

A MEETING OF THE PEVENSEY AND CUCKMERE WLMB WAS HELD IN THE BLUE ROOM AT HELLINGLY COMMUNITY HUB, THE DRIVE, HELLINGLY, EAST SUSSEX BN27 4EP AND VIA MICROSOFT TEAMS ON WEDNESDAY, 27 NOVEMBER 2024 AT 10.00 AM.

<p>Elected Members</p> <p>Pevensey District</p> <ul style="list-style-type: none"> * B Gower (Chairman) * M Hole * R Miles D Robinson * C Wadman (Vice Chairman) <p>Cuckmere District</p> <ul style="list-style-type: none"> ^ R Brown D McCutchan <p>Combe Haven District</p> <ul style="list-style-type: none"> * L Gearing 	<p>Appointed Members</p> <p>Eastbourne BC</p> <ul style="list-style-type: none"> ^ A Dehdashty * P Di Cara P Diplock J Murray ^ H Parker R Smart <p>Hastings BC & Rother DC</p> <ul style="list-style-type: none"> ^ R Thomas <p>Wealden DC</p> <ul style="list-style-type: none"> N Cleaver * D White <p style="text-align: right;">*Present (65%)</p>
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Bill Gower in the Chair

In Attendance: (^via MS Teams)

Water Management Alliance (WMA)

Grace Burton (Senior Business Support Officer), Richard Dann (Operations Manager), ^Sallyanne Jeffrey (Chief Financial Officer), Revai Kinsella (Area Manager, East Sussex), ^Caroline Laburn (Environmental Manager), Gareth Oliver (Flood Risk Engineer) and Matthew Philpot (Deputy Chief Executive & COO)

Local Authorities (LPAs and LLFA)

Tim Bartlett (Eastbourne Borough Council), ^Nick Claxton (East Sussex County Council), ^Natalie James (East Sussex County Council)

ID	Pevensey and Cuckmere WLMB, Minute	Action
56/24	WELCOME AND APOLOGIES FOR ABSENCE	
56/24/01	Apologies for absence were received on behalf of Phil Camamile, Neil Cleaver, Jo Heading, Paul Levitt, Shirley Mackinnon, Duncan McCutchan, Kari Nash, John Rabbitts, David Robinson, and Robert Smart.	
57/24	DECLARATIONS OF INTEREST	
57/24/01	The Chairman reported that there was 1 member who had not yet completed a Declarations of Interest form. He requested that the completed forms be submitted to grace.burton@wlma.org.uk at the earliest opportunity. RESOLVED that this be actioned.	RT
	<i>Post Meeting Note: GLB received a physical copy from Richard Thomas.</i>	GLB

58/24 IN REMEMBRANCE OF GRAHAM KEAN

58/24/01 The Chairman reported the sad news of the recent death of Graham Kean. He expressed how much of an asset Graham had been to the Board, adding that Graham had always brought valuable information and knowledge. He expressed gratitude for Graham's input as a representative of Wealden District Council. The Board held a moment of silence in his memory.

59/24 MINUTES OF THE LAST BOARD MEETING

59/24/01 The minutes of the last Board meeting held on 20 June 2023 were confirmed and signed as a true record. Arising therefrom:

59/24/02 Invitation to Southern Water (49/24/02)

59/24/03 David White asked if Southern Water had been invited to a future meeting.

59/24/04 The Area Manager explained that she required further information from the members regarding what the Board would have liked to discuss, in order to invite the correct representatives from Southern Water.

59/24/05 David White informed the Area Manager that he was particularly interested in discussing the matter of pollution caused by discharge from the Hailsham Treatment Works.

59/24/06 The Area Manager agreed to approach Southern Water and invite a representative to a Board meeting in 2025. RESOLVED that this be actioned.

RK**60/24 HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW**

60/24/01 The Health, Safety and Welfare Performance Review (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

61/24 PROJECT DEVELOPMENT UPDATE

61/24/01 The Capital Works Programme Overview and Project Development Update, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:

61/24/02 The Deputy Chief Executive informed the Board that meetings had been held with EA Directors regarding the ESA funding but had been informed that they were not willing to work with the IDB to approach DEFRA on the potential impacts of removing this funding. The EA had provided a contact at DEFRA, which officers would now approach, with the aim of highlighting the needs for investment and the potential implications of pump failures and meeting the Board's environmental obligations. The Deputy CEO would update members as this work progressed. RESOLVED that this be noted.

62/24 OPERATIONS REPORT

- 62/24/01** The Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:
- 62/24/02** Richard Brown expressed his gratitude to the Area Manager and her team, informing her of how incredibly grateful the local community of Lower Cuckmere had been for the fantastic repair work that had been carried out on the Cuckmere banks. He reiterated that it would have been beneficial to inform the Environment Agency (EA) and Natural England (NE) of how essential it was for them to allow the Board to carry out the work on the Cuckmere and other areas when the weather was dry, as it was more cost-effective, better for health and safety, and reduced the amount of mess created. RESOLVED that this be noted.
- 62/24/03** The Area Manager thanked Richard for the constructive feedback and informed the members of other positive correspondence the Board had received in relation to work that had been completed at the other end of the levels. She explained that this had been encouraging progress and it had shown that the Board had been gaining support from organisations and the public. RESOLVED that this be noted.

63/24 ENVIRONMENTAL REPORT

- 63/24/01** The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:
- 63/24/02** The Environmental Manager referred to item 2.2 within the Environment Report (a copy of which was filed in the Report Book), informing the members that the new Waterlife Recovery Southeast (WLRSE) steering group had been successfully created in relation to the new coordinated approach for mink eradication in the Southeast of England. The steering group had been looking for funding for additional smart traps and rafts and expressions of interest from potential future volunteers in East Sussex. The Environmental Manager informed the members to contact her at caroline.laburn@wlma.org.uk if they had any ideas on funding sources or if they would have liked to express an interest in acting as a future smart raft host or a volunteer trapper. RESOLVED that this be noted.
- 63/24/03** Martin Hole informed the Environmental Manager that he had some spare traps that could be added to the project. RESOLVED that this be noted.

64/24 SUSTAINABLE DEVELOPMENT REPORT

- 64/24/01** The Sustainable Development Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

65/24 AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

ID	Pevensey and Cuckmere WLMB, Minute	Action
65/24/01	The audited Annual Governance and Accountability Return for the financial year ending 31 March 2024 was considered in detail and received. There were no arising matters raised by the External Auditor to report.	
	66/24 FINANCIAL REPORT	
66/24/01	The Financial Report for the period 01 April 2024 to 31 October 2024, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
	67/24 INTERNAL AUDIT PLAN FOR 2024-25	
67/24/01	The Internal Audit Plan for 2024-25 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
	68/24 IDB/EA LIAISON UPDATE	
68/24/01	The Area Manager reported that the relationship with the Environment Agency at operational level remained positive.	
68/24/02	Richard Brown requested an update on the replacement of the Hydraulic Gate at Milton Lock.	
68/24/03	The Area Manager informed Richard Brown that money had been found from the IDB Tranche 2 funding to enable the hydraulics on Milton Lock to be repaired. When completed, this would remove the need for the stop log to be installed and removed each year and give much more control over the levels in the stream for the Freshwater Feed. The local EA had supported the Board's future operation of Milton Lock under a Public Sector Cooperation Agreement. This work would be completed before 31 March 2025 by our M&E contractor. RESOLVED that this be noted.	
	69/24 RISK REGISTER	
69/24/01	Members considered and approved the full risk register (a copy of which is filed in the Report Book). There were no matters arising.	
	70/24 OFFICIAL COMPLAINTS AND OTHER FEEDBACK	
70/24/01	The Official Complaints and Other Feedback Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	71/24 CALENDAR OF MEETINGS FOR 2025	

ID	Pevensey and Cuckmere WLMB, Minute	Action
71/24/01	<p>The calendar of meetings for 2025 was considered in detail and approved. The meetings for the Pevensey and Cuckmere WLMB are set out below, and all full Board meetings are to be held face-to-face and digitally via Microsoft Teams:</p> <p>Tuesday, 21 January 2025 at 10 am Tuesday, 17 June 2025 at 10 am Tuesday, 18 November 2025 at 10 am</p> <p>The Senior Business Support Officer agreed to circulate the meeting dates to all members. RESOLVED that this be actioned.</p>	GLB
72/24	DATE OF NEXT BOARD MEETING	
72/24/01	<p>It was agreed that the next scheduled meeting of the Board would take place on Tuesday, 21 January 2025, 10.00 am, to be held in The Blue Room at Hellingly Community Hub and via Microsoft Teams.</p>	
72/24/02	<p>It was suggested that the Senior Business Support Officer continue to find a second venue in Eastbourne, so that future meeting locations could be alternated. RESOLVED that this be actioned.</p>	GLB
73/24	DATE OF NEXT CHAIRMAN'S COMMITTEE MEETING	
73/24/01	<p>It was proposed that the next scheduled meeting of the Chairman's Committee would take place on Wednesday, 08 January 2025, 10.00 am, to be held virtually via Microsoft Teams.</p>	
73/24/02	<p>Richard Brown requested that the Chairman's Committee be held on Tuesday, 07 January 2025 instead of the proposed date. RESOLVED that this be noted.</p>	
73/24/03	<p>The Senior Business Support Officer agreed to discuss the proposed date change with the Supporting Officers and to circulate the date and time to all Chairman's Committee Members once agreed. RESOLVED that this be actioned.</p> <p><i>Post Meeting Note: The Supporting Officers have agreed to the Chairman's Committee being held on 07 January 2025, and GLB has circulated a calendar invitation to all committee members.</i></p>	GLB
74/24	ANY OTHER BUSINESS	
74/24/01	<p>Richard Brown asked for an update on the de-maining of the Cuckmere River.</p>	
74/24/02	<p>The Deputy Chief Executive informed Richard Brown of the Flooding Bill that had been going through parliament and explained that they were pushing forward with the matter. RESOLVED that this be noted.</p>	
74/24/03	<p><i>Post Meeting Note: Once the meeting had ended, Martin Hole discussed the possibility of his Farming Cluster having a closer working relationship with the Board. The Area Manager informed the Chairman and the Deputy</i></p>	RK

Chief Executive that she would be attending a meeting with the Farming Cluster on the 6th December 2024.

The Chairman requested that an additional item be added to the agenda for the next meeting on 21st January 2025, so that the Area Manager could provide a brief update from the meeting, which was to be followed by a full briefing paper to be presented at the Board meeting on 17th June 2025. RESOLVED that this be actioned.

75/24 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

75/24/01 There were no members of the public present.

76/24 CONSORTIUM MATTERS

76/24/01 Unconfirmed Minutes and Report Extracts

The confirmed minutes and the report extracts from the Consortium Management Committee (CMC) meeting held on 26 July 2024 were considered in detail and noted. There were no matters arising.

76/24/02 The unconfirmed minutes and the report extracts from the last Consortium Management Committee (CMC) meeting held on 27 September 2024 were considered in detail and noted. There were no matters arising.

76/24/03 WMA Policy Review

The WMA policies due for review, as approved at the CMC meeting on 27 September 2024 were considered in detail and adopted by the Board (copies of which are filed in the Report Book). There were no matters arising.

76/24/04 Interim Review of the WMA's objectives 2024/25

The Interim Review of the WMA's Objectives for 2024/25 were considered in detail and noted. There were no matters arising.

76/24/05 Items for discussion at the next CMC meeting

There were no issues raised by members for discussion at the next CMC meeting on 06 December 2024. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman (William Gower), the Vice-Chairman (Chris Wadman), the substitute representative (Jim Murray) or the Chief Executive directly.

77/24 CONFIDENTIAL BUSINESS

77/24/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.

HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

For the period 25 May 2024 to 08 November 2024

1. LEARNING EVENTS

Cuckmere Embankment Repair Near Miss

- 1.1 During the repairs to the Cuckmere flood embankment a dumper driver noticed a member of the public walking close to the dumper while it was transferring material from the pile near the field entrance to the working area
- 1.2 The public footpaths had been closed to the public with a licence from the County Council. Footpath closure signs and Heras fencing panels at the access points/gates leading to the working area. Therefore, there was no expectation that members of the public would continue to use the footpath.
- 1.3 There were also other incidents where some members of the public continued to climb around the Heras fencing panel around the sluice, where there is also barbed wire.
- 1.4 To improve the security of the working area and further prevent members of the public from using the footpath, the following actions were taken:
 - Installed two more Heras fencing panels around the sluice
 - Drove wooden fencing posts to keep fencing in place and prevent it from being moved to allow access.
 - Secured and tied the Heras fencing panels together to the edge of each structure.



Broads IDB Near Miss:

- 1.5 During flood defence maintenance work being delivered for the Environment Agency, a cable warning tape was exposed during excavation. This was treated as a near miss.
- 1.6 The activity being undertaken was topsoil stripping and benching of the landward slope of an embankment to restore level and repair leaks and defects. The work was being undertaken using a 5t excavator. See photo below:



- 1.7 Services were known to be in the vicinity of the works. These were mapped and the permit to dig procedure was followed, including identifying and marking the service routes on the ground.
- 1.8 Initial vegetation scrape disturbed some of the markings. This was not flagged up by the operator or re-marked and consequently a deviation in the cable route was missed and the excavator exposed the cable warning tape at this location. The warning tape did serve as an effective early warning, enabling the work to be stopped and adjusted.
- 1.9 In this project the excavations were not planned to coincide with any services. Excavations should have been a minimum of 500mm away, in accordance with the permit to dig procedure. Whilst the correct measures had been taken prior to commencing excavation, the following learning points have been taken:
 - Markings of services must be maintained throughout the works period.
 - Markings of services must not be disturbed or covered; or if this is unavoidable services routes should be re-marked in an adequate manner, so they remain clearly visible to operators.
- 1.10 In response to a pattern of incidents involving services, training is planned for all operations teams on underground services and permit to dig.

2. ACCIDENTS

- 2.1. None

3. TOOLBOX TALKS & TRAINING

- SMO review: Pevensey & Cuckmere WLMB, June 2024
- Winter Start: Ops staff, October 2024
- Working near underground services – Permit to dig: Ops staff, October 2024
- Quad Bike Lantra course – Ops manager, November 2024

4. UPDATES TO GENERIC RISK ASSESSMENTS (GRA) & SAFE SYSTEMS OF WORK

4.1. No changes.

5. HEALTH & SAFETY INSPECTIONS

- 5.1. Our insurers, Allianz, carried out a thorough examination of our equipment at the pumping stations in November 2024, to check compliance with Lifting Operations & Lifting Equipment Regulations 1998 and Provision & Use of Work Equipment Regulations 1998.
- 5.2. No defects which could cause a danger to persons were identified during the assessment. There were also no other parts were identified that require rectification.
- 5.3. Annual occupational health checks have been carried out.

