

**A MEETING OF THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD WAS HELD AT THE SAFFRONS SPORTS CENTRE, COMPTON PLACE ROAD, EASTBOURNE, BN21 1EA ON TUESDAY, 30 OCTOBER 2018 AT 10.00 AM.**

**Elected Members**

**Pevensey District**

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

**Cuckmere District**

- \* Richard Brown
- \* Gill Hesselgrave

**Combe Haven District**

Monty Worssam

**Member of the Public**

- \* Mr John Rabbits, Pevensey PC

**Appointed Members**

**Eastbourne BC**

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

**Hastings BC/Rother DC**

Robin Patten

**Wealden DC**

- \* Douglas Murray
- \* David White

- \* Present (65%)

**Officers in Attendance**

**Environment Agency**

Luke Ball (Operations)

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

**East Sussex CC**

- \* Ed Sheath, FRM Team

**Water Management Alliance**

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

**Pevensey & Cuckmere WLMB**

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

**Local Authority**

Peter Padget, Eastbourne BC/Lewis DC

Cathy Beaumont, Rother DC

- \* Graham Kean, Wealden DC

TBC, Hastings DC

**Natural England**

Cath Jackson

- \* Officers In Attendance

Mr W Gower in the Chair

**41/18 APOLOGIES**

**41/18/01** Apologies for absence were received on behalf of Messrs L Ball, P Padgett, R Patten, P Rodohan, D Robinson, M Worssam, Ms C Beaumont, Ms J Coles and Ms C Jackson. Mrs M Robinson did not attend the meeting.

**42/18 WELCOME AND INTRODUCTIONS**

**42/18/01** The Chairman welcomed Messrs Jonathan Dow and Barry Taylor to their first Board meeting as the appointed representatives for Eastbourne Borough Council replacing Messrs A Freebody and C Swansborough.

**43/18 DECLARATIONS OF INTEREST**

**43/18/01** Declaration of interest forms for completion would be sent to the recently appointed Eastbourne Borough Council appointed member B Taylor. RESOLVED that this be noted.

**44/18 MINUTES OF THE LAST BOARD MEETING**

**44/18/01** The minutes of the Pevensey and Cuckmere WLMB meeting held on 15 May 2018, (a copy of which is filed in the Report Book), were considered in detail and approved. Matters arising therefrom:

**44/18/02 Pumping Stations (23/18/06)**

(i) Mr R Smart queried the contractual arrangements with the Environment Agency (EA) and there was considerable discussion including the risk, precept programme and the identified benefit to the IDB area. The CEO reported that the precept payment made to the EA was a statutory charge made under section 139 of the Water Resources Act 1991, and as such there was no contract with the EA. That said, the EA have to be able to demonstrate that the precept charge is fair and that it benefits the IDB area. If the EA is unable to establish this link between precept charges and benefit to the Board's area, the Board was able to appeal the precept, which would then be heard by the Secretary of State.

(ii) It was further reported that the Board have developed a Precept Works Programme with the EA, which is reviewed periodically at Board meetings. The EA are working with us on addressing the legacy issues, either by doing the work themselves or by paying us to do the work. Therefore there was no case to appeal the precept, but it was accepted that this may change in future, should the relationship between the IDB and the EA deteriorate.

**44/18/03 National Planning Policy Framework (NPPF) (25/18/04) (iii)**

Mr R Smart recorded his recollection of a conversation during the last Board meeting about policy for long term obligations where the Board has

given consent and asked what happens to the monies received in respect of these applications for consent. Officers advised that commuted sums and surface water development contributions (net of the expenditure incurred in collecting this income) were usually ring-fenced and shown as an Earmarked Reserve on the Board's Balance Sheet, which could then be used to part-fund future improvement works that are needed, arising from development.

#### **45/18 OPERATIONS REPORT**

**45/18/01** The Operations Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

##### **45/18/02 Pumping Stations – Drockmill**

The Project Engineer reported that the EA had agreed to fund refurbishment costs for the failing pump at Drockmill. The pump was at the present time, still working. RESOLVED that this be noted.

##### **45/18/03 Pevensey Model Air Club Drain Re-alignment**

The proposal for the Model Air Club to fund the re-alignment of the Board's main drain to facilitate changes to the Club's runway, was noted. If the proposal is progressed by the Club an application for consent would have to be submitted to the Board for consideration. RESOLVED that this be noted.

##### **45/18/04 Park Wood**

Members considered the Project Engineer's report on Park Wood, an ancient woodland owned by EA who were now seeking to dispose of this asset in line with Defra guidance. The Board's officers were looking at the commercial viability of adopting Park Wood as a local and sustainable source of timber and would present a proposal to the Board in due course, if appropriate. RESOLVED that this be noted.

PJC/MP

##### **45/18/05 Star Gate / Glen Lee**

- (i) Mr R Miles, supported by Mr M Hole, recorded his appreciation of officers' work on the Pevensey Levels but how this was unfortunately let down by water leaking from the EA's Star Gate. The Project Engineer confirmed that officers are aware of the situation with this asset, which is in the EA's capital programme mid-term plan for refurbishment. RESOLVED that this be noted.
- (ii) Similar issues concerning water leaking through at Glen Lee were recorded. The Operations Manager recorded that in both instances, discussion was ongoing with the EA to resolve these issues.

#### **46/18 ENVIRONMENTAL REPORT**

ID	Pevensey and Cuckmere WLMB, Minute	Action
46/18/01	The Environmental Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
46/18/02	<b>Pevensey Mink Project</b>	
	The Environmental Manager reported that it would be helpful if members and landowners were able to report any mink captures to Cath Jackson at Natural England for her to update the mink database.	
46/18/03	<b>Water Environment Grant (WEG)</b>	
	<ul style="list-style-type: none"> <li data-bbox="256 598 1385 848">(i) Members were apprised that Natural England had requested additional information on two of the three WEG applications that had been submitted in May 2018; for the Floating Pennywort Control Project, (application for £190k WEG); and information requested on 29 October 2018 for the Innovative and Carbon Neutral Solution to a Water Level Management Problem within the WLMP Unit P1 of the Pevensey Levels SSSI, SAC and RAMSAR site project, (application for £100k funding for a wind pump).</li> <li data-bbox="256 893 1385 994">(ii) No update had been received on the status of the third application submitted in May 2018 for WEG funding of £210k for holistic water management level controls on the Pevensey Levels.</li> </ul>	
47/18	<b>STANDARD MAINTENANCE OPERATIONS (SMO)</b>	
47/18/01	The Standard Maintenance Operations (SMO) procedure for the Pevensey and Cuckmere WLMB, (a copy of which is filed in the Report Book), was considered in detail and adopted. Arising therefrom:	
47/18/02	The Environmental Manager explained the purpose of the SMO, (which had been approved by Natural England), was to provide an auditable document of how maintenance operations should be conducted in line with environmental legislation and regulation. It was proposed by Mr C Wadman, seconded by Mr R Miles and carried unanimously to adopt the SMO as a guide for all maintenance operations. RESOLVED that this be noted.	
48/18	<b>PLANNING REPORT</b>	
48/18/01	The Planning Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
48/18/02	<b>Delegated Consents (2)</b>	
	The delegated consents determined by officers using their delegated authority were considered and approved. There were no matters arising.	
48/18/03	<b>Planning Comments</b>	
	Members considered the status update provided in the planning comments of the Planning Report, reporting the high volume of consultations and	

applications that had been commented on by the Flood and Water Team. The risk based approach taken in responding to these to ensure that specific comments were provided for those developments likely to have a significant impact on the Board's Internal Drainage District (IDD), was noted.

**48/18/04** Members considered the Flood and Water Manager's options for the Board to regulate planning activity affecting the IDD, (as requested by Mr R Smart following the Special Meeting on 11 September 2018 when the Flood and Water Manager gave a presentation on planning policy and regulation, available at: [https://www.wlma.org.uk/uploads/20180909\\_PCWLMBv4.pdf](https://www.wlma.org.uk/uploads/20180909_PCWLMBv4.pdf))

**48/18/05** There was considerable discussion about regulation and the role of the WMLB with regard to development and the risk associated with the resulting additional rate/volume of surface water within the IDD, water quality, and the long term liability for maintenance of Sustainable Urban Drainage Systems (SuDS) post development.

**48/18/06** Mr R Smart suggested that a map identifying where development should not be considered would help and proposed that the Board should commission a model of the hydrological catchment to inform where development would have the most impact on the Board's district, using surface water development contributions. This was considered too expensive at the present time, based on the Chief Executive's estimate of at least £150k for such an exercise (The value of East Sussex County Council's WEG bid amounted to c£500k, which was seeking to establish the same thing, albeit that it also included the Board's upland catchment).

**48/18/07** It was agreed and thereby RESOLVED to approve the Flood and Water Manager's recommendation that the regulation of development activities with an impact on the Board's IDD continues to be based on national policy together with information currently known and derived from operating the drainage system within the district. This approach would continue until such time as the modelling and evidence base had been established. RESOLVED that this be noted.

**48/18/08 Surface Water Development Contributions (SWDC) Charges and Banding**

The WMA review of surface water development charges and banding, (a copy of which is filed in the Report Book), which had been discussed with ADA, (who are keen to encourage all IDBs to adopt a similar rationale) and subjected to additional independent and legal review was considered in detail and approved. Arising therefrom:

**48/18/09** It was proposed by Mr D White, seconded by Mr D Murray and carried unanimously to adopt the revised banding and surface water development contribution charges structure as set out in the 2018 WMA review and to increase the rates charge in line with inflation annually thereafter, with a detailed review to be undertaken every five years.

**48/18/10** It was agreed to implement the revised un-attenuated surface water development contribution rate of £117,131 per impermeable hectare,

(previously set at £77,800) and the variable rate depending on the impermeable area concerned with effect from 1 November 2018. RESOLVED that this be noted.

#### **49/18 IDB/EA Liaison Update**

**49/18/01** The Project Engineer reported that the regular monthly catch ups with the EA were going well and the precept programme of maintenance works was progressing.

#### **50/18 FINANCE REPORT**

**50/18/01** The Finance Report for the period 1 April 2018 to 30 September 2018, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**50/18/02** The Chief Executive apprised members that £40k in surface water development contributions (SWDC) had been received by the Board in October 2018, in addition to the £19,904 captured in the Finance Report ending 30 September 2018. The combined total of £59,904 falling just short of the 2018/19 budget forecast of £65k for the whole year.

**50/18/03** Mr R Smart opened discussion on SWDC income and how this income ought to be used, he considered that it may be useful to use this income to fund modelling of the Board's catchment. Modelling was discussed in terms of ensuring that all systems are capable of coping currently/long term and the possible need to increase infrastructure as well as maintenance of same, to cope with the increase in surface water run-off arising from development. The issue of foul water arising from development was also raised and it was agreed that this should be discussed with Southern Water.

**50/18/04** The Chief Executive apprised members that the Trade Debtors and Ratepayers Due report would by early November 2018 be reduced from £221,213 to £347 following receipt of the Local Billing Authorities special levy final instalment payments, due annually on 1 November.

#### **51/18 ENVIRONMENT AGENCY (EA) PROCEDURAL NOTE ON HIGHLAND WATER CONTRIBUTIONS**

**51/18/01** The EA's Procedural Note 2018 on highland water contributions, (a copy of which is filed in the Report Book), was considered in detail and adopted by the Board. Arising therefrom:

**51/18/02** The Chief Executive explained that the EA had historically made discretionary payments to those IDBs where surface water from the upland area of the hydrological catchment runs into an IDB's IDD system. The Chief Executive had been in discussion with the EA's East Sussex Asset Performance Team to develop a fair way of calculating the payment that should be made from the EA to the IDB for managing this water from

outside the IDD and he recorded his thanks to the EA (Teresa Willway, Dave Robinson and Paul Levitt) in particular for their help and support in doing this. RESOLVED that this be noted.

### **52/18 CUCKMERE RIVER ENGINEERING ASSESSMENT SUMMARY**

**52/18/01** Members considered the Cuckmere River Engineering Assessment Summary, (a copy of which is filed in the Report Book), provided by the Chief Executive and Project Engineer at the Board's request. Arising therefrom:

**52/18/02** Members considered the detailed appraisal and recommendations for improvement of the condition/function of the Cuckmere River and its existing structures that would be necessary prior to consideration of de-maining the river and adoption by the Pevensey and Cuckmere WLMB. Detailed discussion ensued, predominantly about the c.£2.37 million required for remedial works to bring the Cuckmere River into good condition/functionality, plus ongoing maintenance costs of c.£170k annually. Mr R Brown was firm in his request for a clear action from the Board, however, the Chairman was resolute in his opinion that de-maining at the present time was not a viable commercial option for the Board and this was the consensus of the Board.

**52/18/03** It was agreed and thereby RESOLVED not to de-main the Cuckmere River at the present time but to look at other means to support improved functionality of the Cuckmere River.

**52/18/04** Whilst members considered that de-shingling in the Cuckmere Estuary would help to improve flows, Mr D Robinson recorded that current EA policy was to intervene to clear the Estuary only in the interests of public safety.

**52/18/05** It was agreed that the Board may consider less expensive ways, other than de-maining, to support the Cuckmere River improved functionality possibly via a Public Sector Cooperation Agreement with the EA. In doing so the river could be improved but the liability for this asset would remain with the EA. RESOLVED that this be noted.

### **53/18 CHAIRMAN'S ALLOWANCE AND MEMBERS' EXPENSES POLICY**

**53/18/01** The Chairman's Allowance and Members' Expenses Policy, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**53/18/02** It was agreed to approve the Chairman's Allowance and Members' Expenses Policy in order that the Chief Executive could apply to Defra for approval of the policy setting out payment of a Chairman's allowance and member expenses applicable to the Pevensey and Cuckmere WLMB.

**53/18/03** It was agreed and thereby RESOLVED to approve payment of a Chairman's allowance of £3,500 per annum, payable from 1 November

annually in advance for the triennial term of office and to also pay the Chairman travelling and out of pocket expenses as a Board member as set out in minute 53/18/05.

**53/18/04** It was agreed and thereby RESOLVED that the Chairman's level of allowance would be reviewed triennially, as set out in the Chairman's Allowance and Members' Expenses Policy.

**53/18/05** It was agreed and thereby RESOLVED to approve payment of members' travelling expenses at the prevailing HMRC tax free rate, together with approved out of pocket expenses as detailed in the Chairman's Allowance and Members' Expenses Policy. It was agreed and thereby RESOLVED that as set out in the Chairman's and Members' Expenses Policy, the Board would not pay any travelling or out of pocket expenses if members were able to recover these from another public authority or charitable body.

**53/18/06** The Chairman recorded that at the present time he had no desire to implement the policy and claim an allowance. RESOLVED that this be noted.

#### **54/18 MATERIAL CHANGES TO RISK REGISTER**

**54/18/01** Members considered the risk register for those risks with a risk assessment matrix score of  $\geq 6$ . Arising therefrom:

**54/18/02** It was agreed to update the risk register to include the risk of the EA no longer undertaking de-shingling of the mouth of the Cuckmere Estuary. RESOLVED that this be noted.

