	2017/18	2017/18	2018/19	2016/17 (PT)	2017/18	2017/18	2018/19	2016/17 (PT)	2017/18	2017/18	2018/19

8 Operations Delivery Staff Costs is the gross cost of employing the Board's Operations Manager through the WMA, which includes the running of a 4 x 4 vehicle (although depreciation is budgtd for separately): 90% of these costs are attributable to the Pevensey Levels Sub District and 10% are attributable to the River Cuckmere Sub District.

9 These charges represent the cost of providing technical support services to the Board for a full year, together with employing a full time Planning/Enforcement Officer, either through the WMA or by the Board directly. These costs may change if the Board decides not to renew or extend the Public Sector Cooperation Agreement it has with the WMA, to go out to tender or to join the WMA as a member after 30 September 2018, when the initial 2-year contract period expires. This cost estimate will also be £65k less, if the Board decides not to employ a Planning/Enforcement Officer, but then the liklihood of receiving repeat surface water development contributions will also be less and the risk of uncotrolled discharge will increase. 90% of these costs (excluding the cost of employing a Planning/Enforcement Officer) are attributable to the Pevensey Levels Sub District and 10% are attributable to the River Cuckmere Sub District. All of the cost of employing a Planning/Enforcement Officer has been allocated to the Pevensey Levels Sub District, as has the Income from surface water development contributions etc.

10 Depreciation charges are made up as follows:

Lockup Container	4,140	0	0	0	42	0	0	0	4,182	0	0	0
Truck	0	4,365	4,365	4,365	0	485	485	485	0	4,850	4,850	4,850
Trailer	0	556	556	672	0	61	61	74	0	617	617	746
	4,140	4,921	4,921	5,037	42	546	546	559	4,182	5,467	5,467	5,596

11 These charges represent the cost of providing administrative services to the Board for a full year. These costs may change if the Board decides not to renew or extend the Public Sector Cooperation Agreement it has with the WMA, to go out to tender or to join the WMA as a member after 30 September 2018, when the initial 2-year contract period expires. 90% of these costs are attributable to the Pevensey Levels Sub District and 10% are attributable to the River Cuckmere Sub District.

12 We have secured a digital copy of the Board's land records from the Rural Payments Agency (RPA) identifying who occupies all agricultural land in the district, so we will soon be able to produce up-to-date digital maps for ratepayers showing what they are paying for, should they request this. However, the Annual Values used to determine the proportion of net spend that is paid for by agricultural ratepayers and constituent billing authorities dates back to 1991 and need updating. The Board has requested Defra (through ADA and the NFU) to change the legislation to faciliate this. ADA is hoping that the Agriculture Bill may be the opportunity to do this next year. The net result is that agricultural ratepayers may need to pay a greater proportion of the Board's net expenditure, moving forward.

**P J CAMAMILE**  
**CHIEF EXECUTIVE**

**2 JANUARY 2018**

## **Pevensey and Cuckmere WLMB**

### **Operations Report**

The following information pertains to work carried out for the Pevensey and Cuckmere WLMB involving the Operations Manager, Project Engineer and Technical and Environmental Officer (TEO) between 19 October 2017 – 08 January 2018.

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

- Pevensey, Whepley:
  - o Bowley Sewer
  - o Sackville Sewer
  - o Magham
  
- Pevensey, Glynleigh
  - o Marland Sewer
  - o Wadman new cut
  - o Duck Puddle
  
- Pevensey, Manxey
  - o Kentland Sewer
  - o Church Farm Feed ditch
  - o Mark Dyke
  - o Dowle Sewer

Richard has been monitoring water levels carefully across the patch and has also been systematically improving our structures, clearing them of vegetation, renewing boards and also undertaking routine maintenance and checking of pumps.

We also sub-contracted a round of pennywort spraying, to help prevent regrowth, through a private contractor. This work went well and we anticipate engaging them again next year.

A programme of works and budget for the 2018-19 financial year has also been developed.

### **PUMPING STATIONS**

#### **Manxey**

No issues to report.

#### **Drockmill**

No issues to Report.

#### **Star Inn**

Safety Line replaced following Service Report findings.



## **Rickney**

Telemetry re-set required following erroneous errors triggering EA call outs.

## **Horsebridge**

The gates at Horse Bridge Pump station were stolen in late October (angle grinded off). We have had these replaced through our insurance.

## **Barnhorn**

No issues to Report.

## **Pump Maintenance**

*Tim Williams Ltd* has undertaken the first round of routine maintenance checks and pump servicing. This has flagged some minor issues, those of which related to safety we have undertaken the remedial work recommended immediately.