REVAI KINSELLA
AREA MANAGER – PEVENSEY AND CUCKMERE
NOVEMBER 2024

PROJECT DEVELOPMENT REPORT

1. Pevensey Water Management Improvement Scheme Study

- 1.1 Funding approval of £350k was gained for the study / Outline Business Case (OBC) development in March 2021
- 1.2 The OBC for 8 pumping stations was developed and submitted to the Environment Agency's(EA) Large Projects Review Group (LPRG) in August 2022 but was not supported due to affordability and limited support from the local EA officers. It was recommended that a review be undertaken to prioritise the pumps within the project.
- 1.3 The affordability issue was mainly due to the lack of a funding mechanism for the delivery phase. In addition, the mechanism to fund the legal obligation towards designated sites, via the Environment Statutory Allowance (ESA), had already been fully allocated.
- 1.4 Additional work was undertaken, including some hydraulic modelling, to investigate potential alternative options. These included reducing the number of pumps serving the Pevensey Levels and pump optimisations. As a result, the project was amended in order to prioritise the five pumps that serve the east Hailsham and Wartling areas.
- 1.5 We then submitted additional funding requests to the EA, requesting a further £593,096 to fund the re-modelling and re-write of the OBC for the five pumps.
- 1.6 The project spend total was £440,220 to the end of March 2024. Yearly breakdown provided in table below:

Actual Spend				Forecast
Prior April 2021	2021/22	2022/23	2023/24	2024/25
£2,958	£134,234	£212,808	£90,221	£593,096

- 1.7 We have received the information regarding EA project funding allocations for 2025/26 and 2026/27 financial years from the EA. However, the current national EA project funding allocation is £400m over the current budget available. Consequently, the prioritisation is on funding schemes delivering flood risk reduction to residential properties (OM2s) in the next 2 years and all other projects being deferred beyond March 2027. This includes the Pevensey Levels project. The deferral of funds, coupled with the ongoing issue of no clear route to funding the legal obligations, is resulting in delays and uncertainty to this project.
- 1.8 If funding approval is granted, construction costs of £42m are now forecast if work begins beyond April 2027 for the five pumps.
- 1.9 Therefore, instead of re-writing the OBC, the funding already granted will be spent undertaking the following:
 - Feasibility study and outline design of Manxey Pumping Station, at its proposed new location – will include discussions with the Land Owner, Natural England, and the EA to agree future plans
 - Hydraulic modelling covering the area west of Bexhill, Pevensey Haven, and Wallers Haven
 - Additional modelling on different climate change scenarios for the outfalls at Pevensey and Normans Bay – this will be used by the EA's coastal project to inform the future strategy for the outfalls.

- 1.10 Once completed, we will have outline designs for all the pumps. These designs can also be used in the future for opportunistic funding, whenever it becomes available.
- 1.11 The project as a whole will be reviewed as and when there is enough funds allocated to the national Environment Statutory Allowance. This is likely to occur in 2027.

REVAI KINSELLA - AREA MANAGER

GILES BLOOMFIELD - PROJECT DEVELOPMENT MANAGER

OPERATIONS REPORT

For the period 25 May 2024 to 08 November 2024

1. INTRODUCTION

1.1. The following information pertains to works carried out for the Pevensey and Cuckmere WLMB involving:

- Operations Manager (Richard Dann)
- Area Manager (Revai Kinsella)
- Flood Risk Engineer (Gareth Oliver)

2. MAINTENANCE

2.1. Machine based work was undertaken on the following systems by the contractors:

System	Work Undertaken
Freshwater Stream	Mowing
Duck Puddle	Mowing
Marland Sewer	Mowing
Rickney Sewer	Pennywort and mowing
Horse Eye Sewer	Pennywort and mowing
Crossing Sewer	Pennywort and mowing
Drockmill Hill Gut	Pennywort, mowing, tree and brush management
Winters Cut	Pennywort and mowing
Wadham New Cut	Mowing
Hankham Sewer	Mowing
Martins Ditch	Mowing
Snapsons Sewer	Pennywort and mowing
Lewens Sewer	Pennywort and mowing
Magham Sewer	Pennywort and mowing
Bowley Sewer	Mowing
Sackville Sewer	Mowing
Drove Sewer	Pennywort and mowing
Kentland Sewer	Mowing
Church Farm Ditch	Pennywort and mowing
Curtis Ditch	Mowing
Down Ash Ditch	Tree and brush management

2.2. The team continues to work on, and improving, our current systems. The following works were undertaken by the team on the systems:

- Sluice keeping, managing water levels.
- Brush management at pumps
- Clearing grills of reeds and debris

2.3. Our agreed process of operating Environment Agency (EA) structures continues and is working well.

3. PUMPS

- 3.1. Pump 2 at Horsebridge Pumping Station was taken to a workshop for refurbishment between June and July 2024. The handrail at the pumping station was also modified to improve health and safety. The total cost of the refurbishment and handrail was £28,461.45 +VAT.
- 3.2. Pump repairs were also carried out at Star Inn Pumping Station, which required the use of a crane and stop logs to allow inspection of the pumps. The stop logs had to be modified as they no longer fit. The work also included installation of new greaser units. The total cost of the work carried out at the pumping station is £15,223 +VAT
- 3.3. All the pumps were serviced in October 2024. The table below summarises the report for each pump.

PUMP	ISSUES
Manxey	The site experiences a lot of electrical interference that interferes with the level controller instrument, preventing running pumps on auto. Options to resolve this issue are under consideration.
Drockmill	The kiosk is corroded at its base. This needs to be replaced since there is a high risk that the cabinet could fall over in the future.
Star Inn	No issues reported.
Rickney	Pump 1 drive belts are cracked up to the webbing, and need replacing before the next service.
Horsebridge	The floodlight was vandalised and no longer works.
Barnhorn	The level controller is degrading and is at risk of failing, therefore it needs replacing. The kiosk plinth is leaning over and needs underpinning to prevent further movement, which may compromise the power supply.

- 3.4. Quotes for undertaking the required repairs at each pumping station will be obtained before the next scheduled servicing in April 2025. The work will then be carried out during the servicing or earlier if necessary.
- 3.5. The EA's solicitors are still working on finalising the transfer of the land around the pumping stations from the EA to the Board. It is anticipated that this will be completed before the end of the financial year in March 2025.

4. OPERATIONAL ISSUES

Cuckmere Update

Milton Lock

- 4.1. The long term future of Milton Lock is still uncertain. Discussions with both the EA and Natural England (NE) are still ongoing, to ensure that the NE recommendation for a valley wide feasibility study on the adaptation is carried out.
- 4.2. In the interim, we submitted a funding application to the Tranche 2 Flood Recovery Fund for the reinstatement of the hydraulic control for the gate. The bid has the EA's full support, and if successful, our Mechanical, Electrical, Instrumentation, Control, and Automation (MEICA) contractor will carry out the work under a public sector co-operation agreement.

Embankment and Channel Works at Alfriston

- 4.3. Repairs were carried out in June 2024 on two culverts on the Freshwater Stream and riparian watercourse, to facilitate machine access to the Cuckmere for the planned embankment repairs and de-silting. The photographs below shows the repaired culverts.



- 4.4. The embankment repairs, including raising levels, was carried out over the summer and completed on 30 August 2024. The photograph below shows the embankment at the time of completion.



- 4.5. The embankment repairs were tested when significant rain fell towards the end of September and beginning of October. Although the valley flooded due to overtopping at other locations, the newly repaired embankment is yet to be overtopped. Photographs below shows river levels around the repairs during the last week of September 2024.



4.6. The planned silt removal from the channel had to be postponed, when river levels became too high the valley flooded. The planned working method had to be changed once the inside bank became too wet to allow safe working. The plan is now to utilise an amphibious excavator in combination with a 20t excavator. The works are planned to start on the week commencing 25 November 2024, subject to availability of machines and traffic management professionals.

ITEM	COST ESTIMATE (excl. VAT)	COMMENTS
Variation of MMO licence	£2,115	Variation of licence granted on 20/09/2024
Ecological checks	£554	
Plant hire for culvert repairs and embankment repairs	£21,381	Dumper, excavator and compactor
Material for culverts – pipes, gravel, bagwork, chalk and clay	£9,779	All work was carried out in-house
Clay and topsoil– for Cuckmere embankment repair	£36,393	Puddle clay and no waste licence required
Material for embankment repair – gravel boards, biomat and pins, and grass seed	£8,985	
Safety fencing, track mats at access	£3,903	
Fuel bowser hire and fuel for machines during culvert and embankment repairs	£4,517	
Plant hire for silt removal	£6,468	Work had to be cancelled when valley suddenly flooded, minimum hire charges applied.
Hire of fuel bowser and traffic signs for footpath closure	£1,185	
Other – welfare unit, calibration of Dissolved Oxygen meter.	£2,137	
TOTAL	£97,416	

- 4.7. The table above gives the total costs incurred in the repairs of the culverts, embankment repairs and aborted de-silting. The costs do not include staff costs, which are currently £53,450.
- 4.8. An application for funding from the IDB Storm Recovery and Asset Improvement Grant Scheme 2024 was successful and the project was awarded £119,301.88. Currently, all the external costs can be met by the funding received

5. MAINTENANCE CONTRACT

- 5.1. The Board's maintenance contract with Agricultural Machine Hire Ltd is coming to an end in March 2025.
- 5.2. This will be re-tendered between December 2024 and January 2025. The new contract will be for three years and with a routine work window, running from July – December, and payment changing from day rates to £/mtr rates, as discussed at the June Board meeting.
- 5.3. Tenders will be sought from at least three contractors.

6. HONEYCROCKS AND NEW PUMPING STATIONS

- 6.1. The Environment Agency has suggested that it might be possible to handover the two pumps to the Board without the need to de-main the rivers.
- 6.2. Discussions with the EA indicated that this mechanism is still being explored and is currently unclear. It is possible that, on paper the pumps will remain in the ownership of the EA, while the Board takes over their operation, including servicing.

7. CAPITAL SCHEMES

Pevensay Levels Water Management Improvement Scheme

- 7.1. The update on this is covered in the Project Development Report.

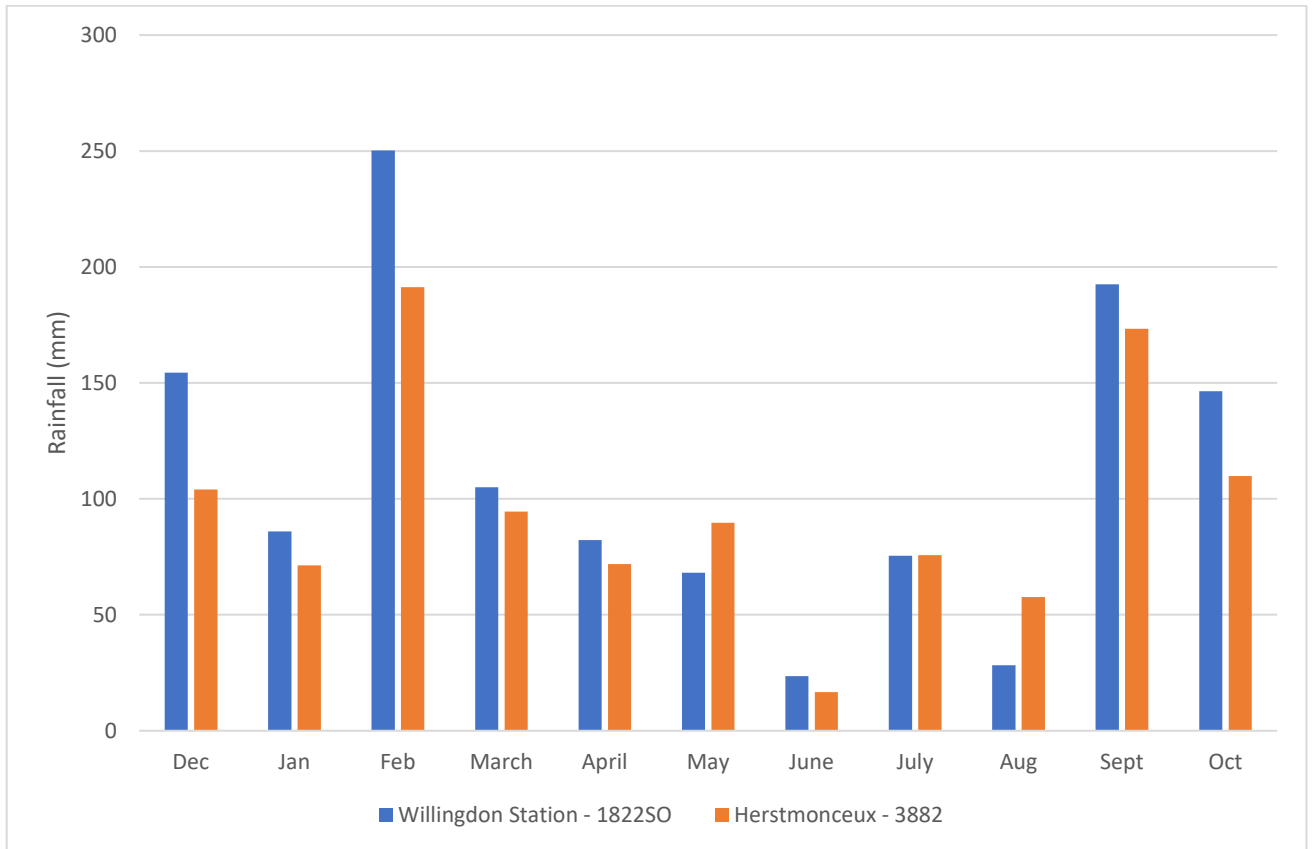
8. SURVEY AND MODELLING PROGRAMME – PHASE 2

- 8.1. Although the Board approved the allocation of £150k from the Development Reserve towards Phase 2 of the Survey and Modelling Programme, officers managed to include all the modelling costs in the Pevensay Levels Water Management Improvement Scheme.
- 8.2. Consequently, the assessment of the impact of development is now incorporated into the Pevensay Levels Water Management Improvement Scheme and will be funded by the grant secured for the project.

