

**A MEETING OF THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD WAS HELD AT THE HORSESHOE INN, WINDMILL HILL, HERSTMONCEUX BN27 4RU ON TUESDAY, 31 OCTOBER 2017 AT 10.00 AM.**

**Elected Members**

**Pevensey District**

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

**Cuckmere District**

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

**Combe Haven District**

- \* Monty Worssam

**Environment Agency**

Luke Ball (Operations)  
Russell Long (Operations Manager)  
Teresa Willway (IDD PM)

**Water Management Alliance**

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

**Appointed Members**

**Eastbourne BC**

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

**Hastings BC/Rother DC**

- \* Robin Patten

**Wealden DC**

- \* Douglas Murray
- \* David White

- \* Present (82%)

**Officers**

**Local Authority**

- \* Nick Claxton, East Sussex CC
- \* Tim Bartlett, Eastbourne BC/Lewes DC
- Cathy Beaumont, Rother DC
- \* Graham Kean, Wealden DC
- TBC, Hastings DC

**Natural England**

- \* Cath Jackson

- \* Officers In Attendance

**42/17 ELECTED MEMBERSHIP**

- 42/17/01** The Chief Executive reported that the notice of election had been published in the local press and letters advising the same sent to agricultural drainage ratepayers in the three districts. Completed nominations had been received from the existing elected membership only, who were therefore returned uncontested to serve on the Pevensey and Cuckmere WLMB for the three year period to 31 October 2020. RESOLVED that this be noted.

**43/17 APOLOGIES**

- 43/17/01** Apologies for absence were received on behalf of Messrs L Ball, T Freebody, R Long, Ms C Beaumont, Ms J Coles, Ms M Robinson and Mrs T Willway.

**44/17 WELCOME AND INTRODUCTION**

- 44/17/01** Mr Douglas Murray was welcomed to his first meeting as representative for Wealden District Council, replacing Mr Keith Balsdon.
- 44/17/01** Mr Tim Bartlett was welcomed as the supporting officer for Eastbourne Borough Council in place of Mr Ed Hele.

**45/17 DECLARATIONS OF INTEREST**

- 45/17/01** Declarations of interest remained outstanding for Mr T Freebody and Ms M Robinson, (Eastbourne BC appointed members). RESOLVED that this be noted.

**46/17 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

- 46/17/01** It was proposed by Mr R Brown, seconded by Mr P Rodohan and unanimously agreed to elect Mr W A Gower to serve as the Board's Chairman for the three-year term to 31 October 2020. RESOLVED that this be noted.

Mr W Gower in the Chair

- 46/17/02** Mr Gower thanked members for their vote and confidence and went on to nominate Mr C Wadman for Vice-Chairman. This nomination was seconded by Mr M Worssam and carried unanimously to elect Mr C Wadman to serve as the Board's Vice-Chairman for the three-year period to 31 October 2020. RESOLVED that this be noted.

**47/17 ELECTION OF COMMITTEES: PLENARY COMMITTEES****47/17/01 Chairman's Committee**

It was agreed and thereby RESOLVED to elect Messrs W Gower, R Patten, C Wadman and Mrs G Hesselgrave to serve on the Board's Chairman's Committee for the three-year term to 31 October 2020.

**48/17 MINUTES OF THE LAST BOARD MEETING**

**48/17/01** The minutes of the Pevensey and Cuckmere WLMB meeting held on 16 May 2017, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:

**48/17/02** Mr R Smart recorded that his understanding of the minutes of 16 May 2017 should have included the Board's request for a letter to be sent to the Secretary of State for Defra, with a copy to all local MPs, concerning the lack of financial information from the EA since the inception of the Pevensey and Cuckmere WLMB.

**48/17/03** The Chief Executive responded that he had escalated these concerns to National EA level, and had subsequently received the Final Accounts from the EA in respect of the Pevensey and Cuckmere IDD's, together with the cash transfer as set out in these accounts, (albeit a lesser amount than previously intimated). In view of this response from the EA the Chief Executive had not written to the Secretary of State, although he would do so if the Board still considered this course of action to be necessary.

**48/17/04** The Chairman considered that whilst it was not a required action at this point in time, it may be necessary to write to the Secretary of State about various matters in future as the Board moves forward. The motion to keep this as a pending action was put to the Board and unanimously agreed save for one abstention from Mr Smart. RESOLVED that this be noted.