We have also obtained quotes for installing an independent telemetry system, which has come back at circa £35k (due to us being unable to utilise the EAs system). There is still some refinement of this cost to be completed, but it is anticipated this could be completed using the reduction in precept agreed by the EA.

The current pump alarms are being routed through the EA to our Operations Manager, with the EA picking up activities when he is unavailable.

We will aim to continue using the EA for support for our Operations manager in the immediate future.

New signs have been installed at all pumping stations and we will continue the gradual process of sign replacement across the remainder of our assets in the future.

A 5 year costed maintenance programme is being developed for all pumping stations and will be available for the next board meeting.

## **OPERATIONAL ISSUES**

### **EA Precept Work**

A list of work requested by the Operations Manager and the Operations Engineer is included in Appendix A along with updates on completion.

A list of work for the 2018-19 financial year is also under development and will be included in the next board report.

### **River Cuckmere**

The removal of low points from the floodbank at Alfriston will be added to the list of works for 2018-19 financial year, in order to reduce the amount of overtopping currently being experienced as well as the length of time over which this overtopping is occurring. We have also asked the EA to look at the level of the offtake at Milton lock and at lowering this as part of our precept work next financial year.

The Environment Agency have also been monitoring beach levels and hydrographs of the River Cuckmere level in order to undertake beach clearance at the optimum time. The EA have limited budget this year for the clearance of

the Cuckmere mouth and are aiming to only undertake this work at the most appropriate time. They have paperwork and resource ready to complete this work as required. Richard Dann has been keeping them informed of the situation up the valley, which has assisted in their decision making process.

### **Additional Manpower**

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

### **Darren Walker Weedcutting contract**

This year we have used Darren Walker for our routine maintenance weed cutting, as described in section 1. We have been very happy with the service received and have received positive feedback from landowners regarding his work rate and workmanship.

In order to obtain efficiencies and to enable Darren to recruit and make investments in plant it is proposed to offer him a 3 service level agreement for the maintenance works.

This will be written into an *new engineering contract*, with a standard of service and appropriate qualification criteria.

**Note:** *Board approval is sought for developing a 3 year service level agreement with Darren Walker.*

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

From 1 January 2018, new EA regulations come into effect which have removed most previous exemptions to abstract water without a licence. The new regulations require IDBs who currently abstract more than 20 cubic metres per day for any of the previously exempt activities and **want to continue to do so** will be required to apply for an EA abstraction Licence.

Exemptions that have been removed and may impact IDB activities are for the following activities:

- Transferring water from one inland water to another in the course of or as a result of operations (ie Sluices/ pumping stations).
- Abstracting water into internal drainage districts (Sluices/ Water control Structures)
- All forms of irrigation and land drainage systems (including transfers into managed wetlands systems) to maintain field water levels.

Special transitional arrangements are in place which require action for specific activities take place prior to specific dates.

An audit of IDB assets which will require abstraction licencing will be required to be undertaken by IDB staff and applications for liceneces submitted to the EA in due course. It is unknown at this stage, the cost and financial implications of these applications. It is understood ADA is investigating these new regulations.

### **HEALTH & SAFETY**

No accidents, incidents or near misses this period.

We have undertaken tool box talks regarding winter working and shared learning from a safety near miss relating to a flail in another boards area.

## PLANT

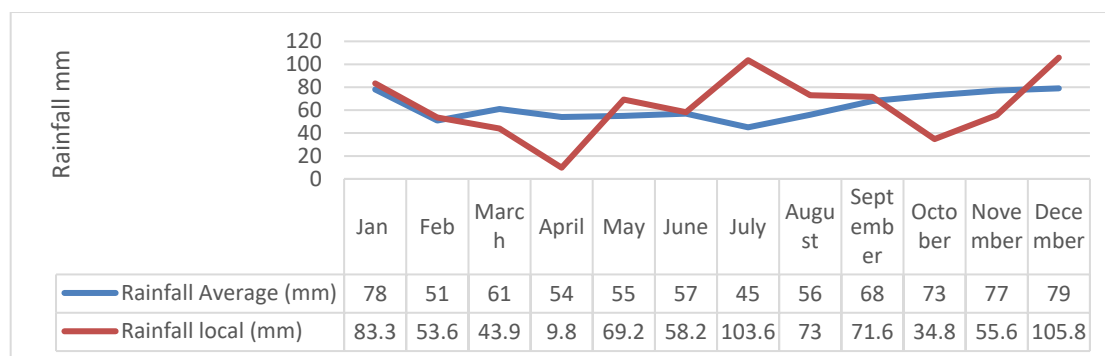
No new items of plant purchased this quarter.

