

**A MEETING OF THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
WAS HELD AT THE SAFFRON SPORTS CENTRE, COMPTON PLACE ROAD, EASTBOURNE
BN21 1EA ON TUESDAY, 28 JANUARY 2020 AT 10.00 AM.**

Elected Members

Pevensey Sub District

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

Cuckmere Sub District

- * Richard Brown
- * Gill Hesselgrave

Combe Haven District

- * Monty Worssam

Appointed Members

Eastbourne BC

- Helen Burton
- Pat Rodohan
- * Robert Smart
- Colin Swansborough
- Barry Taylor
- Vacant Position**

Hastings BC/Rother DC

- * Robin Patten

Wealden DC

- * Michael Lunn
- * David White
- * Present (47%)

Bill Gower in the Chair

* Officers in Attendance

Environment Agency

Paul Levitt (Asset Performance
Team Leader)

East Sussex CC

- * Nick Claxton, FRM Team

Water Management Alliance

- * Phil Camamile (Chief
Executive)
- * Cathryn Brady (Sustainable
Development Manager)
- Caroline Laburn (Environmental
Manager)
- * Matthew Philpot (Project
Engineer)

Pevensey and Cuckmere WLMB

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

Local Authority

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

Natural England

- * Cath Jackson

ID	Action
01/20 WELCOME AND INTRODUCTIONS	
01/20/01 The Chairman welcomed Cathryn Brady, Sustainable Development Manager at the Water Management Alliance, to her first Board meeting.	
02/20 APOLOGIES FOR ABSENCE	
02/20/01 Apologies for absence were received on behalf of David Robinson, Pat Rodohan, Colin Swansborough, Barry Taylor and Chris Wadman.	
03/20 DECLARATIONS OF INTEREST	
03/20/01 Richard Brown, Gill Hesselgrave and David White all declared an interest in the drainage rates and special levies for 2020/21 agenda item, due to each of them being a registered occupier in the Board's Cuckmere Sub District. RESOLVED that this be noted.	
04/20 MINUTES OF THE LAST BOARD MEETING	
04/20/01 The minutes of the last Pevensey and Cuckmere WLMB meeting held on 8 October 2019 (a copy of which is filed in the Report Book), were confirmed and signed as a true record. Arising therefrom:	
04/20/02 Minute 39/19/05. The Environment Agency (EA) had formally delegated its powers to the Board to carryout the de-shingling work at Cuckmere Haven, with its Operations Manager having signed Schedule 3 to the existing Public Sector Cooperation Agreement, which was valid for 5 years. RESOLVED that this be noted.	
04/20/03 Minute 39/19/06. The Board's Environmental Manager had been advised by the Marine Management Organisation (MMO) that an MMO Licence would not be required if the Board were using the Environment Agency's (EA) powers to carryout the de-shingling work. Furthermore the EA had since advised that the Board would not require a Flood Risk Activity Permit (FRAP) if the de-shingling was limited to moving material within the existing training walls, as opposed to partially removing the eastern training wall and following the line of the new cut eastwards to sea. However assent from Natural England (NE) would still be required and an application had therefore been submitted to NE on 10 December 2019. The Environmental Manager was expecting to hear from NE by no later than 14 February 2020. RESOLVED that this be noted.	
04/20/04 Minute 39/19/07. The Chief Executive confirmed that he had alerted the Finance Director at Wealden District Council to the possibility of a significant increase in special levy for 2020/21, to part-fund the de-shingling work at Cuckmere Haven. Comments had been requested from the Finance Director at Wealden District Council, but none had been received. The Chief Executive had also sent copies of all correspondence that had been sent to the Finance Director, to Graham Kean at Wealden District Council. RESOLVED that this be noted.	

ID	Action
<p>05/20 ENGINEERING & ENVIRONMENTAL REPORT</p> <p>05/20/01 The Engineering & Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p> <p>05/20/02 Works Programme for 2020/21</p> <p>It was agreed and thereby RESOLVED to approve the maintenance works programme for 2020/21, as presented.</p> <p>05/20/03 Cuckmere River Sub-District</p> <p>Members noted that the Environment Agency (EA) had carried out a light touch de-shingling operation at Cuckmere Haven between 8 and 20 November 2019. The Project Engineer had been advised by the EA that this operation had cost approx. £15k to undertake. RESOLVED that this be noted.</p> <p>05/20/04 Members noted the Environment Agency's (EA) De-shingling Triggers Document that set out when the EA would de-shingle the river mouth at Cuckmere Haven, moving forward. This document had been written by the EA with input from the Board's Project Engineer during the last 8 months. The Project Engineer was not happy with the document, which was why both he and the Board's Environmental Manager had drafted a different De-shingling Triggers Document that would enable the Board to fulfil its statutory function in this part of its District. Members agreed that the EAs De-shingling Triggers Document was unacceptable and should be amended to enable the Board to fulfil its statutory function in this part of its District. RESOLVED that this be noted.</p> <p>05/20/05 The Board's own De-shingling Triggers Protocol (a copy of which is filed in the Report Book) was considered in detail and unanimously approved, subject to the following amendments:</p> <p>Criteria to be met:</p> <ol style="list-style-type: none"> 1. Based on gauge boards installed on the WLMB district watercourses, no fall in water level will have occurred for a period of two weeks (<u>remove</u>: "following the cessation of any overtopping from main-river"). 2. Areas of road at Alfriston will be flooded (<u>add in</u>: "for two weeks") and hindering traffic flow through the area. <p>05/20/06 It was agreed and thereby RESOLVED to draft a press-release setting out the entirely unacceptable position the Board now found itself in and a critique of the Environment Agency's De-shingling Triggers Document, requesting the changes that were needed to enable the Board to fulfil its statutory function. The draft press release and critique should then be sent to Robert Smart and Michael Lunn who would release the statement and critique to the press at the appropriate time, copying in and advising all local MPs accordingly.</p> <p>05/20/07 It was agreed and thereby RESOLVED to write to the Defra Secretary of State again, requesting that changes be made to the Environment Agency's De-shingling Triggers Document, which would enable the Board to fulfil its</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>PJC/RS/ML</p> <p>PJC</p>

ID	Pevensey and Cuckmere WLMB, Minute	Action
	<p>statutory function. However this letter should not be sent immediately and members would advise the Chief Executive of the appropriate time to send this letter. RESOLVED that this be noted.</p>	
05/20/08	It was agreed and thereby RESOLVED to invite the Environment Agency's Regional Director to the next Board meeting.	PJC
05/20/09	<p>Biodiversity Action Plan (BAP), Progress Report 2019-2020</p> <p>A summary of the progress made during 2019/20 on actions arising from the Board's Biodiversity Action Plan was considered in detail and approved. RESOLVED that this be noted.</p>	
06/20	PLANNING REPORT	
06/20/01	The Planning Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
06/20/02	<p>Delegated Consents</p> <p>The schedule of delegated consents determined by the Chief Executive's Management Committee were considered in detail and approved.</p>	
06/20/03	<p>Development Charges and Fees</p> <p>The schedule of surface water development contributions totalling £284,439.84 that had been invoiced during the reporting period was considered in detail and approved.</p>	
06/20/04	<p>Hailsham Wastewater Treatment Discharge Permits</p> <p>It was noted that Southern Water's projections showed that the volume of discharge from both treatment works would not exceed the permitted discharge as previously consented by the Environment Agency until 2030. However if these projections changed and/or discharges were exceeded arising from future development then the impact of this on the Board would need to be considered further. RESOLVED that this be noted.</p>	
06/20/05	<p>Engagement with Local Planning Authorities</p> <p>The two training sessions provided by the Board's Flood and Water Officer had been well received by both Local Planning Authorities (Rother District Council and Hastings Borough Council). RESOLVED that this be noted.</p>	
06/20/06	<p>Planning matters: Scheme of Delegation</p> <p>The table setting out those planning decisions that had been reserved for the Board and those planning matters which could otherwise be determined under delegated authority by officers (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
06/20/07	Those decisions that only the Board could take were set out in the Reserved Matters and those decisions that had been delegated were included in the Scheme of Delegation and in the Terms of Reference for the Chairman's	

ID	Pevensey and Cuckmere WLMB, Minute	Action
	Committee and the Chief Executive's Management Committee. All of this information was available for viewing on the Board's website. RESOLVED that this be noted.	
06/20/08	It was agreed and thereby RESOLVED to ask for comments from all Board members, should it be necessary for the Chairman's Committee to meet between Board meetings to consider and determine an application for byelaw consent or an application for consent under section 23 of the Land Drainage Act 1991.	RK
06/20/09	It was agreed and thereby RESOLVED to prepare a report for consideration at the next meeting detailing the impact on the Board of the recent HM Planning Inspectorate's decision to reject Wealden District Council's Local Development Plan.	RK
06/20/10	It was agreed and thereby RESOLVED to include maps at a much larger scale in future Planning Reports that clearly showed the location of each planning application.	RK
06/20/11	It was agreed and thereby RESOLVED to send a copy of the recent application to all Board members, which was consented by officers where the impermeable area was greater than 5 hectares in size, so that members could understand the evaluation process undertaken by officers on this occasion and therefore when consent might or might not be granted by the Board in future.	RK
07/20	CHAIRMAN'S COMMITTEE MEETING	
07/20/01	The recommendations arising from the unconfirmed minutes of the Chairman's Committee meeting held on 10 January 2020 (a copy of which is filed in the Report Book) were considered in detail and approved. Arising therefrom:	
07/20/02	Annual Budget and Rate Requirements for 2020/21 The annual budget for 2020/21 and projected out-turns for 2019/20 (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
07/20/03	It was agreed and thereby RESOLVED to employ an additional Planning and Enforcement Officer to assist the Flood and Water Officer with processing case work and crucially with managing compliance and enforcement issues across the catchment with effect from 1 April 2020.	PJC
07/20/04	It was agreed and thereby RESOLVED to send Robert Smart a copy of the Surface Water Development Contributions Briefing Paper, which had been considered and approved by the Board on 11 June 2019.	PJC
07/20/05	Robert Smart requested that in future the Board was presented with two budgets; one for the rates and levies and the other for the Development Reserve. The Chief Executive agreed to speak to the Board's Finance and Rating Manager about this. Everyone else was happy with the way in which the Board's Budget for 2020/21 had been presented.	PJC/SJ

08/20 DRAINAGE RATES AND SPECIAL LEVIES FOR 2020/21**08/20/01 Annual Values as at 31 December 2019**

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2019 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2020/21 (a copy of which is filed in the Report Book).

08/20/02 Increase in Rates and Levies for 2020/21

It was agreed and thereby RESOLVED to approve Option 1, which equated to an increase of 2.09% in the Agricultural Drainage Rates and Special Levies for 2020/21 for the Pevensey Levels Sub District and an increase of 90.92% in the Agricultural Drainage Rates and Special Levies for 2020/21 for the Cuckmere River Sub District:

Option 1**Pevensey Levels Sub District**

Drainage Rate in the Pound: 3.461p

Occupiers' Drainage Rates:	£13,642
Eastbourne Borough Council:	£234,404
Hastings Borough Council:	£11,865
Rother District Council:	£4,348
Wealden District Council:	<u>£46,636</u>

£310,895

Option 1**Cuckmere River Sub District**

Drainage Rate in the Pound: 55.713p

Occupiers' Drainage Rates:	£28,562
Wealden District Council:	<u>£16,586</u>

£45,148

08/20/03 Significant Increase for the Cuckmere River Sub District

The significant increase in the Cuckmere River Sub District would pay for an annual de-shingle of the river mouth and some targeted de-silting works in the river, subject to obtaining all of the necessary permissions (estimated at £20k pa). It was intended that within a period of 5 years most of this work would be paid for by others. RESOLVED that this be noted.

08/20/04 Earmarked Balances and Reserves

The adequacy and appropriateness of the Earmarked Balances and Reserves as detailed in the Capital Financing and Reserves Policy and shown in Note 13 was considered in detail and approved.