**MEC**

#### **55/18 AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN YEAR ENDING 31 MARCH 2018**

**55/18/01** The audited Annual Governance and Accountability Return for the year ended 31 March 2018 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

**55/18/02** The clean audit opinion awarded by PKF Littlejohn LLP was noted.

#### **56/18 MEETINGS 2019**

**56/18/01** The Board requested that the suggested meeting date of 14 May 2019 be moved to 4/5 June 2019 to accommodate potential appointed membership changes. Agreed dates for 2019:

Tuesday, 29 January 2019

Tuesday, 8 October 2019

*Post Meeting Note: The meeting originally planned for May 2019 will now take place on Tuesday, 4 June 2019.*



**57/18 NEXT MEETING**

**57/18/01** The next Board meeting would take place on Tuesday, 29 January 2019 at 10:00am at Saffrons Sports Centre in Eastbourne.

*Post meeting note: Due to no availability at Saffrons Sports Centre, the 29 January 2019 meeting will take place at Herstmonceux Village Hall.*

**58/18 CHAIRMAN'S COMMITTEE MEETING**

**58/18/01** It was agreed to agree a meeting date via email for a Chairman's Committee meeting in early January 2019 to consider the Board's Estimates for 2019/20.

*Post meeting note: Chairman's Committee meeting scheduled for 7 January 2019.*

**MEC****59/18 ANY OTHER BUSINESS**

**59/18/01** There was no other business to consider.

**60/18 OPEN FORUM TO HEAR FROM MEMBERS OF THE PUBLIC WITH LEAVE OF CHAIRMAN**

**60/18/01** Mr J Rabbits of Pevensey Parish Council was in attendance at the meeting and invited by the Chairman to speak if he wished to do so. Mr Rabbits recorded that he found the meeting very interesting and had no further comment to make.

**61/18 CONFIDENTIAL BUSINESS**

**61/18/01** There was no confidential business to discuss.

## **Pevensey and Cuckmere WLMB**

### **Operations Report**

The following information pertains to work carried out for the Pevensey and Cuckmere WLMB involving the Operations Manager (Richard Dann), Project Engineer (Matthew Philpot) and Environmental Manager (Caroline Laburn) between 04 May 2018 – 19 October 2018:

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

Pennywort clearance on:

- The Rickney
- Horse eye
- Downs sewer
- Crossing sewer
- Snapsons river

Weedcutting on:

- The Freshwater stream
- The Bill gut
- New Mountney
- Spring ditch
- East Langley sewer

Desilting on:

- The Bill Gut
- Tower Ditch

Second round of Pennywort clearance on:

- The Rickney sewer
- The Horse eye

The low water levels and high temperatures during June - August made dissolved oxygen levels in the rivers very low, however, we followed the EA's Weedcutting Matrix and through shifting work to wider rivers and monitoring the situation, we avoided stopping work and had no environmental incidents. We have purchased a Dissolved Oxygen meter for the team and will work to the EA's guidelines.

We also completed the fix of the leak on the siphon under the Langley Haven (new Mountney, becoming the West Ham Mill stream). This became a major civil engineering project as it developed but should greatly help the situation in this lower part of the Pevensey levels.



*Photos showing the excavation required to get to the leak and damaged pipework*

In July/August we undertook eight water control structure board replacement works in order to fix/replace the leaking lower boards, which had rotted away and were making water level control very difficult. Due to the depth of water, up to 2m in places, this required a cofferdam to safely isolate the structures and remove and replace the boards.

The eight structures repaired over a four-week period were Horse Eye/White Dyke, R28 & 27, Crossing Sewer R08, Stream S22, Mark Dyke M28, M29, M30, Wallers Haven P37.

These were the priority structures, but we will need to continue this year on year, until the system is back up to target condition.



*Cofferdams installed to isolate the structures and allow the boards to be removed and replaced in the dry*

We have completed clearance and de-silting of Tower ditch in Pevensey, which has been part funded from our precept payment to the EA. This work has significantly improved the depth of water in the drain for the local eel population and has improved the watercourse condition. The banks have also been trimmed which has improved their condition immensely.

We have received numerous telephone calls and emails from the local community expressing how happy they are with this work, as well as extensive positive feedback whilst on site.



*Tower Ditch, adjacent to Coast Road Pevensy. Before and after*

## **PUMPING STATIONS**

Servicing was carried out on all pumping stations in October 2018  
Lifting Beam LOLER checks completed September 2018 – no issues

### **Manxey**

No issues to report.

### **Drockmill**

No issues

A replacement pump will be purchased, with funding coming from the EA, following the last service report indicating one pump is failing.

### **Star Inn**

No issues to report

### **Rickney**

No issues to report

### **Horsebridge**

No issues to report

### **Barnhorn**

No issues to report

## **OPERATIONAL ISSUES**

### **Cuckmere Catchment Walkover and Report**

We have completed a walkover and report focussing on the requirements of the River Cuckmere and Pevensy Levels in order to improve the condition and the function of the systems for effective water level management for the board. The results of the report and finding will be considered as part of our future work.

### **Pevensy Model Air club Drain re-alignment**

We have been approached by the Pevensy Model air club, who have an IDB main drain running through their site. The club has ambitions to increase runway options and have approached the P&CWLMB as to whether the drain could be re-aligned in order to allow this. The engineer and ops manager have visited site and taken initial levels and developed outline plans. The scheme would increase our length of main drain and maintenance burden by circa 100m, however this only equates to an additional 2hrs work.



Richard has also completed his CITB Site Safety Supervisor Training Scheme (SSSTS) qualification and updated his Construction Skills Certificate Scheme (CSCS) card.

## PLANT

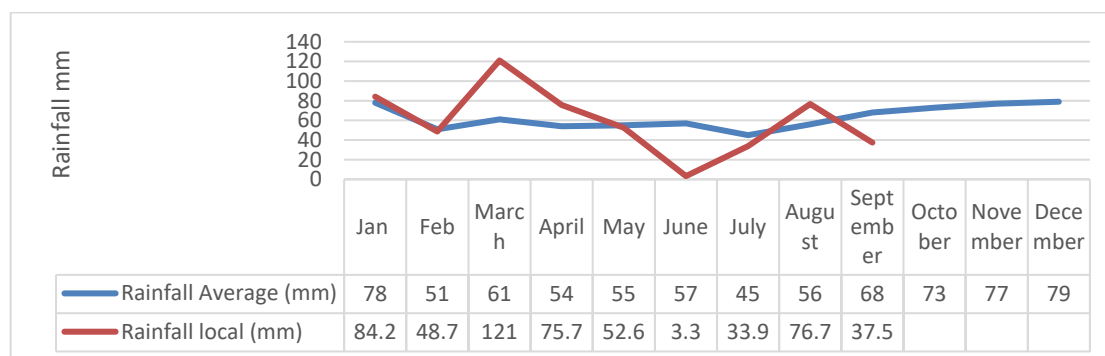
No new items of plant purchased this quarter.

## CAPITAL SCHEMES:

No capital Schemes currently underway.

## HYDROLOGY –

(extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2018>)



April started off cold and wet

At the start of May, the UK was in an unsettled westerly regime, but after a frontal system had brought rain south-eastwards on the 1st and 2nd it soon turned much warmer and, for most places, sunnier, giving the warmest early-May Bank Holiday since the holiday was introduced in 1978.

The first week of June became increasingly settled, with temperatures rising well above average especially by day in northern and western areas. Southern areas saw very little rain throughout this month, with less than 2 mm at numerous stations.

The first half of July was dominated by high pressure and the first week in particular was very warm or hot, dry and sunny over a large majority of the country. The last few days were more changeable with rain at times and this ensured that while the month was dry overall, it was not exceptionally so.

The first week of August continued the warm and settled theme of the previous couple of months, especially in southern areas, but after that conditions were more unsettled and closer to the climatological average.

The start of September was fine and warm over southern areas. However, the last week of the month was more anticyclonic, with settled autumnal weather especially towards the south.

## **STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION**

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

26 June 2018

The EM attended the Anglian Catchment Natural Flood Management (NFM) Workshop in Isleham Cambs organised by the Environment Agency and attended by various local agencies and stakeholders. The workshop (which had been undertaken throughout all EA regions in England) introduced the new NFM Evidence Base document produced by the EA for designing NFM projects and topic groups allowed practitioners to discuss other issues such as; the wider benefits of NFM, the importance of understanding flood risk impacts, monitoring and partnership working.

17 July 2018

The EM hosted the Quality Management Systems External Auditor in auditing the ISO 14001 Environmental Management System

18 July 2018

The EM attended a Fish and Eel Workshop, London – where a new tool was being trialled for the application of determining cost effective screening options for FCRM infrastructure.

25 July 2018

Physical Habitat Assessment – (Morph Tool Training)

This tool is a readily accessible River Habitat Survey has been developed in recent years to monitor physical changes in habitat in relation to invertebrate monitoring or following river restoration. The EM attended a training event to understand how to use this physical habitat assessment technique with a view to using it to monitor any future small scale or large scale river restoration programmes initiated by the P&C WLMB.

10 September 2018

The EM attended an Emergency First Aid at Work Refresher Course.

16 October

The EM attended the Pevensy and Cuckmere Catchment Partnership Meeting.

## **COMPLAINTS**

None

## ENVIRONMENTAL REPORT

### Information for the Board

#### **Pevensey Mink Project**

The Operations Manager has been on a Air Rifle Course for the safe use of an air rifle for the humane dispatch of Mink. The Operations Manager will be distributing rafts around the catchment with a view to locating mink and capturing them. He will be able to undertake mink raft checks as he carries out his daily operations. He will report any captures to Cath Jackson who is populating the Mink Project database. The reporting of captures is crucial to understanding the success of the project. Any reports of other mink captures by landowners would also be useful to measure the distribution of Mink in the catchment.

#### **Standard Maintenance Operations**

The Board is asked to consider and approve the Standard Maintenance Operations Policy Document, please refer to Board meeting agenda item 7.

#### **Water Environment Grant**

The three WEG project Bids are still with Natural England. As a reminder, the Pevensey projects are as follows:

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

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

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

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

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

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

#### **Update:**

The EM and the Engineer have received feedback on Project 1, requiring justification on the tender process for using the proposed contractor to carry out the Pennywort control work. Information and justification has been returned to NE with this regard and we await the final outcome of this project. We hope to begin Pennywort control in early winter if the outcome of this bid proves to be successful.

To date and via information received at the Catchment Partnership Meeting, some other bodies have received letters to state their projects have been unsuccessful. We have not received letters of this nature, therefore we assume that all three of our P&CWLMB projects are still in the running for the grant.



## **Desilting/Tree Management Programme – Walkover Survey 18 June 2018 and 05 September 2018**

The Operations Manager, Engineer and Environmental Manager carried out a walk over surveys, looking at watercourses in the Waterlot, Pinnock, Foul Ditch, Old East Stream, Hankham Gut and Martins ditch catchment areas in the Pevensey levels. On the Cuckmere Freshwater , Peaches Field and Milton Lock to the first structure was also looked at with a view to putting together an environmental plan and WFD assessment to support the future desilting works and or tree maintenance work within the desilting programme. Many of the of the watercourses have been badly neglected over several years and have become badly overgrown with scrub and/or have a thick layer of instream silt deposition. This will be managed in the future by a sensitive ditch management programme which has been considered and planned by the Engineering and Environmental team.

### **Tower Ditch and Bill Gut Desilt Audit**

The EM visited the recent desilting work in the catchment to ensure the work had been carried out in line with WMA maintenance guidelines and discuss the works with the Operations Manager.

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

None applied for during this period.

## PLANNING REPORT

### 1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 7 May 2018 to 18 October 2018. There are currently 4 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

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

- 1.2 The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	0	0	0	0
Awaiting applicants acceptance of conditions:	0	2	0	0	0
Being processed by officers:	0	2	0	0	0
To be determined by the Board in this report:	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

- 1.3 As is highlighted by the table immediately above there are no consent applications requiring consideration by the Board in this report.

### 2. DELEGATED CONSENTS DETERMINED

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

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Description of Application or Proposal</b>	<b>Determination</b>
18_00532_22_C	3S – Byelaw 3 Surface Water	Hailsham	Land at Mill Road, Hailsham	Discharge of surface water from 23,070 m <sup>2</sup> of impermeable area from 165 residential dwellings	Granted 26/07/2018
18_00615_C	3S – Byelaw 3 Surface Water	Polegate	Polegate Primary School, Oakleaf Drive, Polegate	Discharge of surface water run-off from new 1,598 m <sup>2</sup> impermeable area restricted to existing rate	Granted 20/09/2018

### 3. PLANNING COMMENTS

3.1. Since the appointment of the Flood and Water Officer in August 2018, a total of 80 planning consultations have been received within the Board's natural catchment. Not all of these consultations were responded to by the Flood and Water Officer, but a risk based approach has been used to ensure that specific comments have been provided for those developments that are likely to have a significant impact on the Board's Internal Drainage District. The following criteria has been used in determining the risk posed by the development:

- the size of the development, impermeable area generated by the development
- location of the development site and its proximity to Board adopted watercourse
- discharge point for the surface water runoff generated by the development

3.2. Proposed development that did not result in a significant increase in impermeable area, not within close proximity of a Board maintained watercourse or discharged surface water runoff through infiltration or public sewer were not responded to by the Flood and Water Officer. However, the Lead Local Flood Authority (LLFA) responded to these consultations and also highlighted the need for the applicant to contact the Board should the proposed surface water runoff disposal method change.

3.3. Below is a summary table of the number of planning applications that were either in or could impact the Board's Internal Drainage District and which the Flood and Water Officer has provided comments on. Three of the reserved matters applications commented on resulted in three applications for surface water discharge consents.