## CAPITAL SCHEMES:

No capital Schemes currently underway.

## HYDROLOGY

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



October started with a changeable westerly regime however most of the month was dominated by a warm moist south-westerly type, and there were some unusually high temperatures at times, notably on the 16th associated with ex-tropical hurricane Ophelia. It was often cloudy, but rainfall amounts in southern areas tended to be small.

November started with a ridge of high pressure in the south which brought relatively quiet weather, but most of the month had a mobile westerly type interspersed with short-lived northerlies. The last week was generally cold, with widespread overnight frosts, though no outstandingly low temperatures.

December was varied with a cold snap bringing frost and some snow, before turning very wet. There were strong winds associated with Storm Caroline on the 7th, and this was followed by a cold wintry spell from the 8th to 16th. The last third of the month was increasingly unsettled and Storm Dylan brought further strong winds on the 30th/31st.

## STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

### **Engineer and TEO attended the following meetings and training:**

2-3 October 2017

Engineer visited to review issues at Alfriston and to attend the Cuckmere and Pevensey Levels Catchment Partnership meeting.

15-16 November 2017

Engineer visited and attended meetings with the Environment Agency and East Sussex CC regarding a number of planning issues.

5-6 December 2017

Engineer & TEO visited and attended monthly Environment Agency Pevensey & Cuckmere officer meeting. Also attended East Sussex CC with Natural England regarding a joint position statement for the Pevensey Levels Sustainable Urban Drainage.

## **COMPLAINTS/ENFORCEMENT**

We received a communication from a private resident, copied to the Clerk to Pevensey Parish Council, regarding the need for de-silting of Tower ditch near the Pevensey depot.

During a visit the ops engineer inspected the ditch. The invert levels of the pipes and culverts are the defining factor for water level and in very few places is the bed higher than this – particularly not at the downstream end and therefore the need for a desilt is not deemed necessary. The main risk for the asset is blockage to the several culverts along its length. We have responded accordingly, confirming that there is an annual cut and clear is programmed for the ditch and we have also added this to Richards rounds to check the culverts are clear, in the event that heavy rain is forecast. We have since received thanks from the resident.

## **PLANNING COMMENTS**

The Engineer made comment on the following applications which were either in or could impact on the Boards drainage District, between the end of October 2017 and the end of December 2017.

- 07/11/17 - WD/2017/2419/MAJ - RESIDENTIAL DEVELOPMENT COMPRISING TEN DWELLINGS AND ASSOCIATED WORKS. Comments made.
- 18/12/17 - WD/2013/0637/MEA, LAND EAST OF PARK ROAD AND SOUTH OF NEW ROAD, HAILSHAM Parish: Hellingly. Grid Reference: 559243 111463 RESIDENTIAL DEVELOPMENT AND OTHER FACILITIES
- 07/11/17 - WD/2017/2419/MAJ - RESIDENTIAL DEVELOPMENT COMPRISING TEN DWELLINGS AND ASSOCIATED WORKS.
- 18/12/17 RR/2017/2189/P Normans Bay Camping and Caravanning Club, Bexhill.
- 18/12/17 - WD/2013/0637/MEA, RESIDENTIAL DEVELOPMENT, LAND EAST OF PARK ROAD AND SOUTH OF NEW ROAD, HAILSHAM
- We have also made contact again with 3 developments which received planning, but have not yet obtain consent (and this requirement was not clearly detailed in the planning conditions).

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

We have made a developer aware and will shortly be invoicing for a Surface Water Development Contribution from Linden Homes site at Mill Road Hailsham for £34,835, subject to the drainage conditions of both the board and ESCC being met and agreed.

## ENVIRONMENTAL REPORT

The following information pertains to environmental work carried out for the PCWLMB involving the Technical and Environmental Officer (TEO) and/or the Technical from the 20 October 2017 – 05 January 2018:

### 1. Information for the Board

#### 1.1 PCWLMB Biodiversity Action Plan Document

A draft of the PCWLMB Biodiversity Action Plan (BAP) Document has been written in line with DEFRA requirements and with the duties of public bodies to comply with the Natural Environment and Rural Communities Act (2006). The BAP has been produced in line with other WMA BAPs and was produced by WMA Ecological Contractor, Ward Associates following extensive consultation with IDB staff.

Natural England have been consulted on the draft document, which can be found in **Appendix 1** at the back of the Board Papers, for comment by Members.