08/20/05 Public Sector Co-operation Agreement with King's Lynn IDB

ID	Action
<p>On 17 January 2018 the Board agreed to extend the initial 2 year Public Sector Cooperation Agreement with King's Lynn IDB for a further 5.5 years, to expire on 31 March 2024. However the Board also agreed that its Chairman's Committee should monitor this arrangement annually. It was agreed and thereby RESOLVED to continue with this arrangement for another year.</p>	
<p>09/20 IDB/EA LIAISON UPDATE</p>	
<p>09/20/01 There was no one present from the Environment Agency at the meeting. Michael Lunn was extremely disappointed that no one from the Environment Agency was present at today's meeting. He felt that this was entirely wrong and inappropriate.</p>	
<p>10/20 MATERIAL CHANGES TO THE RISK REGISTER</p>	
<p>10/20/01 The full risk register together with the risk assessment matrix (copies of which are filed in the Report Book), was considered in detail and approved. There were no material changes to the risk register requested.</p>	
<p>11/20 DATE OF NEXT MEETING</p>	
<p>11/20/01 The next meeting of the Board was confirmed to be at 10 am on 16 June 2020 at the Saffron Sports Centre, Compton Place Road, in Eastbourne BN21 1EA.</p>	
<p>12/20 ANY OTHER BUSINESS</p>	
<p>12/20/01 ADAs IDB Health, Safety & Welfare Survey 2019 Advice Note</p> <p>The Association of Drainage Authorities (ADAs) IDB Health, Safety and Welfare Advice Note was considered in detail and approved (a copy of which is filed in the Report Book). It was agreed and thereby RESOLVED to adopt the eleven recommendations for IDBs within ADAs Advice Note.</p>	
<p>12/20/02 The Chief Executive confirmed that in future, Health, Safety and Welfare would be a separate agenda item at Board meetings. RESOLVED that this be noted.</p>	
<p>13/20 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</p>	
<p>13/20/01 The Chairman welcomed Shirley McKinnon to the Board meeting as a member of the public, in her capacity as a Pevensey CP Parish Councillor. Shirley requested that she be kept informed of all future Board meeting dates, so she could continue to attend, albeit as an observer.</p>	
<p>14/20 CONFIDENTIAL BUSINESS</p>	

ID	Action
<p>14/20/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.</p>	

ENGINEERING & ENVIRONMENTAL REPORT – January 2020

The following information pertains to work carried out for the Pevensey and Cuckmere WLMB involving the Operations Manager (Richard Dann), Project Engineer (Matthew Philpot) and Environmental Manager (Caroline Laburn) between 08 October 2019 – 10 January 2019:

1. OPERATIONS REPORT

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

Weedcutting on:

CMT217P - Pevensey;

- Dowles stream
- Burgh fleet and monkham
- Martins ditch
- Tower Ditch

CMT216P - Pevensey; Manxey

- Kentland sewer

CMT215P - Pevensey; Glynleigh

- Duck puddle
- Winters cut
- Drockmill Hill Gut

CMT214P - Pevensey; Horse Eye & Down

- Rickney sewer
- Lewens sewer
- Crossing sewer

The proposed 2020/2021 maintenance works programme is included in **Appendix I** and has been factored in to the expenditure budget. **It is recommended that this be approved.**

2. PUMPING STATIONS

All pumping stations received six month service in October 2019. Six monthly servicing is proposed to continue next financial year.

Manxey

No issues to report

Drockmill

No issues to report

Star Inn

No issues to report

Rickney

No issues to report

Horsebridge

No issues to report.

Barnhorn

No issues to report.

3. OPERATIONAL ISSUES

3.1 Environment Agency Deshingle at the Cuckmere Mouth

Following the previously reported severe flooding issues of the Cuckmere Valley in the Autumn 2019, the Environment Agency undertook an emergency clearance operation at the river mouth on the beach south of Exeat. We believe that the final trigger for this operation was that the road at West Dean became flooded very badly, resulting in the village becoming inaccessible to most vehicles.

This operation took place between 08 November and 20 November 2019. The EA machines initially cut a straight line channel of approximately 5 metres through the shingle bar blocking the river. The force of the water upstream, scoured and moved a further 5m width of gravel out to sea.



The initial cut made by EA machines as seen on 09/11/19



The River Cuckmere following deshingling and prior to demobilisation on 20/11/19

The outcome of this emergency measure allowed the flooded marshes and infrastructure upstream to drain away quickly and successfully, although we continue to monitor the situation as some flooding still remains.

3.2 Cuckmere Deshingling Trigger Documents

The EA have developed a formal set of triggers outlining when the EA would de-shingle the river outfall. This document has now been completed and is included in **Appendix II. This should be noted.**

The P&CWLMB has also developed its own set of de-shingling triggers, which are included in **Appendix III. It is recommended that these triggers be approved, subject to the necessary funding being available.**

An extra £20k per year is proposed to be charged to the Cuckmere sub district to provide funding for interventions in this area, which will involve de-shingling and targeted de-silting of the river to enable the board to fulfil its statutory function (the proposed rate increase will be discussed further at the finance section in the report).

3.3 Cuckmere Deshingle - Consents and Permissions Update

Within the last period, Officers have been working with the Environment Agency, Natural England and the Marine Management Organisation with the aim of securing permissions to allow deshingling of the mouth of the Cuckmere by the board (if required) for a period of 5 years (February 2020-2025).

To date the following has been secured and/or agreed:

1. The EA have agreed, via a 5 year Public Sector Cooperation Agreement, to delegate to the P&CWLMB the EA's powers to deshingle the mouth of the Cuckmere River.
2. Using the EA's powers, it has been agreed that no Flood Risk Activity Permit (FRAP) is required to undertake instream work to deshingle the river mouth.
3. The Marine Management Organisation (MMO) are satisfied that if the WLMB are using the EA's powers to undertake beach clearance, then this is considered an exempt activity and that no MMO licence will be required, as long as the shingle material is not removed off-site.
4. The MMO are satisfied that any ecological considerations regarding the Marine Conservation Zone (Beachy Head West) will be considered by Natural England during their assenting process.

Natural England have been consulted and have been very helpful in facilitating the SSSI assenting process. They requested that the WLMB provide all the appropriate information for them to allow the assent to be considered and to speed the process of delivery. In particular, they required a definition of the defined WLMB trigger levels to be met for clearance and for the WLMB to provide an overview of the monitoring which will take place to determine when these trigger levels are being met and the impact on the valley following any such interventions.

The EA Trigger levels and the WLMB's proposed triggers are set out in **Appendix II** and **Appendix III** respectively. The monitoring protocols are defined in **Appendix IV** and **it is recommended that these be approved.**

A formal application for assent was sent to Natural England on 18 December 2019. They were contacted again following the Christmas Holidays to ask for a time frame for consideration of this project. An estimated time frame for the assent to be determined is thought to be the end of February 2020.

4. HEALTH & SAFETY

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

H&S inspection carried out by the Engineer at all pumping stations. This raised minor issues around hearing protection at the Star pump, which have now been addressed.

5. PLANT

New 4x4 vehicle purchased for the Operations Manager. We had been hiring a vehicle up to this point.

6. CAPITAL SCHEMES

6.1 WEG Floating Pennywort Project

The delivery of the Floating Pennywort Control Project started on the 07 October 2019. The Contractor is removing pennywort using a 360 machine excavator from the riparian ditches within the Pevensey Levels SAC. Work will continue until the end of January 2020.

The contractor is recording drains on which he is removing pennywort and taking before and after photographs. A report will be produced and sent to the RPA prior to final payment of the first year's grant.



The contractor removing Floating Pennywort from a riparian ditch

6.2 WEG Windpump update

WLMB Officers met with Aquatic Control Engineering on site on 02 October 2019 to have preliminary discussions with the Wind Pump supplier and the contractor; to discuss the delivery of the WEG Windpump project. Further discussions will be had within the next reporting period, with the landowners and the EA to ensure all the relevant permissions are in place prior to the delivery phase which is proposed for Autumn/Winter 2020.



Meeting on site to discuss delivery and logistics of the WEG Windpump Project

7. MAINTENANCE SCHEMES

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

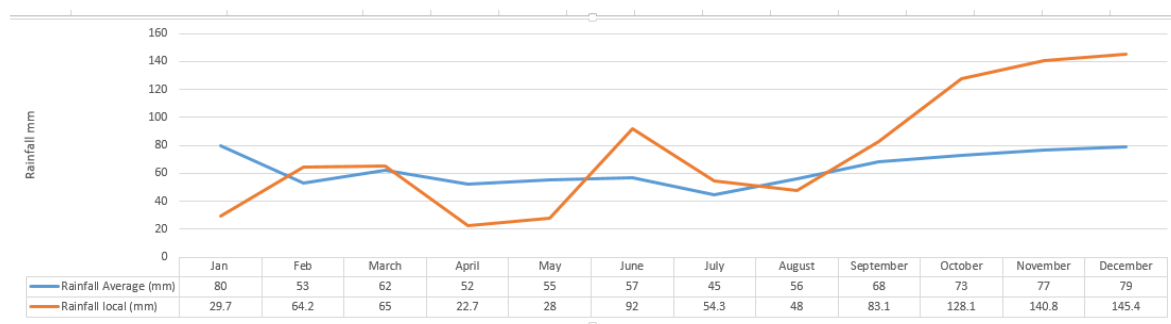
Richard continues to have weekly meetings with the Environment Agency to update them on our activities, which are in addition to the monthly face to face meetings held between officers and other EA staff.

A formal 5-year PSCA agreement for the P&CWLMB operation of EA structures, has been agreed at our recent EA meeting and is with the EA for signing. This now formally covers some concerns held by the EA over these operations and provides a clear platform from which the activities can continue.

The EA have agreed to a precept project to renew a number of telemetry stations on the marsh at Pevensey. This was infrastructure inherited by the board from Natural England, but on which the EA and IDB both use. This is planned to be completed in January/February 2020.

The EA have also agreed to a precept project to renew a stop board at the Rickney pump which will reduce the re-circulation of water and excess pumping which has occurred in the past. This is planned to be completed in January/February 2020 by Williams M&E.

8. HYDROLOGY



9. COMPLAINTS

None this period.

10. ENVIRONMENTAL REPORT

10.1 P&C WLMB Mink Project

The trapping and dispatch of mink has been taking place throughout the year in the P&C WLMB districts. Historically the autumn period is a time when most successful mink trapping takes place. Once again this has been the case in the district:

Between 31 October to 10 January 2020, 8 mink captures have occurred within the Pevensey Levels.

4 out of the 8 captures were made at Rickney where 1 male and 3 females were caught.

2 out of the 8 captures were caught on the Bowley Sewer and were males.

2 out of the 8 captures were caught on the Waterlot and were males.

10.3 Biodiversity Action Plan Review Report

The P&C WLMB Biodiversity Action Plans have been subject to annual review. Various actions have been undertaken during 2019 by the Board, mostly via the day to day running of the Board's Maintenance programme, partnership working or will be funded via the Water Environment Grant projects.

A summary of the progress made thus far in 2019-20 is shown as **Appendix V**.

10.4 Compliance with the Standard Maintenance Operations Document

In November 2019, the Environment Officer, Helen Mandley carried out a maintenance audit as part of the P&C WLMB commitment to compliance with the Standard Maintenance Operations (SMO) Document. She found that the maintenance was generally good, but there was a slight deviation from the document, whereby weedcut material was found to be placed on the banktop (approx. 0.5m from brink) and not behind the machine as described within the document.

The outcome of the audit was discussed internally by Officers and it was decided that the placement of this material was causing no ecological issue and the weed placement more readily reflected the manner in which maintenance work was regularly undertaken. With this in mind, the next review of the SMO will be written to include this observation and future audits will take this observation on board. A further SMO audit is planned to take place in Spring 2020.



Arisings from weed cutting maintenance placed in front of the machine and not too the rear

The Environmental Officer although unable to attend the Board Meeting will be happy to receive any queries on any environmental matter listed above. Please contact: caroline@wlma.org.uk

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

Pevensey & Cuckmere WLMB: Planned Work Programmes for 2020/21

Catchment/Reference Number	Name	Length of Drain (m)	Est. Days (800m/day)	Proposed Start Date	Estimated Finish Date
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Pennywort Clearance

CMT214P - Pevensey; Horse Eye & Down

DRN214P0101	Rickney Sewer (EA 1358)	330	1	01/06/2020	01/06/2020
DRN214P0102	Rickney Sewer (EA 1358)	1,770	2	01/06/2020	03/06/2020
DRN214P0103	Rickney Sewer (EA 1358)	1,433	2	03/06/2020	05/06/2020
DRN214P0103	Rickney Sewer (EA 1358)	1,433	2	30/06/2020	02/07/2020
DRN214P0104	Rickney Sewer (EA 1358)	1,293	2	05/06/2020	09/06/2020
DRN214P0201	Drove Sewer (EA 1357)	1,033	1	02/07/2020	03/07/2020
DRN214P0202	Old Whelpley Sewer (EA 1354)	646	1	06/07/2020	07/07/2020
DRN214P0301	Snapsons Sewer (EA 1353)	641	1	03/07/2020	06/07/2020
DRN214P0401	Horse Eye Sewer (EA 1351)	1,256	2	09/06/2020	11/06/2020
DRN214P0402	Horse Eye Sewer (EA 1351)	3,179	4	23/06/2020	29/06/2020
DRN214P0403	Horse Eye Sewer (EA 1351)	243	1	29/06/2020	30/06/2020
DRN214P0501	White Dyke Sewer (EA 1359)	1,945	2	19/06/2020	23/06/2020
DRN214P0502	Lewens Sewer (EA 1355)	1,190	1	18/06/2020	19/06/2020
DRN214P0601	Crossing Sewer (EA 1356)	1,844	2	11/06/2020	15/06/2020
DRN214P0602	Crossing Sewer (EA 1356)	776	1	15/06/2020	16/06/2020
DRN214P0701	Down Sewer (EA 1349)	1,387	2	16/06/2020	18/06/2020
		20,399	27		

CMT216P - Pevensey; Manxey

Pevensay & Cuckmere WLMB: Planned Work Programmes for 2020/21

Catchment/Reference Number	Name	Length of Drain (m)	Est. Days (800m/day)	Proposed Start Date	Estimated Finish Date
DRN216P0101	Kentland Sewer (EA 1367)	1,555	2	17/09/2020	21/09/2020
DRN216P0102	Kentland Sewer (EA 1367)	694	1	21/09/2020	22/09/2020
DRN216P0103	Kentland Sewer (EA 1367)	1,216	2	22/09/2020	24/09/2020
		3,465	5		