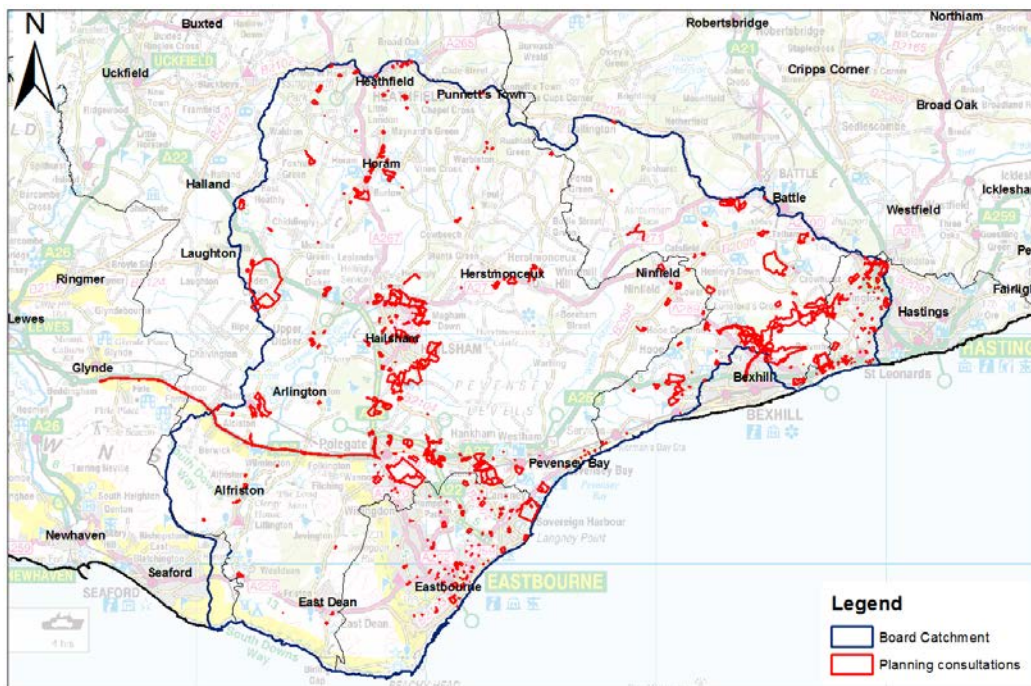
Planning Authority	Pre-application	Outline planning	Reserved Matters and Full planning	Discharge of Conditions	Total
Wealden District Council	4	3	11	3	21
Rother District Council	4	1	1	3	9
Eastbourne Borough Council	1	0	1	0	2
Hastings Borough Council	1	1	3	1	6
East Sussex County Council	1	1	0	0	2
South Downs National Park Authority	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>6</b>	<b>16</b>	<b>7</b>	<b>40</b>

3.4. The high volume of planning consultations received since August highlight the amount of development planned within the Board's natural catchment by all Local Planning Authorities. The majority of this planned development is around Hailsham, Polegate, Stone Cross, Westham and Bexhill. Map 1 below shows the location of all the planning consultations received by the LLFA since April 2015. Map 2 shows the location of the planning applications that the Flood and Water Officer commented on.

3.5. The volume of planning applications within the Board's catchment highlights the importance of being able to utilise an evidence base, which is necessary to inform how the Board engages with the planning system. Currently, due to the lack of a detailed evidence base all responses on planning application consultations are necessarily based on national policy, recommendations and best practice. However, the development and use of a locally specific evidence base would allow the Board and its officers to make better informed decisions based on a detailed knowledge of the capacity and flood risk of the receiving watercourses within the Board's district.

- 3.6. If successful, the LLFA's application for a Water Environment Grant for a project which would result in a sustainable drainage system policy for the Pevensey Levels catchment will help in filling the gap in the evidence base. This project once granted funding and undertaken should allow the Board to understand the following within the Pevensey Levels Internal Drainage District:
- details of some Board adopted watercourses i.e. cross-section area and bed levels derived from site surveys
  - the capacity of the drainage system
  - the runoff rates developments should limit runoff to in order to maintain the levels
- 3.7. The need for the Board to build up an evidence base which will inform future decision was highlighted to the Board during a presentation on Planning Policy and regulation on 11 September 2018. Following this presentation Councillor Smart requested that options on how the Board regulates planning activities which affect its district be presented to the Board.

**Map 1: Planning Consultations received by LLFA**

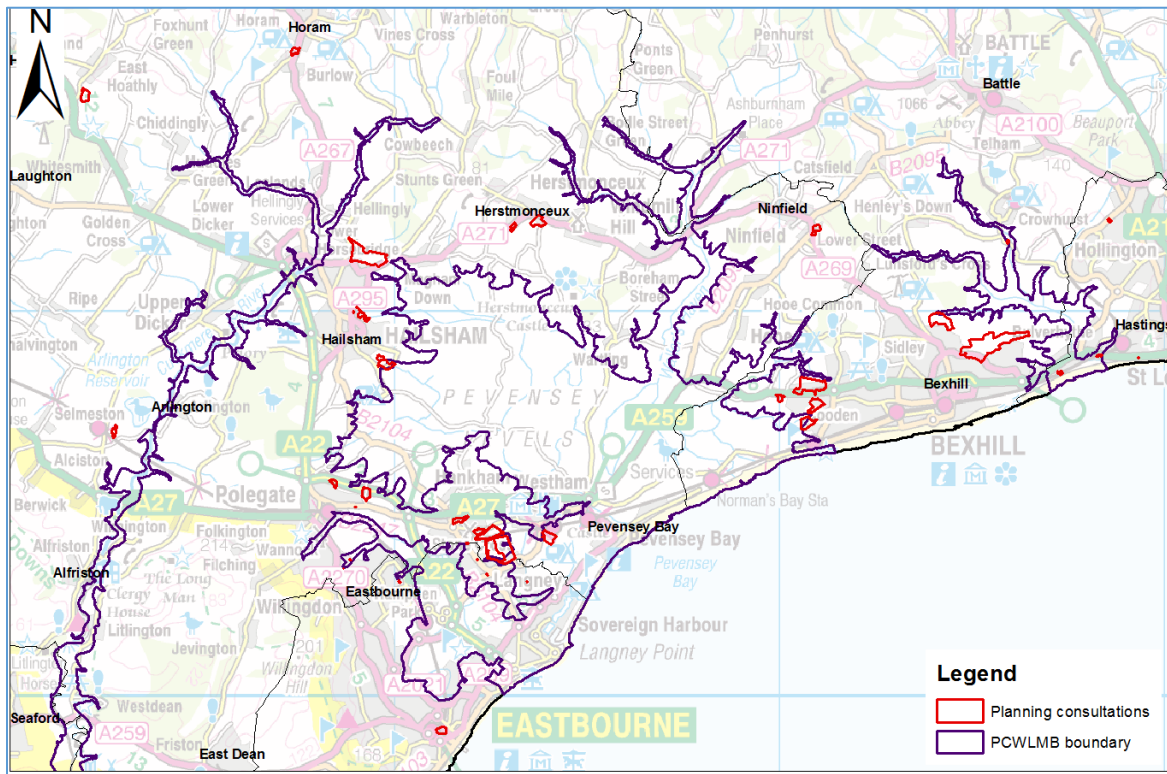


- 3.8. Given the current lack of a detailed evidence base for officers to draw on, there are generally three options that the Board can adopt in managing the impact of development on its district. All the options are dependent on the resources and evidence base available. These are:
- continue to comment on planning applications and grant consents basing decisions on national policy and currently known operational information
  - refuse all applications for surface water discharge consents in the belief that all new discharges from development exceed current water management capacity
  - grant every consent application received regardless of its impact

**Recommendation:** On the basis of the information currently available, it is recommended that the regulation of development activities with an impact on the Board's Internal

Drainage District continue to be based on national policy and information currently known and derived from operating the drainage system within the district.

**Map 2: Planning Consultations with Board representation**



#### 4. ENQUIRIES

4.1. Although there have been several phone enquiries regarding Byelaw 3, there have been 3 formal enquiries received during the reporting period, outlined below.

Case. Ref.	Case File Sub-type	Parish	Description
18_00803_Q	About Regulation	Herstmonceux	Enquiry regarding need for a temporary consent to lay a pipe under riparian maintained watercourse in Windmill Hill – Southern Water
18_00861_Q	About Regulation	Bexhill	Enquiry regarding Byelaw consents required for all works associated with Sites 2 and 3 of outline planning permission RR/2017/2181/P
18_00862_Q	About Regulation	Bexhill	Enquiry regarding Byelaw consents required for all works associated with works to implement reserved matters planning permission RR/2016/3245/P

## 5. SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

5.1. The current Surface Water Development Contribution rate is charged at a rate of £77,800.00 per impermeable hectare.

## 6. FEES ASSOCIATED WITH CONSENTS GRANTED

6.1. There have been 3 fees invoiced during the reporting period. These fees are detailed below;

Type of charge	Case ref.	Developer	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	"Trigger" and reason for payment
Surface Water Development Contribution	18_00615_C	East Sussex County Council	Polegate Primary School, Oakleaf Drive, Polegate	£ 2,486.49	27/09/2018	Yes	100% fee following granting of consent for 1,598 m <sup>2</sup> of impermeable area discharging at restricted rate
Surface Water Development Contribution	18_00532_22_C	Linden Homes South-East Ltd	Land at Mill Road, Hailsham	£ 17,417.85	18/07/2018	Yes	1 <sup>st</sup> 50% fee following granting of consent for 23,070 m <sup>2</sup> of impermeable area discharging at restricted rate of 24.2 l/s
Surface Water Development Contribution	18_00532_22_C	Linden Homes South-East Ltd	Land at Mill Road, Hailsham	£ 17,417.85	18/10/2018	No	2 <sup>nd</sup> 50% fee for above consent triggered by elapse of 3 month time period following the granting of consent

**Total: £ 37,322.19**

- 7. SURFACE WATER DEVELOPMENT CONTRIBUTION RATE: Summary of the 2018 review**
- 7.1. As previously reported at the last Board meeting, a detailed review of the Surface Water Development Contribution (“SWDC”) rate has been carried out over recent months. Below is a summary of its scope and key findings.
- 7.2. **What are SWDCs?** A SWDC is a charge that an Internal Drainage Board can require developers to pay as a condition of consenting the discharge of surface water from new developments into the Boards drainage systems (whether occurring directly or indirectly).
- 7.3. **What is the current rate and methodology?** The SWDC rate for the financial year 2018-19 is currently charged at a rate of £77,800.00 per impermeable hectare for un-attenuated direct discharge to the Internal Drainage District. This value was originally based on the cost (in 2009) of constructing a retention basin to cater for the run-off from an impermeable area of 1 hectare in the 1 in 100 year plus climate change event, where discharge was restricted to the Greenfield rate. Where discharge is restricted, 6 percentage bands are used to pro-rata the charge.
- 7.4. **What is the aim of the review?** To ascertain if the rate currently being used is still valid, and to investigate if changes are needed to the current charging system. In developing the 2018 approach to SWDCs IDB officers have, in general, sought to update the 2009 methodology and to avoid the development of an entirely new untested concept.
- 7.5. **Who has undertaken the review?** The review has been undertaken internally by IDB officers of the South Holland IDB that form part of the Water Management Alliance. The consultants Peter Brett Associates were commissioned to undertake an independent review of the proposed methodology of which they were positive. A further independent legal review by Jonathan Moffat, QC was also sought and this broadly supported both the legal justification of the charge and the updated methodology albeit with recommendations on the detail to be presented to the Board.
- 7.6. **What are the changes between the 2009 methodology and the 2018 methodology?**
- Changes to reflect updates in Government policy: In seeking to update the SWDC methodology officers have sought to incentivise developers to comply with more recent government guidelines in respect of Sustainable Drainage Systems (“SuDS”), whilst still ensuring the Board has access to income from accepting surface water discharges into the drainage system.
  - The costs of constructing the retention basin have been updated to reflect changes to the design and build and to reflect the need for maintenance:
    - The side slopes of the basin have been steepened to be more economic in terms of site area. This has reduced the surface area of the basin and excavated volume.
    - The width of the access strips around the basin has been increased to 9m on all four sides.
    - The land purchase rate has been increased from £200,000/Ha to £234,750/Ha, based on figures recently obtained from a local valuer. The rate used is the average of the upper limit for land with development potential, and the lower limit of development land with outline planning consent.
    - The construction costs have been increased to reflect current rates.

- An allowance for fencing around the basin and access strips has been made for Health and Safety reasons.
- An allowance for design and consultancy fees has been included.
- Maintenance costs have been included as this would be an on-going cost associated with the detention basin option. For the purposes of this calculation, the maintenance costs have been included for a 30 year period, discounted back to present value.
- A new SWDC rate has been determined to reflect these changes in cost: The new un-attenuated rate is £117,131 per impermeable hectare, an increase of 50% on the current rate.
- The 6 charging bands have been revised into 22 charging bands: IDB officers considered the current charging bands as too wide as they can be seen as unfair on those developments achieving greater restriction of the discharge rate. As such;
  - The percentage charging bands for partially restricted discharges have been narrowed so that the charge aligns more closely with the level of restriction, and a charging band below greenfield run off rate has been introduced to take account of the additional volume of water that the Board would have to deal with, even if the discharge rate can be restricted to greenfield or less.
  - The charging position with regard to high level overflows from soakaway systems has been addressed.
  - The issue of the current single rate not being appropriate for all sizes of development has been addressed by incorporating a variable rate depending on the size of the impermeable area being drained. Economies of scale can therefore be taken in to account and the development contribution rate per hectare for larger developments reduces accordingly.

7.7. **How will this impact the Board?** To identify the impact that the change in SWDC rate could have a comparison was undertaken using actual SWDC figures taken from the South Holland IDB over the last 2 years. It is clear from this comparison and from the wider review that the biggest factor influencing the SWDC rate is the calculation of the land value used. It should be noted that although the revised rate reflects up to date figures, the Board should be aware of the risk of opposition from developers over such a significant increase.

7.8. **Recommendation:** Following consideration of this summary and the main report into the 2018 review of the SWDC (included as Appendix A), it is recommended that;

- The Board adopt the revised banding structures, in terms of variable contribution rate against impermeable area being discharged, and proportional contribution charges depending on level of discharge restriction in place. This change should come into force with immediate effect. Transitional arrangements would mean applications being determined during this change would be processed under the contribution rate applicable at the time the application was validated.
- The rates be increased by inflation annually, and a more in-depth review to be undertaken on a 5 yearly basis.