#### 1.2 Standard Maintenance Operation Document - Update

A Standard Maintenance Operations document has been developed over the Winter to bring the Board's maintenance procedures in line other comparable Boards of the WMA. This document establishes a uniform environmental standard along which maintenance practices should be upheld to ensure a consistently high standard of in designated wildlife sites and in Board-maintained ordinary watercourses alike.

The drains within the PCWLMB catchments are mostly that of artificial or heavily modified watercourses draining toward their respective pumping station. This document has been aligned with the recently published ADA and relevant sections of the Environment Agency document, "Guide to Management Strategies and Mitigation Measures for Achieving Good Ecological Potential in Fenland Waterbodies" (2017) where the core function of the watercourses of ensuring efficient conveyance and flow to the pumps is balanced with ensuring opportunities to enhance and achieve good ecological potential are undertaken.

The first Draft has been produced and will be discussed with Natural England prior to the next Board Meeting. The SMO will then be brought to the May 2018 Board meeting for consideration and approval by members.

#### Floating Pennywort Management – Winter Spraying

The Management of Floating Pennywort in the IDB system using machine excavators, continues to be expensive and time consuming. Some glyphosate spraying was undertaken in November with the aim of trying to control the plant during the late Autumn/ Winter when periods of cold weather cannot be relied upon to do so.

The next window of opportunity for spraying will be undertaken in April. This method of control will continue to be monitored. However, one of the significant stumbling blocks of attempting to influence Pennywort control on the Pevensy levels is the inability to spray the herbicide in organic areas due to concerns in compromising landowner's organic status. The speed at which the plant grows means unfortunately that these organic areas will always provide refuge areas for the plant and will always compromise control efforts.

## **2. Non - Compliance**

Nothing to report within this period.

## **3. Assents Granted and/or Applied for:**

<b>License / Assent / Habitat Regulations Assessment</b>	<b>Applied</b>	<b>Granted</b>
EA Licence - Application of Herbicide in or near water using a knapsack sprayer (3 year assent April-Nov)	02/11/17	15/11/17
Ammendment to the Habitats Regulation Assessment for Maintenance on Pevensey Levels SAC	02/11/17	03/11/17

## **4. Freedom of Information Act Requests**

None during this period.

## Operations Report Appendix A – List of work requested from the EA and progress to date

List of IDB precept work in prioritised order						
Scheme Name	Location	Details	Comments	Date Requested	Approx Cost	Date Completed
Final year of de-silt work	across district	Final year of a 3 year de-silt programme, which will reduce nutrient loads within the watercourse and is hoped will reduce Pennywort growth. Following the desilts the board will receive detailed report (Phd) on the effects of this work over the period they have been completed. This was work committed to before the boards conception, but it is believed its results will be beneficial to the board and the wider area in evidence around the possible best methods for reducing Pennywort growth. This will have financial and time based benefits.		01/04/2017	£ 83,672	
Renham & Bill Gut structure repair	P29	Structure P29: New Handle on P29 to restore to operational order. Review inlet pipe invert level and lower if necessary to improve fall.		21/06/2017	£ 2,664	
P30 Wallers Feed	P30	New Handle on P30 to restore to operational order, to enable flow for side ditches and renham & Bill Gut		21/06/2017	£ 1,832	
P31	P31	New Handle on P31 to restore to operational order		21/06/2017	£ 1,832	
P23 & pipe Feed to Levels	P23	EA structure P23: This feeds water into The Pevensey region marsh, but the pipe which goes under the road is blocked. As the purpose of P23 is to feed water into the marsh we feel the pipe is an integral part of the structure to enable its operation and that therefore it should be made operational. Please could this be jetted and cleared and a camera survey conducted to confirm condition.	Started Dec 17	21/06/2017	£ 10,000	
List of EA funded work required, which is impacting IDB						
Scheme Name	Location	Details	Comments	Date Requested	Date Completed	
Old Haven	M33	Repair M33 to full operational use, in order for better water for the Maxey & Callows		21/06/2017		
Pevensey Haven Gates	P15	Repair to reduce leakage		21/06/2017		
Abstraction licence review	SW plant at Boram	Review of Abstraction licence from Southern Waters plant at Boram Street. From work on the ground we feel that monitoring of levels in the Wallers Haven are distinctly lower than those in the Renham, which could be down to over-abstracting.		21/06/2017		
Abstraction licence review	Arlington Reservoir	Review of Abstraction licence from Southern Waters plant at Arlington Reservoir. From work on the ground we feel that we struggle for water at Milton Lock to feed the fresh water, which may be due to abstraction at Arlington. A review of abstraction amounts we feel would be beneficial.		21/06/2017		
Star Gates	S34	Replace star gates to reduce leakage. Implement interim measures to improve situation.		21/06/2017		
Star Pump		Repair Handrail		21/06/2017	12/12/2017	
	Cuckmere	Flops leak onto the marsh allowing salt water into the marsh		11/08/2017		
	Pevensey haven	top end of Pev Haven gate leaking which puts water into our Rickney leading to more pumping for us		11/08/2017		