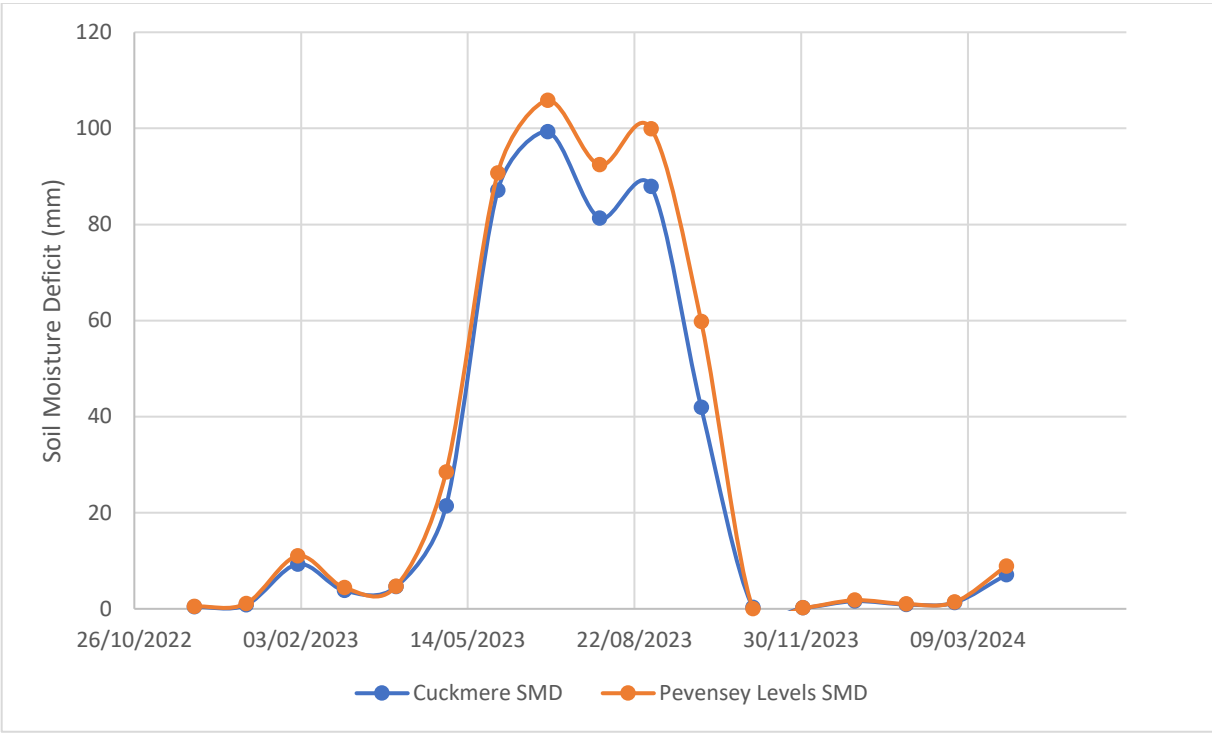
9. HYDROLOGY

- 9.1. The table below gives the monthly total rainfall recorded in the district between December 2023 and October 2024.
- 9.2. The graph below gives the monthly total rainfall recorded in the district between December 2023 and October 2024. This was recorded at the Environment Agency's rainfall station in Willingdon and another one at Herstmonceux.

LOCATION	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
Willingdon – Station 1822SO	154.4 mm	85.9 mm	250.3 mm	105 mm	82.2 mm	68.1 mm	23.6 mm	75.4 mm	28.3 mm	192.5 mm	146.4 mm
Herstmonceux – Station 3882	104 mm	71.3 mm	191.3 mm	94.5 mm	71.9 mm	89.7 mm	16.7 mm	75.8 mm	57.6 mm	173.3 mm	109.8 mm



9.3. The soil moisture deficit within the Cuckmere and Pevensy catchments between December 2022 and October 2024 is shown in the graph below. This shows that the ground was more saturated this past winter, compared to winter 2022/23.



REVAI KINSELLA
AREA MANAGER
November 2024

ENVIRONMENTAL REPORT

For the period 05 June 2024 to 12 November 2024

1. INFORMATION FOR THE BOARD

1.1. MANAGEMENT OF PARROTS FEATHER ON THE FRESHWATER STREAM - UPDATE

Following the identification of the invasive species Parrots Feather (*Myriophyllum aquaticum*), found in patches along a 1.3km section of the Freshwater Stream and a nearby riparian drain in May 2024, the Board enlisted a contractor to undertake the spraying work with a view to eradication of the plant in the Cuckmere valley. The contractor has undertaken three spraying exercises of the Parrots Feather this year; on the 10th - 11th July 3rd - 4th September and 22nd – 23rd October 2024.

During the September 2024 spraying, the contractor was pleased with the control so far and noted that the quantities of Parrots Feather had reduced from the first visit, which is a positive result. However, the contractor did find Parrots Feather further upstream at the footbridge, which had not been identified during their first visit in July.

The final treatment in October 2024, leaves the plant with little reserve energy or biomass and hopefully the winter will have a good consolidating effect on helping to eliminate the invasive species.

Going forward, further monitoring will take place from Spring 2025 to better understand how the control/eradication measures are working and follow up spraying will likely be required next year.

2. BIODIVERSITY ACTION PLAN - UPDATE

2.1. MINK: WATERLIFE RECOVERY TRUST (WRT) -UPDATE

The WRT is a charity, registered in 2022, with origins in the Waterlife Recovery East (WRE) project. The aim of this group is to eradicate mink throughout Great Britain via a partnership approach from many organisations. The WRT today sees partner organisations and volunteers trapping mink and seeing native wildlife rebound from Yorkshire through to the Thames.

The Environmental Manager continues to sit on this steering group to represent WMA interests. The latest WRT steering group meeting was held on the 23rd September 2024.

The eighth edition of the WRT newsletter produced for October 2024 provides some interesting information, updates on the project and its progress and can be found [here](#).

2.2. WATERLIFE RECOVERY SOUTH EAST – A NEW COORDINATED APPROACH FOR MINK ERADICATION IN THE SOUTH EAST OF ENGLAND

A new steering group for Water Life Recovery South East (WLRSE) has recently been put together with representation from many local organisations, stakeholders and landowners across the region interested in mink eradication for the benefit of native wildlife protection and conservation. The initial steering group met on the 11th October, then once again on 11th November.

The group are in their infancy at the moment but are currently looking for funding for a Project Officer to coordinate the project moving forward and for more smart traps and rafts, to allow the project to progress.

Once funding for the Project officer and the traps has been secured, the project will be looking to start in earnest and hit the ground running. In the meantime, therefore, the project is looking for

expressions of interest from potential future volunteers in East Sussex. Please contact the Environmental Manager if you have any ideas on funding sources or would like to express an interest to act as a future host of a smart raft on your land holding or to act as a volunteer trapper.

The Project is also on the lookout for Farm Clusters who may wish to participate in this project. Please contact the Environmental Manager if you are interested or would like to find out more about this project in the first instance.



Remote Smart trap device connected to the trap which, when activated by the trap closure, will “text” the volunteer to inform them of a capture. This trap will be mounted in a floating raft to lure in and capture mink.

3. PRE-WORKS SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
22/10/24	CL/ RD/ RK	Maintenance	Stream Ditch	Scoping walkover prior to desilt
22/10/24	CL/ RD/ RK	Project	Cole Stream	Scoping walkover for future considerations for flood risk and maintenance.

4. ASSENTS/LICENCES GRANTED AND/OR APPLIED FOR DURING THE PERIOD:

Licence / Assent / Habitat Regulations Assessment / WFD Assessment	Applied	Granted
Pevensey Levels 5-year maintenance assent – HRA and SSSI assessment	17/09/2024	18/09/2024
Cuckmere and Combe Haven 5-year maintenance assent – SSSI assessment	17/09/2024	09/10/2024
Downwash Ditch (EA1360) (DRN215P0201) Desilt & Tree work – WFD	07/10/2024	N/A
Drockmill Gut (EA1346) (DRN215P0102) Desilt & Tree work – WFD	09/10/2024	N/A
White Dyke Sewer (EA 1359) (DRN214P0501) Desilt & Tree work – WFD	07/10/2024	N/A
Drove Sewer (Old Whelpley) (DRN214P0202, DRN214P0201) Desilt & Tree work – WFD	07/10/2024	N/A
Freshwater Stream (Alfriston) (DRN212G0102) Desilt – WFD	09/10/2024	N/A

5. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
16/07/24	CIEEM 2024 Summer Conference	CIEEM annual summer conference delivered by a number of speakers (via a webinar platform) discussing the use of various Green Finance options to deliver nature recovery.
18/07/24	First Aid Training	Environment Officers undertook the Emergency First Aid at Work Training Course provided by Norvic Training.
23/07/24	Methodology for Assessing Water Vole Habitat Meeting	Meeting between Environment Officers and Millhouse Ecology Ltd to discuss Water Vole Survey and Habitat Assessment Methodology.
25/07/24	CIEEM Badger Impacts and Mitigation training course	A CIEEM one day course providing training on Badger Impacts and Mitigation. The course covered the relevant legislation and how this applies to various scenarios, appropriate mitigation options, the licensing process and how to implement mitigation.
14/08/24	Beaver Ecology and Conservation (online) Workshop	Online workshop providing training on Beaver ecology and conservation. The workshop covered Beaver history, reintroduction, biology and behaviours, survey field signs, monitoring methods, legal status and legislation, and mitigation measures.
14/08/24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.
20/08/24	CIEEM Aquatic Plants Identification Training Course	A CIEEM one day training course providing training on Aquatic Plants Identification. The course covered an Introduction to a range of different groups of Aquatic plants (submerged, emergent, floaters etc.) and the key features that can help to accurately identify them to genus and species. The course also touched on the tools required for making an accurate identification.
03/09/24	Women in FCERM and IDB's	A virtual meet-up between employees of various IDB's to discuss ideas and initiatives to support and celebrate women within the IDB industry.
05/09/24	CIEEM Barn Owl: Ecology, Survey and Mitigation	A CIEEM one day training course providing training on Barn Owl ecology, surveying, and mitigation. The course covered Barn Owl ecology and habitat requirements, threats, conservation methods, legislation and guidance, and survey methods, followed by an in-field session to observe various barn owl boxes.
09/09/24	ADA IDB Ecologists Forum	Virtual meeting with other IDB ecologists to share information and knowledge.
09/09/24	CIEEM Water Vole live-trapping (Day 1)	Day 1 of a CIEEM training course providing training on Water Vole live-trapping. Day 1 provided training on how to legally and safely set up water vole traps for in field mitigation.
10/09/24	CIEEM Water Vole live-trapping (Day 2)	Day 2 of a CIEEM training course providing training on Water Vole live-trapping. Day 2 provided training on checking traps in the field, and correct methods of handling live water voles.
23/09/24	Environment Bank and IDB Meeting	Meeting to discuss BNG, consenting and project delivery with the Environment Bank.
01/10/24	ISO 9001 WMA External Audit 2024	An external audit was undertaken of the WMA Quality Management System for ISO 9001.
02/10/24	CIBT – Health, Safety and Environment Test for Operatives	Environment Officers undertook the CIBT – Health, Safety and Environment Test for Operatives.
02/10/24	Damselflies of the UK (Part 1)	Biological Recording Company webinar delivered by Dave Smallshire of the British Dragonfly Society, discussing the ecology and ID of 10 species of Damselfly in the UK.
03/10/24	ISO 14001 WMA External Audit 2024	An external audit was undertaken of the WMA Quality Management System for ISO 14001.
07/10/24	First Aid Training	Environmental Manager undertook the Emergency First Aid at Work Training Course.

Date Applied	Meeting / Training Attended	Brief Description
15/10/24	ISO 14001/9001 Management Review meeting	Management review with internal officers looking at internal audit outcomes and determining solutions for continuous improvement.
17/10/24	LNRS mapping potential measures for nature recovery	Meeting between IDB officers and LNRS Officer to discuss how the LNRS mapping system could be used by the IDBs, and what information the IDB could input into the maps.
22/10/24	Shinewater Lake maintenance	Meeting and walkover of Shinewater lakes with officers of Eastbourne Council to provide practical advice on ecology and methodology for desilting/reed cutting of drainage dykes and the lake complex.

6. NON-COMPLIANCE

Nothing to report within this period.

7. COMPLAINTS

None within this period.

**CAROLINE LABURN
ENVIRONMENTAL MANAGER
NOVEMBER 2024**

Sustainable Development Report

1. Reporting Period

1.1. This sustainable development report covers the reporting period 25th May to 5th November 2024.

2. Consent Applications

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

Application Type	Number
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	6
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9m of a Board’s maintained watercourse:	0
Total:	6

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

Application Type	B3 - TFW	B3 - SW	B4/ S23	B10	Total
Awaiting further information from the applicant:	0	1	0	0	1
Awaiting applicant acceptance of conditions:	0	2	0	0	2
Being processed by officers:	0	3	0	0	3
To be determined by the Board in this report:	0	0	0	0	0
Total:	0	6	0	0	6

3. Consents Determined

3.1. During this reporting period, nine consents/agreements under the Land Drainage Act 1991, Board's Byelaws and general flood risk management have been determined by Officers in accordance with their delegated authority.