Drains Maintenance

CMT212G - Cuckmere Haven;

DRN212G0101	Freshwater Stream (EA 1526)	5,886	7	31/12/2020	11/01/2021
DRN212G0102	Freshwater Stream (EA 1526)	727	1	11/01/2021	12/01/2021
DRN212G0201	Milton Hide Stream (EA 1527)	593	1	12/01/2021	13/01/2021
		7,206	9		

CMT213P - Pevensay; Whepley

DRN213P0101	Magham Sewer (EA 1345)	2,208	3	08/09/2020	11/09/2020
DRN213P0201	Bowley Sewer (EA 1344)	1,837	2	11/09/2020	15/09/2020
DRN213P0301	Sackville Sewer (EA 1343)	1,718	2	15/09/2020	17/09/2020
		5,763	7		

CMT214P - Pevensay; Horse Eye & Down

DRN214P0101	Rickney Sewer (EA 1358)	330	1	07/07/2020	07/07/2020
DRN214P0102	Rickney Sewer (EA 1358)	1,770	2	07/07/2020	09/07/2020
DRN214P0103	Rickney Sewer (EA 1358)	1,433	2	09/07/2020	13/07/2020
DRN214P0103	Rickney Sewer (EA 1358)	1,433	2	05/08/2020	07/08/2020
DRN214P0104	Rickney Sewer (EA 1358)	1,293	2	13/07/2020	15/07/2020
DRN214P0201	Drove Sewer (EA 1357)	1,033	1	07/08/2020	10/08/2020

Pevensey & Cuckmere WLMB: Planned Work Programmes for 2020/21

Catchment/Reference Number	Name	Length of Drain (m)	Est. Days (800m/day)	Proposed Start Date	Estimated Finish Date
DRN214P0202	Old Whelpley Sewer (EA 1354)	646	1	11/08/2020	12/08/2020
DRN214P0301	Snapsons Sewer (EA 1353)	641	1	10/08/2020	11/08/2020
DRN214P0401	Horse Eye Sewer (EA 1351)	1,256	2	15/07/2020	17/07/2020
DRN214P0402	Horse Eye Sewer (EA 1351)	3,179	4	29/07/2020	04/08/2020
DRN214P0403	Horse Eye Sewer (EA 1351)	243	1	04/08/2020	05/08/2020
DRN214P0501	White Dyke Sewer (EA 1359)	1,945	2	27/07/2020	29/07/2020
DRN214P0502	Lewens Sewer (EA 1355)	1,190	1	24/07/2020	27/07/2020
DRN214P0601	Crossing Sewer (EA 1356)	1,844	2	17/07/2020	21/07/2020
DRN214P0602	Crossing Sewer (EA 1356)	776	1	21/07/2020	22/07/2020
DRN214P0701	Down Sewer (EA 1349)	1,387	2	22/07/2020	24/07/2020
		20,399	27		

CMT215P - Pevensey; Glynleigh

DRN215P0101	Drockmill Hill Gut (EA 1346)	2,579	3	17/08/2020	20/08/2020
DRN215P0102	Drockmill Hill Gut (EA 1346)	553	1	20/08/2020	20/08/2020
DRN215P0201	Downwash Ditch (EA 1360)	1,488	2	03/09/2020	07/09/2020
DRN215P0202	Winters Cut (EA 1361)	451	0	20/08/2020	20/08/2020
DRN215P0203	Winters Cut (EA 1361)	383	1	20/08/2020	21/08/2020
DRN215P0204	Winters Cut (EA 1361)	785	1	21/08/2020	24/08/2020
DRN215P0301	Otham Feed (EA 1362)	346	1	07/09/2020	08/09/2020
DRN215P0302	Otham Feed (EA 1362)	186	0	08/09/2020	08/09/2020
DRN215P0303	Otham Court Ditch (EA 1363)	544	1	01/09/2020	02/09/2020
DRN215P0304	Otham Court Ditch (EA 1363)	70	1	02/09/2020	03/09/2020
DRN215P0401	Duck Puddle (EA 1348)	1,032	2	28/08/2020	01/09/2020
DRN215P0501	Wadham New Cut (EA 1364)	667	1	After Duck Puddle - See comment	
DRN215P0601	Marland Sewer (EA 1347)	767	2	24/08/2020	26/08/2020

Pevensay & Cuckmere WLMB: Planned Work Programmes for 2020/21

Catchment/Reference Number	Name	Length of Drain (m)	Est. Days (800m/day)	Proposed Start Date	Estimated Finish Date
DRN215P0601	Marland Sewer (EA 1347)	767	2	26/08/2020	28/08/2020
		10,618	18		

CMT216P - Pevensay; Manxey

DRN216P0101	Kentland Sewer (EA 1367)	1,555	2	24/09/2020	28/09/2020
DRN216P0102	Kentland Sewer (EA 1367)	694	1	28/09/2020	29/09/2020
DRN216P0103	Kentland Sewer (EA 1367)	1,216	2	29/09/2020	01/10/2020
DRN216P0201	Church Farm Ditch (EA 1339)	1,278	2	17/09/2020	21/09/2020
DRN216P0202	Church Farm Feed (EA 1338)	603	1	21/09/2020	22/09/2020
DRN216P0301	Curteis Ditch (EA 1337)	1,475	2	22/09/2020	24/09/2020
DRN216P0401	Mark Dyke (EA 1333)	1,529	2	01/10/2020	05/10/2020
DRN216P0501	Upper Dowles Stream (EA 1366)	2,012	3	05/10/2020	08/10/2020
		10,362	15		

CMT217G - Pevensay; Pevensay

DRN217G0101	Burgh Fleet and Monkham Sewe	1,078	1		
DRN217G0102	Burgh Fleet and Monkham Sewe	901	1		
DRN217G0103	Sew Ditch (EA 1334)	572	1		
DRN217G0201	Dowles Stream (EA 1331)	1,355	2	08/10/2020	12/10/2020
DRN217G0202	Dowles Stream (EA 1331)	538	2	12/10/2020	14/10/2020
DRN217G0301	Hankan Sewer (EA 1342)	810	1	14/08/2020	17/08/2020
DRN217G0401	Callows Stream (EA 1355)	1,490	2	18/01/2021	20/01/2021
DRN217G0402	Manxey Sewer (EA 1330)	1,885	2	13/01/2021	15/01/2021
DRN217G0403	Manxey Sewer (EA 1330)	637	1	15/01/2021	18/01/2021
DRN217G0501	Martins Ditch (EA 1341)	1,610	2	12/08/2020	14/08/2020

Pevensay & Cuckmere WLMB: Planned Work Programmes for 2020/21

Catchment/Reference Number	Name	Length of Drain (m)	Est. Days (800m/day)	Proposed Start Date	Estimated Finish Date
DRN217G0502	Martins Ditch (EA 1341)	62	0	12/08/2020	12/08/2020
DRN217G0601	Wrenham Stream and Bill Gut (E	3,638	5	09/12/2020	16/12/2020
DRN217G0701	Tower Ditch (EA 1328)	1,361	2		
		15,937	22		

CMT218P - Pevensay; Waterlot (N&S)

DRN218P0201	Waterlot Stream (EA 1229)	1,107	1	28/10/2020	29/10/2020
DRN218P0202	Waterlot Stream (EA 1229)	4,089	5	29/10/2020	05/11/2020
DRN218P0301	Lamb Inn Stream (EA 1239)	1,664	2	10/11/2020	12/11/2020
DRN218P0401	Pinnock Stream (EA 1231)	253	0	09/11/2020	09/11/2020
DRN218P0402	Pinnock Stream (EA 1231)	432	1	09/11/2020	10/11/2020
DRN218P0501	New Guy Stream (EA 1232)	456	2	05/11/2020	09/11/2020
DRN218P0601	Inn Streat (EA 1233)	2,497	3	16/10/2020	21/10/2020
DRN218P0602	Boreham Pond Stream (EA 1235	695	1	21/10/2020	22/10/2020
DRN218P0603	Waterhouse Stream (EA 1238)	1,082	2	14/10/2020	16/10/2020
DRN218P0701	Dodsons Ditch (EA 1234)	304	1	27/10/2020	28/10/2020
DRN218P0801	Nunningham Sewer (EA 1236)	1,509	3	22/10/2020	27/10/2020
		14,088	21		

CMT219P - Pevensay, Star Inn

DRN219P0101	Stream Ditch (EA 1226)	109	0	01/12/2020	01/12/2020
DRN219P0102	Stream Ditch (EA 1226)	1,886	2	01/12/2020	03/12/2020
DRN219P0103	Stream Ditch (EA 1226)	2,017	3	03/12/2020	08/12/2020
DRN219P0104	Stream Ditch (EA 1226)	286	0	08/12/2020	08/12/2020
DRN219P0105	Stream Ditch (EA 1226)	580	1	08/12/2020	09/12/2020

Pevensay & Cuckmere WLMB: Planned Work Programmes for 2020/21

Catchment/Reference Number	Name	Length of Drain (m)	Est. Days (800m/day)	Proposed Start Date	Estimated Finish Date
DRN219P0201	Waterlot Stream (EA 1229)	2,530	4	18/11/2020	24/11/2020
DRN219P0202	Waterlot Stream (EA 1229)	519	1	24/11/2020	25/11/2020
DRN219P0203	Waterlot Stream (EA 1229)	407	1	25/11/2020	26/11/2020
DRN219P0301	Cheney Stream (EA 1230)	835	2	27/11/2020	01/12/2020
DRN219P0401	Pinnock Stream (EA 1231)	726	1	26/11/2020	27/11/2020
DRN219P0501	Foul Ditch (EA 1227)	737	1	17/11/2020	18/11/2020
DRN219P0601	East Stream (EA 1228)	762	1		
DRN219P0701	Star Inn Feed Ditch (EA 1241)	273	0		
DRN219P0702	Star Inn Feed Ditch (EA 1241)	153	0		
		11,820	17		

CMT220P - Pevensay; Barnhorn

DRN220P0101	Stream Ditch (EA 1226)	314	3		
DRN220P0201	Old East Stream (EA 1228)	850	3	12/11/2020	17/11/2020
		1,164	6		

CMT221G - Pevensay; Combe Haven

DRN221G0101	Russell Stream (EA 1127)	289	1	20/01/2021	21/01/2021
DRN221G0201	Rackwell Stream (EA 1129)	165	1		
		454	2		

CMT222G - Pevensay; Willingdon & Langley

DRN222G0101	Middle Sewer (EA 1427)	742	1	30/12/2020	31/12/2020
DRN222G0201	East Langney Sewer (EA 1429)	2,644	3	22/12/2020	25/12/2020
DRN222G0202	East Langney Sewer (EA 1429)	211	1	25/12/2020	28/12/2020

Pevensay & Cuckmere WLMB: Planned Work Programmes for 2020/21

Catchment/Reference Number	Name	Length of Drain (m)	Est. Days (800m/day)	Proposed Start Date	Estimated Finish Date
DRN222G0203	Springfield Farm Ditch (EA 1430)	243	1	28/12/2020	29/12/2020
DRN222G0204	Springfield Farm Ditch (EA 1430)	260	1	29/12/2020	30/12/2020
DRN222G0301	Bill Gut (E	1,283	2	16/12/2020	18/12/2020
DRN222G0302	New Mountney Sewer (EA 1237)	780	2	18/12/2020	22/12/2020
DRN222G0401	Lottbridge Sewer (EA 1426)	147	0		
		6,310	11		
	GRAND TOTAL	104,121			

Note: The programme shown shows up to the end of January 2021. After this an assessment is made where further work is required. De-silts are then completed between Feb-end of March. Pennywort growth varies year to year and so repeat pennywort clearance is often required which can extend the programme.

Project Work	Delivery Date
Tree and brash clearance followed by desilting on DRN215P0201, Downash Ditch, Glynleigh (Drockmill) catchment	Sep - March
Tree and brash clearance followed by desilting on DRN215P0401, Duck Puddle, Glynleigh (Drockmill) catchment	Sep - March
Tree and brash clearance followed by desilting on DRN219P0501, Foul Ditch, Pevensay Catchment	Sep - March
Pennywort clearance funded by Water & Environmental Grant (WEG) across side ditches of Pevensay Levels, various locations	November - January
Installation of windpump on the Wallers Haven, funded by WEG	January
Pumping Station Maintenance	
Routine service on all pumping stations	April & October

River Cuckmere Shingle Clearance Protocol

<u>Issue</u>	<u>Date of issue</u>	<u>Modified by</u>	<u>Modification</u>
1	04/10/2019	Paul Levitt	Initial Draft Issue

Supporting Documents

1. Shoreline Management Plan – Beachy Head to Selsey Bill
2. Cuckmere Estuary Strategy – Project Appraisal Report April 2008.

The Environment Agency's Shoreline Management Plan long term vision for the Cuckmere Haven is "to allow natural processes to determine shoreline behaviour and re-create a self-sustaining system".

A further strategy document for the Cuckmere Haven was written in April 2008. The Cuckmere Estuary Strategy Project Appraisal Report stated "the river mouth will be kept clear until a fully functioning estuary is restored".