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

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	No records of historical maintenance/ operational/ works	Nature and extent of operations is largely upstream, which could increase risk of flooding	2	3	High 6 →	<p>Work with EA to build map of high risk flooding areas.</p> <p>Prepare a targeted annual maintenance programme based on high, medium, low priority watercourses</p> <p>Employ an operations manager to deliver and help document a maintenance programme – effective March 2017</p>
	<p>Reduction in, or insufficient finance, grant and income</p> <p>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>Plan to explore alternative funding streams including partnership working with other RMAs and access to local levy funding</p> <p>Review asset management plan provided by EA</p>
	EA's operation of the water control structures has an adverse impact on water levels in the IDD	Impacts on the IDB's ability to carry out its statutory function	3	3	9 →	Build on liaison with EA Sluice Keeper and monitor situation
	No confirmation from EA of the	Potential to reduce ability to fulfil statutory	2	3	High 6 →	Land Drainage Act 1991 gives IDBs powers of entry for access to undertake

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

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

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

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

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						other business before doing our work (assuming we accept those estimates/quotes), and are able to then send Invoices to us promptly for the work they have done on our behalf, as quoted.
Liaise with Lead Local Flood Authority (LLFA), Local Authorities and Environment Agency (EA) within the Board's hydraulic sub catchment	LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD	Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD	1	3	Medium 3 →	Build and maintain trust and understanding with LLFA, EA, LAs and DEFRA  Regular liaison meetings with EA  Consider becoming member of ADA – Agreed 31 January 2017 meeting.  Promote the IDB through the media
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	Planning Authorities ignore advice provided by Board, which leads to increased flood risk  Lack of staff resources results in turning a blind	Potential for increased flood risk  Lost income from SWDCs and commuted sums	2	3	High 6 →	Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues  Board comments made on planning applications are available on each Planning Authority's website  Report Planning/Enforcement issues at Board meetings

**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>eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>Potential for developers to hand over management of SUDs to private management companies, who may fail in their responsibility to maintain them in the long term</p> <p>Increase in the volume of planned housing in the district</p>	<p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p> <p>Will exacerbate all the aforementioned risks.</p>				<p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>Introduction of a SUDs adoption and charging policy, approved 31 January 2017</p> <p>Negotiate a service level agreement with the Lead Local Flood Authority for the provision of adequate planning resource to handle applications affecting the IDB's district</p>
To nurture, enhance and maintain the natural habitats and species, which exist in and	The Board does not have a Biodiversity Action Plan	Board does not meet its environmental targets. Potential	2	2	Medium 4 →	Prepare a Biodiversity Action Plan, (BAP) for the Board's consideration and submit to DEFRA and EA when

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

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	<p>(BAP)</p> <p>Implementation of a BAP may give rise to increased flood risk and increased maintenance costs</p> <p>Increased levels of non-native species adversely affecting BAP delivery</p>	<p>to incur penalties/fines</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Failure to successfully control/eradicate invasive species</p>				<p>approved by the Board</p> <p>Work to WFD compliant SMO</p> <p>Prioritise each watercourse according to flood risk, based on criteria agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure</p> <p>Prepare a programme of environmental survey work in and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</p> <p>Actions monitored by NE and EA</p> <p>Record any complaints in Complaints Register</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present</p>

## Risk Management Policy

### Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

#### IMPACT

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

**In association with  
Pevensey and Cuckmere Water Level Management Board**

## **Health and Safety Policy Statement**

**January 2018**

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas;
2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
3. Consulting with all our employees, consultants and contractors on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;
4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;
6. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and
7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.

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**Chief Executive**



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

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

**Key Partners/Supporting Officers**

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

Claxton, N (E.Sussex CC - LLFA)

Jackson, Ms C (NE)

Ball, L (EA)  
Long, R (EA)  
Robinson, D (EA)  
Willway, Mrs T (EA)

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

Pevensey & Cuckmere WLMB Meeting 17 January 2018