**49/17 OPERATIONS REPORT**

**49/17/01** The Operations Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**49/17/02 Telemetry across the Pevensey Levels**

The Board has taken on responsibility for the water level monitoring assets on the Pevensey Levels as agreed with Natural England, with ongoing annual costs of £2,240. RESOLVED that this be noted.

**49/17/03 Pump Maintenance**

Members were apprised of the 40% reduction in costs for routine maintenance checks and pump servicing for the IDB's pumping stations following the reallocation of this work from the Environment Agency framework supplier to a company local to the area with knowledge of the

IDB's assets.

#### 49/17/04 Pump Telemetry

- (i) Members considered the Project Engineer's report on the ongoing issue for IDB officers not having direct access to monitor the telemetry for the IDB pumps due to this being historically part of the Environment Agency telemetry system. Any IDB pump alarms were therefore being routed through the Environment Agency to the Board's Operations Manager, with the Environment Agency picking up any activity if the Operations Manager is not available. It was agreed that the Project Engineer should obtain quotes for an independent telemetry installation giving IDB officers direct access for the Board's consideration. RESOLVED that this be noted.
- (ii) Board member Mr D Robinson recorded his view that the IDB has no control on the water levels because the EA still has control of the sluices and seem to close or release these without consideration to the IDB. The Operations Manager recorded that the EA had recently appointed a Sluice Keeper to operate the sluices who would hopefully work more closely with IDB officers, which would help to maintain appropriate water levels in the IDB system. Currently the EA retain a number of key assets that can impact hugely on the IDB system and this interaction between the two risk management authorities should continue to be monitored closely over the coming months.

MP

#### 49/17/05 River Cuckmere

- (i) The Project Engineer reported that he had written to the EA on 12 October 2017 concerning IDB officers' review of the Alfriston area and subsequent request for EA works to remove low points from the flood bank to reduce the volume and duration of overtopping currently experienced in this area. No response had been received at the time of today's meeting.
- (ii) Mr R Brown recorded thanks on behalf of all farmers in the Lower Cuckmere for the very good water levels maintained over the last year since the IDB's inception.

#### 49/17/06 Milton Lock

- (i) Mr R Brown asked for feedback on the incident that occurred at Milton Lock on 9 October 2017, which had resulted in no water at Milton Lock, subsequent fish kill and no fresh water in the SSSI, which had been intimated by the EA to have been the result of negligence by the IDB.
- (ii) The Operations Manager explained how water going to the Arlington reservoir, (Southern Water) had the potential to impact significantly on the water levels at Milton Lock. One way in which to address this was to install dam boards in the fish pass, without completing blocking it, which would also provide for sufficient water levels for farming. This had been discussed with EA officers and subsequently implemented, however, during the Operations Manager's holiday period the dam boards had been removed and the gate at Milton Lock not closed, which had resulted in the loss of water and fish kill referred to by Mr Brown.

(iii) Members considered the fish kill to have been the result of the EA not operating its asset correctly and that this issue highlighted matters with the EA that needed to be addressed, by way of formal complaint including evidence if necessary, to ensure that the IDB could undertake its work without encumbrance from EA.

(iv) Concern was also recorded about the EA's evasiveness regarding the removal of shingle from Cuckmere Haven particularly in view of the EA's indication that there would be no funds for works here after 2017/18 year.

**49/17/07** Mr R Smart recorded again his proposal that the Board should write to the Secretary of State for Defra, with copy to local MP Maria Caulfield, about not only the EA's failure to deliver on finance but also operationally. This proposal was seconded by Mr R Brown and put to the vote:

In favour: 9

Against/abstentions: 4

Mr P Rodohan recorded, and the Project Engineer concurred, that in his opinion it was too premature at the present time to write this letter now, since this action would require significant and competent evidence of serious failure.

**49/17/08** Members considered when this letter to the Secretary of State should be written/sent: members acknowledged that to date, only local EA officers had been challenged and that it would be better to in the first instance raise these operational issues with the EA at area level. It was proposed by Mr D Murray, seconded by Mr M Hole and put to the vote to:

- a) Contact the EA Area Manager for operations Dave Robinson and his manager James Humphries, inviting comment on the incident at Milton Lock, on the understanding that the Board had aspirations to also take on the operational responsibility for lower reaches of the River Cuckmere;
- b) If no response is forthcoming, escalate to Southern Regional Flood and Coastal Committee;
- c) As a last resort, write to the Secretary of State.