**G.R. BROWN – FLOOD AND WATER MANAGER, WMA**  
**R. KINSELLA – FLOOD AND WATER OFFICER, P&CWLMB**



From: 01 April 2018  
To: 30 September 2018

Period To: 6  
Year Ending: 31 March 2019

NOTE	INCOME AND EXPENDITURE ACCOUNT	PEVENSEY				CUCKMERE				TOTAL			
		ACTUAL YTD 2016/17	BUDGET 2018/19	ACTUAL 2018/19	VARIANCE 2018/19	ACTUAL YTD 2016/17	BUDGET 2018/19	ACTUAL 2018/19	VARIANCE 2018/19	ACTUAL YTD 2016/17	BUDGET 2018/19	ACTUAL 2018/19	VARIANCE 2018/19
<b>INCOME</b>													
1	Drainage Rates	10,937	11,285	11,633	348	6,023	10,256	12,661	2,405	16,960	21,541	24,293	2,752
2	Special Levies												
	Eastbourne Borough Council	215,288	222,302	222,302	0	0	0	0	0	215,288	222,302	222,302	0
	Hastings Borough Council	10,897	11,252	11,252	0	0	0	0	0	10,897	11,252	11,252	0
	Rother District Council	3,994	4,124	4,124	0	0	0	0	0	3,994	4,124	4,124	0
	Wealden District Council	42,832	44,228	44,228	0	4,924	8,411	8,411	0	47,756	52,639	52,639	0
		273,011	281,906	281,906	0	4,924	8,411	8,411	0	277,935	290,317	290,317	0
	Net Cash Transfer from the Environment Agency	14,430	0	0	0	7,935	0	0	0	22,365	0	0	0
3	Development Contributions and Commuted Sums	51,068	65,000	19,904	-45,096	0	0	0	0	51,068	65,000	19,904	-45,096
4	Highland Water Contributions from the Environment Agency	60,000	73,429	73,429	0	3,000	2,466	2,466	0	63,000	75,895	75,895	0
5	Grants Applied	0	0	0	0	0	0	0	0	0	0	0	0
6	Consent Fees	100	250	100	-150	0	50	0	-50	100	300	100	-200
7	Bank and Investment Interest	50	75	153	78	50	25	37	12	100	100	190	90
8	Other Income	0	0	0	0	0	0	0	0	0	0	0	0
		125,648	138,754	93,587	-45,167	10,985	2,541	2,503	-38	136,633	141,295	96,089	-45,206
		<b>409,596</b>	<b>431,945</b>	<b>387,126</b>	<b>-44,819</b>	<b>21,932</b>	<b>21,208</b>	<b>23,574</b>	<b>2,366</b>	<b>431,529</b>	<b>453,153</b>	<b>410,700</b>	<b>-42,453</b>
<b>(-) EXPENDITURE</b>													
<b>Directly Allocated Expenditure</b>													
9	New and Improvement Works	0	0	0	0	0	0	0	0	0	0	0	0
10	Contributions to the Environment Agency	109,370	110,465	68,405	42,060	1,578	1,595	1,595	0	110,948	112,060	70,000	42,060
11	Maintenance Works	31,295	155,426	69,081	86,345	0	8,165	0	8,165	31,295	163,591	69,081	94,510
		<b>140,665</b>	<b>265,891</b>	<b>137,486</b>	<b>128,405</b>	<b>1,578</b>	<b>9,760</b>	<b>1,595</b>	<b>8,165</b>	<b>142,243</b>	<b>275,651</b>	<b>139,081</b>	<b>136,570</b>
<b>Apportioned Expenditure</b>													
12	Operations Delivery Staff Costs	22,278	44,221	24,335	19,886	225	4,914	245	4,669	22,503	49,135	24,580	24,555
13	Technical Support Staff Costs	8,354	87,793	25,123	62,670	85	2,533	254	2,279	8,439	90,326	25,377	64,949
14	Administration Staff Costs	6,096	20,898	13,951	6,947	62	2,322	141	2,182	6,158	23,220	14,092	9,129
15	Audit Fees	297	1,000	1,188	-188	3	200	12	188	300	1,200	1,200	0
16	Depreciation	2,038	5,037	2,770	2,267	20	559	28	531	2,058	5,596	2,798	2,798
17	Insurances	743	1,575	1,845	-270	7	105	19	86	750	1,680	1,864	-184
18	Accommodation and Meeting Room Hire	314	2,000	1,636	364	3	200	16	184	317	2,200	1,652	548
19	Postages and Stationery	28	525	400	125	0	210	4	206	28	735	404	331
20	Advertising and Public Notices	198	500	0	500	2	200	0	200	200	700	0	700
21	ADA Subscriptions and Other Expenses	1,213	2,505	1,522	983	12	205	15	190	1,225	2,710	1,537	1,173
		<b>41,559</b>	<b>166,054</b>	<b>72,770</b>	<b>93,284</b>	<b>419</b>	<b>11,448</b>	<b>733</b>	<b>10,715</b>	<b>41,978</b>	<b>177,502</b>	<b>73,503</b>	<b>103,999</b>
		<b>182,224</b>	<b>431,945</b>	<b>210,256</b>	<b>221,689</b>	<b>1,997</b>	<b>21,208</b>	<b>2,328</b>	<b>18,880</b>	<b>184,221</b>	<b>453,153</b>	<b>212,584</b>	<b>240,569</b>
	<b>(=) Net Surplus/(Deficit) for the Period</b>	<b>£227,372</b>	<b>£0</b>	<b>£176,870</b>	<b>£176,870</b>	<b>£19,935</b>	<b>£0</b>	<b>£21,246</b>	<b>£21,246</b>	<b>£247,307</b>	<b>£0</b>	<b>£198,116</b>	<b>£198,116</b>



From: 01 April 2018  
To: 30 September 2018

Period To: 6  
Year Ending: 31 March 2019

NOTE	BALANCE SHEET, AS AT 30-9-2018	£ 01/04/2018	£ MOVEMENT	£ 30/09/2018
<b>22</b>	<b>Fixed Assets:</b>			
(i)	Vehicles and Trailers	16,916	-2,798	14,118
(ii)	Lockup and Equipment	0	0	0
(iii)	Pumping Stations	6	0	6
		<b>16,922</b>	<b>-2,798</b>	<b>14,124</b>
	<b>Current Assets:</b>			
23(i)	Bank Account	26,045	36,135	62,179
23(ii)	Short-Term Investments	60,063	190	60,254
24	Trade Debtors and Ratepayers Due	937	221,213	222,150
25	Vat Due from HMRC	16,557	-5,173	11,384
		<b>103,602</b>	<b>252,365</b>	<b>355,967</b>
	<b>Current Liabilities:</b>			
26	Trade Creditors	21,128	50,752	71,880
27	Accruals	1,000	700	1,700
		<b>22,128</b>	<b>51,452</b>	<b>73,580</b>
	<b>Net Current Assets</b>	<b>81,474</b>	<b>200,913</b>	<b>282,387</b>
	<b>Net Assets</b>	<b>£98,396</b>	<b>£198,115</b>	<b>£296,512</b>
	<b>Financed by:</b>			
28	Grant Reserve	9,995	0	9,995
29	General Reserves	37,327	178,211	215,539
30	Development Reserve	51,068	19,904	70,973
31	Revaluation Reserve	6	0	6
		<b>£98,396</b>	<b>£198,115</b>	<b>£296,512</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE OFFICER

**From: 01 April 2018**  
**To: 30 September 2018**

**Period To: 6**  
**Year Ending: 31 March 2019**

**Note Notes to the Accounts**

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**Income**

- 1 Drainage Rate Demands for 2018/19 were issued by the Board on 1 April 2018. The Board has received approx. 97% of the drainage rates levied, with a small amount of legacy queries regarding land ownership and land occupancy still to resolve.
- 2 Special Levies for 2018/19 were issued by the Board on 1 April 2018. The Board has received 50%, with the final payments due to be paid on 01 November 2018.
- 3 Development Contributions and Commuted Sums:

	<u>Pevensey</u>	<u>Cuckmere Status</u>
ES01	2,486	0 Paid
LI01	17,418	0 Paid
	<b>19,904</b>	<b>0</b>

- 4 The Board has invoiced its highland water contributions claim from the EA for the year 2018/19. Highland water contributions are intended to reimburse the Board its costs for managing surface water that enters the district from outside the district, in accordance with s57 of the Land Drainage Act 1991. Full payment has been received on 03.10.2018.
- 5 The Board has received no Grant Funding so far in 2018/19. We currently have £9,995 sitting in our reserves for a Green Spaces Project paid by Natural England for works anticipated in 2018/19.
- 6 The Board issued one consent fees in 2018/19, in accordance with powers afforded by s23 of the Land Drainage Act 1991. This has been paid in full.
- 7 Bank and Investment Interest arises from temporary cash surpluses being invested on the short term money market, in accordance with the Board's Investment Policy. This income has been apportioned to each of the Rating Sub Districts based on each District's proportion of the closing balances brought forward, as at 31 March 2018. (Pevensey = £81,311 and Cuckmere = £17,085).
- 8 There has been no other income received in 2018/19.

**Directly Allocated Expenditure**

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

**Apportioned Expenditure**

All non directly allocated expenditure has been apportioned between the Pevensey and Cuckmere Rating Sub Districts according to each District's proportion of total annual value as at 01.04.2018, for the purposes of raising the Board's expenses during the reporting period. Pevensey = £8,932,939 (99%) and Cuckmere =£66,071 (1%).

- 12 These costs relate to the employment costs of the Board's Operations Manager, which includes all Health & Safety PPE and the running costs of his 4 x 4 vehicle.
- 13 These costs relate to the time the WMA Engineer and Environmental Manager have spent working for the Board, together with the cost of directly employing a Flood and Water Officer with effect from August 2018.
- 14 These costs relate to the time the Chief Executive, Finance Officer, Rating Officer, the Chief Executive's PA and the Data Manager have spent working for the Board.
- 15 Audit Fees for 2018/19 have been accrued for the full 12 Months.
- 16 The Operations Manager's 4 x 4 vehicle and trailer is being depreciated by £3,500 and £745.75 per year respectively. The Storage Container and all small tools and equipment are shown in the Fixed Assets Register and have been fully depreciated.

From: 01 April 2018  
To: 30 September 2018

Period To: 6  
Year Ending: 31 March 2019

**Note Notes to the Accounts**

- 17 The insurance costs have been received and paid in full for 2018/19. This came in slightly over the estimated amount. Insurances as a group had increased this year.
- 18 These costs relate to overnight accommodation charges for WMA staff, for hiring meeting rooms and providing refreshments at Board meetings, site visits and inspections.
- 19 These costs relate to the printing of Board meeting papers.
- 20 These costs relate to the public notices that are advertised in the local press.
- 21 These costs include the Board's membership of the Association of Drainage Authorities (ADA) and the Licence fee payable to the Information Commissioner's Office regarding Data Protection for 2018/19.

**Balance Sheet**

22 Fixed Assets	Vehicles and Trailers	Lockup and Equipment	Pumping Stations	Total
<b>Cost</b>				
Opening Balance as at 1-4-2018	22,383	4,182	6	26,571
(+) Additions	0	0	0	0
(+) Revaluations	0	0	0	0
(-) Disposals	0	0	0	0
Closing Balance as at 30-9-2018	<b>22,383</b>	<b>4,182</b>	<b>6</b>	<b>26,571</b>
<b>Depreciation</b>				
Opening Balance as at 1-4-2018	5,467	4,182	0	9,648
(+) Depreciation Charge	2,798	0	0	2,798
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance as at 30-9-2018	<b>8,265</b>	<b>4,182</b>	<b>0</b>	<b>12,446</b>
<b>Net Book Value</b>				
Net Book Value as at 31-3-2018	<b>16,916</b>	<b>0</b>	<b>6</b>	<b>16,922</b>
Net Book Value as at 30-9-2018	<b>14,118</b>	<b>0</b>	<b>6</b>	<b>14,124</b>

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

23(i) **Bank Account**

The Board's Bank Account is reconciled as follows:

	2017/18	Movement	2018/19
Opening Balance as at 1-4-2018 b/fwd	63,050	-37,005	26,045
(+) Receipts	409,028	-194,415	214,612
(-) Payments	-446,033	267,555	-178,478
Closing Balance as at 30-9-2018 c/fwd	<b>26,045</b>	<b>36,135</b>	<b>62,179</b>
Balance on Bank Statement as at 1-4-2018	26,045	36,134	62,179
Less: Unpresented Payments	0	0	0
Add: Unpresented Receipts	0	0	0
Closing Balance as at 30-9-2018 c/fwd	<b>26,045</b>	<b>36,134</b>	<b>62,179</b>

From: 01 April 2018  
To: 30 September 2018

Period To: 6  
Year Ending: 31 March 2019

**Note Notes to the Accounts**

23(ii) **Short Term Investments**

	<u>2017/18</u>	<u>Movement</u>	<u>2018/19</u>
32 Day Deposit Account - Lloyds plc	60,063	190	60,254

24 **Trade Debtors and Ratepayers Due**

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>2018/19</u>
Trade Debtors	2,486	0	2,486
Highland Water Contributions from the EA (Paid 03.10.2018)	73,429	2,466	75,895
	<u>75,915</u>	<u>2,466</u>	<u>78,381</u>

Drainage Rates (less Worldpay amounts, in abeyance)	594	78	672
	<u>594</u>	<u>78</u>	<u>672</u>

Special Levies:

Eastbourne Borough Council	111,151	0	111,151
Hastings Borough Council	5,626	0	5,626
Rother District Council	0	0	0
Wealden District Council	22,114	4,206	26,320
	<u>138,891</u>	<u>4,206</u>	<u>143,097</u>
	<b>£215,400</b>	<b>£6,750</b>	<b>£222,150</b>

25 **Vat Due from HMRC**

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

26 **Trade Creditors**

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

	<u>2017/18</u>	<u>Movement</u>	<u>2018/19</u>
WMA	9,595	-9,195	400
AMH Contractor	9,940	-9,940	0
PKF Littlejohn External Auditors	500	-500	0
British Gas Business	855	625	1,480
EA Precept	0	70,000	70,000
Southern Farmers	45	-45	0
Allstar Business Solutions	194	-194	0
	<u>21,128</u>	<u>50,752</u>	<u>71,880</u>

27 **Accruals**

	<u>2017/18</u>	<u>Movement</u>	<u>2018/19</u>
Audit Fees	1,000	700	1,700
	<u>1,000</u>	<u>700</u>	<u>1,700</u>

28 **Grant Reserve**

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>2018/19</u>
Opening Balance, as at 1-4-2018 b/fwd	9,995	0	9,995
(+) Grants Received	0	0	0
(-) Grants Applied to Income & Expenditure Account	0	0	0
Closing Balance, as at 30-9-2018 c/fwd	<u>9,995</u>	<u>0</u>	<u>9,995</u>

29 **General Reserve**

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>2018/19</u>
Opening Balance, as at 1-4-2018 b/fwd	20,242	17,085	37,327
(+) Net Surplus/(Deficit) for the Period	176,870	21,246	198,116
(-) Transferred to Earmarked Development Reserve	-19,904	0	-19,904
Closing Balance, as at 30-9-2018 c/fwd	<u>177,208</u>	<u>38,331</u>	<u>215,539</u>

From: 01 April 2018  
To: 30 September 2018

Period To: 6  
Year Ending: 31 March 2019

**Note Notes to the Accounts**

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**30 Development Reserve**

	<u>Pevensey</u>	<u>Cuckmere</u>	<u>2018/19</u>
Opening Balance, as at 1-4-2018 b/fwd	51,068	0	51,068
Transferred from General Reserve	19,904	0	19,904
Closing Balance, as at 30-9-2018 c/fwd	<b>70,973</b>	<b>0</b>	<b>70,973</b>

**31 Revaluation Reserve**

	<u>2017/18</u>	<u>Movement</u>	<u>2018/19</u>
Star Inn Pumping Station	1	0	1
Barnhorn Pumping Station	1	0	1
Drockmill Pumping Station	1	0	1
Horsebridge Pumping Station	1	0	1
Rickney Pumping Station	1	0	1
Manxey Pumping Station	1	0	1
	<b>6</b>	<b>0</b>	<b>6</b>

**ENVIRONMENT AGENCY'S  
HIGHLAND WATER CONTRIBUTION TO THE  
PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT  
BOARD  
PROCEDURE**

**1 INTRODUCTION**

1.1 The Land Drainage Act 1991 (the Act) makes provision for Highland Water Contributions (HWC) payments as follows:

*Section 57 Contributions by the Environment Agency to expenses of internal drainage boards.*

(1) *Where it appears to the drainage board for any internal drainage district that, by reason –*

(a) *of the quantity of water which that district receives from lands at a higher level; or*

(b) *of the period that will elapse before any district obtains any relief from operations of the Environment Agency on main river,*

*It is fair that a contribution towards their expenses should be made by the Environment Agency, they may make an application to the Environment Agency for a contribution.*

(2) *On an application under subsection (1) above, the Environment Agency may resolve to make to the internal drainage board such contribution, if any, as may be specified in the resolution.*

**2 PROCEDURES**

2.1 These procedures were agreed between the Environment Agency's (EA) East Sussex Asset Performance Team (APT), on behalf of the Solent and South Downs East Operations Manager, and the clerk of the Pevensy and Cuckmere Water Level Management Board (WLMB) on 5 September 2018 for dealing with the WLMB's s57 applications from 2019/20.