The circumstances that would trigger when intervention should take place, in the form of a shingle clearance at the river mouth, have not been defined. This protocol between Risk Management Authorities (RMAs) sets out when a shingle clearance is to be *considered*. The RMAs involved are the Environment Agency (EA), East Sussex County Council (ESCC) and the Pevensey & Cuckmere Water Level Management Board (P&CWLMB).

This protocol is designed to make sure the forming of a self-cleansing natural coastal process is not compromised through unnecessary interventions. In addition, the conditions in the river mouth affect the Pevensey & Cuckmere Water Level Management Board (P&CWLMB) ability to perform its statutory function of land drainage. Infrastructure and roads within the Cuckmere valley are also affected, when homes are not.

The Environment Agency is a national organisation. Flood risk and incident response staff and equipment may be required anywhere within the country for flood or pollution incidents. Any work carried out at the river mouth will be from public flood risk funds that would otherwise be used for flood protection maintenance protecting homes, residential communities and the environment. The national position will have to be taken into account when considering allocating funds and resources for this work.

The decision will be based on actual verifiable flood risk, threat to life and property and statutory responsibilities to protect the environment (SSSI, MCZ). These factors, and those listed below, will be considered alongside the national and regional situation.

In addition, all work undertaken must be within the limits of the assents and exemptions as granted from Natural England, Marine Management Organisation and the requirements of the Marine Conservation Zone.

It is proposed that when all the criteria outlined above and below, are met, then a formal assessment of the need for clearing shingle at the river mouth will be made by;

- an Engineer from the Environment Agency and the P&CWLMB,
- an Environment Agency appointed coastal Geomorphologist
- and environmental representatives from the Environment Agency, P&CWLMB and Natural England;

It should be noted that the river mouth at the estuary is dynamic and any assessment must take into account the season and likelihood of further coastal and rainfall events. For example, flood plain drainage issues in Late Winter / Spring may be overcome with a temporary pump system.

The Environment Agency will not carry out a clearance of the river mouth based solely on flood plain flooding.

Criteria to be met;

1. Based on verified evidence in the form of level monitoring, photographs and patrols with P&CWLMB district operations manager. Where monitoring of the outfalls at Dickermans wall and Alfriston, has seen no fall in water level for a period of two weeks since overtopping of the eastern embankment at "white bridge". This indicates that the drainage boards gravity outfalls are likely to be tide locked and that the board is therefore unable to manage water levels within the district and unable to fulfil its statutory function.
2. Areas of road at Alfriston are flooded and are hindering traffic flows through the area. When the water levels cannot be controlled with a temporary pump in Willows car park.
3. Infrastructure services such as electricity and water supplies are cut off and access for maintenance staff is restricted by water levels. Internet connection alone is not sufficient for intervention at the river mouth.
4. The Environment Agency has a duty as a statutory authority under S28G of the Wildlife and Countryside Act 1981 to take reasonable steps to further the conservation of SSSI's. The Environment Agency is classed as a public body and therefore has a responsibility under the [Marine and Coastal Access Act 2009](#) to further the conservation objectives for the Marine Conservation Zone (NCZ) and identify the activities that are capable of affecting the designated features and the processes which they are dependent upon. Prior to any works, an assessment of the impacts on the interest features of the SSSI and the conservation objectives of the MCZ must be undertaken.
5. Freshwater Feed has been closed for the duration of the two week period since overtopping stopped to ensure there is no additional water being fed into the fields.

6. All P&CWLMB structures are in such a state as they are not impounding drainage.

Pump Deployment

Willows Car Park

The Environment Agency is aware of frequent **surface** water flooding in the Willows car park, Alfriston. The Environment Agency will install a mobile pump to assist the local community where they are able, and until such a time as the local community can resource their own. This decision will be based on the national and local situation. As noted above the Environment Agency have limited resources that may be needed in any other location where people's homes may have flooded or be at risk of flooding.

Pump at Dickermans Walk

The Environment Agency demonstrated in the spring of 2019 that a mobile pump could be located at Dickermans Wall to assist with floodplain drainage.

The Environment Agency cannot guarantee that they will be able to provide a pump each year, as both staff and equipment can be called upon to assist other areas nationally, should a flood incident occur.

In addition to the above, the decision to provide a pump will be based on the following criteria;

1. That Environment Agency pumps are not required in other locations where people's homes have flooded or at risk of flooding.
 2. Willows car park surface water flooding assistance will take priority.
 3. When ground conditions allow safe access.
 4. When daily refuelling and checking that the site is fenced and safe can be resourced.
- This will need to be agreed with P&CWLMB operational staff.

Whilst the EA will not consider carrying out a de-shingle of the river mouth if these triggers have not been met, it has entered into a 5-year Public Sector Cooperation Agreement with the Pevensey & Cuckmere WLMB, which allows them to carry out this work at their cost, subject to obtaining all of the necessary permissions and assents.

Cuckmere River De-shingling Protocol

The Environment Agency's (EA) Flood Risk and Coastal Strategy documents for the lower Cuckmere state that the de-shingling of the Cuckmere mouth at Exceat will be carried out as required, until such a time as the estuary system is functioning in a manner that an intervention is not required and a self-cleansing tidal-prism is formed.

Up until now, the Pevensey & Cuckmere WLMB (WLMB) has not fully defined what it perceives to be the triggering factors, determining when a de-shingling operation will be undertaken. However, it is necessary for these triggers to be defined beforehand, in order to obtain the necessary permission from Natural England. The procedure below aims to better define when these limits are reached, which will trigger a de-shingle of the estuary mouth by the WLMB, subject to there being adequate funding available.

As mentioned, the premise of the EA's Cuckmere Strategy document was written to allow for a tidal prism to be formed at Exceat, which will allow self-cleansing of the river mouth at the beach to occur. The WLMB De-shingling Protocol is designed to ensure that this strategic aim is not compromised through unnecessary interventions, whilst ensuring that the WLMB can continue to fulfil its statutory function.

It is proposed that when the following criteria are met, in part or in total, then de-shingling at the river mouth will be undertaken by the WLMB using the EA's powers, subject to there being adequate funding available:

Criteria to be met:

1. *Based on gauge boards installed on the WLMB district watercourses, no fall in water level will have occurred for a period of two weeks following the cessation of any overtopping from main-river.*

No monitored fall in water level will indicate that the WLMB's gravity outfalls are tide-locked and that the WLMB is unable to manage water levels within the district and fulfil its statutory function.

2. *Areas of road at Alfriston will be flooded and hindering traffic flow through the area.*
3. *Infrastructure such as phone lines and electricity supplies will be affected by flood waters, adversely impacting people's lives and livelihoods.*
4. *Any other event deemed significant by the EA, Natural England or the WLMB will be considered, if agreed by all parties.*

The de-shingling process will then constitute the removal of a sufficient quantity of material, such that the points mentioned above are prevented or removed.

The WLMB will also continue to work with stakeholders to assist in the work required to enable a self-sustaining estuary mouth to form.

M. Philpot CEng MICE Engineer, Pevensey & Cuckmere WLMB

C. Laburn Environmental Manager, Pevensey & Cuckmere WLMB

16 December 2019



APPENDIX IV

Improving the Understanding of Water Level Management around and within the River Cuckmere

The following parameters have been agreed with the South Downs National Park Authority as quantifiable measures to monitor water levels within and around the River Cuckmere, to improve the WLMB's understanding of the water management, both within and upstream of the main river:

1. Levelling of structures:

- Initial level survey of the main IDB gravity outfall sluice and the sluice controlling the outfall from the meanders.

2. Gauge Board Installation:

- Gauge board installation at main gravity outfall sluice to enable monitoring of tide locking situation at this point.

3. Integration within weekly sluice keeping procedures:

- Monitoring of the functioning of the Cuckmere structures which allow water to enter and leave the meanders during regular weekly sluice keeping visits.
- Fixed level point installed on training wall relating to main gravity and Cuckmere outfalls to enable correlation of levels and of tide locking.

4. Monthly Photography:

- Drone photography of the river mouth at monthly intervals (weather permitting).
- Fixed point photography of the river mouth at minimum monthly intervals from ground level (locations TBC).

M. Philpot Project Engineer, Pevensey and Cuckmere WLMB

R. Dann Operations Manager, Pevensey and Cuckmere WLMB

Appendix V: Habitats and Species Action Plan Review 2019-20

ACTION		PARTNERS	DATE
WATER VOLE			
8.	Ensure compliance with the PCWLMB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out sensitively and to an agreed standard across the Board.		Ongoing
	Two maintenance audits are carried out annually. The first SMO audit was carried out in November 2019 with another audit planned for late spring 2020. There was minor deviation from the SMO standard, however the contractor was found to be carrying out the work sensitively and in a manner appropriate to the needs of water vole.		
10.	Develop a mink control project with the aim of putting out at least ten traps on a regular basis.	Landowners	2018 onwards
	The P&C mink control programme of trapping continues to be successful. During 2019 the Operations manager has caught and dispatched 8 mink at sights on the Pevensey levels and as he undertakes his general duties on the ground.		
FEN RAFT SPIDER			
20.	Ensure compliance with the PC WLMB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out sensitively and to the agreed standard across the whole board.	Contractors	Ongoing
	Two maintenance audits are carried out annually. The first SMO audit was carried out in November 2019 with another audit planned for late spring 2020. There was minor deviation from the SMO standard, however the contractor was found to be carrying out the work sensitively and in an acceptable manner.		

22.	Manage non-native species.	Staff, NE, EA	Ongoing
	Floating pennywort is managed in all IDB drains on an annual basis. The WLMB is undertaking a project funded by a Water Environment Grant to remove Floating Pennywort from Riparian ditch systems across the marshes. This is being carried out this winter (2019-20) and will continue in winter 2020-21.		
AQUATIC MOLLUSCS			
24.	Ensure compliance with the operating manual for the Pevensey levels.	Staff, Contractors	Ongoing
	The Water Level Management Plan document for the Pevensey levels (2014) continues to be adhered to by all officers. Water levels continue to be monitored at key sites across the Pevensey levels via telemetry. Data is downloaded from these key sites on the Pevensey Levels annually.		
25.	Manage non-native species.	Staff, NE, EA	Ongoing
	The WLMB is undertaking a project funded by a Water Environment Grant to remove Floating Pennywort from Riparian ditch systems across the Pevensey marshes. This is being carried out this winter (2019-20) and will continue in winter 2020-21.		
NON NATIVE INVASIVE SPECIES			
27.	Continue to contribute to and work in Partnership with all agencies to control non-native species.	EA, NE, CABI	Ongoing
	The WLMB became a co-host in 2019 with the Pevensey and Cuckmere Catchment Partnership; Non-Native Species control/eradication is on their agenda.		
28.	Maintain records for all species of concern using "That's Invasive!" app.	Staff, Contractors	Ongoing
	Locations are currently being recorded on where floating pennywort is being removed from as part of the Pennywort WEG project. These will be supplied to the Sussex Records Centre in 2020.		

Planning Report

1. Reporting Period

- 1.1. This planning report covers the reporting period 13 September 2019 to 9 January 2020.

2. Consent Applications

- 2.1. There are currently 9 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

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

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

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/ S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	2	0	0	2
Awaiting applicants acceptance of conditions:	0	1	0	0	1
Being processed by officers:	1	5	0	0	6
To be determined by the Board in this report:	0	0	0	0	0
Total:	1	8	0	0	9

- 2.3. As is highlighted by the table above there are no applications requiring consideration by the Board in this report.
- 2.4. There were no enforcement cases investigated by the officers during the reporting period.