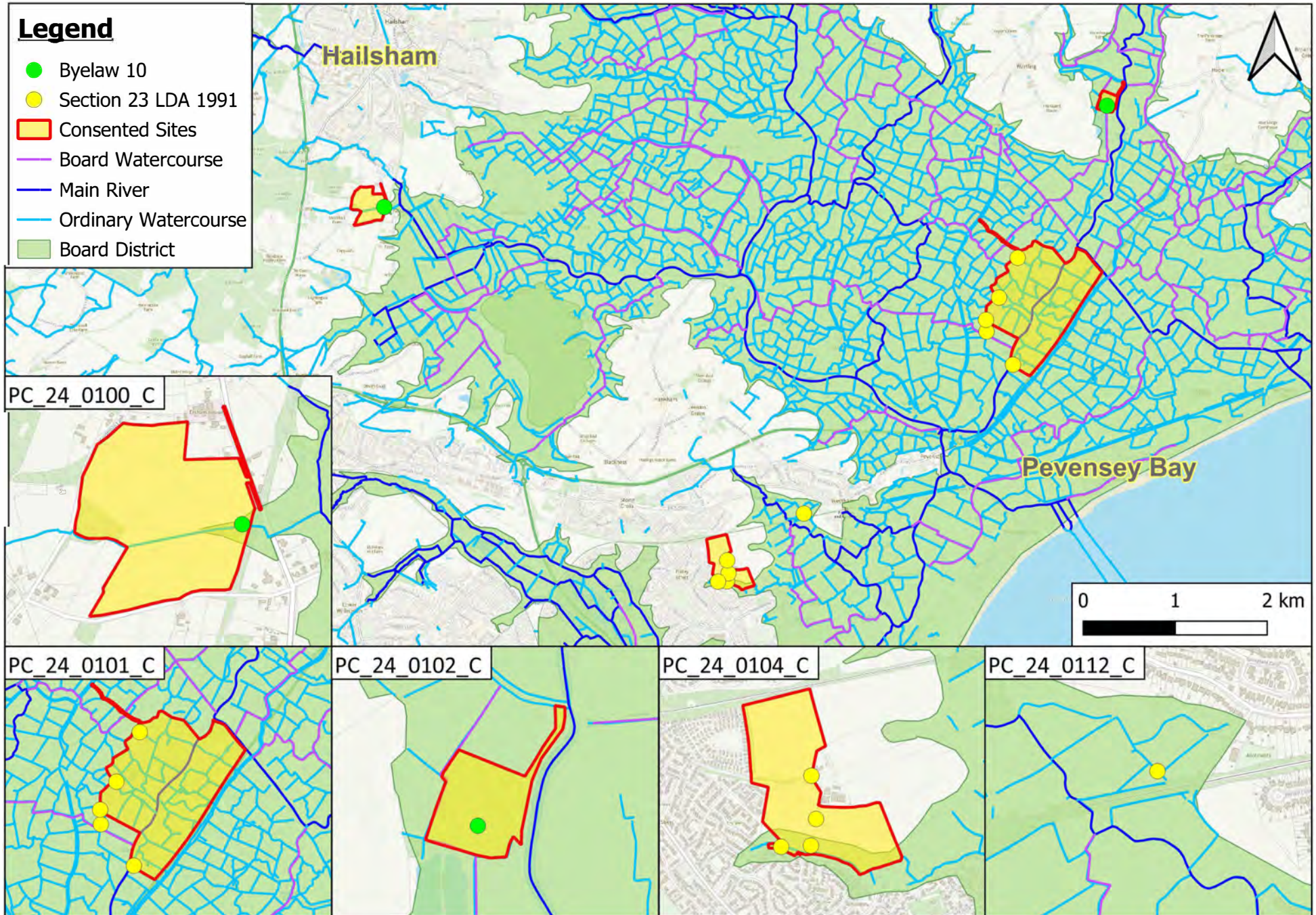
Application Type	Number
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	3
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	4
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	2
Total:	9

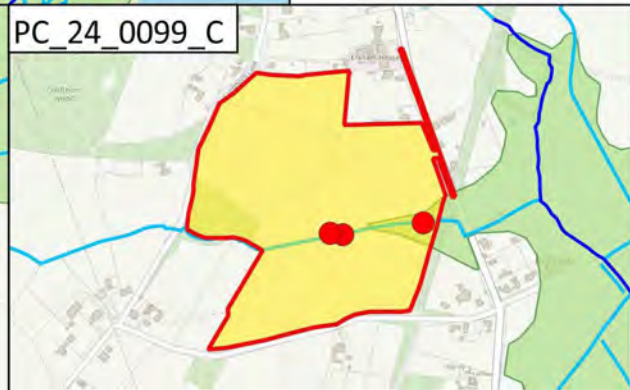
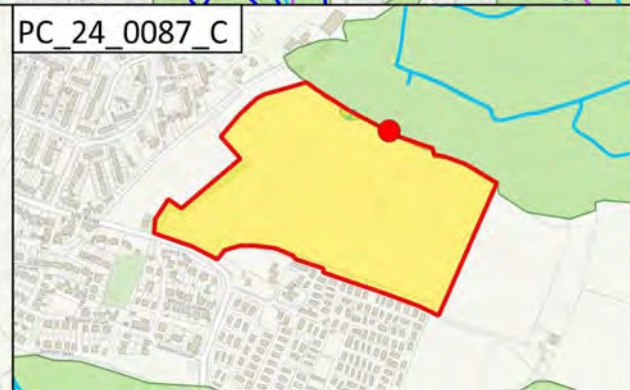
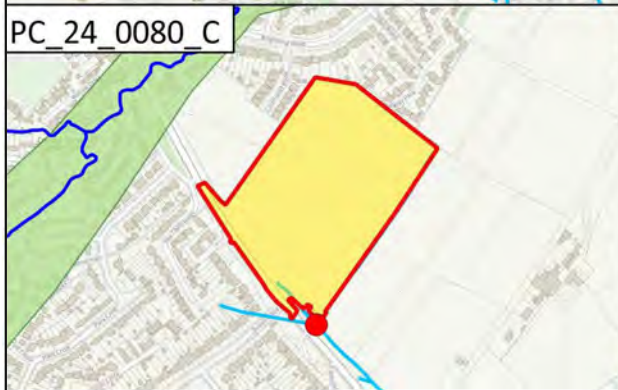
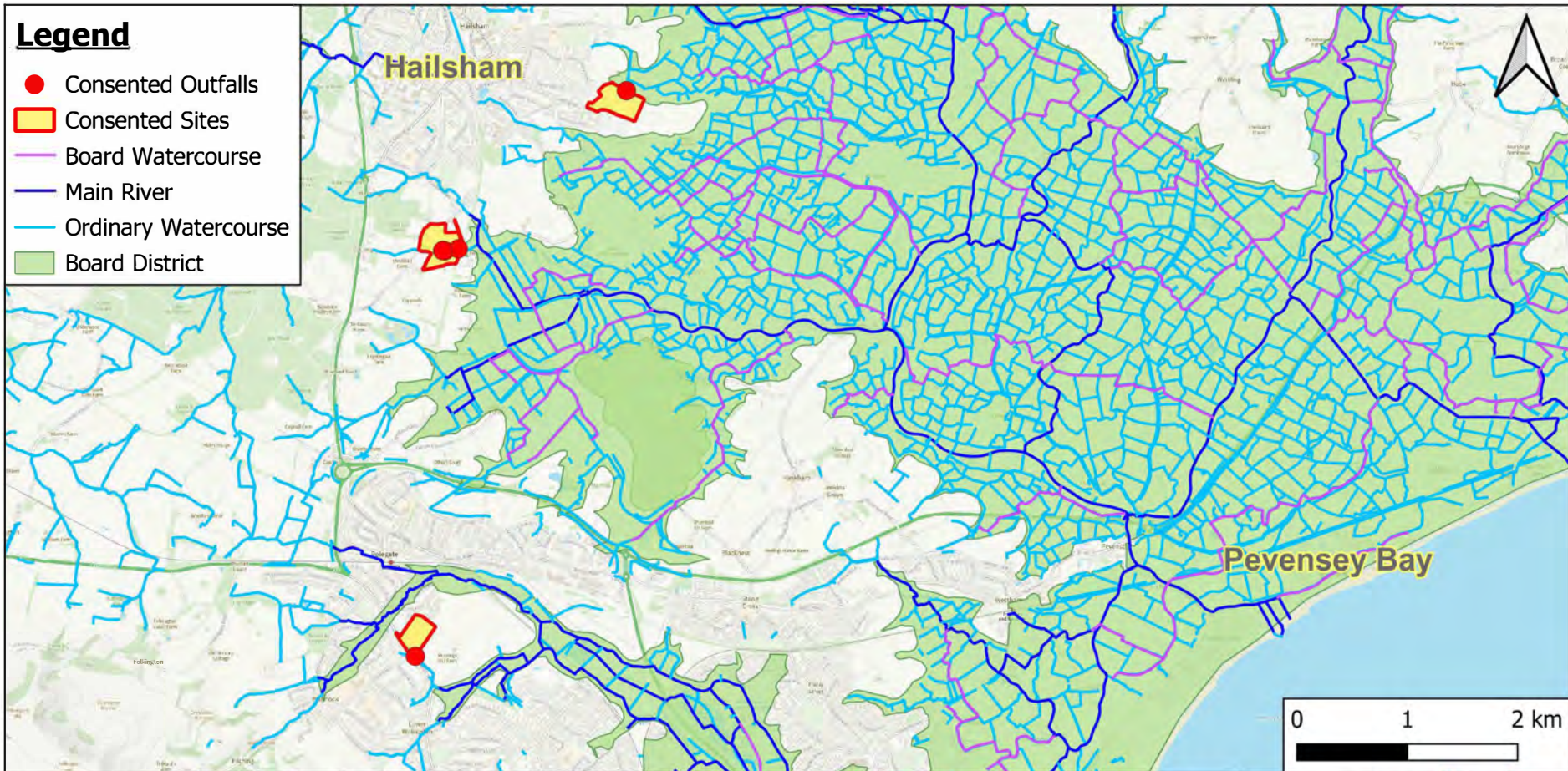
3.2. These determined consents and agreements are listed in more detail in the table below.

Case. Ref.	Case File Sub-type	Location	Description of proposal	Determination
PC_24_0112_C	Section 23 Alteration to watercourse	Rattle Road, Woodgate, Westham	Temporary culvert to give access for railway works	Granted 04/11/2024
PC_24_0104_C	Section 23 Alteration to watercourse	Friday Street Farm Pennine Way Eastbourne BN23 8EX	Construction of three new culverts and associated headwalls for residential access	Granted 20/9/2024
PC_24_0103_C	Section 23 Alteration to watercourse	Friday Street Farm Pennine Way, Eastbourne BN23 8EX	Installation of a new 750mm diameter culvert to create access for new residential development	Granted 20/9/2024
PC_24_0102_C	Byelaw 10 Works within 9m of board-maintained watercourse	Court Lodge Farm Hailsham BN27 1RY	Shallow scrape created with an average depth of 39mm	Granted 10/9/2024
PC_24_0101_C	Section 23 Alteration to watercourse	Land forming part of the Sussex Wildlife Trust reserve	Undertaking ground works and introduction of water control structures to create wetland habitats on its landholding in the Pevensy levels	Granted 10/9/2024
PC_24_0100_C	Byelaw 10 Works within 9m of a watercourse	Land off Ersham Road Summerhill Lane Hailsham BN26 6QY	Re-profiling of ground and construction of drainage structures within 9m of a watercourse	Granted 27/8/2024
PC_24_0099_C	Byelaw 3 Surface Water	Land off Ersham Road Summerhill Lane Hailsham BN26 6QY	Discharge of surface water runoff from a new residential development with an impermeable area of 48,636 m ² at a maximum discharge rate of 57.8 litres per second	Granted 27/8/2024
PC_24_0087_C	Byelaw 3 Surface Water	Mill Road, Hailsham, East Sussex	Discharge of surface water at from a new residential development with an impermeable area of 40,600m ² at a maximum rate of 68.4l/s to existing watercourse through a 300m discharge pipe and associated headwall.	Granted 20/09/2024

Case. Ref.	Case File Sub-type	Location	Description of proposal	Determination
PC_24_0080_C	Byelaw 3 Surface Water	Hindsland Eastbourne Road Willingdon Polegate	Discharge of surface water into IDD from 28,500 m ² of impermeable area associated with new residential development at a maximum rate of 18.5 litres per second	Granted 30/8/24

3.3 The proposed location of discharge points (surface water outfalls) which have been agreed as part of the determined consents, together with the boundaries of the associated development and the location of the consents are shown on the maps overleaf.





4. Enquiries

4.1. Officers have responded to 12 enquiries whose details are outlined below.

Case Reference	Case File Sub-type	Location	Description
PC_24_0126_Q	Byelaw 10	Ashburnham Place	Works to replace retaining wall enquiry regarding consenting
PC_24_0125_Q	About Works	Spring Ditch, Tolkein Road, Eastbourne	Query over maintenance of watercourse
PC_24_0122_P	About Planning	Hastings Borough Council	Local Plan - Finalising regulation 18 to proceed with Regulation 19
PC_24_0121_Q	About Works	Outfall close to Cooden Beach Hotel, Cooden	Leaking pipe, enquiry into responsibility
PC_24_0120_Q	About Works	Coast Road, Pevensey	ESCC via EA Vegetation encroaching on footpath from land under PCWLMB control. Requirement to cut
PC_24_0119_C	About Planning	Pashley Farm, Ninfield	Battery Energy Storage Site, Query Regarding Surface Water Drainage
PC_24_0118_Q	About Infrastructure	Lottbridge Drove Eastbourne	Water draining through the culvert is not running away as the stream is blocked
PC_24_0117_P	Byelaw 3 Surface Water	11 Fryatts Way, Bexhill-On-Sea, TN39 4LW	Rother District Council -Pre-Planning Advice for development of 210 dwellings
PC_24_0116_Q	Byelaw 10	Deans Place, Alfriston	Enquiry from EA regarding construction of Flood Bund
PC_24_0115_Q	Section 23, LDA 1991	Bulverhythe Recreation Ground	Culverting of watercourse
PC_24_0114_Q	Byelaw 3 Surface Water	Alfa Laval Pumps Ltd, Birch Road, Eastbourne, East Sussex,	Connection to Southern Water Infrastructure from re-developed brownfield site
PC_24_0111_Q	Section 23, LDA 1991	Westham	Installation of bridge and culvert for railway works
PC_24_0110_Q	About Regulation	Pevensey Levels	Use of watercraft
PC_24_0109_P	About Planning	Rother District Council	Draft Local Plan Consultation
PC_24_0108_Q	About Regulation	Ivymead Castle Road Pevensey	Query over watercourse responsibility

Case Reference	Case File Sub-type	Location	Description
PC_24_0107_F	About Works	Down Level Lewen Sewer	Reports of flooding
PC_24_0106_Q	About Works	North Alfriston	Photos and information detailing flooding issues on Cuckmere
PC_24_0098_Q	About Works	Recreation Grounds, Lower Horsebridge, Hellingly,	Watercourse maintenance responsibilities, issues over responsibility of land adj watercourse
PC_24_0097_Q	About Works	Cuckmere Meanders, E Dean Rd, Seaford BN25 4AD	Enquiry about maintenance responsibilities
PC_24_0096_Q	About Works	Land Behind Dukelands, Castle Drive, Pevensey Bay, BN24 6LA	Watercourse maintenance
PC_24_0095_Q	External Flooding	Newbridge Pumping Station	Pump Failure and Fields Flooded

5. Planning Comments

- 5.1. Officers have provided comments on 126 planning applications and pre-application enquiries, which is a 38% increase on the cases from the previous reporting period, (1st January 2024 - 24th May 2024). However, the previous reporting period covered one less month.
- 5.2. These applications are either in, or have a potential impact on, the Boards Internal Drainage District. 72.2% of the applications were reviewed by the Board's officers, whilst East Sussex County Council officers reviewed the remaining 27.8% with the support of the Board's officers.