In favour: 11

Against: 1 (Mr R Smart)

Abstentions: 1

**49/17/09** It was agreed to include a formal agenda item on EA/IDB liaison at future Board meetings to discuss the status of all issues, in addition to the routine Operations Report. RESOLVED that this be noted.

**49/17/11** Mr M Hole recorded his appreciation and satisfaction derived from being a member of the Board who with members and officers, had achieved so much in its first year.

**49/17/12 Health and Safety**

There were no health and safety issues for report during this reporting period. RESOLVED that this be noted.

**49/17/13 Planning**

The Planning Report, (included within the Operations Report), detailing the planning applications that been commented on by the Project Engineer was noted.

**50/17 ENVIRONMENTAL REPORT**

**50/17/01** The Environmental Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

**50/17/02 Pevensey and Cuckmere WLMB Mink Project Launch**

The Environmental Officer reported the launch of this project in the Pevensey and Cuckmere WLMB district following the evening seminar on 11 October 2017 organised by the Environmental Officer and attended by interested landowners and Cath Jackson, Natural England. Mink rafts and traps would be delivered to landowners who had expressed interest in volunteering for this project, which if successful, would hopefully reduce the mink population, facilitate an improvement in biodiversity and re-establish a water vole population in the area.

**50/17/03 Floating Pennywort Management**

The Environmental Officer reported that management of floating pennywort continued to be prolonged and expensive. Future maintenance of this problem would be considered over the winter period in the hope of determining which areas would benefit from spraying earlier in the year.

**51/17 FINANCE REPORT**

**51/17/01** The Finance Report for the period 1 April 2017 to 30 September 2017, (a copy of which is filed in the Report Book), was considered in detail together with the accompanying notes, and approved. Arising therefrom:

**51/17/02** The cash transfer received from the EA was circa £28k less than expected. The Chief Executive had requested the EA to provide him with a procedure setting out how to claim this year's highland water contribution of £63k. He had not heard anything from the EA at the time of this meeting, although he understood them to be working on it. No invoice had yet been received from the EA for the IDB's £110k precept for 2017/18.

**51/17/03** The development contribution of £51k that had been received by the Board was considered to be a sound demonstration of the good communication between the Board and East Sussex County Council.

ID	Pevensey and Cuckmere WLMB, Minute	Action
51/17/04	The drainage rates outstanding for collection highlighted the legacy issues that were under query, which the Chief Executive hoped would be resolved now that the Board had access to digital field boundary data from the Rural Payments Agency (RPA).	PJC/RS
51/17/05	Mr R Smart commented that whilst he had no issue with the figures provided in the Finance Report he suggested an alternative format may be more useful. The Chief Executive recorded he would be happy to work with Mr Smart to simplify the financial reporting.	
<b>52/17 AUDITED ANNUAL RETURN YEAR ENDING 31 MARCH 2017</b>		
52/17/01	The audited Annual Return for the financial year ending 31 March 2017, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	PJC/RS
52/17/02	The clean audit opinion awarded by P K F Littlejohn was noted. There were no other comments from the external auditor requiring consideration. RESOLVED that this be noted.	
<b>53/17 MATERIAL CHANGES TO RISK REGISTER</b>		
53/17/01	Members considered the risk register for those risks with a high risk assessment matrix score of $\geq 6$ . Arising therefrom.	PJC/RS
53/17/02	It was agreed to highlight the increased risk to the IDB posed by the ongoing issues with the EA. RESOLVED that this be noted.	
<b>54/17 APPROVAL OF POLICIES</b>		
54/17/01	The following policies, which were based on standard policies used by WMA Member Boards that had been adapted to be applicable to the Pevensey and Cuckmere WLMB, were considered in detail:  <a href="https://www.wlma.org.uk/uploads/PCWLMB_Asset_Prioritisation_Criteria.pdf">https://www.wlma.org.uk/uploads/PCWLMB_Asset_Prioritisation_Criteria.pdf</a> <a href="https://www.wlma.org.uk/uploads/PCWLMB_Adoption_and_Abandonment_Policy.pdf">https://www.wlma.org.uk/uploads/PCWLMB_Adoption_and_Abandonment_Policy.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Capital_Financing_and_Reserves_Policy.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Capital_Financing_and_Reserves_Policy.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Investment_Strategy.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Investment_Strategy.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Rate_Levies_and_Collection_Policy.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Rate_Levies_and_Collection_Policy.pdf</a> <a href="https://www.wlma.org.uk/uploads/PCWLMB_R&amp;M_Maintenance_&amp;_Inspection_Policy.pdf">https://www.wlma.org.uk/uploads/PCWLMB_R&amp;M_Maintenance_&amp;_Inspection_Policy.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Election_of_Members_Policy.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Election_of_Members_Policy.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Anti_Fraud_and_Corruption_Policy.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Anti_Fraud_and_Corruption_Policy.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Bribery_Act_Policy.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Bribery_Act_Policy.pdf</a> <a href="https://www.wlma.org.uk/uploads/PCWLMB_Complaints_Procedure.pdf">https://www.wlma.org.uk/uploads/PCWLMB_Complaints_Procedure.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Data_Protection_Policy.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Data_Protection_Policy.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Whistleblowing_Policy.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Whistleblowing_Policy.pdf</a> <a href="http://www.wlma.org.uk/uploads/PCWLMB_Freedom_of_Information_Publication_Scheme.pdf">http://www.wlma.org.uk/uploads/PCWLMB_Freedom_of_Information_Publication_Scheme.pdf</a> <a href="https://www.wlma.org.uk/uploads/PCWLMB_Management_of_Unreasonable_Complainant_Behaviour_Policy.pdf">https://www.wlma.org.uk/uploads/PCWLMB_Management_of_Unreasonable_Complainant_Behaviour_Policy.pdf</a>	PJC/RS
54/17/02	It was proposed by Mr D Murray, seconded by Mr C Wadman and carried unanimously to approve the policies recorded in minute 54/17/01. RESOLVED that this be noted.	