3. Consents Determined

- 3.1. During this reporting period, the following 8 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

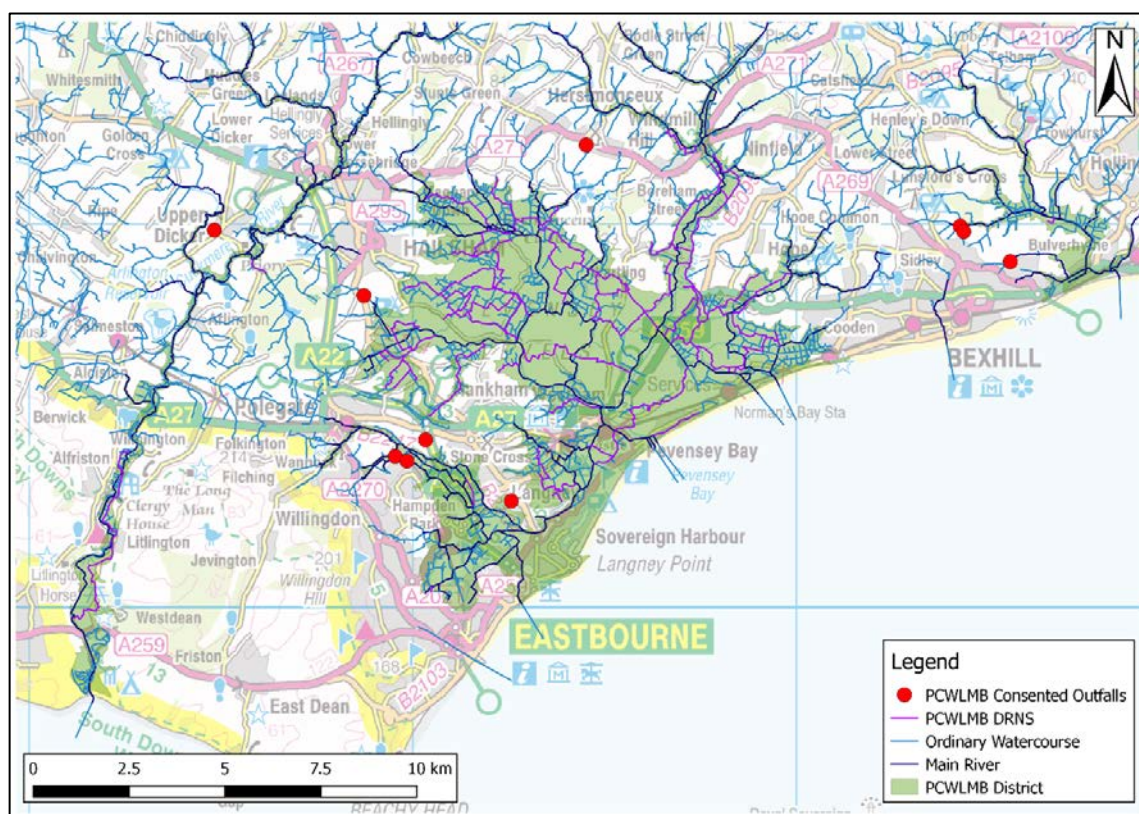
Application Type	Number
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	8
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	0
Total:	8

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

Case. Ref.	Case File Sub-type	Location	Description of proposal	Determination
18_00903_C	Byelaw 3 Surface Water	Buckholt Lane, Bexhill	Proposal to discharge surface water from 33,500m ² of new impermeable area at 10.2 l/s via 2 outfalls - Parcels 2 and 3 of outline permission	Granted 20/12/2019
19_01258_C	Byelaw 3 Surface Water	Ersham Road, Hailsham	Proposal to discharge surface water from 28,630m ² of new impermeable area at 31.8 l/s to the private ditch network	Granted 19/09/2019
19_01481_C	Byelaw 3 Surface Water	Dittons Road, Polegate	Proposal to discharge surface water from 11,650 m ² of new impermeable area at 12.8 l/s to the private ditch network	20/12/2019
19_01641_C	Byelaw 3 Surface Water	St Martins Road, Willingdon	Proposed discharge of surface water from 69,540m ² at 32 l/s through two outfalls into existing watercourse	Granted 15/11/2019

Case. Ref.	Case File Sub-type	Location	Description of proposal	Determination
19_01659_C	Byelaw 3 Surface Water	Cold Harbour Road, Arlington	Discharge of surface water from extension of school	Granted 04/11/2019
19_01660_C	Byelaw 3 Surface Water	Windmill Hill, Herstmonceux	Proposed discharge of surface water from 4,158 m ² at 4.4 l/s to watercourse	19/12/2019
19_01700_C	Byelaw 3 Surface Water	Langney Rise, Eastbourne	Proposed discharge of surface water from 5,275 m ² at 4 l/s to watercourse	Granted 29/10/2019
19_01751_C	Byelaw 3 Surface Water	Gateway Road, Bexhill	Proposed discharge of surface water from 31,180 m ² at 11.4 l/s to watercourse	27/11/2019

- 3.3. The proposed location of discharge points (surface water outfalls) which have been agreed as part of the determined consents are shown on the map below. The map shows that most of the surface water discharge consents are within the Pevensey catchment.



4. Enquiries

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

Case. Ref.	Case File Sub-type	Location	Description
19_01817_Q	About Regulation	Ironlatch Avenue, St Leonards-on-Sea	Enquiry regarding the discharge of surface water into the Board's drainage district
19_01964_Q	About Regulation	Langney Rise, Eastbourne	Proposed development of 9 houses
19_02026_Q	About works	Langney Marsh	Maintenance and digging new ditches
19_02027_Q	About Regulation	Shinewater, Eastbourne	Feasibility of residential development

5. Planning Comments

- 5.1. Officers have provided comments on 105 planning applications and pre-application enquiries. These applications are either in or potentially have an impact on the Boards Internal Drainage District. 70% of the applications were reviewed by the Board's Flood and Water Officer and East Sussex County Council reviewed the remaining 30%.
- 5.2. The tables below give an indication of the number of consultations received from each local planning authority and the planning stage of the applications.

Local Planning Authority	Number of consultations
Eastbourne Borough Council	15
East Sussex County Council	3
Hastings Borough Council	33
Rother District Council	15
South Downs National Park Authority	5
Wealden District Council	34

- 5.3. Approximately 50% of the planning applications had several re-consultations due to the insufficiency of the initial information submitted with the planning application. These re-consultations can be resource intensive and in some cases required meetings in order to resolve concerns with surface water management proposals of the proposed developments.

- 5.4. Providing advice to developers at pre-application stage could help reduce the number of re-consultations. Unfortunately, only 13% of the planning applications had requested pre-application advice prior to submission of a planning application

Planning stage	Number of consultations
Outline planning	11
Full planning	48
Reserved matters	9
Discharge of planning conditions	24
Pre-application	13

6. Fees

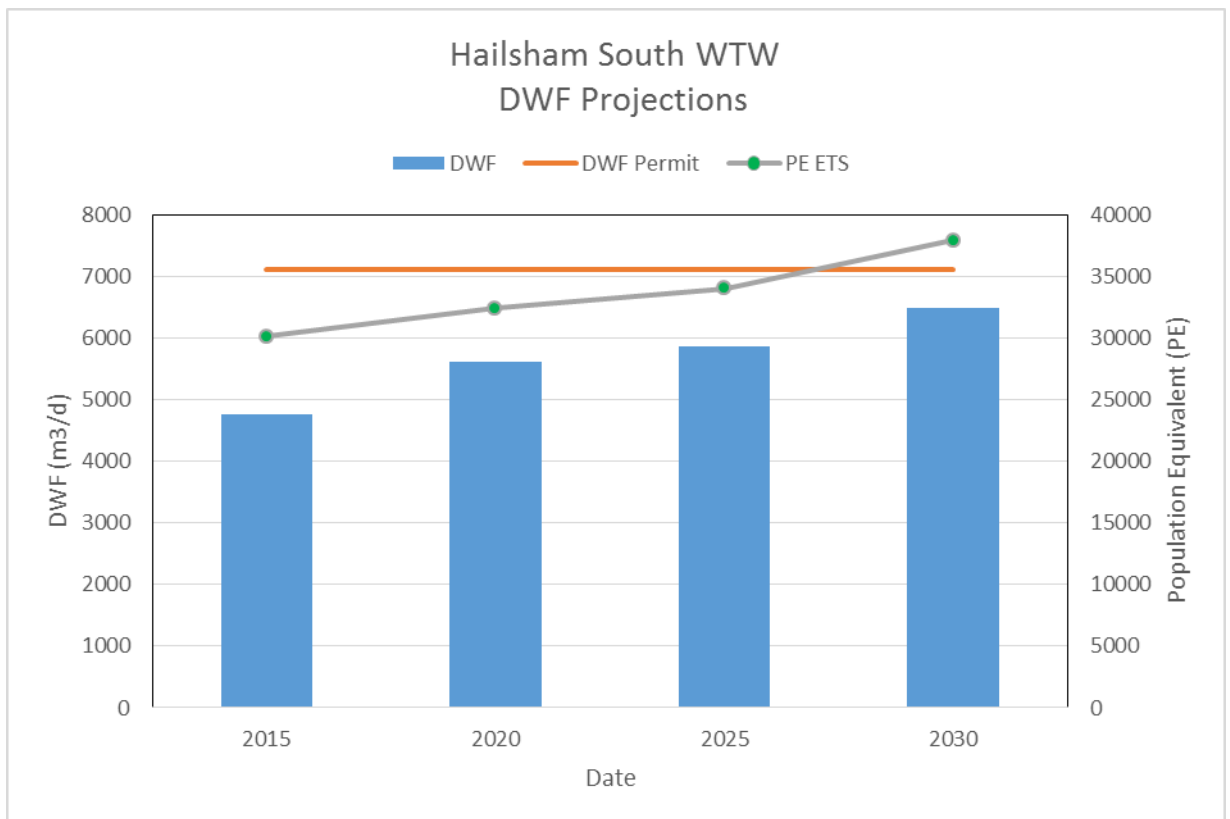
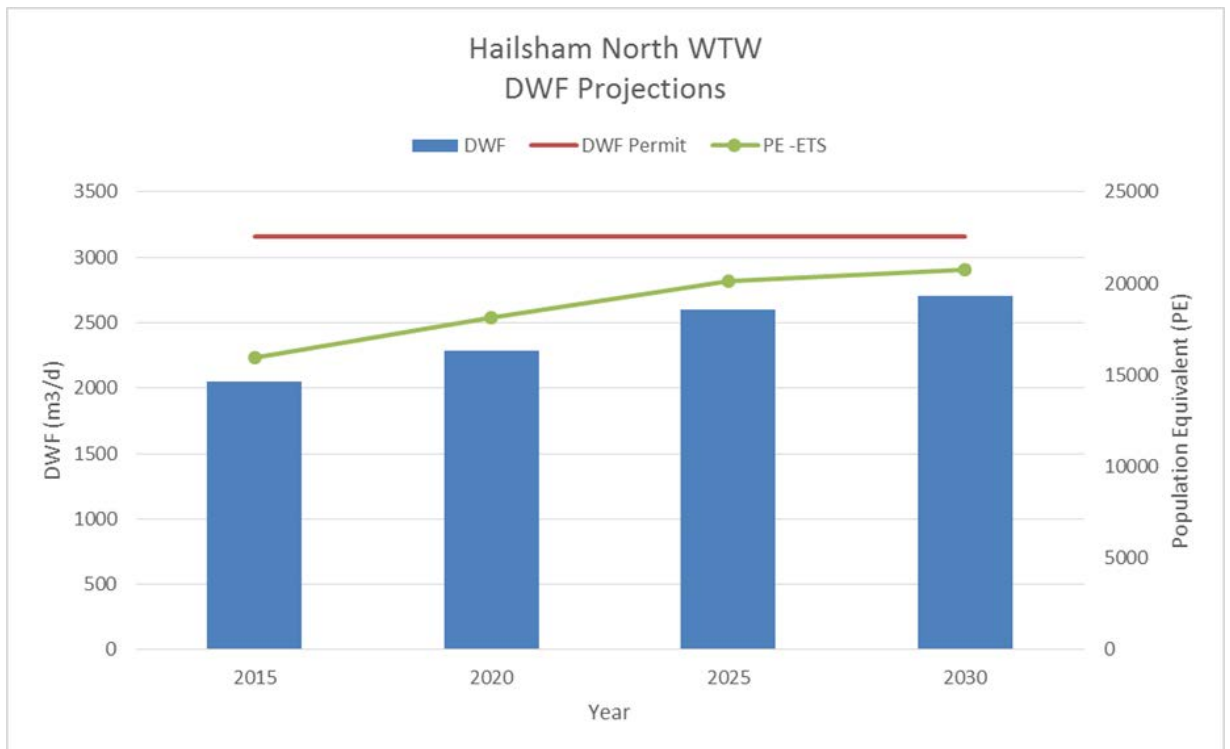
- 6.1. As shown in section 3, the main activity being regulated is the direct or indirect discharge of surface water runoff into the district. The eight discharge consents issued during the reporting period attracted payment of a surface water development contribution, which was invoiced as shown on the table below.
- 6.2. Four of the invoiced surface water development contributions have been paid with four still outstanding. Therefore the £172,144.74 of the £284,439.84 invoiced surface water development contribution has been paid.
- 6.3. Although one of the cases (19_01659_C, Bedes Senior School) detailed below had its consent issued and contribution invoiced during the reporting period, the contribution was paid within reporting period of the previous Board report. Therefore the payment of £9,075 associated with this development was included in the fees reported in the previous report.