Local Planning Authority	Number of consultations
Eastbourne Borough Council	15
East Sussex County Council	6
Hastings Borough Council	7
Rother District Council	21
South Downs National Park Authority	2
Wealden District Council	75

- 5.3. The tables within this section give an indication of the number of consultations received from each local planning authority and the planning stage of the applications. 59% of the planning consultations were addressed within the deadline agreed with the LPA planning officer.
- 5.4. Approximately 40% of the planning applications had several re-consultations due to insufficient information submitted with the planning application. These re-consultations can be resource intensive and, in some cases, required several meetings in order to resolve concerns with the surface water management of the proposed developments.

- 5.5. Providing advice to developers at pre-application stage could help reduce the number of re-consultations. Unfortunately, only 15% of the planning applications had requested pre-application advice prior to submission of a planning application. We will explore additional incentives to increase uptake of pre-application advice.

Planning stage	Number of consultations
Outline planning	10
Full planning	28
Reserved matters	14
Discharge of planning conditions	55
Pre-application	19

6. Fees

- 6.1. As shown in section 3, the main activity being regulated is the direct or indirect discharge of surface water runoff into the Board's drainage district. All of the discharge consents issued during the reporting period attracted payment of a surface water development contribution, which was invoiced as shown on the table below.

- 6.2. Payment has been received on three of the invoiced surface water development contributions with total fees of £287,100.33. However, the total contributions received over the period, which incorporates consents issued in the previous reporting period, is £427,275.88.

Case ref.	Location	Amount (no VAT)	Date invoiced	Invoice Paid? Y/N	Reason for payment
PC_24_0067_C	Westham Parcel A & B, Land off Rattle Road, Westham	£68,402.52	16.05.2024	Y	Discharge of surface water runoff at a maximum discharge rate of 22.8 l/s entering the Board's IDD
PC_24_0068_C	Westham Parcel C, Land off Rattle Road, Westham BU24 5DP	£51,710.67	16.05.2024	Y	Discharge of surface water runoff at a rate of 13.5 l/s entering the Board's IDD.
PC_24_0069_C	Land East of Hailsham Road and North of Peelings Lane, Stone Cross, Pevensey	£20,062.36	16.05.2024	Y	The discharge of surface water at a rate of 5.3 l/s indirectly entering the Board's IDD.
PC_24_0099_C	Land off Ersham Road Summerhill Lane Hailsham BN26 6QY	£119,458.33	27.08.2024	Y	Discharge of surface water at a rate of 57.8 litres per second within the boards IDD

Case ref.	Location	Amount (no VAT)	Date invoiced	Invoice Paid? Y/N	Reason for payment
PC_24_0080_C	Hindsland Eastbourne Road Willingdon Polegate	£45,030.00	30.08.2024	Y	Discharge of surface water at a rate of 18.5 l/s indirectly entering the Boards IDD.
PC_24_0087_C	Mill Road, Hailsham, East Sussex	£122,612.00	20.09.2024	Y	Discharge of surface water at a rate of 68.4l/s within the Boards IDD
	TOTAL	£427,275.88			

7. Partnership and stakeholder engagement

- 7.1. Board officers continue to attend meetings for the South Wealden and Eastbourne Dynamic Flood Risk Management (Blue Heart) Project, as part the Environment Agency's Flood and Coastal Resilience Innovation Programme (FCRIP).
- 7.2. A further 11 rain gauges have been installed over the spring/summer period by the Blue Heart project team. Southern Water (SW) have also provided Blue Heart with access to over 400 sewer monitoring locations, and the PCWLMB are providing the Blue Heart team with access to their own monitoring sites. The next stage of the project will be scenario testing and optioneering.

Gareth Oliver – Flood Risk Engineer
Revai Kinsella – Area Manager
November 2024

From: 01 April 2024
To: 31 October 2024

Period To: 7
Year Ending: 31 March 2025

NOTE	INCOME AND EXPENDITURE ACCOUNT	PEVENSEY				CUCKMERE				TOTAL			
		ACTUAL 2023/24	BUDGET 2024/25	ACTUAL 2024/25	VARIANCE 2024/25	ACTUAL 2023/24	BUDGET 2024/25	ACTUAL 2024/25	VARIANCE 2024/25	ACTUAL 2023/24	BUDGET 2024/25	ACTUAL 2024/25	VARIANCE 2024/25
INCOME													
1	Drainage Rates	15,403	16,303	16,303	0	25,501	25,586	25,586	0	40,904	41,888	41,888	0
2	<u>Special Levies:</u>												
	Eastbourne Borough Council	264,661	280,258	280,258	0	0	0	0	0	264,661	280,258	280,258	0
	Hastings Borough Council	13,396	14,186	14,186	0	0	0	0	0	13,396	14,186	14,186	0
	Rother District Council	4,910	5,199	5,199	0	0	0	0	0	4,910	5,199	5,199	0
	Wealden District Council	52,655	56,307	56,307	0	16,802	16,802	16,802	0	69,457	73,109	73,109	0
		335,622	355,950	355,950	0	16,802	16,802	16,802	0	352,424	372,752	372,752	0
	<u>Other Income:</u>												
3	Surface Water Development Contributions	282,497	150,000	427,276	277,276	0	0	0	0	282,497	150,000	427,276	277,276
4	Highland Water Contributions from the Environment Agency	84,809	84,809	84,809	0	1,521	1,521	1,521	0	86,330	86,330	86,330	0
5	Grants Applied	90,221	0	122,270	122,270	0	0	0	0	90,221	0	122,270	122,270
6	Consent Fees	1,050	800	1,300	500	400	500	100	-400	1,450	1,300	1,400	100
7	Bank and Investment Interest	27,688	37,451	25,961	-11,490	6,622	4,161	4,835	674	34,310	41,613	30,796	-10,816
8	Other Income	2	2	2,743	2,741	1,797	0	0	0	1,799	2	2,743	2,741
9	Income from Rechargeable Works	11,166	0	0	0	0	0	0	0	11,166	0	0	0
		497,433	273,062	664,359	391,297	10,340	6,182	6,456	274	507,772	279,245	670,815	391,571
		848,458	645,315	1,036,612	391,297	52,643	48,570	48,843	273	901,100	693,885	1,085,455	391,570
(-) EXPENDITURE													
Directly Allocated Expenditure													
5	Grant Work (WEG) + (Waller Windpump)	0	0	0	0	0	0	0	0	0	0	0	0
9	Cost of Rechargeable Works	10,016	0	0	0	0	0	0	0	10,016	0	0	0
10i	Surveying and Modelling Programme Costs	0	150,000	0	150,000	0	0	0	0	0	150,000	0	150,000
10ii	New and Improvement Works (Water Level Mgmt Project)	90,221	0	122,270	-122,270	0	0	0	0	90,221	0	122,270	-122,270
11	Cuckmere Deshingle and targeted De-silting Ops	0	0	0	0	50,128	20,000	93,465	-73,465	50,128	20,000	93,465	-73,465
12	Contributions to the Environment Agency	9,858	9,858	9,858	0	142	142	142	0	10,000	10,000	10,000	0
13	Maintenance Works	272,668	313,242	119,750	193,492	14,351	9,258	6,303	2,955	287,019	322,500	126,053	196,447
		382,762	473,100	251,878	221,222	64,622	29,400	99,910	-70,510	447,384	502,500	351,788	150,712
Apportioned Expenditure													
14	Operations Delivery Staff Costs	68,541	61,444	37,275	24,169	7,616	6,827	4,142	2,685	76,157	68,271	41,417	26,854
15	WMA Technical Support Staff Costs	15,156	10,800	6,340	4,460	1,684	1,200	704	496	16,840	12,000	7,044	4,956
16	Other Technical Support Staff Costs	171,585	179,310	97,209	82,101	0	0	0	0	171,585	179,310	97,209	82,101
17	WMA Administration Staff Costs	30,281	29,700	8,406	21,294	3,364	3,300	934	2,366	33,645	33,000	9,340	23,660
18	Provision for Doubtful Debts	0	0	0	0	0	0	0	0	0	0	0	0
19	Drainage Rates Increases/Decreases/Write Offs	5	50	5	45	0	50	84	-34	5	100	89	11
20	Audit Fees	2,260	2,421	800	1,621	251	269	89	180	2,512	2,690	889	1,801
21	Depreciation	8,521	11,446	4,971	6,475	947	1,272	552	719	9,468	12,718	5,523	7,195
22	General Insurances	4,950	5,940	0	5,940	550	660	0	660	5,500	6,600	0	6,600
23	Accommodation and Meeting Room Hire	1,497	1,980	255	1,725	166	220	28	192	1,664	2,200	284	1,916
24	Postages and Stationery	719	675	0	675	80	75	0	75	799	750	0	750
25	Advertising and Public Notices	0	0	0	0	0	0	0	0	0	0	0	0
26	ADA Subscriptions and Other Expenses	13,954	4,491	1,294	3,197	1,550	499	144	355	15,504	4,990	1,438	3,552
		317,470	308,257	156,555	151,702	16,209	14,372	6,677	7,695	333,678	322,629	163,231	159,397
		700,232	781,356	408,432	372,924	80,830	43,772	106,587	-62,815	781,062	825,129	515,019	310,109
	Profit/(Loss) on Disposal of Fixed Assets	14,408	0	0	0	1,601	0	0	0	16,009	0	0	0
	(=) Net Surplus/(Deficit) for the Period	£162,634	-£136,041	£628,180	£764,221	-£26,587	£4,798	-£57,744	-£62,542	£136,048	-£131,243	£570,436	£701,679

From: 01 April 2024
To: 31 October 2024

Period To: 7
Year Ending: 31 March 2025

NOTE	£	£	£
BALANCE SHEET, AS AT 31-10-2024	01/04/2024	MOVEMENT	31/10/2024
27 Fixed Assets:			
(i) Vehicles and Trailers	15,456	-5,523	9,933
(ii) Lockup and Equipment	0	0	0
(iii) Pumping Stations	6	0	6
	15,462	-5,523	9,939
Current Assets:			
28(i) Bank Account	75,175	1,226,414	1,301,589
28(ii) Short-Term Investments	1,218,613	-39,961	1,178,652
29 Trade Debtors	76,669	-76,669	0
Rates and Special Levies Due	268	1,042	1,310
Grant Due	90,221	-90,221	0
30 Vat Due from HMRC	45,549	31,406	76,955
5 Work In Progress	0	0	0
	1,506,495	1,052,011	2,558,506
Current Liabilities:			
31 Trade Creditors	52,205	12,584	64,790
32 Accruals	143,542	-26,016	117,526
29(ii) Provision for Doubtful Debts	0	0	0
Payments Received in Advance	8,445	-8,445	0
	204,192	-21,876	182,316
Net Current Assets	1,302,303	1,073,887	2,376,190
Net Assets	£1,317,764	£1,068,364	£2,386,129
Financed by:			
33 Grant Reserve	0	380,605	380,605
Tranche 1 + 2 Grant Reserve	0	117,323	117,323
34 General Reserves	295,491	570,436	865,927
35 Development Reserve	1,022,267	0	1,022,267
36 Cuckmere Targeted Improvements Works Reserve	0	0	0
37 Revaluation Reserve	6	0	6
	£1,317,764	£1,068,364	£2,386,129

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 31 October 2024

Period To: 7
Year Ending: 31 March 2025

Note Notes to the Accounts

Income

- 1 Drainage Rate Demands for 2024/25 were issued by the Board on 1 April 2024. The Board has received approx 97% of the drainage rates levied.
- 2 Special Levies for 2024/25 were issued by the Board on 1 April 2024, and have been paid in full.
- 3 Surface Water Development Contributions invoiced during the year:

	Pevensey	Cuckmere	Status	Case Reference
BD0001	68,403		Paid 23.08.24	24_0067_C
BD0001	51,711		Paid 23.08.24	24_0068_C
PE0001	20,062		Paid 17.06.24	24_0069_C
VI0001	119,458		Paid 07.10.24	24_0099_C
VI0001	45,030		Paid 17.09.24	24_0080_C
BE0001	122,612		Paid 11.10.24	24_0087_C
	427,276	0		

- 4 The Board will issue its Highland Water Contribution claim from the EA in August for the year 2024/25. Highland water contributions are intended to reimburse the Board its costs for managing surface water that enters the district from outside the district, in accordance with s57 of the Land Drainage Act 1991. This has been paid in full.
- 5 An FCERM 4 has been submitted and approved for additional funding on the Water Level Management Improvements Study. Payment has been received in full 02 July 2024.
- 6 These are consent fees issued by the Board 2024/25, in accordance with powers afforded by s23 of the Land Drainage Act 1991. These have been paid in full.
- 7 Bank and Investment Interest arises from temporary cash surpluses being invested on the short-term money market, in accordance with the Board's Investment Policy. This income has been apportioned to each of the Rating Sub Districts based on each District's proportion of the closing balances brought forward, as at 31 March 2024. (Pevensey 84.3% = £1,111,114 and Cuckmere 15.7% = £206,645).
- 8 There have been interest invoices raised due to late payment of SWDC.
- 9 There has been no Rechargeable Works completed this year.

From: 01 April 2024
To: 31 October 2024

Period To: 7
Year Ending: 31 March 2025

Note **Notes to the Accounts**

Directly Allocated Expenditure

- 10(i) The budget set of £150,000 is for Phase 2, which has been approved by the Board and will begin in 2024/25. This funding is allocated from the Development Reserve, and is now complete. The movements are detailed and will approved by the Board at Year End. The Pevensy Pumps Capital Works project has had funded approved within the Business Case for Phase 2 and Phase 3, therefore it is unlikely this budget will be used.
- 10(ii) These are the costs incurred for the Pevensy Water Levels Management Project. The approved value of funding from the EA for this project is £943,096. We have received £350,000, and the remaining amount was paid 02 July 2024.
- 11 These are the costs of the Cuckmere Desilting and DeShingling issues within the Sub-District, excluding officer time. These works are ongoing, and the Area Manager is monitoring these costs carefully, due to works costing more due to the wet weather.
- 12 The Board has not received a Precept Invoice from the EA for 2018/19, but has accrued for the amount we expect to be charged for the year. The EA has power to levy such a charge on the Board annually, in accordance with s141 of the Water Resources Act 1991.
- 13 All drain maintenance work has been done by the Contractor Agricultural Machine Hire Ltd (AMH - Darren Walker) and supervised by the Board's Operations Manager. All pumping station maintenance has been carried out by Williams M&E.