2.2 These procedures will ensure that the EA receives timely information from the WLMB in order to make the necessary investment bids for revenue Flood and Coastal Risk Management Grant in Aid (FCRM FDGiA)

2.3 The WLMB will be clear of the extent of information required to support their application and when updates are required, resulting in appropriate and timely payments.

**3 WHAT WORK QUALIFIES FOR HWC**

3.1 The APT leader (in consultation with the East Sussex Partnership and Strategic Overview team) is responsible for agreeing the details of the watercourses eligible for HWC.

3.2 Work shall only include that which is undertaken for receiving and conveying highland water from outside the WLMB district (WLMD). It is appreciated that this can be difficult to quantify therefore supporting qualification and discussions between the EA and WLMB are crucial.

3.3 Typical additional works which may also qualify include:

- Pumping operations
- Weed control
- Desilting
- Obstruction removal/debris clearance/tree work
- Bank re-profiling/reinstatement
- Grass cutting
- Works to maintain flood storage reservoirs
- Asset maintenance refurbishment
- Asset and operational inspections of appropriate assets during periods of significant highland flow/incident response
- Pest/vermin control
- Technical support/overhead in managing the above including system monitoring and system operation, transportation of plant and environmental management

3.4 The following works and activities, including those associated with capital expenditure, do not qualify for HWC:

- Asset replacement/improvement
- Dredging beyond design bed level
- Pioneering clearance of water courses
- Routine asset and operational inspections
- Administration associated with HWC applications and claims (this mirrors the EA's position for IDB precept where no corporate administration/overhead is applied)

3.5 If there are any doubts regarding what does/does not qualify, the WLMB should discuss this with the APT Leader before submitting any forecast for HWC work.

3.6 The proposed HWC towards the costs of qualifying work on highland water receiving watercourses within a drainage area shall be the following percentage of the total costs of the qualifying work on highland water receiving watercourses within that drainage area:

$$\frac{\text{Length of highland water carrier outside the WLMD}}{\text{Total length of highland water carrier}}$$

## 4 HWC PROCESS

4.1 Necessary actions from initial forecasting of HWC work through agreeing the value of the HWC and payment for any financial year (Yr 0) is summarised in table 1 below. Appendix 1 shows the process for the 2020/21 HWC as an example.

4.2 The success of the HWC process relies on accurate forecasting, reporting and keeping to identified timescales. Any significant changes to the forecasts should be discussed with the APT Leader as soon as possible.



## TABLE 1 YEAR 0 HWC PROCESS

<b>YR -1 APRIL</b>	<p>IDB submits forecast for Yr 0 programme and HWC to the APT.</p> <p>If the WLMB intends to make a request for HWC in the following year, it must notify the APT Leader no later than end April, giving details of the intended work and reliable cost forecasts. This will enable the APT Leader to make an appropriate investment bid for FDGiA funding which usually takes place in June/July. Forecasts in April will also allow time for necessary discussions before the bid is made.</p> <p>The WLMB will submit forecast information for the following financial year using the format shown in Appendix 2 which shows an example proposed programme and HWC and how the HWC is calculated. Each catchment, sub catchment and watercourse should be separately shown.</p> <p>The completed Forecast Form should be submitted to the APT Leader for consideration.</p>
<b>YR -1 MAY</b>	<p>APT Leader and WLMB to discuss and agree forecast HWC Yr 0 for inclusion in FDGiA bid. The APT Leader will consider the proposal alongside previous years' programme delivery in agreeing a HWC for inclusion in FDGiA. Subject to satisfactory responses to any queries and verification of any outstanding information, the forecast will form part of the FDGiA bid.</p>
<b>YR -1 JUNE</b>	<p>APT Leader to include forecast Yr 0 HWC in Yr 0 FDGiA bid.</p>
<b>YR -1 DEC</b>	<p>FDGiA allocation confirmed allowing APT Leader to confirm HWC Yr 0 with WLMB. If the allocations is insufficient to meet the proposed HWC, the APT Leader will consider whether he/she can meet the difference from his FDGiA maintenance budget. If not it may be that the HWC is confirmed at less than that proposed in May. EA internal note that the HWC allocation is paid into the AFCRM cost centre.</p>
<b>YR -1 JAN</b>	<p>RFCC consent to full FCRM maintenance programme including HWC</p>
<b>YR 0 APRIL</b>	<p>APT Leader to raise purchase order for HWC Yr 0.</p> <p>EA internal note Finance Business partner to submit forms to the Business Finance Hub requesting that the HWC allocation is moved from the AFCRM Cost Centre to the Ouse&amp;Pev APT Ops Cost Centre</p>
<b>YR 0 MAY</b>	<p>When WLMB have PO number, WLMB to invoice EA for full amount due by 1 July</p>
<b>YR 0 JUN</b>	<p>APT Leader approve payment of full HWC by 1 July</p>
<b>YR +1 APRIL</b>	<p>WLMB reports back to APT Leader on any variances from agreed programme</p>

4.2 The annual activities cycle is shown in Appendix 3.

# APPENDIX 1

Lifecycle plan for 2020/21 Highland water Contribution																										
	2019/20												2020/21												2021/22	
Action items:	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
IDB submits forecast for 20/21 HWC programme																										
Discuss and agree forecast HWC 20/21 for inclusion in FDGiA bid																										
EA to include forecast 20/21 HWC in 20/21 FDGiA bid																										
FDGiA allocation confirmed allowing confirmation of HWC 20/21																										
EA to raise purchase order on SOP for HWC 20/21																										
When IDBs have PO number, IDBs to invoice EA for full amount due on 1 July																										
EA pay full HWC																										
IDB delivers agreed HWC programme																										
IDB reports back to EA on any variances from agreed programme																										

Catchment	Our Reference Number	Name	Length of Drain inside district (m)	Location taking Water From	HWRL	Highland Water contributing drain length (m) (HWCL)	HWC value Pevensey WMA proposal	HWC value Cuckmere WMA proposal	Risk Rating
		maintenance rate/m	Highland Water Receiving drains Length (HWRL)				#REF!	#REF!	
<b>CMT212G - Cuckmere Haven</b>									
	DRN212G0101	Freshwater Stream (EA 1526)	5,886	Off take from Main river					H
	DRN212G0102	Freshwater Stream (EA 1526)	727	Off take from Main river					H
	DRN212G0201	Milton Hide Stream (EA 1527)	593	High contours and valley including Wilmington Wood	593	12,167			M
		<b>Total Length</b>	<b>7,206</b>		<b>593</b>	<b>12,167</b>		<b>#REF!</b>	
<b>CMT213P - Pevensey; Whepley</b>									
	DRN213P0101	Magham Sewer (EA 1345)	2,208	Park Wood,	2,208	7990			M
	DRN213P0201	Bowley Sewer (EA 1344)	1,837						M
	DRN213P0301	Sackville Sewer (EA 1343)	1,718						M
		<b>HWRL Length</b>	<b>2,208</b>						
		<b>Total Length</b>	<b>5,763</b>		<b>2,208</b>	<b>7,990</b>	<b>#REF!</b>		
<b>CMT214P - Pevensey; Horse Eye &amp; Drove</b>									
	DRN214P0101	Rickney Sewer (EA 1358)	330						H
	DRN214P0102	Rickney Sewer (EA 1358)	1,770						H
	DRN214P0103	Rickney Sewer (EA 1358)	1,433						H
	DRN214P0104	Rickney Sewer (EA 1358)	1,293	North Halsham WC as shown - but also are	1,293	243			H
	DRN214P0201	Drove Sewer (EA 1357)	1,033						H
	DRN214P0202	Old Whepley Sewer (EA 1354)	646						H
	DRN214P0301	Snapsons Sewer (EA 1353)	641						H
	DRN214P0401	Horse Eye Sewer (EA 1351)	1,256						H
	DRN214P0402	Horse Eye Sewer (EA 1351)	3,179	d/s 0403	3,179	3179			H
	DRN214P0403	Horse Eye Sewer (EA 1351)	243	From sewage works at set rate. And wc	243	1001			H
	DRN214P0501	White Dyke Sewer (EA 1359)	1,945						H
	DRN214P0502	Lewens Sewer (EA 1355)	1,190						H
	DRN214P0601	Crossing Sewer (EA 1356)	1,844						H
	DRN214P0602	Crossing Sewer (EA 1356)	776						H
	DRN214P0701	Down Sewer (EA 1349)	1,387						H
		<b>HWRL Length</b>	<b>4,715</b>						
		<b>Total Length</b>	<b>18,966</b>		<b>4,715</b>	<b>4,423</b>	<b>#REF!</b>	<b>#REF!</b>	
<b>CMT215P - Pevensey; Glynleigh</b>									
	DRN215P0101	Drockmill Hill Gut (EA 1346)	2,579	D/S of 0102	2,579	2579			H
	DRN215P0102	Drockmill Hill Gut (EA 1346)	553	water from A27 & B2104	553	2065			H
	DRN215P0201	Downwash Ditch (EA 1360)	1,488						H
	DRN215P0202	Winters Cut (EA 1361)	451						H
	DRN215P0203	Winters Cut (EA 1361)	383						M
	DRN215P0204	Winters Cut (EA 1361)	785	d/s of 0401	785	785			M
	DRN215P0301	Otham Feed (EA 1362)	346						M
	DRN215P0302	Otham Feed (EA 1362)	186	water from Oggs wood	186	5129			M
	DRN215P0303	Otham Court Ditch (EA 1363)	544	d/s of 0302	544	544			M
	DRN215P0304	Otham Court Ditch (EA 1363)	70	d/s of 0401	70	70			M
	DRN215P0401	Duck Puddle (EA 1348)	1,032	Ersham Road & Polegate	1,032	1323			M

Catchment	Our Reference Number	Name	Length of Drain inside district (m)	Location taking Water From	HWRL	Highland Water contributing drain length (m) (HWCL)	HWC value Pevensey WMA proposal	HWC value Cuckmere WMA proposal	Risk Rating
	DRN215P0501	Wadham New Cut (EA 1364)	667						M
	DRN215P0601	Marland Sewer (EA 1347)	767	d/s of 0401 n 0501					H
		<b>HWRL Length</b>	<b>5,749</b>						
		<b>Total Length</b>	<b>9,851</b>		<b>5,749</b>	<b>12,495</b>	<b>#REF!</b>	<b>#REF!</b>	
<b>CMT216P - Pevensey; Manxey</b>									
	DRN216P0101	Kentland Sewer (EA 1367)	1,555	From Hertz. Castle	1,555	3110			H
	DRN216P0102	Kentland Sewer (EA 1367)	694						H
	DRN216P0103	Kentland Sewer (EA 1367)	1,216						H
	DRN216P0201	Church Farm Ditch (EA 1339)	1,278						H
	DRN216P0202	Church Farm Feed (EA 1338)	603						H
	DRN216P0301	Curteis Ditch (EA 1337)	1,475						H
	DRN216P0401	Mark Dyke (EA 1333)	1,529						H
	DRN216P0501	Upper Dowles Stream (EA 1366)	2,012						H
		<b>HWRL Length</b>	<b>1,555</b>						
		<b>Total Length</b>	<b>10,362</b>		<b>1,555</b>	<b>3,110</b>	<b>#REF!</b>	<b>#REF!</b>	
<b>CMT217P - Pevensey; Pevensey</b>									
	DRN217G0101	Burgh Fleet and Monkham Sewe	1,078						H
	DRN217G0102	Burgh Fleet and Monkham Sewe	901						H
	DRN217G0103	Sew Ditch (EA 1334)	572						H
	DRN217G0201	Dowles Stream (EA 1331)	1,355						H
	DRN217G0202	Dowles Stream (EA 1331)	538						H
	DRN217G0301	Hankham Sewer (EA 1342)	810						H
	DRN217G0401	Callows Stream (EA 1355)	1,490						H
	DRN217G0402	Manxey Sewer (EA 1330)	1,885						H
	DRN217G0403	Manxey Sewer (EA 1330)	637						H
	DRN217G0501	Martins Ditch (EA 1341)	1,610	West Ham	1,610	442			H
	DRN217G0502	Martins Ditch (EA 1341)	62						H
	DRN217G0601	Wrenham Stream and Bill Gut (E	3,638						H
	DRN217G0701	Tower Ditch (EA 1328)	1,361						H
		<b>HWRL Length</b>	<b>1,610</b>						
		<b>Total Length</b>	<b>15,937</b>		<b>1,610</b>	<b>442</b>	<b>#REF!</b>	<b>#REF!</b>	
<b>CMT218P - Pevensey; Waterlot (N&amp;S)</b>									
	DRN218P0201	Waterlot Stream (EA 1229)	1,107		1,107	655			H
	DRN218P0202	Waterlot Stream (EA 1229)	4,089		4,089	444			H
	DRN218P0301	Lamb Inn Stream (EA 1239)	1,664						H
	DRN218P0401	Pinnock Stream (EA 1231)	253						H
	DRN218P0402	Pinnock Stream (EA 1231)	432						H
	DRN218P0501	New Guy Stream (EA 1232)	456	d/s of 0603	456	456			H
	DRN218P0601	Inn Strea (EA 1233)	2,497	From high ground at Rocklands Farm	2,497	816			H
	DRN218P0602	Boreham Pond Stream (EA 1235)	695						H
	DRN218P0603	Waterhouse Stream (EA 1238)	1,082	Wartling	1,082	2123			H
	DRN218P0701	Dodsons Ditch (EA 1234)	304						H
	DRN218P0801	Nunningham Sewer (EA 1236)	1,509	from valley in general	1,509	1835			H