Case ref.	Location	Amount (no VAT)	Date invoiced	Invoice Paid? Y/N	Reason for payment
18_00903_C	Buckholt Lane, Bexhill	£55,037	18/11/2019	Yes 19/12/2019	Granting of consent for the discharge of surface water from 33,500m ² of new impermeable area at 10.2 l/s via 2 outfalls - Parcels 2 and 3 of outline permission
19_01258_C	Ersham Road, Hailsham,	£66,981.20	17/09/2019	No	Granting of consent for the discharge of surface water from 28,630m ² of new impermeable area at 31.8 l/s to the private ditch network
19_01481_C	Dittons Road, Polegate	£28,193	19/12/2019	No	Granting of consent for the discharge of surface water from 11,650 m ² of new impermeable area at 12.8 l/s to the private ditch network

Case ref.	Location	Amount (no VAT)	Date invoiced	Invoice Paid? Y/N	Reason for payment
19_01641_C	St Martins Road, Willingdon	£70,304.94	18/11/2019	Yes 02/01/2020	Granting of consent for the discharge of surface water from 69,540m ² at 32 l/s through two outfalls into existing watercourse
19_01659_C	Cold Harbour Road, Arlington	£9,075	01/10/2019	Yes 13/06/2019	Granting of consent for the discharge of surface water from extension of school
19_01660_C	Windmill Hill, Herstmonceux	£7,546.77	19/12/2019	No	Granting of consent for the discharge of surface water from 4,158 m ² at 4.4 l/s to watercourse
19_01700_C	Langney Rise, Eastbourne	£9,574.13	29/10/2019	No	Granting of consent for the discharge of surface water from 5,275 m ² at 4 l/s to watercourse
19_01751_C	Gateway Road, Bexhill	£37,727.80	27/11/2019	Yes 04/12/2019	Granting of consent for the discharge of surface water from 31,180 m ² at 11.4 l/s to watercourse
TOTAL		£284,439.84			

7. Hailsham Wastewater Treatment Discharge Permits

- 7.1. Southern Water is planning to upgrade its Hailsham North and South wastewater treatment works in order to accommodate new development while complying with the water quality requirements of the designated site. Planning applications for some of the elements of the upgrade were submitted to East Sussex County Council and permission was granted in November 2019.
- 7.2. Consent to discharge treated wastewater was issued in 1966 for both the north and south treatment works. The permits allowed the dry weather flow discharge of 3,162 cubic metres per day from the north treatment works and 7,120 cubic metres per day from the south treatment works.
- 7.3. Officers had discussions with Southern Water to understand the potential impact of the planned upgrades on the discharge of water into the district and the Board adopted watercourses. Southern Water provided the graphs, which have been replicated below to show the projected discharges for both treatment works.
- 7.4. The projections show that the volume of discharge from both treatment works will not exceed the permitted discharge until 2030. Therefore the Board does not need to take any action, but officers will keep communication with Southern Water open to ensure that any potential changes to these projections are known and their impacts on Board assets considered.



8. Engagement with Stakeholders

- 8.1. The Flood and Water Officer carried out member training of Rother's Planning Committee jointly with East Sussex County Council as the Lead Local Flood Authority on 10 October 2019.
- 8.2. The purpose of the training was to raise awareness of the Board's regulatory responsibilities and the potential impact on the planning system. A similar training exercise is planned for Hastings Borough Council's planning officers on 16 January 2020.

9. Scheme of Delegation

- 9.1. At the last Board meeting members requested information on what decisions officers could take and what decisions only the Board could take, with respect to consenting Byelaw applications. Those decisions that only the Board can take are set out in the [Reserved Matters](#) (items 4.4 and 4.5) and those decisions that have been delegated are set out in the Board's [Scheme of Delegation](#) and in the Terms of Reference for the [Chairman's Committee](#) and the [Chief Executive's Management Committee](#).
- 9.2. The table overleaf aims to clarify in one document which matters are reserved for the Board and which may be determined under delegated authority as per the Scheme of Delegation, which was approved by the Board in October 2016.
- 9.3. The table overleaf also proposes a definition for what should constitute a 'significant effect' when determining an application for the discharge of surface water. It is proposed that applications with an impermeable area of 5 hectares or more could be considered as having a 'significant effect' on the flow of an ordinary watercourse, meaning that these applications should be reserved for the Board in future. This proposal is based on the surface water development contribution charging policy, which the Board approved at the 30 October 2018 meeting.
- 9.4. In addition to the information within the table overleaf, please note the following matters which are reserved for the Board:
 - Applications where the applicants or agents are related to (or associated with) a Member or employee of the Board.
 - Retrospective applications for consent (in-so-far that the works, or part of the works, have already been undertaken).
 - Applications for consent that are being appealed, having first been determined under delegated authority.
 - Applications for consent for the diversion or stopping up of Drainage/Flood Risk Management Infrastructure (Byelaw 6).
- 9.5. Additionally, it is important to note that the Board usually receives an application for Land Drainage Consent to discharge surface water at the same time as the Local Planning Authority receives an application for matters reserved by an outline planning permission (or for the discharge of planning conditions). Therefore it is important that the Board determines all applications for Land Drainage Consent (and therefore concludes the required assessment of the impact of the proposals) ahead of planning permission being issued. Once planning permission is issued negotiations with developers can become resource intensive due to a reluctance to change the details already agreed with the Local Planning Authority. As such it is important that all applications to discharge surface water, including those which are reserved for the

Board, are determined as soon as possible once an application has been received, which could result in the need for additional Board meetings or delegation to the Chairman's Committee to determine between meetings.

Regulatory Control	Matters Reserved for the Board	Matters to be determined under delegated authority (by the Chief Executive's Management Committee)
Byelaw 3	Applications to discharge water that are likely to have a significant effect on the flow of any ordinary watercourse as determined by the Chief Executive's Management Committee, including applications with a proposed impermeable area greater than 5 hectares.	All applications discharge water that are not likely to have a significant effect on the flow of any ordinary watercourse as determined by the Chief Executive's Management Committee, including applications with a proposed impermeable area less than 5 hectares.
Byelaw 10	<p>Applications for works of a permanent nature within 9 metres of a Adopted Watercourse, other than those listed below:</p> <ul style="list-style-type: none"> • The Installation of demountable fencing \leq 1.8 m tall • The Installation of a moveable garage • The Installation of a gravel / tarmac chip driveway <p>Applications for works which will negatively impact the ability of the Board to carry out its operations, as determined by the Chief Executive's Management Committee.</p> <p>Applications for works which will increase the liabilities of the Board, as determined by the Chief Executive's Management Committee.</p>	<p>Applications for temporary above ground works within 9 metres of an Adopted Watercourse and the following permanent works*:</p> <ul style="list-style-type: none"> • The Installation of demountable fencing \leq 1.8 m tall • The Installation of a moveable garage • The Installation of a gravel / tarmac chip driveway <p>Applications for un-adopted service runs and the planting of hedges and shallow rooted bushes*.</p> <p>*assuming they will not negatively impact the ability of the Board to carry out its operations, or increase the liabilities of the Board, as determined by the Chief Executive's Management Committee.</p>
Section 23, Land Drainage Act 1991 / Byelaw 4	Applications to alter > 18 metres of an Adopted Watercourse.	<p>Applications to alter any ordinary watercourse which has not been adopted by the Board.</p> <p>Applications to alter < 18 metres of an Adopted Watercourse.</p>

Revai Kinsella – Flood and Water Officer

A MEETING OF THE PEVENSEY & CUCKMERE WATER LEVEL MANAGEMENT BOARD CHAIRMAN'S COMMITTEE WAS HELD AT REWA, LOWER ROAD, HERSTMENCEUX, EAST SUSSEX ON FRIDAY 10 JANUARY 2020 AT 10.00 AM.

Elected Members	Appointed Members
* W Gower	R Patten
* G Hesselgrave	
* C Wadman	

* Present (75%)

Mr W Gower in the Chair

In attendance:

Messrs. P J Camamile (Chief Executive), M Philpot (Engineer) and R Brown (Board member).

ID	Pevensey & Cuckmere WLMB: Chairman's Committee, Minute	Action
01/20	APOLOGIES FOR ABSENCE	
01/20/01	Apologies for absence were received from Mr R Patten.	
02/20	MINUTES OF THE LAST CHAIRMAN'S COMMITTEE MEETING	
02/20/01	The minutes of the last Chairman's Committee meeting held on 7 January 2019 were approved and confirmed as a true record. There were no matters arising.	
03/20	WORK PROGRAMMES FOR 2020/21	
03/20/01	The draft work programmes for 2020/21 (a copy of which is filed in the Report Book) were considered in detail and approved. It was agreed to recommend to the Board that these work programmes be approved for 2020/21.	
04/20	ANNUAL BUDGET AND RATE REQUIREMENT FOR 2020/21	
04/20/01	The draft Annual Budget for 2020/21 (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
04/20/02	It was agreed to recommend that the Board include a provision in the Budget for 2020/21 to employ a Planning and Enforcement Officer to assist the Flood and Water Officer with processing case work and crucially with managing compliance and enforcement issues across	

the catchment with effect from 1 April 2020. The employment costs would be paid for from Surface Water Development Contributions and would therefore be cost neutral.

04/20/03 The Chief Executive advised members that he had written to the Finance Director at Wealden District Council setting out the case for a significant increase in special levy for 2020/21 to pay for de-shingling and targeted de-silting works on the Cuckmere River. He had not had a response, but had since been advised by Graham Kean that the Finance Director had recently left and no longer worked for the Council. The Chief Executive thought that no Finance Director of any Council would be able to support a significant increase in special levy, given the financial pressures that all Councils were under. However Richard Brown confirmed that in his opinion the major landowners downstream of Milton Lock would all support the increase being proposed in the short term, to enable the Board to fulfil its statutory function (landowners, being the major contributors, currently paid approx. 63% of all net expenditure in the Cuckmere Sub District and Wealden District Council paid 37%).

04/20/04 It was agreed to recommend that the Board approves Option 1, which equates to an increase of 2.09% in the Agricultural Drainage Rates and Special Levies for 2020/21 for the Pevensey Levels Sub District and an increase of 90.92% in the Agricultural Drainage Rates and Special Levies for 2020/21 for the Cuckmere River Sub District:

Option 1

Pevensey Levels Sub District

Drainage Rate in the Pound: 3.461p

Occupiers' Drainage Rates:	£13,642
Eastbourne Borough Council:	£234,404
Hastings Borough Council:	£11,865
Rother District Council:	£4,348
Wealden District Council:	<u>£46,636</u>

£310,895

Option 1

Cuckmere River Sub District

Drainage Rate in the Pound: 55.713p

Occupiers' Drainage Rates:	£28,562
Wealden District Council:	<u>£16,586</u>

£45,148

04/20/05 The significant increase being recommended in the Cuckmere River Sub District would pay for an annual de-shingle of the river mouth and some targeted de-silting works in the river, subject to obtaining all of

ID	Pevensey & Cuckmere WLMB: Chairman's Committee, Minute	Action
	<p>the necessary permissions (estimated at £20k pa). It was intended that within a period of 5 years most of this work would be paid for by others.</p>	
05/20	<p>ANNUAL REVIEW PUBLIC SECTOR COOPERATION AGREEMENT WITH KING'S LYNN IDB (WMA)</p>	
05/20/01	<p>On 17 January 2018 the Board agreed to extend the initial 2 year Public Sector Cooperation Agreement with King's Lynn IDB for a further 5.5 years, to expire on 31 March 2024. However the Board also agreed that its Chairman's Committee should monitor this arrangement annually. Members present had not been made aware of any issues relating to the quality or level of service provided by the WMA and unanimously agreed that this arrangement should continue.</p>	

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
BUDGET FOR 2020/21

									NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 13
PEVENSEY				CUCKMERE				TOTAL				
				BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET
INCOME AND EXPENDITURE				2020/21	2018/19	2019/20	2019/20	2020/21	2018/19	2019/20	2019/20	2020/21
INCOME												
Drainage Rates				13,642	12,661	15,013	15,013	28,562	24,255	28,370	28,370	42,204
Special Levies:												
Eastbourne Borough Council				234,404	0	0	0	0	222,302	229,617	229,617	234,404
Hastings Borough Council				11,865	0	0	0	0	11,252	11,622	11,622	11,865
Rother District Council				4,348	0	0	0	0	4,124	4,260	4,260	4,348
Wealden District Council				46,636	8,411	8,688	8,688	16,586	52,639	54,371	54,371	63,222
				297,253	8,411	8,688	8,688	16,586	290,317	299,870	299,870	313,839
Other Income:												
Income From Rechargeable Works				0	0	0	0	0	89,838	0	10,286	0
4	Highland Water Contributions from the EA			93,700	2,466	2,066	2,466	1,681	75,895	91,507	75,895	95,381
Grants Applied				111,135	0	0	0	0	9,995	0	48,135	111,135
Consent Fees and Sundry Income				700	200	200	200	200	800	450	1,200	900
Bank and Investment Interest				2,250	80	56	250	250	416	281	2,500	2,500
Other Income				0	543	0	0	0	6,500	0	2	0
5	Surface Water Development Contributions			349,422	27,308	0	12,716	0	326,687	78,500	370,843	349,422
				557,207	30,597	2,322	15,632	2,131	510,130	170,738	508,861	559,338
				868,102	51,669	26,023	39,333	47,279	824,702	498,978	837,101	915,381
(-) EXPENDITURE												
Directly Allocated Expenditure												
6	New Works and Improvement Works			298,000	0	0	0	0	9,995	0	0	298,000
Cost of Rechargeable Works				0	0	0	0	0	66,423	0	10,286	0
Cuckmere De-shingle and targeted De-silting Ops				0	0	0	0	20,000	0	0	0	20,000
7	Contributions to the Environment Agency			39,431	1,595	996	569	569	70,000	70,000	40,000	40,000
8(a)	Maintenance Work			202,026	8,164	8,169	8,169	8,114	169,250	186,691	186,691	210,140
8(b)	Floating Pennywort control programme			48,135	0	0	0	0	0	0	48,135	48,135
				587,592	9,759	9,165	8,738	28,683	315,668	256,691	285,112	616,275
Apportioned Expenditure												
9	Operations Delivery Staff Costs			86,071	5,091	8,563	8,925	9,564	50,912	85,630	89,251	95,635
12	WMA Technical Support Staff Costs			34,020	3,719	3,297	4,436	3,780	37,191	30,136	44,358	37,800
10	Other Technical Support Staff Costs			114,422	4,848	0	3,084	0	57,997	78,500	89,950	114,422
12	WMA Administration Staff Costs			23,184	3,833	2,444	2,437	2,576	38,328	24,440	24,365	25,760
Audit Fees				1,000	200	200	200	200	1,200	1,200	1,200	1,200
11	Depreciation			9,937	601	1,044	1,103	1,103	6,012	10,446	11,040	11,040
General Insurances				4,500	187	325	477	500	1,864	3,250	4,778	5,000
Accommodation and Meeting Room Hire				2,000	355	200	200	200	3,545	2,200	2,200	2,200
Postages and Stationery				700	40	210	70	100	404	735	705	800
Advertising and Public Notices				400	0	100	100	100	0	1,000	500	500
ADA Subscriptions and Other Expenses				4,275	583	475	400	475	5,830	4,750	4,400	4,750
				280,510	19,456	16,858	21,432	18,597	203,282	242,287	272,747	299,107
(=) Net Surplus/(Deficit) for the Year				£0	£22,454	£0	£9,163	-£1	£305,752	£0	£279,242	-£1