Apportioned Expenditure

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

- 14 These costs relate to the employment costs of the Board's Operations Manager and Water Level Management Operative, which includes all Health & Safety PPE, fuel and maintenance costs for one 4 x 4 vehicle, and Honda Foreman. These vehicles are owned by the Board.
- 15 These costs relate to the time the Environmental Manager and WMA's Area Manager have spent working for the Board.
- 16 This relates to the gross cost of employing the Area Manager and Flood Risk Engineer.
- 17 These costs relate to the time the WMA Chief Executive, Business Support, Finance & Rating Manager, Rating Officer and the ICT Manager have spent working for the Board.
- 18 There are no provisions for doubtful debts in 2024/25 to date.
- 19 There have been a small amount of write offs in 2024/25 to date.

From: 01 April 2024
To: 31 October 2024

Period To: 7
Year Ending: 31 March 2025

Note Notes to the Accounts

- 20 Audit fees for both the internal and external fees for 2024/25 have been accrued.
- 21 The Operations Manager's 4 x 4 vehicle will be depreciated by £5,965, and the Honda Freedom by £3,503 in 2024/25. The Storage Container and all small tools and equipment are shown in the Fixed Assets Register and have been fully depreciated.
- 22 The insurance costs relate to the general insurance costs such as Employer's and Public Liability Insurance. Pumping Station insurance is shown within repairs and maintenance, and included within the maintenance breakdown sheet.
- 23 These costs relate to overnight accommodation charges for WMA staff, for hiring meeting rooms and for providing refreshments at Board meetings, site visits and inspections.
- 24 These costs relate to the printing and posting of Board meeting papers and Drainage Rate Demands.
- 25 These costs relate to the public notices that need to be advertised in the local press.
- 26 These costs include the Board's subscription for membership of the Association of Drainage Authorities (ADA), members expenses and licence fees payable to the Information Commissioner's Office for Data Protection, to the WMA for the use of the DRS Online software and Legal Fees relating to the Consortium Agreement.

Balance Sheet

27 Fixed Assets	<u>Vehicles and Trailers</u>	<u>Lockup and Equipment</u>	<u>Pumping Stations</u>	<u>Total</u>
Cost				
Opening Balance as at 1-4-2024	37,351	10,268	6	47,625
(+) Additions	0	0	0	0
(+) Revaluations	0	0	0	0
(-) Disposals	0	0	0	0
Closing Balance as at 31-10-2024	37,351	10,268	6	47,625
Depreciation				
Opening Balance as at 1-4-2024	21,895	10,268	0	32,163
(+) Depreciation Charge	5,523	0	0	5,523
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance as at 31-10-2024	27,418	10,268	0	37,686
Net Book Value				
Net Book Value as at 31-3-2024	15,456	0	6	15,462
Net Book Value as at 31-10-2024	9,933	0	6	9,939

- (i) The Operations Manager's truck is being depreciated monthly, at a rate of £497.09 and the Honda Foreman at £281.89.
- (ii) The Board has purchased a storage container which is located at the EAs Pevensey Depot. This lockup facility secures all of the Board's equipment used by the Operations Manager. This has been fully depreciated in the accounting period April 2017-March 2018.
- (iii) The Board owns 6 pumping stations, and these have been revalued in the manner set out in the Practitioners Guide 2023. These assets were received from the EA at zero cost, and have been included in the Fixed Assets Register with a nominal one pound (£1) value, as a proxy for the zero cost.

From: 01 April 2024
To: 31 October 2024

Period To: 7
Year Ending: 31 March 2025

Note Notes to the Accounts

28(i) Bank Account

The Board's Bank Account is reconciled as follows:

	<u>2023/24</u>	<u>Movement</u>	<u>2024/25</u>
Opening Balance as at 1-4-2024 b/fwd	326,469	-251,293	75,175
(+) Receipts	886,950	965,428	1,852,379
(-) Payments	-1,138,244	512,279	-625,965
Closing Balance as at 31-10-2024 c/fwd	<u>75,175</u>	<u>1,226,414</u>	<u>1,301,589</u>
Balance on Bank Statement as at 31-10-2024	75,162	1,226,397	1,301,559
Less: Unpresented Payments	0	0	0
Add: Unpresented Receipts	13	17	30
Closing Balance as at 31-10-2024 c/fwd	<u>75,175</u>	<u>1,226,414</u>	<u>1,301,589</u>

28(ii) Short Term Investments

	<u>2023/24</u>	<u>Movement</u>	<u>2024/25</u>
32 Day Deposit and Holding Account - Lloyds plc	718,613	-39,961	678,652
National Counties BS	250,000	0	250,000
West Brom BS	250,000	0	250,000
	<u>1,218,613</u>	<u>-39,961</u>	<u>1,178,652</u>

29 Trade Debtors and Ratepayers Due

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2024/25</u>
Trade Debtors	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

Aged Debtor Profile is currently as follows:

Debt period	<u>Pevensy</u>	<u>Cuckmere</u>	<u>No of Debtors</u>
<=30 days	0	0	0
>30 days and <=60 days	0	0	0
>60 days and <=90 days	0	0	0
>90 days	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

Drainage Rates (less Worldpay amounts, in abeyance)	237	1,073	1,310
	<u>237</u>	<u>1,073</u>	<u>1,310</u>

Special Levies:

Eastbourne Borough Council	0	0	0
Hastings Borough Council	0	0	0
Rother District Council	0	0	0
Wealden District Council	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
	<u>237</u>	<u>1,073</u>	<u>1,310</u>

29(ii) Provision for Doubtful Debts

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2024/25</u>
	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

From: 01 April 2024
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Year Ending: 31 March 2025

Note Notes to the Accounts

30 Vat Due from HMRC

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

31 Trade Creditors

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

	2023/24	Movement	2024/25
WMA	42,638	-37,200	5,438
Lloyds Plc	-8	9	1
Southern Farmers	2,326	-2,326	0
Skyguard Ltd T/A Peoplesafe	120	-120	0
Allstar Business Solutions	241	-14	227
Hays Specialist Recruitment Ltd	6,474	-6,474	0
Environment Agency (Precept)	0	5,000	5,000
Maltby Land Surveys Ltd	0	48,000	48,000
Land & Water Plant Ltd	0	540	540
Birchwood Ford	0	-1,000	-1,000
Food & Environmental Ltd	0	2,478	2,478
Marine Management Organisation	0	470	470
Southern EET Testing	0	102	102
Williams M&E Ltd	0	3,423	3,423
	52,205	-46,429	64,790

32 Accruals

	2023/24	Movement	2024/25
Audit Fees	3,216	-1,680	1,536
Biodiversity Costs	11,000	0	11,000
EA Precept Charge for 2018/19	70,000	0	70,000
Rechargeable Works	15,000	0	15,000
AMH Walker Ltd	4,030	0	4,030
Ostridge Contractors Ltd	20,565	-4,605	15,960
British Gas	11,456	-11,456	0
East Sussex County Council	5,000	-5,000	0
Cuckmere Desilt	3,275	-3,275	0
	143,542	-26,016	117,526

33 Grant Reserve

	Pevensey	Cuckmere	2024/25
Opening Balance, as at 1-4-2024 b/fwd	0	0	0
(+) Grants Received	593,096	0	593,096
(+) Grants Due	-90,221	0	-90,221
(-) Grants Applied to Income & Expenditure Account (SCH01)	-122,270	0	-122,270
Closing Balance, as at 31-10-2024 c/fwd	380,605	0	380,605
Grant Due	Pevensey	Cuckmere	2024/25
	0	0	0
	0	0	0

From: 01 April 2024
To: 31 October 2024

Period To: 7
Year Ending: 31 March 2025

Note Notes to the Accounts

34 General Reserve

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>2024/25</u>
Opening Balance, as at 1-4-2024 b/fwd	219,981	75,510	295,491
(+) Net Surplus/(Deficit) for the Period	628,180	-57,744	570,436
* (-) Transferred to Earmarked Development Reserve	0	0	0
(-) Transferred (to)/from Cuckmere Targeted Improvement Reserve	0	0	0
Closing Balance, as at 31-10-2024 c/fwd	848,161	17,766	865,927
* Surface Water Development Contributions Invoiced during the year	427,276	0	427,276
(-) Collection Costs:			
Gross cost of employing Sustainable Development Officer	92,209	0	92,209
East Sussex County Council (ESCC) Hosting Costs	5,000	0	5,000
Hydromodelling	0	0	0
	<u>97,209</u>	<u>0</u>	<u>97,209</u>
* (=) Transferred to/(from) Earmarked Development Reserve	330,067	0	330,067

35 Development Reserve

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>2024/25</u>
Opening Balance, as at 1-4-2024 b/fwd	891,133	131,135	1,022,267
* Transferred (to)/from General Reserve, as detailed in Note 34 above	0	0	0
Closing Balance, as at 31-10-2024 c/fwd	891,133	131,135	1,022,267

36 Cuckmere Targeted Improvements Reserve

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>2024/25</u>
Opening Balance, as at 1-4-2024 b/fwd	0	0	0
Transferred (to)/from General Reserve, as detailed in Note 34 above	0	0	0
Closing Balance, as at 31-10-2024 c/fwd	0	0	0

These costs do not include any of the management time the Area Manager has spent working on this.

37 Revaluation Reserve

	<u>2023/24</u>	<u>Movement</u>	<u>2024/25</u>
Star Inn Pumping Station	1	0	1
Barnhorn Pumping Station	1	0	1
Drockmill Pumping Station	1	0	1
Horsebridge Pumping Station	1	0	1
Rickney Pumping Station	1	0	1
Manxey Pumping Station	1	0	1
	<u>6</u>	<u>0</u>	<u>6</u>

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

Internal Drainage Boards – Remote auditing audit programme
2024/25 Internal Audit Arrangements

Strategic Risks

Governance

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures (I will obtain this data from your website)
- 2) Review Board agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 3) Review any Committee agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 4) The drainage board has published information on its website to comply with the Transparency Code for smaller authorities (I will obtain this data from your website)
- 5) The drainage board for the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (I will obtain this data from your website, and from sight of your Board minutes approving the dates set)
- 6) The drainage board has complied with the publication requirements as stated by the Accounts and Audit Regulations 2015 (Please provide evidence that these have been complied with)

Risk Management

- 1) Review risk management policy and procedures (These should be on the website, but please provide if not)
- 2) Review risk register (If not on the website please provide)
- 3) Review process and procedures for how risk is managed on a day by day basis (A brief note on this please)
- 4) Review key objectives for the IDB and the risks associated with achieving these objectives (This should flow from the risk register)
- 5) Review the controls in place to mitigate these risks and see how effective they are. (These should be contained within the risk register. I may select a sample for review to confirm working as expected)

Operational Risks

Accounting Records

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance (A current trial balance please and a copy of the profit and loss account and balance sheet at the time of the audit)

Expenditure

- 1) Review accounts payable (creditors) (An aged creditors list please)
- 2) Test a sample of payments made to verify they have been correctly paid. Check if possible the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations. (I will select my sample from the expenditure items reported to the Board meetings) (Copies of the supporting documents for the sample selected will be required)
- 3) Check treatment of VAT (included above)

Budget

- 1) Review the budgetary arrangements. (This should be available in the Board papers)
- 2) Review the precept of rates (Please provide the Board agenda and minute approving the penny rate for 24/25 if not already provided above)
- 3) Review how the budget is monitored (These should be included in the Board papers above)
- 4) Review reserves and the policy for these (Please provide latest reserves position and 5/10 year forecast that shows how general reserves are expected year on year in the future) **Income**
- 1) Review accounts receivable (debtors) (An aged debtors list please – both general and rates)
- 2) Review debt collection procedures (Please confirm debt collection arrangements and dates)
- 3) Review any write off arrangements (Please provide details of any write offs – approval/procedures)
- 4) Review recording and banking of income (Please confirm banking arrangements particularly cash or cheque)
- 5) Test a sample of payments received to verify they have been correctly dealt with. Check accuracy and procedures – was this in accordance with Financial Regulations. (Please provide a list of debts raised in the year and I will select a sample for a more detailed review)
- 6) Check treatment of VAT (included above)

Petty Cash

- 1) Check the Petty Cash arrangements where held
- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present. (Please provide a short note on petty cash and confirm VAT has been correctly treated)
- 3) Check treatment of VAT (included above)

Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and treatment of variations including Tax and NI. (Please provide a summary of payments made to staff which includes all deductions both employee and employer)
- 3) Verify PAYE and NI requirements have been met (Please confirm and evidence that PAYE, NI and pension payments have been made to HMIC and LCC)

Asset Register

- 1) Verify the asset register is complete and up to date. (Please provide a copy of the asset register)
- 2) Verify where possible the asset and investment exists (I will not be confirming that any asset exists for this audit!!)

Bank

- 1) Verify and confirm bank reconciliations have been regularly undertaken. (Please provide a latest bank reconciliation)
- 2) Confirm end of year bank reconciliation (Year end follow up audit)

Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book. (Please confirm and year end follow up audit)
- 2) Review and verify the audit trail of sums feeding into the accounting statements. (Year end follow up audit)

Pevensey & Cuckmere Water Level Management Board Risk Register

As a Risk Management Authority the Pevensey & Cuckmere Water Level Management Board are required to have a risk register in order to systematically identify, assess and manage any potential risks to our business. It will also be used to ensure accountability, compliance with regulations, and the effective use of resources to safeguard public interests. The risk Register is a live document and should be reviewed regularly.

With regard to the Risk Register below;

- A Consequence of 3 relates to repercussions which would have a serious effect on the operation/service delivery, which 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.
- A Consequence of 2 relates to repercussions which would have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Would 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.
- A Consequence of 1 relates to repercussions which would 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.
- A Likelihood of 1 relates to an unlikely, outside risk of occurrence.
- A likelihood of 2 relates to this being a foreseeably realistic risk, which could happen infrequently.
- A likelihood of 3 relates to this being a high likelihood of occurrence.