**55/17 ADOPTION OF POLICIES**

- 55/17/01** The following policies, which were based on standard policies used by WMA Member Boards that had been adapted to be applicable to the Pevensey and Cuckmere WLMB, were considered in detail:

[https://www.wlma.org.uk/uploads/WMA\\_Drought\\_Policy.pdf](https://www.wlma.org.uk/uploads/WMA_Drought_Policy.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_Rechargeable\\_Works\\_Policy.pdf](https://www.wlma.org.uk/uploads/WMA_Rechargeable_Works_Policy.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_Sustainability\\_Policy.pdf](https://www.wlma.org.uk/uploads/WMA_Sustainability_Policy.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_Table\\_of\\_Charges\\_and\\_Fees.pdf](https://www.wlma.org.uk/uploads/WMA_Table_of_Charges_and_Fees.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_Safeguarding\\_Public\\_Money.pdf](https://www.wlma.org.uk/uploads/WMA_Safeguarding_Public_Money.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_Document\\_Retention\\_and\\_Destruction\\_Policy.pdf](https://www.wlma.org.uk/uploads/WMA_Document_Retention_and_Destruction_Policy.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_Employees\\_Code\\_of\\_Conduct.pdf](https://www.wlma.org.uk/uploads/WMA_Employees_Code_of_Conduct.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_Filming\\_of\\_Meetings\\_Policy.pdf](https://www.wlma.org.uk/uploads/WMA_Filming_of_Meetings_Policy.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_SocialMedia\\_Policy.pdf](https://www.wlma.org.uk/uploads/WMA_SocialMedia_Policy.pdf)  
[https://www.wlma.org.uk/uploads/WMA\\_Stakeholder\\_Engagement\\_Policy.pdf](https://www.wlma.org.uk/uploads/WMA_Stakeholder_Engagement_Policy.pdf)

- 55/17/02** It was proposed by Mr D Murray, seconded by Mr C Wadman and carried unanimously to adopt the policies recorded in minute 55/17/01. RESOLVED that this be noted.

**56/17 WORKS PROGRAMME 2017/18**

- 56/17/01** A copy of the 2017/18 works programme, (as circulated in August with the emailed interim update for the Board) was again made available for members' consideration. There were no matters arising.