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
BUDGET FOR 2020/21**

									NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 13
PEVENSEY				CUCKMERE				TOTAL				
				BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET
INCOME AND EXPENDITURE				2020/21	2018/19	2019/20	2019/20	2020/21	2018/19	2019/20	2019/20	2020/21
RESERVES												
General Reserve b/fwd				56,129	17,085	17,805	17,079	16,611	37,327	37,364	74,390	72,739
(+) Net Surplus/(Deficit) for the Year				0	22,454	0	9,163	-1	305,753	0	279,242	-1
13	(-) Transfer (to)/from Development Reserve			0	-22,460	0	-9,632	0	-268,690	0	-280,893	0
(=) General Reserve c/fwd				£56,128	£17,079	£17,805	£16,611	£16,609	£74,390	£37,364	£72,739	£72,738
Development Reserve b/fwd				568,559	0	0	22,460	32,092	51,068	62,275	319,758	600,651
13	(+) Transfer (to)/from General Reserve			0	22,460	0	9,632	0	268,690	0	280,893	0
(=) Development Reserve c/fwd				£568,559	£22,460	£0	£32,092	£32,092	£319,758	£62,275	£600,651	£600,651

**SECTION 37, LAND DRAINAGE ACT 1991
DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2019**

The values at 31 December 2019 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

	£	%	£	%	£	%
Agricultural Land and/or Buildings	394,182	4.39%	51,266	63.26%	445,448	4.91%
<u>Non-Agricultural Land:</u>						
Eastbourne Borough Council	6,773,087	75.40%	0	0.00%	6,773,087	74.72%
Hastings Borough Council	342,832	3.82%	0	0.00%	342,832	3.78%
Rother District Council	125,645	1.40%	0	0.00%	125,645	1.39%
Wealden District Council	1,347,531	15.00%	29,771	36.74%	1,377,302	15.19%
	8,589,095	95.61%	29,771	36.74%	8,618,866	95.09%
Total Annual Value	£8,983,277	100.00%	£81,037	100.00%	£9,064,314	100.00%

RATE/LEVY OPTIONS FOR 2020/21

OPTION 1: REQUIREMENT	Last Year	This Year	Last Year	This Year
Rate in the pound (p)	3.390 p	3.461 p	29.182 p	55.713 p
Increase (%)	3.29 %	2.09 %	3.29 %	90.92 %
OPTION 2: INFLATIONARY ONLY				
Rate in the pound (p)	3.390 p	3.461 p	29.185 p	29.798 p
Increase (%)	3.30 %	2.10 %	3.30 %	2.10 %

- Option 1 allows for an inflationary increase of 2.09% in the Pevensey Levels Sub District and a significant increase of 90.92% in the Cuckmere River Sub District. The increase in the Cuckmere River Sub District is required if the Board is to initially pay for the de-shingling work at the river mouth and for any other targeted river maintenance work that the EA is no longer able to do.
- Option 2 reflects an inflationary increase of 2.1% in both Sub Districts, as shown by the Office for National Statistics for the month of October 2019 (RPI).

RECOMMENDATION

Option 1 is recommended. Alternatively the Board should consider applying for an Exemption from Rating Order for its Cuckmere River Sub District because without the means to pay for the de-shingling work to be done from revenue income the Board will not be able to sustainably fulfil its statutory function most of the time in this part of its District. To continue rating this area without the ability to provide a meaningful and sustainable service from

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
BUDGET FOR 2020/21**

	PEVENSEY			CUCKMERE			TOTAL			NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 13
	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	
INCOME AND EXPENDITURE	2018/19	2019/20	2019/20	2020/21	2018/19	2019/20	2019/20	2020/21	2018/19	2019/20	2019/20	2020/21	

revenue income would be unethical.

NOTES:

- The actual figures shown for 2018/19 are for a the full 12 month period; from 1 April 2018, to the financial year end 31 March 2019.
- The budget for 2019/20 was set by the Board in January 2019, based on what was known at that time. We have now refined the works programme and have a better understanding of what needs to be done on the Board's infrastructure and of the necessary resources required to do so.
- The projected out-turn and closing balances for 2019/20 are forecast to be much better than was budgeted for. This is largely due to the collection of substantial Surface Water Development Contributions and a reduction in the EAs precept charge, which has benefited both Sub Districts.
- During the course of the last financial year we identified the highland carriers within the Board's district and more accurately estimated the highland water contributions due for 2019/20, based on a procedure that was agreed with the EA. This led to an increase in estimated highland water contributions of c£15k for 2019/20, which unfortunately the EA did not budget for. We are therefore unlikely to get this shortfall of c£15k this year. It should also be noted that the EA have not yet paid the remaining £75,895, which is now overdue.
- We have assumed that the Board will receive an increase in Surface Water Development Contributions during 2020/21 based on our projected out-turn for 2019/20. This income will fund the Board's surveying and modelling programme. If contributions fall short of what we expect, this programme will be funded from what is already in the Development Reserve.
- The Board has agreed in principle to start a surveying and modelling programme, which will be funded from surface water development contributions. A budget of £235k for phase 1 has been included. The Board also plans to install a windpump to convey water from the Wallers Haven at an estimated cost of £63k, which will be paid for from our Water and Environmental Grant, as administered by Natural England.
- It has been assumed that the precept charge will not increase above £40k for 2020/21, which has been confirmed by EA officers. It is important that the precept works programme remains flexible and that the Board has input into where and how this money is spent. The EA have been provided with a prioritised schedule of work from which the Board would derive benefit. The EA have also been requested to either deal with many of the legacy issues themselves or pay us to do some of this work, to help the Board put right many of these issues which would otherwise prevent us from fulfilling our statutory function.

8 (a) Maintenance work is made up as follows:

Pumping Stations:

MEICA servicing	5,705	5,705	5,705	6,000	0	0	0	0	5,705	5,705	5,705	6,000
MEICA additional work needed & in year work	7,677	6,000	6,000	6,000	0	0	0	0	7,677	6,000	6,000	6,000
Electricity charges	39,605	36,000	36,000	34,250	0	0	0	0	39,605	36,000	36,000	34,250
Insurances	2,667	2,667	2,667	3,240	0	0	0	0	2,667	2,667	2,667	3,240
Risk contingency	0	2,519	2,519	2,475	0	0	0	0	0	2,519	2,519	2,475
	55,654	52,891	52,891	51,965	0	0	0	0	55,654	52,891	52,891	51,965

Watercourses:

Desilting and Weed cutting	90,632	92,014	92,014	90,210	7,306	6,926	6,926	6,790	97,938	98,940	98,940	97,000
Telemetry	2,240	2,700	2,700	5,000	0	0	0	0	2,240	2,700	2,700	5,000
Plant	0	0	0	14,250	0	0	0	0	0	0	0	14,250
Materials	0	0	0	9,850	0	0	0	0	0	0	0	9,850
Machine Moves	2,760	1,836	1,836	3,150	0	0	0	0	2,760	1,836	1,836	3,150
Spraying	0	5,000	5,000	0	0	0	0	0	0	5,000	5,000	0
Biodiversity Action Plan	2,788	4,000	4,000	4,000	0	0	0	0	2,788	4,000	4,000	4,000
Hand work	0	5,000	5,000	7,440	0	0	0	0	0	5,000	5,000	7,440
Water Level Control Structure Maintenance	7,012	4,550	4,550	4,550	858	450	450	450	7,870	5,000	5,000	5,000
Risk contingency	0	5,695	5,695	6,775	0	429	429	510	0	6,124	6,124	7,285
	105,432	120,795	120,795	145,225	8,164	7,805	7,805	7,750	113,596	128,600	128,600	152,975

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
BUDGET FOR 2020/21

	PEVENSEY			CUCKMERE				TOTAL				
	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 13
INCOME AND EXPENDITURE	2018/19	2019/20	2019/20	2020/21	2018/19	2019/20	2019/20	2020/21	ACTUAL	BUDGET	PROJECTED	BUDGET
<u>Emergency reponse contingency (external assistance):</u>												
5 EA operatives for 5 days @ £26/hour	0	4,836	4,836	4,836	0	364	364	364	0	5,200	5,200	5,200
	161,086	178,522	178,522	202,026	8,164	8,169	8,169	8,114	169,250	186,691	186,691	210,140

8(b) The Board will also continue to undertake a comprehensive programme of Floating Pennywort Control on riparian watercourses valued at £96,270 over this year and next year, which will be paid for from our Water and Environmental Grant as administered by Natural England.

9 Operations Delivery Staff Costs is the gross cost of employing the Board's Operations Manager and Operative to assist with Maintenance Work and Water Level Management in both Sub Districts, which includes the running of two 4 x 4 vehicles (although depreciation is budgeted for separately): 90% of these costs are attributable to the Pevensey Levels Sub District and 10% are attributable to the Cuckmere River Sub District.

10 These charges include the cost of employing a full time Flood & Water Officer by the Board directly and a provision to employ an Enforcement Officer. For budgeting purposes, all of the costs of employing the Flood & Water Officer and an Enforcement Officer have been allocated to the Pevensey Levels Sub District, as has all the Income we expect to receive from surface water development contributions.

11 Depreciation charges are made up as follows:

Small Tools	374	0	0	0	42	0	0	0	416	0	0	0
Truck (Operations Manager)	0	4,365	4,900	4,900	0	485	544	544	0	4,850	5,444	5,444
Truck (Operative)	4,365	4,365	4,365	4,365	485	485	485	485	4,850	4,850	4,850	4,850
Trailer	672	672	672	672	74	74	74	74	746	746	746	746
	5,411	9,402	9,937	9,937	601	1,044	1,103	1,103	6,012	10,446	11,040	11,040

12 These charges represent the cost of the WMA providing administrative and technical support services to the Board for a full year. 90% of these costs are attributable to the Pevensey Levels Sub District and 10% are attributable to the Cuckmere River Sub District. We may need to revisit this apportionment if the workload on the Cuckmere River does not decrease or increases further.

13 Actual and estimated movements on the Development Reserve are as follows, in accordance with the Board's Capital Financing and Reserves Policy approved on 31 October 2017 (minute number 54/17/02):

Development Reserve b/fwd	51,068	62,275	297,298	568,559	0	0	22,460	32,092	51,068	62,275	319,758	600,651
(+) Surface Water Development Contributions	299,379	78,500	358,127	349,422	27,308	0	12,716	0	326,687	78,500	370,843	349,422
(-) Employment and Hosting Costs	-53,149	-78,500	-86,866	-114,422	-4,848	0	-3,084	0	-57,997	-78,500	-89,950	-114,422
(-) Surveying and Modelling Programme Costs	0	0	0	-235,000	0	0	0	0	0	0	0	-235,000
(=) Development Reserve c/fwd	297,298	62,275	568,559	568,559	22,460	0	32,092	32,092	319,758	62,275	600,651	600,651

P J CAMAMILE
CHIEF EXECUTIVE

2 JANUARY 2020

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	(1a) No records of historical maintenance/ operational/ works	Nature and extent of operations is largely upstream, which could increase risk of flooding	1	3	Medium 3 →	Prepared and working to targeted annual maintenance programme based on high, medium, low priority watercourses. WLMB to assist EA with precept works programme to benefit the IDD.
	(1b) Reduction in, or insufficient finance, grant and income (1c) If EA ceases to pay highland water contributions to IDBs	Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in asset management plan	2	3	High 6 ↓	Explore alternative funding streams including partnership working with other RMAs and access to local levy funding: 1) Partnership working with ESCC on planning matters 2) Precept works programme with EA to benefit the Board's infrastructure. 3) Sharing access to technical support staff through the WMA Consortium. 2 of the 3 WEG bids for funding approved in 2019/20. Review asset management plan provided by EA. Lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the

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

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

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	in services across privately owned land.					
	(1f) EA no longer undertakes de-shingling works in the Cuckmere Estuary	IDB is unable to fulfil its statutory function in the Cuckmere River Sub District during periods of high rainfall on a saturated catchment and constituent ratepayers push for an Exemption from Rating order, as a result.	3	3	High 9 ↑	<p>Discuss with EA potential for WLMB to do works in the Estuary on behalf of EA via a public sector cooperation agreement (if the Board can raise the money to pay for the work).</p> <p>Develop protocol with EA that will trigger a de-shingle at the mouth of the Cuckmere River, as opposed to just a consideration of carrying out a de-shingle (aka euphemism for doing nothing).</p>
	(1g) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments	IDB could incur penalties/fines	2	3	High 6 →	<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>Standard Maintenance Operations (SMO) document that is WFD compliant has been approved by the Board on October 2018.</p> <p>Regular SMO update training for employees.</p> <p>Ensure affected landowners</p>

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						are aware of agreed water levels and operate the Pevensey WLMP.
	(1h) Landowners and or developers undertake non-consented works on watercourses in the IDD	Potential to adversely affect the capability of the IDB to effectively manage the discharge of water through its system	2	3	High 6 ↓	<p>Promote the work of the IDB within the local community to create understanding of how the IDB system manages flood risk and facilitates land use.</p> <p>Use of the Board's Byelaws for consenting or refusing works affecting the Board's infrastructure.</p> <p>Work closely with LLFA and LPAs to provide a joined up consenting/advice service.</p>
	(1i) IDBs obligated to purchase water transfer licences under new regulations introduced January 2018	Increased financial burden given the cost of £1,500 per licence	1	2	Low 2 ↓	A 2-year grace period during which time IDBs can identify transfer points and determine if a licence is applicable. It is understood that the licence is only applicable in instances where water is transferred from main river to an ordinary watercourse through a structure from outside the IDD, which significantly reduces the financial risk to the PCWLMB.
	(1j) Access to skills and core competencies is reduced	Reduction in quality of service delivery that could lead	1	3	Medium 3 →	Service Level Agreement with WMA for provision of admin/tech support services to 31 March 2024.