Using the risk matrix shown below a risk rating score is determined, which enables risks to be prioritised using one or more of the “four T’s”

- **Tolerate - score 1-2 - Accept the risk**
- **Treat - score 3–4 - Take cost effective in-house actions to reduce the risk**
- **Transfer – score 6 - Dedicate major resources to managing the risk. If possible transfer the risk to someone else (e.g: by insurance or passing responsibility for the risk to another)**
- **Terminate – score 9 - Agree that the risk is too high and do not proceed with the project or activity**

Likelihood (1 – 3)	Consequence (1-3)		
	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Officers Responsible for actions:

PC - Phil Camamile, Chief Executive: MP - Chief Operating Officer & Deputy CEO: SJ - Sallyanne Jeffrey, Chief Financial Officer (CFO)
 KN - Kari Nash, Project Delivery Manager: TH - Tom Hunter, Area Manager: AB – Ali Bloomfield, Operations Manager:
 CL - Caroline Laburn, Environmental Manager: CB - Cathryn Brady, Sustainable Development Manager

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
(1) To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).	(1a) Reduction in, or insufficient finance, grant and income.	<p>Erosion of Board's capital and general reserves.</p> <p>Unable to replace assets as scheduled in the Board's asset plan and EA MTP, resulting in future housing development being unsustainable, whilst also leaving the Board unable to meet its statutory obligations.</p>	2	3	6	Transfer	<p>Use knowledge and skills of the projects team to fully utilize all funding streams available to projects, thus transferring the risk across a more diverse funding landscape.</p> <p>Explore alternative funding streams including partnership working with other RMAs and access to local levy funding:</p> <ol style="list-style-type: none"> 1) Partnership working with ESCC on planning matters 2) Precept works programme with EA to benefit the Board's infrastructure. 3) Sharing access to technical support staff through the WMA Consortium. <p>Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). The Environment Act 2021 has been enacted, and the Statutory Instrument to update rating calculations has also been consulted on. We now wait for the relevant procedure to be followed for the law to be</p>	31.03.2025	PC/MP/RK

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							updated, after which further processes can commence.		
	(1b) EA may cease to pay highland water contribution to WLMBs	Reduction in FCREM service the Board is able to provide.	2	3	6	Transfer	<p>Ensure highland water claims are clear, transparent, discussed with the EA in good time and submitted on time.</p> <p>Ensure the importance of the HWC is recognized and supported by the EA, RFCC and constituent councils.</p> <p>Continue with the district expansion plans such that HWC would no longer be needed.</p>	31.03.2025	SJ/MP
	(1c) EA's operation of the water control structures has an adverse impact on water levels in the IDD	Impacts on the WLMB's ability to carry out its statutory function	2	3	6	Transfer	Liaison between WLMB and EA officers has resulted in the EA permitting WLMB to operate on its behalf, the EA water control structures that affect the IDD. A protocol for this has been produced by EA/WLMB officers and maintaining it is a priority.	31.03.2025	RK/RD
	(1d) EA no longer undertakes de-shingling works in the Cuckmere Estuary	WLMB is unable to fulfil its statutory function in the Cuckmere River Sub District during periods of high rainfall on a saturated catchment and constituent ratepayers push for an Exemption from Rating order, as a result.	2	3	6	Transfer	<p>The EA have agreed to fund de-shingling works until 31 March 2025.</p> <p>Push for WLMB to do works in the Estuary on behalf of EA via a public sector cooperation agreement and for de-maining conversations to continue.</p> <p>Encourage the EA to implement a sustainable approach to maintaining the Cuckmere River after 31 March 2025 when the de-shingle agreement runs out. Encourage NE to clearly state</p>	31.03.2025	RK/MP

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							how it wants its freshwater SSSI to be managed.		
	(1e) No confirmation from EA of the prescriptive rights of access to each of the Board's pumping stations or rights to bring in services across privately owned land.	Potential to reduce ability to fulfil statutory function	1	3	3	Y	Land Drainage Act 1991 gives WLMBs powers of entry for access to undertake required works. EA has provided copies of paperwork concerning ownership and rights of access, which WLMB officers are reviewing.	31.03.2025	CB/RK
	(1f) Possibility of WLMBs having adhere to Water Abstraction licensing regulations introduced January 2018.	No financial impact anticipated as P&CWLMB does not transfer water from main river to ordinary watercourses.	1	2	2	Tolerate	It is understood that the Water Abstraction licensing regulations apply only to the transfer of water from main river to ordinary watercourses, from outside the district into the district, therefore P&CWLMB should not require licenses.	31.03.2025	RK
	(1g) The EA is no longer willing or able to carry out work on sea or river defences that protect the Internal Drainage District, or continues to maintain the sea defences but to a reduced specification.	Potential overtopping into the IDD during severe weather events. Cost implication of managing tidal inundation the increase in water levels.	1	3	3	Treat	Work closely with the EA to understand the post BESL financing arrangements. Work with the EA to identify low spots and influence maintenance plans as much as possible, such that board priority areas are considered. Offer to undertake works whenever possible.	31.03.2025	RK
	(1h) WLMB receive less PSCA work from the EA.	Potential loss of income and reputational damage to Board and WMA Group.	1	3	3	Treat	EA PSCA work to be a priority for the P&CWLMB, given it ensures work is completed and is completed to a high standard. Use of Public Sector Cooperation	31.03.2025	RK

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							Agreement (PSCA) to facilitate partnership working with other risk management authorities (RMAs) should also be prioritised to ensure a diverse portfolio of clients are available should the EA reduce their work requirements.		
	(1i) Potential for additional work being required on existing WLMB infrastructure arising from implementation of Eel Regs 2009.	Huge cost implication if works are not grant funded.	1	3	3	Treat	Work with EA to obtain a derogation for the existing pumping stations. ADA are pressing for this to become a permanent change.	31.03.2025	RK/CL
	(1j) Access to skills and core competencies is reduced.	Reduction in quality of service delivery. Stakeholders potential loss of confidence in the Board's ability to deliver.	1	3	3	Treat	Board is an equal member of the WMA, which strengthens the organisation and assures access to appropriate skills/competencies. The Board is kept updated via member representation at CMC meetings. Extensive staff training is recorded and documented. Effective management and Employee handbook and compliant disciplinary and grievance procedures. Key man insurance is in place for appropriate personnel. Succession planning.	31.03.2025	ALL
	(1k) Operational failings, such as pump failure, lead to damage to the environment, third	Compensation claims made against the Board. Loss of confidence	1	3	3	Treat	Documented Staff training and Employee handbook in place to limit risk. Routine maintenance and	31.03.2025	ALL

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	party property or individuals.	in the Board's capabilities.					<p>servicing of all Pumping stations is included in the WMA MEICA teams programme of works, to ensure maximum reliability.</p> <p>Any high risk pumps and assets monitored closely and contingency plans and temporary pumps available as part of the MEICA teams inventory.</p> <p>Internal systems to ensure safety and environmental standards are met, such as Health & Safety Policy, risk assessments and safe systems of work, Insurances, Financial Regulations, all in place.</p> <p>Use of approved suppliers.</p> <p>ISO9001 accredited with external audit of QA systems.</p> <p>Complaints Register.</p>		
	(1l) Unable to respond to a major incident, due to lack of resources.	Reputational damage from a loss of confidence in the Board's capabilities.	1	2	2	Tolerate	<p>Resources are backed up by volunteers and equipment.</p> <p>Board Emergency Plan integrates with County Emergency Plan.</p>	31.03.2025	RK/RD
	(1m) Claims and/or bad publicity against WLMB in the event of failure to provide a 24 hour/365 day emergency response for the community.	<p>Reputational damage from a loss of public confidence in the WLMB.</p> <p>Potentially damaging to the WLMB relationship</p>	1	2	2	Tolerate	<p>As a WMA member Board there is access to support from other member Boards and the WMA Staffing Plan and Duty Rota.</p> <p>Emergency workforce and volunteers available.</p> <p>Procedures for managing the</p>	31.03.2025	ALL

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
		with other RMAs.					media are set out in the Board's Reserved Matters.		
	(1n) Public do not know who to contact in an emergency.	Delayed response.	1	2	2	Tolerate	Contact information available on the Board's website and on the Local Resilience Forum website.	31.03.2025	RK/RD
	(1o) Loss or damage to assets through pilferage, theft or neglect.	Reduced WLMB capability of fulfilling its statutory function. Cost implications for replacement, even with insurance.	1	2	2	Tolerate	Regular stock control checks and up-to-date inventory of assets. Asset management plan and annual visual asset inspection feed into capital programme. SLAs in place with approved suppliers. Insurance, including annual engineering inspection.	31.03.2025	RK/RD
	(1p) Loss of income through error or fraud.	Cost implication for external assistance that may be required to recover monies.	1	3	3	Treat	Board approved Financial Regulations, Anti-Fraud/Corruption Policy, Whistleblowing Policy. Internal controls and segregation of duties. Internal and external audit. Insurances.	31.03.2025	SJ
	(1q) Failure to comply with all current UK and EU legislation/regulation	WLMB would incur penalties/fines	1	3	3	Treat	Employ competent staff through WMA. Training for staff and Board members.	31.03.2025	ALL

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							<p>Board approves Financial Accounts.</p> <p>Internal audit.</p> <p>Engage HR, Legal and Health and Safety specialists as and when required.</p>		
	(1r) Failure to comply with General Data Protection Regulations introduced May 2018.	WLMB would incur penalties/fines.	1	3	3	Treat	<p>Employ competent staff through WMA. GDPR training has been given to all staff and Board members.</p> <p>Board approved Data Protection Officer role to be included within the Chief Executive's remit, effective May 2018. Board's Data Protection Policy updated to reflect new regulations.</p>	31.03.2025	ALL
	(1s) The increasing number of water management initiatives being developed and promoted across the region could lead to a duplication of effort and emerging strategies which have conflicting objectives that could adversely impact on the Board's operations and/or	Increase pressure on management time as the Board attempts to keep a handle on the growing number of plans and initiatives in the catchment.	2	3	6	Transfer	<p>WLMB consenting team to receive training on the possible impacts of water level management schemes.</p> <p>Management to carefully assess whether or not to directly engage with each water management initiative being developed by other RMAs in the catchment, could adversely impact on the Board's operations and/or increase flood risk.</p>	31.03.2025	CB

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	increase flood risk.								
	(1t) HMRC have confirmed via Excise Notice 75, that as of 1 April 2022, WLMBs can continue to use red diesel for works benefitting agriculture. It is highly likely that this is a temporary decision and that at some point in the future, the use of rebated fuel will not be possible for WLMB works.	An annual fuel increase in cost of approximately £70,000, meaning an increase of 3% in drainage rates and special levies.	2	3	6	Transfer	Continue to support lobbying through ADA for the law not to be widened out to WLMBs.	31.03.2025	RK/MP
	(1u) Significant increases in wages, fuel and energy costs and difficulty of passing on the associated increases to drainage ratepayers and councils.	Cuts to service delivery would have to be made which could significantly increase flood risk.	2	3	6	Transfer	Additional costs passed on in rates and special levies with effect from 1 April 2022. Assess where cuts could be made without increasing flood risk to an unacceptable level. Support the Council and ADA in actively lobbying Central Government for funding support due to concerns of rising special levies.	31.03.2025	SJ/RK

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	(1v) Beavers could escape from enclosures and build dams within the WLMB district affecting drainage.	Increased flooding, increased cost, difficulty to maintain water levels in designated areas, inability to undertake statutory function, damage to flood banks and watercourse infrastructure.	1	3	3	Treat	Environmental staff to undertake the necessary training and develop the required procedures to be able to remove any beavers/beaver dams from our drains, as required, under license. Operational staff to remain vigilant and report suspected beaver activity to operations managers, especially around areas where they are being introduced.	31.03.2025	CL/RK
	(1w) The new obligation brought in by the Environment Act to enhance the natural environment, as opposed to maintain and conserve the natural environment.	Additional requirements around enhancing the natural environment could lead to an increased cost of operations.	1	3	3	Treat	Environment Team to review the SMO and any other relevant policies in the light of this new legislation. Environment Team to facilitate any training required for the ops manager/field teams.	31.03.2025	CL
	(1x) Winter power cuts enforced by National Grid if gas supplies run extremely low.	Pumping stations would not be operational during these power cuts. National Grid has confirmed it is an unlikely scenario that supply interruptions would happen.	1	3	3	Treat	Liaison with Environment Agency on how to get pumping stations on the critical infrastructure list. Operations Team to prepare for such a scenario. Power cuts of up to three hours at a time could be managed, especially with advance notice of any planned power cuts.	31.03.2025	RK/RD

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
(2) To become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydraulic sub catchment.	(2a) LLFA and EA take over the functions of the WLMB.	If the LLFA/EA takes over the functions of the WLMB, the WLMB be would cease to exist.	1	3	3	Treat	Build our reputation as an important, competent, progressive, delivery based organisation which adds value to solving local water management issues. Regular review of performance and governance arrangement to maintain strength and integrity. ADA membership. Promote WLMB through the media.	31.03.2025	ALL
(3) 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.	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	Increased flood risk. Potential for lost income for SWDCs and commuted sums.	2	3	6	Transfer	Planning/Enforcement to build close relationships with local planning officers, such that our role, input and comments are considered and valued. Officers' comments on planning applications are available on Local Authority website. The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.	31.03.2025	CB/RK
	(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long-term	Inadequate or lack of maintenance of SUDs could have an adverse impact on the WLMB infrastructure & subsequently increase the risk of	2	3	6	Transfer	A SUDs adoption and charging policy has been approved by the Board. Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.	31.03.2025	CB/RK

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	maintenance.	flooding.					Promote WLMB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity. Introduction of a SUDs adoption and charging policy, approved by the Board on 31 January 2017.		
	(3c) Increase in the volume of planned housing in the district	More resource required to deal with the applications and with the increased water to the WMB district.	1	3	3	Treat	WMA resource available to assist with planning enquiries. Regular meetings between WMA team to ensure any additional work can be managed and dealt with. Compelling business case for asset replacement developed.	31.03.2025	RK/CB
	(3d) Insufficient surface water development contributions collected to cover employment cost of planning resource	FTE planning resource may become unsustainable	1	2	2	Tolerate	Likelihood of less development low in current climate. Reallocation of resource to other WMA areas is possible. The Board adopted the variable SWDC rate and banding arising from the 2018 WMA review. New rates and banding introduced wef 1 November 2018 which will support the SWDC income stream and its purpose.	31.03.2025	RK/CB
(4) To nurture, enhance and maintain the natural habitats and species, which exist in and alongside WLMB watercourses,	(4a) Non-delivery/ non-compliance of Biodiversity Action Plan.	Board does not meet its environmental targets.	1	3	3	Treat	BAP approved by the Board and submitted to DEFRA and EA. Work to WFD compliant SMO. Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to	31.03.2025	CL/RK/RD

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
wherever practical to ensure there is no net loss of biodiversity.							<p>identify opportunities for increasing environmental performance in lower priority infrastructure.</p> <p>Officers monitor and report environmental performance to the Board.</p> <p>Staff awareness training.</p> <p>ISO 14001 accreditation and external audit of QA systems.</p> <p>Complaints Register available.</p>		
	(4b) Implementation of BAP leads to increased flood risk and increased maintenance costs.	Failure to balance environmental needs with management of flood risk.	1	3	3	Treat	<p>BAP to be developed in liaison with the Ops manager and reviewed at regular intervals.</p> <p>Watercourses prioritised according to flood risk based on criteria agreed by Board.</p>	31.03.2025	CL/RK/RD
	(4c) SMO not WFD compliant.	Potential for Board to incur penalties/fines if environmental/habitat damage occurs as a result of none WFD compliant works.	1	3	3	Treat	Update SMO to maintain WFD compliance.	31.03.2025	CL/RK/RD
	(4d) Future funding to manage/remove Floating Pennywort not secured, resulting in more spread and more material, finding	Increased costs for removal, resulting in increased drainage rates and levees.	2	3	6	Transfer	<p>Officers to keep the pressure on the EA and NE to work together to fund 3rd party works and a bigger solution to landscape scale management.</p> <p>Officers to investigate sources of potential future funding to control floating pennywort in third party</p>	31.03.2025	CL/RK

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	its way into more WLMB watercourses.						infrastructure (Main Rivers controlled by the EA and private watercourses controlled by Landowner).		
	(4e) Increased levels of non-native species adversely affecting work & BAP delivery.	Increased costs of operations. Failure to meet environmental targets.	2	2	4	Treat	Ensure biosecurity protocols are adhered to. Adhere to risk assessment and protocol for management of works where non-native species are present. Educate workforce and have clear communication line for the reporting of potential non-native sightings, such that these can be assessed by the environmental team. Continue to work with the EA and local authorities to obtain funding for works to manage any non-natives found, to minimize the financial burden on the board.	31.03.2025	CL/RK

FEEDBACK & COMPLAINTS REVIEW
For the period May 2024 – October 2024

1. OFFICIAL COMPLAINTS

Date of complaint	Location	Nature of complaint	Allocated to	Status	Action taken

No official complaints have been received or dealt with during the reporting period and there are no outstanding complaints to resolve brought forward from previous reporting periods.