Catchment	Our Reference Number	Name	Length of Drain inside district (m)	Location taking Water From	HWRL	Highland Water contributing drain length (m) (HWCL)	HWC value Pevensey WMA proposal	HWC value Cuckmere WMA proposal	Risk Rating
		<b>HWRL Length</b>	<b>10,740</b>						
		<b>Total Length</b>	<b>14,088</b>		<b>10,740</b>	<b>6,329</b>	<b>#REF!</b>	<b>#REF!</b>	
<b>CMT219P - Pevensey, Star Inn</b>									
	DRN219P0101	Stream Ditch (EA 1226)	109	d/s of 0103	109	109			H
	DRN219P0102	Stream Ditch (EA 1226)	1,886	d/s of 0103	1,886	1886			H
	DRN219P0103	Stream Ditch (EA 1226)	2,017	From A259 valley	2,017	47			H
	DRN219P0104	Stream Ditch (EA 1226)	286						H
	DRN219P0105	Stream Ditch (EA 1226)	580						H
	DRN219P0201	Waterlot Stream (EA 1229)	2,530						H
	DRN219P0202	Waterlot Stream (EA 1229)	519						H
	DRN219P0203	Waterlot Stream (EA 1229)	407						H
	DRN219P0301	Cheney Stream (EA 1230)	835						H
	DRN219P0401	Pinnock Stream (EA 1231)	726						H
	DRN219P0501	Foul Ditch (EA 1227)	737						H
	DRN219P0601	East Stream (EA 1228)	762						H
	DRN219P0701	Star Inn Feed Ditch (EA 1241)	273						H
	DRN219P0702	Star Inn Feed Ditch (EA 1241)	153						H
		<b>HWRL Length</b>	<b>4,012</b>						
		<b>Total Length</b>	<b>11,820</b>		<b>4,012</b>	<b>2042</b>	<b>#REF!</b>	<b>#REF!</b>	
<b>CMT220P - Pevensey, Barnhorn</b>									
	DRN220P0101	Stream Ditch (EA 1226)	314						H
	DRN220P0102	Barnhorn Ponds Stream (EA 124)	1,156						H
	DRN220P0201	Old East Stream (EA 1228)	850	from Hooe	850	1310			L
		<b>HWRL Length</b>	<b>850</b>						
		<b>Total Length</b>	<b>2,320</b>		<b>850</b>	<b>1,310</b>	<b>#REF!</b>	<b>#REF!</b>	
<b>CMT221G - Pevensey, Combe Haven</b>									
	DRN221G0101	Russell Stream (EA 1127)	289						H
	DRN221G0201	Rackwell Stream (EA 1129)	165	3 inputs	165	7877			M
		<b>HWRL Length</b>	<b>165</b>						
		<b>Total Length</b>	<b>454</b>		<b>165</b>	<b>7,877</b>	<b>#REF!</b>	<b>#REF!</b>	
<b>CMT222G - Pevensey, Willingdon &amp; L</b>									
	DRN222G0101	Middle Sewer (EA 1427)	742						H
	DRN222G0201	East Langney Sewer (EA 1429)	2,644	Stone cross / Hankam	2,644	1757			H
	DRN222G0202	East Langney Sewer (EA 1429)	211						H
	DRN222G0203	Springfield Farm Ditch (EA 1430)	243						H
	DRN222G0204	Springfield Farm Ditch (EA 1430)	260						H
	DRN222G0301	Bill Gut (E)	1,283						M
	DRN222G0302	New Mountney Sewer (EA 1237)	780						M
	DRN222G0401	Lottbridge Sewer (EA 1426)	147						H
		<b>HWRL Length</b>	<b>2,644</b>						
		<b>Total Length</b>	<b>6,310</b>		<b>2,644</b>	<b>1,757</b>	<b>#REF!</b>	<b>#REF!</b>	
					<b>34,841.00</b>				

<b>Total Drain Length</b>	<b>103,077</b>
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Reasoning	HWCL/total length	cost of work on all IDB drains	Cost of work on HWR drains	HWC
Houses at Alfriston, main wc in catchment & Seaford to Beachy Head SSSI		25427.52	0	
Houses at Alfriston, main wc in catchment & Seaford to Beachy Head SSSI		3140.64	0	
Grazing Marsh		2,585.48	2585.48	
	<b>0.953526646</b>		<b>2,585</b>	<b>2465.324072</b>
			0	
Grazing Marsh (Siphon at top end not shown)		9,891.84	9891.84	
Grazing Marsh		8,229.76	0	
Grazing Marsh		7,696.64	0	
			0	
	<b>0.783486958</b>		<b>9,892</b>	<b>7750.127633</b>
			0	
Main wc in catchment & Pevensey Levels SSSI		1,478.40	0	
Main wc in catchment & Pevensey Levels SSSI		7,929.60	0	
Main wc in catchment & Pevensey Levels SSSI		6,419.84	0	
Pevensey Levels SSSI		5,792.64	5792.64	
Pevensey Levels SSSI		4,627.84	0	
Pevensey Levels SSSI		2,894.08	0	
Pevensey Levels SSSI		2,871.68	0	
Main wc in catchment & Pevensey Levels SSSI		5,626.88	0	
Main wc in catchment & Pevensey Levels SSSI		14,241.92	14241.92	
Main wc in catchment & Pevensey Levels SSSI		1,088.64	1088.64	
Pevensey Levels SSSI		8,713.60	0	
Pevensey Levels SSSI		5,331.20	0	
Pevensey Levels SSSI		8,261.12	0	
Pevensey Levels SSSI		3,476.48	0	
Pevensey Levels SSSI		6,213.76	0	
			0	
	<b>0.484022762</b>		<b>21,123</b>	<b>10224.10961</b>
			0	<b>0</b>
Main pumped drain for catchment & taking water from Main road		11,553.92	11553.92	
Main pumped drain for catchment & taking water from Main road		2,477.44	2477.44	
Pevensey Levels SSSI		6,666.24	0	
Pevensey Levels SSSI		2,020.48	0	
Grazing Marsh		1,715.84	0	
Grazing Marsh		3,516.80	3516.8	
Grazing Marsh		1,550.08	0	
Grazing Marsh		833.28	833.28	
Grazing Marsh		2,437.12	2437.12	
Grazing Marsh		313.60	313.6	
Grazing Marsh		4,623.36	4623.36	

Reasoning	HWCL/total length	cost of work on all IDB drains	Cost of work on HWR drains	HWC
Grazing Marsh		2,988.16	0	
Pevensey Levels SSSI		3,436.16	0	
			0	
	<b>0.684882701</b>		<b>25,756</b>	<b>17639.51011</b>
			0	
Main pumped drain for catchment & Pevensey Levels SSSI		6,966.40	6966.4	
Pevensey Levels SSSI		3,109.12	0	
Pevensey Levels SSSI		5,447.68	0	
Main pumped drain for catchment & Pevensey Levels SSSI		5,725.44	0	
Main pumped drain for catchment & Pevensey Levels SSSI		2,701.44	0	
Pevensey Levels SSSI		6,608.00	0	
Main pumped drain for catchment & Pevensey Levels SSSI		6,849.92	0	
Main pumped drain for catchment & Pevensey Levels SSSI		9,013.76	0	
			0	
	<b>0.666666667</b>		<b>6,966</b>	<b>4644.266667</b>
			0	
Pevensey Levels SSSI		4,829.44	0	
Pevensey Levels SSSI		4,036.48	0	
Pevensey Levels SSSI		2,562.56	0	
Pevensey Levels SSSI		6,070.40	0	
Pevensey Levels SSSI		2,410.24	0	
Pevensey Levels SSSI		3,628.80	0	
Pevensey Levels SSSI		6,675.20	0	
Pevensey Levels SSSI		8,444.80	0	
Pevensey Levels SSSI		2,853.76	0	
Pevensey Levels SSSI		7,212.80	7212.8	
Pevensey Levels SSSI		277.76	0	
Pevensey Levels SSSI		16,298.24	0	
Pevensey Levels SSSI		6,097.28	0	
			0	
	<b>0.21539961</b>		<b>7,213</b>	<b>1553.634308</b>
			0	
Main pumped drain for this side of the Wallers, to Horse bridge pump		4,959.36	4959.36	
Main pumped drain for this side of the Wallers, to Horse bridge pump		18,318.72	18318.72	
Pevensey Levels SSSI		7,454.72	0	
Pevensey Levels SSSI		1,133.44	0	
Pevensey Levels SSSI		1,935.36	0	
Main pumped drain for this side of the Wallers, to Horse bridge pump		2,042.88	2042.88	
Main pumped drain for this side of the Wallers, to Horse bridge pump		11,186.56	11186.56	
Main pumped drain for this side of the Wallers, to Horse bridge pump		3,113.60	0	
Main pumped drain for this side of the Wallers, to Horse bridge pump		4,847.36	4847.36	
Pevensey Levels SSSI		1,361.92	0	
Pevensey Levels SSSI		6,760.32	6760.32	



Reasoning	HWCL/total length	cost of work on all IDB drains	Cost of work on HWR drains	HWC
			0	
	<b>0.37078915</b>		<b>48,115</b>	<b>17840.59411</b>
			0	
Main pump drain & Pevensey Levels SSSI		488.32	488.32	
Main pump drain & Pevensey Levels SSSI		8,449.28	8449.28	
Main pump drain & Pevensey Levels SSSI		9,036.16	9036.16	
Pevensey Levels SSSI		1,281.28	0	
Pevensey Levels SSSI		2,598.40	0	
Main pump drain & Pevensey Levels SSSI		11,334.40	0	
Pevensey Levels SSSI		2,325.12	0	
Pevensey Levels SSSI		1,823.36	0	
Pevensey Levels SSSI		3,740.80	0	
Pevensey Levels SSSI		3,252.48	0	
Pevensey Levels SSSI		3,301.76	0	
Main pump drain & Pevensey Levels SSSI		3,413.76	0	
Pevensey Levels SSSI		1,223.04	0	
Pevensey Levels SSSI		685.44	0	
			0	
	<b>0.337297654</b>		<b>17,974</b>	<b>6062.50709</b>
			0	
Main pump drain		1,406.72	0	
Main pump drain		5,178.88	0	
Agricultural land		3,808.00	3808	
			0	
	<b>0.606481481</b>		<b>3,808</b>	<b>2309.481481</b>
			0	
Influence on Combe Haven SSSI		1,294.72	0	
Grazing Marsh		739.20	739.2	
		739.20	0	
	<b>0.979482716</b>		<b>739</b>	<b>724.0336235</b>
			0	
Properties		3,324.16	0	
Properties		11,845.12	11845.12	
Properties		945.28	0	
Properties		1,088.64	0	
Properties		1,164.80	0	
Grazing Marsh		5,747.84	0	
Grazing Marsh		3,494.40	0	
Properties		658.56	0	
	<b>0.399227448</b>		<b>11,845</b>	<b>4728.897032</b>
		£ 432,826.76	£ 156,016.52	£ 75,942.49

### APPENDIX 3

<b>Lifecycle plan for 2020/21 Highland water Contribution</b>	
	<b>Action items:</b>
April - March	IDB delivers agreed HWC programme
April	IDB reports back to EA on any variances from agreed previous year programme
April	IDB submits forecast for next year's HWC programme
April	EA to raise purchase order on SOP for current year HWC
May	When IDBs have PO number, IDBs to invoice EA for full amount of current year HWC due on 1 July
May	Discuss and agree next year's forecast HWC for inclusion in FDGiA bid
June	EA to include next year's forecast HWC in FDGiA bid
June	EA to pay current year HWC
December	FDGiA allocation confirmed allowing confirmation of next year's HWC

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

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	Reduction in, or insufficient finance, grant and income  If EA ceases to pay highland water contributions to IDBs	Reduction in FCERM service the Board is able to provide  Unable to replace assets as scheduled in asset management plan	2	3	High 6 ↓	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  WEG bids for funding submitted 2018/19 financial year  Review asset management plan provided by EA
	EA's operation of the water control structures has an adverse impact on water levels in the IDD	Impacts on the IDB's ability to carry out its statutory function	2	3	6 →	Continue liaison with EA Sluice Keeper, which is working well to monitor situation
	No confirmation from EA of the prescriptive rights of access to each of the Board's pumping stations or rights to bring in services across privately owned land.	Potential to reduce ability to fulfil statutory function	2	3	High 6 →	Land Drainage Act 1991 gives IDBs powers of entry for access to undertake required works  Working with EA to transfer ownership and rights of access, and to bring in services to/from the IDB pumping stations

**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)
	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>Prepare a Standard Maintenance Operations (SMO) document that is WFD compliant and train all operatives in the use of SMO</p> <p>Regular SMO update training for employees</p> <p>Ensure affected landowners are aware of agreed water levels and operate the Pevensey WLMP</p>
	Landowners and or developers undertake non-consented works on watercourses in the IDD	Potential to adversely affect the capability of the IDB to effectively manage the discharge of water through its system	2	3	High 6 →	<p>Promote the work of the IDB within the local community to create understanding of how the IDB system manages flood risk</p> <p>Use of the Board's Byelaws for consenting or refusal of works affecting the Board's infrastructure</p> <p>Work closely with LLFA and LPAs to provide a joined up consenting/advice service.</p>

**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)
	Lack of financial information from the EA for 2016/17 results in auditor awarding a qualified opinion for PCWLMB financial audit 2016/17	Potential loss of public confidence in the IDB.  Potentially damaging to the IDB relationship with EA and other RMAs	3	2	High 6 →	Limit the risk by not asking the EA to do any more work for the Board until they are able to properly close down the 2 former IDD's, otherwise the problem will be compounded and we will never know where we stand financially.  It is important that the EA operate professionally and are able to provide estimates/quotes like any other business before doing our work (assuming we accept those estimates/quotes), and are able to then send Invoices to us promptly for the work they have done on our behalf, as quoted.
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	Planning Authorities ignore advice provided by Board, which leads to increased flood risk  Lack of staff resources results in turning a blind eye to Byelaw/Land	Potential for increased flood risk  Lost income from SWDCs and commuted sums	3	3	High 9 ↓	Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues  Board comments made on planning applications are available on each Planning Authority's website  Report Planning/Enforcement issues at Board meetings  Lobby LPAs to include IDBs

**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>Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>Potential for developers to hand over management of SUDs to private management companies, who may fail in their responsibility to maintain them in the long term</p> <p>Increase in the volume of planned housing in the district</p> <p>Insufficient surface water development contributions collected to cover cost of 1 FTE planning resource</p>	<p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p> <p>Will exacerbate all the aforementioned risks.</p> <p>FTE planning resource may become unsustainable</p>				<p>as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>Introduction of a SUDs adoption and charging policy, approved 31 January 2017</p> <p>Flood and Water Officer in post from 6 August 2018. Partnership working with the Lead Local Flood Authority to handle applications affecting the IDB's district.</p> <p>Board agreed on 17 January 2018 to recruit one FTE resource to manage all planning/enforcement matters affecting the Board's infrastructure. The post to be funded by income generated from the receipt of surface water development contributions. Action completed - Flood and Water Officer in post from 6 August 2018.</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
	<b>Impact</b>		

The categories for impact and likelihood are defined as follows:

#### IMPACT

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

Local Councils, Internal Drainage Boards and other  
Smaller Authorities in England  
**Annual Governance and Accountability Return 2017/18 Part 3**

**To be completed by:**

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

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

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

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

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

**Publication Requirements**

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

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

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

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

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



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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