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
		to loss of confidence from stakeholders in the Board's ability to deliver				Partnership working with other RMAs. Staff training
Liaise with Lead Local Flood Authority (LLFA), Local Authorities and Environment Agency (EA) within the Board's hydraulic sub catchment	(2a) LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD	Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD	1	3	Medium 3 →	Build and maintain trust and understanding with LLFA, EA, NE, LAs and DEFRA. Regular liaison meetings with EA. Promote the IDB through the media where appropriate.
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 (3b) Potential for developers to hand over management of SUDs to private management	Potential for increased flood risk Lost income from SWDCs and commuted sums Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB	2	3	High 6 ↓	Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings. Partnership working with LLFA on planning applications affecting the IDD. Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>companies, who may fail in their responsibility to maintain them in the long term</p> <p>(3c) Increase in the volume of planned housing in the district</p> <p>(3d) Insufficient surface water development contributions collected to cover employment cost of one FTE planning resource</p>	<p>infrastructure and subsequently increase the risk of flooding</p> <p>FTE planning resource may become unsustainable</p>				<p>risk management issues.</p> <p>Officers' comments on planning applications are available on Local Authority websites.</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity.</p> <p>Introduction of a SUDs adoption and charging policy, approved by the Board on 31 January 2017.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 WMA review. New rates and banding introduced wef 1 November 2018 which will support the SWDC income stream.</p>
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	<p>(4a) Non-delivery/ non-compliance of Biodiversity Action Plan (BAP)</p> <p>(4b) Implementation of a BAP may give rise to increased flood</p>	<p>Board does not meet its environmental targets.</p> <p>Failure to balance environmental needs with management of flood risk</p>	2	2	Medium 4 →	<p>BAP approved by Board.</p> <p>Work to WFD compliant SMO.</p> <p>Watercourses prioritised according to flood risk, based on criteria agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure.</p>

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>risk and increased maintenance costs</p> <p>(4c) Increased levels of non-native species adversely affecting BAP delivery</p>	Failure to successfully control/eradicate invasive species				<p>Prepare a programme of environmental survey work in and alongside Board watercourses.</p> <p>Officers monitor and report environmental performance to Board.</p> <p>Staff awareness training.</p> <p>Actions monitored by NE and EA.</p> <p>Record any complaints in Complaints Register.</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present.</p>

Risk Management Policy

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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



Representing Drainage Water Level & Flood Risk Management Authorities

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Friday 29 November 2019

Dear Clerk / Chief Executive,

Results of the IDB Health, Safety & Welfare Survey 2018

My sincere thanks to all of you that contributed to providing answers to our Health, Safety & Welfare Survey at the end of last year and the start of this year. I am very pleased that we have had just under a 75% response rate which has allowed us to reliably pull out some key messages which we would now like to share with you all in the attached Advice Note.

It is of some concern, however, that 25% of our IDBs did not manage to reply to the survey request and you will see from the attached Advice Note that one of our actions is to try and approach all of those remaining boards for their responses. For those of you affected, I would be very grateful for your help and co-operation in this regard.

The Advice Note has been pulled together in a way that does not specifically identify any one IDB, as we originally promised, but we hope that collectively, the industry will support each other in striving for continuous improvement and best practice when it comes to health, safety and welfare.

The Advice Note has been prepared with the support of ADA's Board, Committees, and our Special Advisor on health, safety and welfare matters, Ian Benn. We would now ask you to plan that its contents are the subject of discussion at your next IDB Board meeting. As always, any feedback from you about the advice note will be welcome and if you require any clarification about any of the information contained within it, please contact either Ian Moodie or myself.

Yours faithfully,

Eur Ing J Innes Thomson BSc CEng FICE
Chief Executive



ADA Advice Note:

Internal Drainage Boards' Health, Safety & Welfare Survey 2018

Prepared by Innes Thomson

Executive Summary

The content of this note is derived from the results of the first survey of health, safety and welfare (HS&W) across internal drainage boards (IDBs) in England and represents findings from just under 75% of all IDBs in England. Those who responded are thanked for taking the time to provide their answers.

Although the questionnaire did not require any hard evidence in the form of supporting documentation, responses were of a breadth to suggest a reasonably accurate reflection of the current situation regarding HS&W in the IDB sector.

Overall, the advice note highlights several areas where there are opportunities for improvements, some of which could be viewed as quick wins where others will require a little more investment.

Three areas highlighted for improvement have a common linkage around attitudes and behaviours where IDBs could demonstrate that they are leading their staff and employees in best practice. This includes:

1. Ensuring that HS&W is an integral part of discussions at all Board Meetings.
2. Actively showing that Board Members care about the competency and welfare of their staff and employees.
3. Implementing a no-blame, anonymous, easy-to-access incident reporting system with active reviews and actions fed back to staff/operatives.

Several excellent examples of HS&W best practice were highlighted from the questionnaire responses and all IDBs are encouraged to strive for such best practice. All IDBs should ensure that they have the capacity to undertake their functions safely and IDBs are encouraged to share and compare their Health & Safety approaches, systems and processes with other IDBs and wider ADA members to help achieve best practice outcomes.

ADA has suggested a series of recommendations for IDBs to consider and review which could support and guide them in the implementation of HS&W best practice in a consistent manner.

The conclusions also set out a series of recommended actions to help IDBs further improve their HS&W. Key to this will be the development of a series of HS&W seminars by ADA, supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.

Finally it is essential that ADA engages with the IDBs that were unable to meet the response deadline and seek to assist them in understanding their HS&W requirements and to aim to achieve a consistent approach to the advice provided across all IDBs. ADA will be contacting all IDBs that were unable to complete the initial HS&W survey.



Introduction

During 2018 ADA conducted a detailed survey of HS&W within IDBs.

The purpose of the survey was to identify a baseline through gathering a level of qualitative about HS&W of IDBs' board members, staff and operatives in order to:

1. act as a useful HS&W benchmark for IDBs as a community,
2. support ADA in their desire to help provide consistent industry guidance and recommendations,
3. assist IDBs seeking to identify potential areas of improvement in the way they manage HS&W within their operations to achieve best practice wherever possible.

The survey was held via an online questionnaire that IDBs could complete on the SurveyMonkey website. IDBs were first notified of the survey on 17 July 2018 and the questionnaire remained available for responses until 31 December 2018.

The questionnaire was based on a set of HS&W questions prepared by Ian Benn, PG Dip H&S and Env Law, Dip, NEBOSH, Grad IOSH, MCQI CQP (Honorary Health & Safety Advisor, ADA), in conjunction with Ian Moodie (Technical Manager, ADA) and Innes Thomson (Chief Executive, ADA), and in consultation with ADA's Committees and Board of Directors.

ADA's Board of Directors made the assurance that all responses would be handled on a confidential basis in order to ensure ADA received accurate and open data about HS&W. Therefore, no individual data is identifiable from this report, and the general ethos of its production has been to encourage improvement across all IDBs in the way that HS&W is managed.

This is the first survey of its kind to get to this stage of evaluation across IDBs as a whole. ADA intends to evaluate progress with a repeat survey to be completed by 31 December 2021.

ADA commends those who have responded in providing an assessment of HS&W within their respective IDBs. Nearly 75% of all IDBs participated in the survey and we are encouraged to hear that all IDBs that completed the survey found it a useful audit of their HS&W capacity that will enable them to focus their own improvement efforts.



Conclusions & Recommendations

The key to successful approaches in delivering and maintaining effective HS&W are wide and varied. They are also indelibly linked to peoples' behaviours and attitudes to the subject. Behaviours and attitudes are influenced by what people know through experience and how they have learnt about the subject.

This advice note seeks to guide ADA members about where improvements in personal and corporate HS&W can take place. On the back of these results, ADA will consider how we can further assist our members with HS&W systems and processes. However, the ultimate responsibility for good HS&W falls uniquely upon IDB Board Members themselves.

Whilst annual accident statistics were gathered as part of the survey, the purpose of this note is not intended to examine the detail of those incidents. It is noted, however, that these figures showed a steadily increasing number of near-miss events between 2013 and 2017. It is almost certain that such an increase can be attributed to better recording of near misses by IDBs throughout the period. This is not a negative statistic and should be viewed as extremely encouraging. Any statistics that have been collected by IDBs may support future risk assessment and risk reduction projects where applicable.

ADA has concluded that the data from this survey can be summarised in the following way, with recommendations for review and necessary actions/reflections by Boards.

As a first and top priority, all Boards should check key HSE guidance on what the statutory minimum expectation would be of Boards as employers and employees. This can be found at:

www.hse.gov.uk/workers/employers.htm



Top Three Recommendations

- a) **Governance and leadership** | The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behaviours around H,S&W are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an HS&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.
- b) **Ensuring competence** | We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.
- c) **Recording accidents and near misses** | Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses.



Additional Recommendations for IDBs to Consider

The following additional recommendations (in no particular order) are made by ADA to support IDBs with the review and potential improvement of their HS&W activities.

Ref	Issue	Recommendation
d)	Quality of advice	Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions.
e)	Welfare facilities	Ensure that all staff and operatives have access to appropriate toilet & mess facilities when working away from base office /depot.
f)	Routine training	Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents.
g)	Health surveillance	Implement regular health screening for all staff and operatives.
h)	Capacity	Ensure that the IDB has the suitably qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighbouring IDBs to achieve best practice outcomes.
i)	Risk assessment	Ensure that risk assessments are undertaken for the IDB's activities.
j)	Toolbox Talks & Training	Plan and deliver programmes that provide information, instruction, training and supervision for hazardous activities highlighted in risk assessments.
k)	Machinery inspection	Ensure that the IDB has a documented programme of routine machinery inspection.



Recommended Actions for ADA in support of IDBs

ADA is committed to supporting its members in striving to achieve best practice across all of their functions, but especially HS&W. To that end, and on the basis of the results of the survey and this note, ADA will be seeking to complete the following actions with the assistance of external experts.

No.	Action	Timescale
1.	ADA to check and review HS&W with all IDBs that were unable to respond to the survey within the allotted timeframe.	Before 31 March 2020
2.	ADA to consider how to capture and then annually compile and publish summary information about IDBs' health and safety incidents and near misses.	Annually
3.	ADA to complete second HS&W survey of IDBs, and seek a 100% response rate.	Before 31 December 2021
4.	Investigate if a series of standard HS&W Policy templates for use by IDBs may be appropriate.	Before 31 December 2020
5.	Consider the preparation of toolbox talk materials for IDBs, utilising the ADA website and ADA News Stream to communicate these to members.	To commence before 31 December 2020
6.	Prepare briefings on HS&W matters for dissemination to IDB Clerks & Chief.	To commence before 31 December 2020
7.	Hold a series of HS&W seminars supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.	Before 31 December 2020

ENDS

Final Version issued – 29 November 2019

Distributed to:

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Patten, R
Robinson, D
Rodohan, P
Smart, R
Swansborough, C
Taylor, B
Wadman, C (Vice-Chairman)
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Worssam, M
Vacancy

Key Partners & Supporting Officers

Beaumont, Ms C (Rother DC)
Padget, P (Eastbourne BC)
Kean, G (Wealden DC)
Claxton, N (E.Sussex CC - LLFA)
Jackson, Ms C (NE)
Levitt, P (EA)
Robinson, D (EA)

WMA & WLMB Officers

Dann, R (Operations Manager, WLMB)
Kinsella, Mrs R (Flood and Water Officer, WLMB)
Brady, Miss C (WMA)
Camamile, P (WMA)
Philpot, M (WMA)
Laburn, Ms C (WMA)

Pevensey & Cuckmere WLMB
Meeting 28 January 2020