2. OTHER FEEDBACK

Date of feedback	Location	Nature of feedback	Allocated to	Status	Action taken

No feedback has been received or dealt with during the reporting period and there is no outstanding feedback to monitor brought forward from previous reporting periods.

FRANCES BLIGH
ICT MANAGER

WMA Meeting Calendar 2025

	January	February	March	April	May	June	July	August	September	October	November	December			
Mo									1				1	Mo	
Tu				1			1	SHIDB Conservation	2				2	BG JMC	Tu
We	1	Bk. Hol.		2			2		3	1			3	ES A&O & Deben	We
Th	2			3	1		3		4	2			4		Th
Fr	3			4	2		4	1	5	WMA Pay	3		5	WMA CMC	Fr
Sa	4		1	5	3		5	2	6	4		1	6		Sa
Su	5	2	2	6	4	1	6	3	7	5	2	7	7		Su
Mo	6		3	BG B&I	3	WMA Pay	7		5	Bk. Hol.	2		8		Mo
Tu	7		4	BG A&E	4		8		6		3	BG B&O	8		Tu
We	8	PCWLMB Chairmans Committee	5	WLY&L	5		9		7	ES A&O & Deben	4		9		We
Th	9		6		6		10		5	BIDB	10		7		Th
Fr	10		7		7		11		9	KLIDB	6	South of England Show	11		Fr
Sa	11		8		8		12		10		7	South of England Show	12		Sa
Su	12		9		9		13		11		8	South of England Show	13		Su
Mo	13		10		10		14		12		9		14		Mo
Tu	14	SHIDB Perf & Chairman's	11	SHIDB	11		15		13	SHIDB	10	SHIDB Angling	15		Tu
We	15		12		12		16		14	NRIDB	11		16		We
Th	16	KLIDB	13		13		17		15		12		17		Th
Fr	17		14		14		18		16		13		18		Fr
Sa	18		15		15		19		17		14		19		Sa
Su	19		16		16		20		18		15		20		Su
Mo	20		17		17		21		19		16		21		Mo
Tu	21	Pevensy and BG B&O	18		18		22		20	BG A&E	17	PCWLMB	22		Tu
We	22	NRIDB	19		19		23		21	WLY&L	18	Lincs Show	23		We
Th	23		20		20		24		22		19	Lincs Show	24		Th
Fr	24		21		21		25		23		20		25	Bk. Hol.	Fr
Sa	25		22		22		26		24		21		26		Sa
Su	26		23		23		27		25		22		27		Su
Mo	27	ESWMB	24		24		28		26		23		28		Mo
Tu	28		25		25		29		27		24		29		Tu
We	29		26		26		30		28		25		30		We
Th	30	BIDB	27		27		31		29		26		31		Th
Fr	31		28		28				30		27				Fr
Sa			29		29				31		28				Sa
Su			30		30						29				Su
Mo			31		31						30				Mo

WMA CMC 9.30 am Water Management Alliance Consortium Management Committee

NRIDB 10.00 am Norfolk Rivers IDB

BIDB 10.00 am Broads IDB

SHIDB 10.30 am South Holland IDB

ESWMB 10.00 am East Suffolk WMB

PCWLMB 10.00 am Pevensy & Cuckmere WLMB

WLY&L 10.00 am Waveney, Lower Yare & Lothingland IDB

KLIDB 9.30 am King's Lynn IDB

BG B&I 2pm Bedford Group Bedfordshire & River Ivel

BG B&O 2pm Bedford Group Buckinghamshire & River Ouzel

BG A&E 9am Bedford Group Alconbury & Ellington

BG JMC 2pm Bedford Group Joint Management Committee

CONSORTIUM MATTERS

To receive the confirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 26 July 2024, to view [Click here](#)

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 April 2024 to 30 June 2024
- WMA Financial Report for the period 01 April 2024 to 30 June 2024
- WMA Capital Works Portfolio Overview as at 10 July 2024
- Correspondence – Environment Statutory Allowance
- Social Media Report for the period 01 April 2024 to 30 June 2024

CONSORTIUM MATTERS

To receive the unconfirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 27 September 2024, to view [click here](#):

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 July 2024 to 31 August 2024
- WMA Financial Report for the period 01 April 2024 to 31 August 2024
- Social Media Report for the period 01 July 2024 to 31 August 2024

WMA Policy Review Summary – Pevensey & Cuckmere Water Level Management Board

27th November 2024

	Policy	Owner	Comments
1	Health and Safety Policy and Responsibilities Click here	RK, MP, KV	Annual Review
2	Drought Policy Click here	CL	3-year review
3	WMA Division of Responsibilities: Roles of Chairman and Chief Executive Click here	PC	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
4	WMA Schedule of Reserved Matters Click here	PC	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
5	WMA Financial Regulations Click Here	SJ	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
6	WMA Data Breach Procedures Click Here	FB	Annual Review
7	WMA Information Security and Systems Acceptable Use Policy Click Here	FB	Annual Review

Objective	Responsible Officer	Status
<p>1. Develop and agree a service level agreement for each WMA Member Board that clearly defines the individual service functions to be provided by the WMA. The agreement should include service delivery and performance expectations together with monitoring and reporting requirements, so that each Member Board can better appraise the effectiveness of the WMA and periodically benchmark its performance against other service providers.</p>	<p>COO</p>	<p>Work on the WMA strategy is now complete, which has highlighted member board priorities and strategic objective alignment.</p> <p>COO is now developing a dashboard relating to the strategic objectives, which will enable more detailed board objectives and benchmarking to be produced.</p>
<p>2. Encourage all Member Boards to set objectives and ensure that these objectives are met.</p>	<p>CEO</p>	<p>All member boards have set objectives and are progressing towards achieving them.</p> <p>These objectives can be found in the relevant meeting minutes and report extracts.</p>
<p>3. Ensure all shared personnel have the capacity, ability and training to perform within the agreed budget. Specifically, to:</p>		

Objective	Responsible Officer	Status
<p>3.1 Increase capacity within the Finance & Rating team, so that the staff are able to consistently produce monthly Financial Reports by the 14th day of the following month and any other financial information that the business may reasonably require from time to time, as and when needed. Pressure on the team is only likely to increase, as more of the Member Boards move into full-code audit.</p>	<p>Finance & Rating Manager</p>	<p>The Finance and Rating Team have been upskilling their apprentices and are consistently producing Financial Reports by the deadlines set.</p> <p>The annual leave system has now been modernised and is being successfully used by the office staff and external workforce.</p> <p>The new electronic PO and invoicing system is nearing completion and is about to undertake testing by the team. It is hoped this will be live by the end of October 2024. Both of these systems will aid in reducing time burden for both the Finance and Rating Team, and those that are Budget Holders, as well as aiding accuracy of procurement against our Financial Regulations.</p>
<p>3.2 Provide additional training for the new Business Support team, so that the staff are able to confidently fulfil all aspects of their role. For example, turning around draft minutes for Member Board/Committee Chairs within two weeks of a meeting.</p>	<p>Finance & Rating Manager</p>	<p>BST have achieved their deadlines on minutes consistently.</p> <p>Training plan for each member of the BST is agreed as part of the annual appraisal process.</p>

Objective	Responsible Officer	Status
<p>3.3 Increase training within the Sustainable Development team, so that they can confidently give planning/consenting advice to the business and take enforcement action quickly, when necessary.</p>	<p>Sustainable Development Manager / Compliance manager</p>	<p>The team are on track to achieve their targets for SWDC.</p> <p>Training plan for each member of the team is agreed as part of the annual appraisal process.</p> <p>New in-house CPD on river restoration and backwater effects is being delivered within the next 3 months, given the noticeable increase in applications of this nature.</p> <p>Dedicated enforcement role is now focussed on enforcement action.</p>
<p>3.4 Increase GIS/mapping capacity within the ICT team, so that they can quickly create maps which are specified by the business, to the required standard.</p>	<p>ICT Manager</p>	<p>Two new recruits have been made to the ICT team, both with GIS skills.</p> <p>This has already seen the development of the electronic system for site work, monitoring work undertaken, etc.</p>
<p>3.5 Introduce a more streamlined approach of ensuring environmental compliance when carrying out unplanned emergency response/maintenance work to minimise cost and delays.</p>	<p>Environment Manager</p>	<p>SMO reviews are to be completed for each board which will review emergency work procedures, as well as the standard maintenance functions.</p> <p>Works following winter flooding of 2024 was streamlined, under close working relationship between engineering and environmental team.</p>
<p>3.6 Ensure the Area team for East Anglia is able to produce accurate maintenance work</p>	<p>Area Manager</p>	<p>Templates for work programmes are set which should enable work programmes to be completed before 30 November each year.</p>

	Objective	Responsible Officer	Status
	programmes before 30 November every year.		
4.	Ensure all communications on social media, in the press and through the staff are dealt with in accordance with the Communications Policy and are clearly credited to the relevant Member Board(s). Ensure that all Board owned equipment is appropriately labelled as such, and Board branding is correctly exhibited on all project work being undertaken.	ICT Manager	This has been communicated to all staff and will continue to be monitored. All social media posts are checked before sending.
5.	Oversee and secure succession planning, especially regarding senior management. Specifically prioritising the following Managers:		
	5.1 Finance & Rating Manager	CEO	Professional development of the Finance and Rating Team continues with a view to produce capable successors to the role.
	5.2 ICT Manager	CEO	Professional development of the ICT Team continues with a view to producing capable successors to the role.
	5.3 Area Manager (East Anglia)	CEO	Professional development of the Team continues with a view to producing capable successors to the role.

	Objective	Responsible Officer	Status
	5.4 Project Delivery Manager	CEO	Professional development of the Project Delivery Team continues with a view to producing capable successors to the role.

	Objective	Responsible Officer	Status
6.	Start implementing the agreed 3-year strategy for the long-term success and sustainability of the WMA for the benefit of all Member Boards.	COO	Dashboard is under development and will be available for the next CMC meeting. Certain elements of the strategic objectives have already been completed and team briefings on the strategic objectives have been delivered, to ensure business alignment.
7.	Continue to monitor carbon usage at Pierpoint House and reduce carbon emissions, as per the agreed Carbon Management Plan. To commission the 6 EV charging stations and allow the staff and visitors to use them.	COO	Carbon monitoring continues as per the carbon reduction plan. Charging stations at Pierpoint House are now working.
8.	To ensure that the WMA group's net expenditure does not exceed the net Administration and Technical Support Budget for 2024/25 and aim to increase the proportion of total expenditure financed by third	Finance & Rating Manager / COO	On track to meet the budget. Third party work continues to grow in line with the target provided.

	parties from 55% to 70% within the next 3 years.		
9.	To ensure that the WMA Group has a robust DRS after the 31 st March 2025, for use by its Member Boards and consider licensing the system to third parties, should they also want to use the software.	CEO	Achieved

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	PAPER COPY PACK REQUESTED
Richard Brown	Pack also sent to alternative email addresses
Neil Cleaver	
Ali Dehdashty	
Penny Di Cara	
Peter Diplock	
Lance Gearing	YES
Bill Gower (Chairman)	YES
Martin Hole	
Duncan McCutchan	
Robert Miles	Post copy, no email address filed
Jim Murray	YES
Hugh Parker	
David Robinson	
Robert Smart	YES
Richard Thomas	
Chris Wadman (Vice Chair)	
David White	Pack also sent to alternative email addresses

Key Partners & Supporting Officers:	
Rachel Avery	NE
Tim Bartlett	Eastbourne BC
Catherine Beaumont	Rother DC
Nick Claxton	E. Sussex CC- LLFA
Jo Heading	Wealdon DC
Matthew Hitchen	Lewes-Eastbourne
Paul Levitt	EA
Russell Long	EA
Shirley MacKinnon	PPC
Ellen Miller	Lewes-Eastbourne
Laura Newland	EA
Dan Sargent	EA

WMA & WLMB Officers:	
Giles Bloomfield	Project Development Manager
Grace Burton	Senior Business Support Officer
Phil Camamile	Chief Executive
Richard Dann	Operations Manager (PCWLMB)
Sallyanne Jeffrey	Chief Financial Officer
Revai Kinsella	Area Manager (PCWLMB)
Caroline Laburn	Environmental Manager
Kari Nash	Project Delivery Manager
Gareth Oliver	Flood Risk Engineer (PCWLMB)
Pippa Purser-Ward	Communications and Marketing Lead
Matthew Philpot	Deputy Chief Executive
PCWLMB Meeting	27-November-24