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

## Annual Internal Audit Report 2017/18

### PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/3/18 - 27/4/18

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

*Kathy Woodward*

Date

30/04/18

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

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

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

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

29/18/01

dated

15/05/18

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

Chairman

W. A. Gower

Clerk

P. Amende

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

Authority web address

<https://www.wlma.org.uk/pevensey-cuckmere-wimb/home/>

## Section 2 – Accounting Statements 2017/18 for

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	RESTATED 0	2,809	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	294,895	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	63,050	147,939	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	28,719	113,074	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	31,523	251,095	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,809	81,474	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	63,050	86,108	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	23,588	26,571	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*P. Carruthers* S. Jefferson

Date 08 05 18

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

15/05/18

and recorded as minute reference:

31/18/01

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

*W. A. Gower*

### Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Pevensey and Cuckmere Water Level Management Board DB0074**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date







12/09/2018

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

# WMA

## CALENDAR OF MEETINGS FOR 2019

	2018 December	2019 January	February	March	April	May	June	July	August	September	October	November	December	
M					1			1 JPAG						M
Tu		1 Bhol			2			2			1			Tu
W		2			3	1		3			2			W
Th		3			4	2		4	1		3			Th
F		4	1	1	5	3		5	2		4	1		F
<b>Sa</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>6</b>	<b>3</b>		<b>5</b>	<b>2</b>		<b>Sa</b>
<b>Su</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>Su</b>
M	3	7	4	4	8	6 Bhol	3	8	5	2	7	4 JPAG	2	M
Tu	4 Deben Con	8	5 SHIDB	5	9	7 SHIDB	4	9	6 SHIDB	3	8 PCWLMB	5 SHIDB	3	Tu
W	5	9	6	6	10	8	5	10	7	4	9	6	4	W
Th	6	10	7	7	11	9	6	11	8	5	10	7	5	Th
F	7 WMA	11	8	8	12	10	7	12 KLIDB	9	6	11	8	6	F
<b>Sa</b>	<b>8</b>	<b>12</b>	<b>9</b>	<b>9</b>	<b>13</b>	<b>11</b>	<b>8</b>	<b>13</b>	<b>10</b>	<b>7</b>	<b>12</b>	<b>9</b>	<b>7</b>	<b>Sa</b>
<b>Su</b>	<b>9</b>	<b>13</b>	<b>10</b>	<b>10</b>	<b>14</b>	<b>12</b>	<b>9</b>	<b>14</b>	<b>11</b>	<b>8</b>	<b>13</b>	<b>10</b>	<b>8</b>	<b>Su</b>
M	10	14 ESIDB	11	11	15	13	10	15	12 BIDB	9	14	11	9	M
Tu	11	15	12	12	16	14 PCWLMB	11	16	13	10	15	12	10	Tu
W	12	16	13	13	17	15	12 ESIDB	17	14	11	16	13	11	W
Th	13	17	14	14	18	16	13 NRIDB	18	15 NRIDB	12	17 NRIDB	14	12	Th
F	14	18 KLIDB	15	15 KLIDB	19 Bhol	17	14	19	16	13 KLIDB	18	15 KLIDB	13 WMA	F
<b>Sa</b>	<b>15</b>	<b>19</b>	<b>16</b>	<b>16</b>	<b>20</b>	<b>18</b>	<b>15</b>	<b>20</b>	<b>17</b>	<b>14</b>	<b>19</b>	<b>16</b>	<b>14</b>	<b>Sa</b>
<b>Su</b>	<b>16</b>	<b>20</b>	<b>17</b>	<b>17</b>	<b>21</b>	<b>19</b>	<b>16</b>	<b>21</b>	<b>18</b>	<b>15</b>	<b>20</b>	<b>17</b>	<b>15</b>	<b>Su</b>
M	17	21	18	18	22 Bhol	20 BIDB	17	22	19	16	21	18	16	M
Tu	18	22	19	19	23	21	18	23	20	17	22	19	17	Tu
W	19	23	20	20	24	22	19	24	21	18	23	20	18	W
Th	20	24	21	21	25	23	20	25	22	19	24	21	19	Th
F	21	25	22	22	26	24 KLIDB	21	26	23	20	25	22	20	F
<b>Sa</b>	<b>22</b>	<b>26</b>	<b>23</b>	<b>23</b>	<b>27</b>	<b>25</b>	<b>22</b>	<b>27</b>	<b>24</b>	<b>21</b>	<b>26</b>	<b>23</b>	<b>21</b>	<b>Sa</b>
<b>Su</b>	<b>23</b>	<b>27</b>	<b>24</b>	<b>24</b>	<b>28</b>	<b>26</b>	<b>23</b>	<b>28</b>	<b>25</b>	<b>22</b>	<b>27</b>	<b>24</b>	<b>22</b>	<b>Su</b>
M	24	28 BIDB	25 JPAG	25	29	27 Bhol	24	29	26 Bhol	23	28 BIDB	25	23	M
Tu	25 Bhol	29 PCWLMB	26	26	30	28	25	30	27	24	29	26	24	Tu
W	26 Bhol	30	27	27		29	26	31	28	25	30 ESIDB	27	25 Bhol	W
Th	27	31 NRIDB	28	28		30	27		29	26	31	28	26 Bhol	Th
F	28			29 WMA		31	28 WMA		30	27 WMA		29	27	F
<b>Sa</b>	<b>29</b>			<b>30</b>			<b>29</b>		<b>31</b>	<b>28</b>		<b>30</b>	<b>28</b>	<b>Sa</b>
<b>Su</b>	<b>30</b>			<b>31</b>			<b>30</b>			<b>29</b>			<b>29</b>	<b>Su</b>
M	31									30			30	M
Tu													31	Tu
W													1 Bhol	W
Th														Th

	Kettlewell House		Breckland DC		Hickling Barn/Village Hall		Marsh Reeves
	Full Board Venue East Suffolk DC Offices, Melton		Saffrons Sports Centre				

## **Cuckmere River: Engineering Assessment Summary**

### **1. Terms of Reference**

- 1.1 The Board have requested Officers to assess the work that is needed to restore and thereafter maintain the Cuckmere River and its existing assets to target condition, as originally designed. This is because there would now appear to be very little public money available to the Environment Agency (EA) for carrying-out much activity on the Cuckmere River, which impacts on the Board's ability to fulfil its statutory function.
- 1.2 The Board will then have the information it needs to decide whether or not it should request the EA to de-main the river in future. It is understood that the EA has no objection to this, in principle.

### **2. Methodology**

- 2.1 The Engineer and Environmental Manager have carried out an assessment of the Cuckmere River, downstream of Milton Lock and have inspected all of the existing structures in the river.
- 2.2 Officers have considered what it would cost to restore and thereafter maintain these structures to functional condition, to allow the Board's system to work effectively and for the Cuckmere River and its assets to be kept in good condition, as designed. For completeness and to fully scope the problem, we have also inspected interdependent EA infrastructure in the Board's Pevensy Levels Sub District (please see the Engineering Assessment Report attached).
- 2.3 We have not attempted to cost or assess any of the options and aspirations set out in the Cuckmere Estuary Pathfinder Project Report 2011: <http://cuckmerepathfinder.org.uk/Home>.
- 2.4 We have not attempted to appraise the EA's Shoreline Management Plan and published strategy for the Cuckmere River.

### **3. Findings (Cuckmere River only)**

- 3.1 The Cuckmere River downstream of Milton Lock requires an initial investment of c£2.37m to restore the river and its existing structures to target condition, as originally designed. The river also requires periodic maintenance work that will cost c£170k a year to deliver (please note Appendix A of the Engineering Assessment Report. Detailed costings can be provided on request).
- 3.2 It is recognised that some of these costs may be able to be reduced, based on prioritisation of the programme, changes to condition requirements and through reviewing system function. This is particularly relevant to the costs for the groyne repairs, which may be reduced if permissions relating to shingle placement to the East of the Cuckmere mouth are in place and if the permissible area is large enough to take the volumes required.
- 3.3 The key priority for the Cuckmere River is to have the ability to de-shingle the Exceat at least once a year (c£34.5k pa), until such time as a new mouth is forged.

## Cuckmere River: Engineering Assessment Summary

### 4. Conclusions

- 4.1 The Board should not request the EA to de-main the Cuckmere River until the necessary remediation work has been done, or, alternatively, without receiving a commuted sum of c£2.37m from the EA to pay for carrying out this remediation work. This is highly unlikely to happen, so alternative sources of funding will need to be found, if de-maining is to take place.
- 4.2 Occupiers of agricultural land in the Board's Cuckmere River Sub District and Wealden District Council will not accept an increase of c£2.37m in year 1 and c£170k each year thereafter to pay for all the annualised maintenance costs. De-maining is therefore currently unaffordable.
- 4.3 That said, there are certain critical operations which must take place that would cost much less than c£170k pa, which will make a significant difference to river performance such as de-shingling the Exceat (budget cost of c£34.5k pa) when needed. This is particularly so in times of high rainfall, when the plug hole in a gravity catchment is full of shingle and remains blocked. The EA will continue to de-shingle the Exceat only when people and property are at risk, as a short-term measure until either a tidal prism forms or a strategic decision is taken by policy makers on the future management of the Cuckmere Estuary.
- 4.4 Drainage rates and special levies in the Board's Cuckmere River Sub District would need to increase significantly to pay for the ability to de-shingle the Exceat (budget cost of c£34.5k pa), if the EA could not be persuaded to finance this work when the Board wanted it doing and other sources of funding could not be found (drainage rates and special levies for Wealden District Council in the Board's Cuckmere River Sub District are currently £18,667 a year [2018/19]). Therefore increasing drainage rates and special levies alone to pay for de-shingling the Exceat is currently unaffordable.

### 5. Recommendations

- 5.1 Do not request the EA to de-main the Cuckmere River at the present time, given the extent of work needed to restore the river and the significant public safety issues at the Exceat.
- 5.2 Request that the EA de-shingle the Exceat as soon as possible and that it retains the ability financially and operationally to do so at least once a year thereafter, as a short-term measure until either a tidal prism forms or a strategic decision is taken by policy makers on the future management of the Cuckmere Estuary.
- 5.3 Prepare a targeted and prioritised costed programme of works that is very much a 'do-minimum', which will enable the Board to properly fulfil its statutory function in periods of high rainfall.
- 5.4 Develop a protocol with the EA to determine when a de-shingle of the Exceat might be carried out.
- 5.5 Draw up plans to show where the funding might come from to pay for delivering this more focussed programme (for example from local levies, general drainage charges, drainage rates and



## **Cuckmere River: Engineering Assessment Summary**

special levies, grants, development contributions, public works loans, local businesses, risk management authorities, parish councils, community groups and other third parties).

P J CAMAMILE  
CHIEF EXECUTIVE

25 OCTOBER 2018

**Project / Scheme:** River Cuckmere, Pevensey Levels & Combe Haven work & Maintenance required for effective drainage board operation

**Project / Scheme Ref:** P&CWLMB/001

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**Produced by:** MP, CL, PC

**Role:** Project Team

**Date:** October 2018

**Revision:** 3

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The Pevensey & Cuckmere Water Level Management Board was founded in 2016 and operates across the Pevensey, Cuckmere and Combe Haven Catchments.

The Board area is reliant on Environment Agency Rivers and infrastructure to varying degrees and it has become apparent in these initial years of the Board's operation that the function of EA assets in certain areas is compromising the Board's ability to fulfil its statutory function.

The EA are constrained in their expenditure by DEFRA's funding model, which does not allocate sufficient funds to more rural areas, thus impacting on the requirements of the board.

Officers have reviewed the system and in this report make suggestions on potential projects and interventions on EA assets, to manage the system.

The report is based on repairing existing assets to target condition, in order to restore the system to its original design. We recognise that some of these costs may be able to be reduced, based on further prioritisation, through changes to condition requirements and through reviewing system function. This is particularly relevant to the costs for the groyne repairs, which may be reduced if permissions relating to shingle placement to the East of the Cuckmere mouth are deemed possible and if the permissible area is large enough to take the volumes required.

Catchments operated by the board have all been reviewed and potential works to optimise board operations are suggested below.

### **River Cuckmere**

The River Cuckmere is currently classed as Main River and as such is maintained under permissive powers by the Environment Agency. Its effective function is important to the Pevensey & Cuckmere Water Level Management Board (P&CWLMB) due to the inter-linked nature of the drainage district to the river.

Under DEFRA rules the Environment Agency receive minimal funding for the maintenance of the River Cuckmere, because of the relatively low numbers of people and property at risk from it. This is why it has been suggested as a candidate for de-maining. If de-mained then a willing alternative Risk Management Authority (RMA) is

required to take on the permissive maintenance powers from the Agency, who would relinquish this role.

If the river were de-mained then there would be no ongoing financial commitment from the EA to the recipient, or annual payments. Based on other national examples a one off contribution based on the number of structures on the river may be possible, though this is not guaranteed and would be subject to discussions at the time.

Officers from the board have reviewed the River Cuckmere, from which it is clear that the system has suffered from a lack of maintenance and that now a number of capital interventions are required. In many instances there will be a need for a larger initial expenditure to bring assets back into a suitable condition, followed by a regular annual allowance for work to be delivered on a one-five yearly basis

Although the river extends to the North of Milton lock, officers felt that the area to the South of Milton Lock (as well as the retention of water at Milton lock) were the highest priority and so the report focusses on this section of the river.

Framework contractor costs for works have been received. Whilst these may be refined during detailed design, they form best present estimate of work costs.

## 1. Groyne refurbishment at Exceat:

The mouth of the Cuckmere exits into the English Channel at Exceat and frequently blocks following storm cycles. The mechanical shingle movement has historically been from the river mouth to the West, however the long shore drift moves shingle from West to East and so shingle is frequently quickly re-deposited back in the river mouth.

The environment Agency have worked with NE and have recently received a derogation, permitting shingle placement on certain areas of the beach to the East of the river mouth. Whilst this will help, due to the volume of material and the undermining of the training wall near to the properties on the Western cliff, placement of material to the West is required and an effective groyne field would help with retaining the material in place and stabilising the beach.

Whilst there are groynes present they are in a poor condition and require replacement.



*Heavily degraded groynes at river mouth, which could be refurbished*



*Failing training wall, where shingle could be placed*

Further to discussions with Makleys, who have extensive experience of repairing the groyne at Eastbourne, it was considered that three new groyne, each 110 linear metres and 40m of breastwork at the North West tie in, should be replaced in full. This has an initial cost of £1.216m, including a 10% risk contingency  
In addition an annual allowance of circa £24k should be allowed for maintenance of the groyne per year.

## **2. Shingle movement at Exceat:**

The shingle in the mouth of the river at Exceat is considered to be the one defining factor in the control of water levels between the river mouth and Milton Lock. It is believed that at least an annual programme of shingle removal should be planned for. Obviously the placement of these arisings is key, and so the effective groyne field refurbishment is an important part of this process.  
Whilst the initial movement would take more time, if the process becomes more established then it is hoped durations could reduce.



*Bed level significantly raised and channel width narrowed.*

Estimated costs for this activity are for an initial 4 week programme, costing £64k followed by annual costs of £34k based on a typical clearance taking 2 weeks. It is hoped that with the refurbishment of the groyne fields, as in point 1, this maintenance could be reduced to a bi-annual cycle.

### **3. Repairs to river wall revetment at Exceat.**

The river walls have timber retaining boards which have failed in a number of places. There is a loss of function of the wall, as well as public safety issues with falls from height at low tide and the potential for unforeseen voids forming. An annual programme of repair, maintenance and signage should be allowed for, although it is anticipated that with some initial investment routine maintenance could be reduced to bi-annual.

Because of the poor condition of the structure, replacement of large parts of the lower section and anchors are proposed. An initial cost for this work of £860k with a bi-annual lump sum of £15k should be allowed for.



*Existing retaining wall with loss of boards, no signage and safety issues*

#### **4. Riverbank erosion protection works:**

The river walls in the lower reaches of the Cuckmere have stone revetment, which is in need of repair. The revetment forms a hard erosion protection system, which was probably installed due to the high flows in this area. As such a similar hard system is anticipated to be required, which would have very significant cost implications.

In order to avoid the significant costs of replacement a patch repair process could also be employed. Initial years work is estimated at £133k. A five – yearly allowance of £15k should also be allowed for, pro-rata £4k/annum



*Revetment wall which has failed on the Eastern bank and which has part failed on the Western bank*



*It is worth noting that should the solutions above for the beach area be implemented, economies of scale through joint delivery are possible.*

#### **5. General bank strengthening and vegetation management:**

The banks on the Cuckmere are in places eroded mainly by foot traffic or cattle poaching and vegetation growth is also compromising the condition in a number of places. It is unclear whether these issues have caused a significant reduction in level, though in places there is likely be a need for localised topping up, repair of cliffing and general brushing works.

It is recommended that a full topographical survey of the banks is made and that an allowance for an annual cycle of 3 weeks of general bank repairs is allowed for at a cost of up to £32k per year with an additional survey cost allowance of 18k in the first year.

Working with landowners to reduce grazing amounts on the banks is also recommended. A topographical survey to identify low areas is also suggested in the first year.



Example of bank cliffing, which will ultimately erode the bank.

#### **6. River Cuckmere Structure Refurbishment:**

The current EA structures which are used by the board to return water to the Cuckmere are known to leak and are believed to be in need of refurbishment and repair. The structures are known to leak back into the drainage district, however this is believed only to occur from the pipe barrel itself, indicating a poor seal, rather than wholesale failure of the headwall/pipe connection. In 2018 the EA are spending IDB precept refurbishing the flaps, which should help to indicate whether replacement or refurbishment is required. An annual

programme of will clearance and structure cleaning, greasing and inspection should be completed. This is estimated at £22k/annum.

Replacement of all structures is estimated at circa £83k, which should be accrued over a 5 year period.



EA Flap Valve which is leaking water back into the IDD

## **7. Alfriston de-silt, flood bank repair and side ditch rehabilitation:**

The Cuckmere noticeably narrows at Alfriston, which is where a number of properties are present and where flooding has occurred in the past. It is considered that the channel would benefit from some localised de-silting and that this should be planned over a 5 year period, with the material being dried and then used to re-profile the banks in areas where localised damage is present. There is also a side ditch, which drains the road and is a known area of weakness. During the survey this was seen to be in a poor condition with debris starting to block the upstream headwall. It is recommended that a screen be put on the headwall and the drain be cleared and is entered into an annual clearance programme, with the screen also being raked before heavy rain. The estimated annual costs for the desilts and localised bank improvements are £39k

The estimated one off cost for the side ditch refurbishment is £3k



River at Alfriston where de-silting is required

**8. Milton Lock works:**

Ongoing annual inspection and maintenance at Milton Lock will be required, as well as receiving the long term liability for the structure.

At present the annual maintenance and upkeep of the structure is estimated at £5k however wholesale replacement could be significantly more than this, depending on the type of structure required. This obviously forms a significant risk to the board however on the basis that the fish pass is present and the structure could be left in place, liability could be limited.

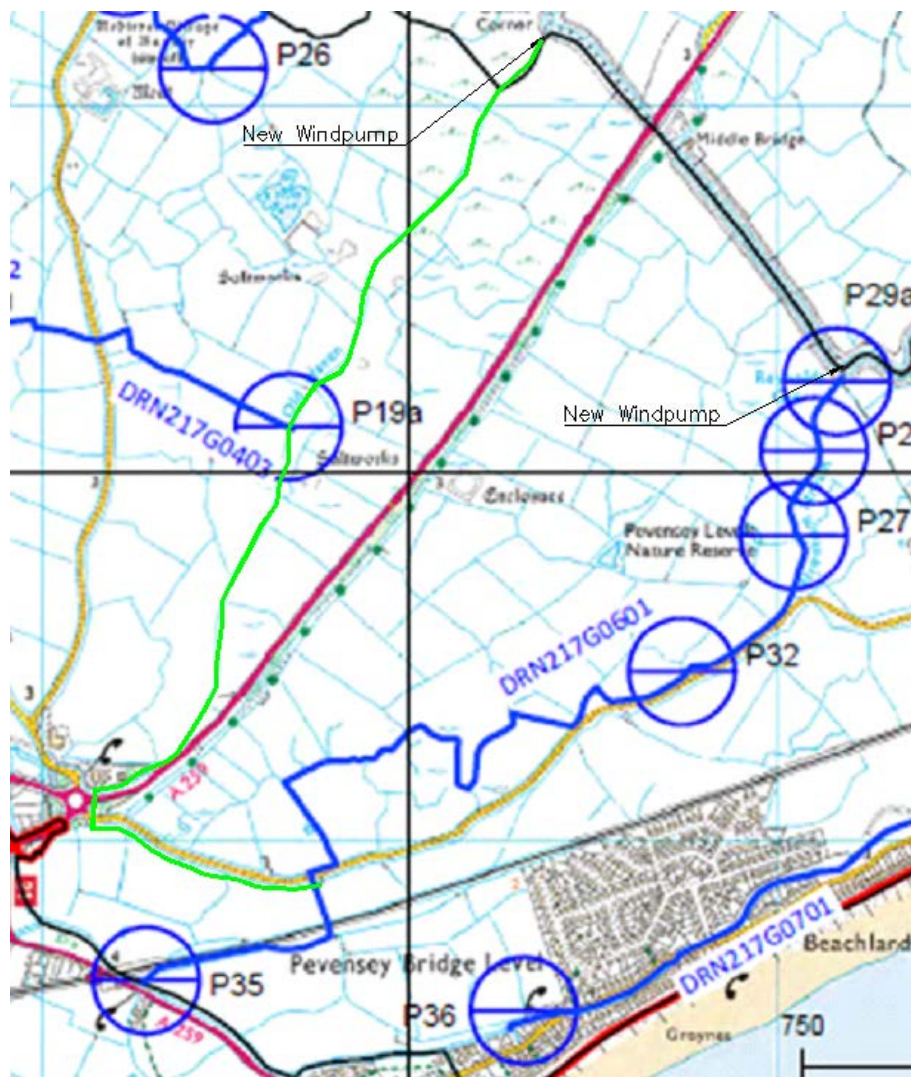


### Pevensey Levels

The marshes in Pevensey form a pumped drainage network, which has a number of environmental designations.

Officers have seen that water levels in the Pevensey levels are frequently below that prescribed in the water level management plan and that pressures on other areas also mean lack of water is a frequent challenge.

It is proposed that two additional water intakes are installed at P29 and at Dowel Corner to allow the better circulation and flow of water in this part of the system. Ditch rehabilitation and adoption would also be required over an additional 3Km, though a proportion of this forms EA main river (Old Haven).



Based on costs received from suppliers the windpumps and installation would be circa £60k each, with additional allowances being made for ongoing maintenance of £7k/annum.

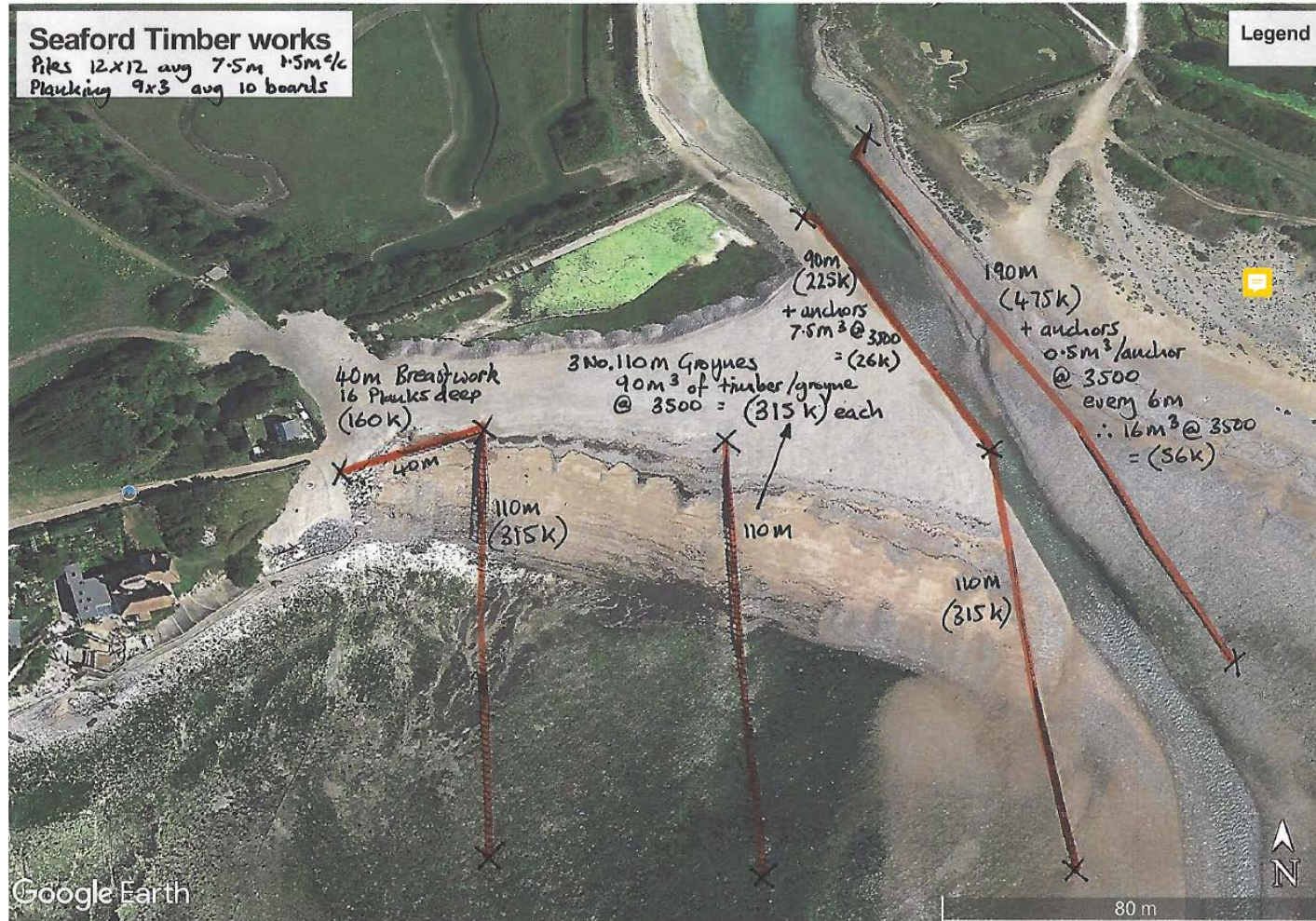
## Appendix A

## Costings

Cuckmere River							
item	Initial cost (year 1)	Year 2	Year 3	Year 4	Year 5	Total over 5 years	Comment
Groyne refurbishment at Exceat - In House	£ 1,215,500	£ 24,348	£ 24,348	£ 24,348	£ 24,348	£ 1,312,892	
Shingle Movement at Exceat	£ 64,867	£ 34,518	£ 34,518	£ 34,518	£ 34,518	£ 202,939	
Repairs to river wall revetment at Exceat.	£ 860,200	£ 15,323	£ 15,323	£ 15,323	£ 15,323	£ 921,492	
Riverbank Erosion Protection	£ 103,840	£ 4,059	£ 4,059	£ 4,059	£ 4,059	£ 120,076	
Bank Strengthening & Vegetation Management	£ 47,205	£ 29,205	£ 29,205	£ 29,205	£ 29,205	£ 164,025	
River Cuckmere Structure Refurbishment	£ 36,601	£ 20,625	£ 20,625	£ 20,625	£ 20,625	£ 119,101	
Alfriston de-silting and bank work	£ 37,043	£ 37,043	£ 37,043	£ 37,043	£ 37,043	£ 185,213	
Alfriston Ditch Refurb	£ 3,355	£ 1,320	£ 1,320	£ 1,320	£ 1,320	£ 8,635	
Milton Lock	£ 3,500	£ 3,500	£ 3,500	£ 3,500	£ 3,500	£ 17,500	
<b>TOTAL</b>	<b>£ 2,372,111</b>	<b>£ 169,941</b>	<b>£ 169,941</b>	<b>£ 169,941</b>	<b>£ 169,941</b>	<b>£ 3,051,873</b>	
Pevensy							
item	Initial cost (year 1)	Year 2	Year 3	Year 4	Year 5	Total over 5 years	Comment
Wind Pump 1	£ 62,175	£ 2,000	£ 2,000	£ 2,000	£ 2,000	£ 70,175	
Windpump 2	£ 62,175	£ 2,000	£ 2,000	£ 2,000	£ 2,000	£ 70,175	
Structure Refurbishment	£ 15,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 19,000	
Drainage Ditch improvements from Dowel Corner	£ 23,675	£ 3,500	£ 3,500	£ 3,500	£ 3,500	£ 37,675	
<b>TOTAL</b>	<b>£ 139,350</b>	<b>£ 5,000</b>	<b>£ 5,000</b>	<b>£ 5,000</b>	<b>£ 5,000</b>	<b>£ 159,350</b>	
Pevensy & Cuckmere Totals							
	Initial cost (year 1)	Year 2	Year 3	Year 4	Year 5	Total over 5 years	Comment
<b>TOTAL</b>	<b>£ 2,511,461</b>	<b>£ 174,941</b>	<b>£ 174,941</b>	<b>£ 174,941</b>	<b>£ 174,941</b>	<b>£ 3,211,223</b>	

Appendix B

Outline Except replacement lengths – Mackleys



**Distributed to:**

**Pevensey & Cuckmere WLMB Members**

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

**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)

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

Dann, R (Operations Manager)  
Kinsella, Mrs R (Flood and Water Officer)  
Brown, G (WMA)  
Camamile, P (WMA)  
Creasy, Mrs M (WMA)  
Philpot, M (WMA)  
Laburn, Ms C (WMA)

Pevensey & Cuckmere WLMB Meeting 30 October 2018