[http://www.wlma.org.uk/uploads/PCWLMB\\_Public\\_Works\\_Programme\\_2017-18.pdf](http://www.wlma.org.uk/uploads/PCWLMB_Public_Works_Programme_2017-18.pdf)

**57/17 PEVENSEY AND CUCKMERE WLMB / EAST SUSSEX CC (LEAD LOCAL FLOOD AUTHORITY) JOINT WORKING**

- 57/17/01** Members welcomed the presentation, (a copy of which is appended with these minutes), from Mr Nick Claxton, Team Manager Flood Risk Management at East Sussex CC on the potential benefits to both the IDB and East Sussex County Council as the LLFA that could be derived from the two risk management authorities, (RMAs) working together on planning matters, with the LLFA reinforcing the IDB's comments within its planning responses. Arising therefrom:

- 57/17/02** Mr Claxton apprised members of the substantial volume of development/proposed development in East Sussex including within the internal drainage district itself; particularly around Hailsham and Bexhill which are areas of recognised high flood risk, which was much higher than had been indicated to the fledgling IDB. Members considered the key role played by the LLFA and the IDB working together on planning responses to apply the IDB Byelaws to development control and also provide comment on SUDs for all development impacting on the IDB's drainage system.

- 57/17/03** Members considered the potential opportunities for the IDB arising from a joint working arrangement to manage development/planning that could provide for surface water development contributions/commuted

maintenance fees, which could help fund the necessary improvement works and future maintenance of IDB infrastructure to cope with surface water discharge into the IDB system from new development.

- 57/17/04** It was proposed by Mr P Rodohan, seconded by Mr R Brown and carried unanimously to approve in principle the creation of a joint planning/byelaw enforcement service between East Sussex County Council and the Pevensey and Cuckmere WLMB, subject to the approval of detailed proposals at the next Board meeting. RESOLVED that this be noted.

**NC/PJC**

### **58/17 DRAINAGE RATES AND SPECIAL LEVY 2018/19**

- 58/17/01** The level of increase in drainage rates/special levy for 2018/19 was discussed, with Members agreeing that an increase of 3% - 3.5% would not be unreasonable given the current rate of inflation, subject to detailed consideration by the Chairman's Committee. RESOLVED that this be noted.

- 58/17/02** It was agreed that the Chairman's Committee would meet prior to the next Board meeting to consider what increase in drainage rates and special levies would be required for 2018/19 and make a recommendation for the Board to consider. RESOLVED that this be noted.

### **59/17 MEETINGS 2018**

- 59/17/01** Meetings for 2018 were scheduled for:

Wednesday, 17 January

Tuesday, 15 May

Tuesday, 14 August

All meetings to start at 10.00 am.

- 59/17/02** It was agreed to hold the 17 January meeting at Saffrons Sports Centre in Eastbourne.

### **60/17 ADA CONFERENCE 2017**

- 60/17/01** Details of ADA's annual conference 2017 had been circulated to members via email on 21 September 2017. It was confirmed at today's meeting that the Board Chairman and Vice-Chairman would attend the ADA conference at 1 Great George Street, London on 16 November 2017.

### **61/17 ANY OTHER BUSINESS**

- 61/17/01** **Ground water levels study: South Wealden**

Mr N Claxton reported that East Sussex County Council had secured £20k funding from the Southern Regional Flood and Coastal Committee for a

study looking at ground water levels in the South Wealden area to identify what potential risk to existing properties may arise from new development in the area. Mr Claxton was currently in discussion with landowners, including Board members Mrs G Hesselgrave and Mr D White about establishing locations for boreholes for the study.

**62/17 OPEN FORUM TO HEAR FROM MEMBERS OF THE PUBLIC WITH LEAVE OF CHAIRMAN**

**62/17/01** There were no members of the public present at today's meeting.

**63/17 CONFIDENTIAL BUSINESS**

**63/17/01** It was agreed and thereby resolved to exclude the public for the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

## **Pevensey and Cuckmere WLMB**

### **Operations Report**

The following information pertains to work carried out for the Pevensey and Cuckmere WLMB involving the Operations Manager, Project Engineer and Technical and Environmental Officer (TEO) from the 04 May 2017 -19 October 2017

Works have been undertaken in the following areas;

- Horse Eye & Down:
  - o Rickney Sewer
  - o Horse Eye Sewer
  - o White Dyke Sewer
  - o Crossing Sewer
  - o Down Sewer
  - o Lewens Sewer
- Pevensey:
  - o Burfleet & Monkham
  - o Callows Stream

Richard has been monitoring water levels carefully across the patch and has also been systematically improving our structures, clearing them of vegetation, renewing boards and putting them into a safe and tidy condition.



We have found the Pennywort to be particularly bad this year and we have had to re-visit certain drains twice just to stay on top of the growth. This may impact our programme of works, but we must prioritise keeping pumped drains clear and flowing.

We are investigating a new round of spraying to also prevent regrowth, through a private contractor.

### **Telemetry across the levels**

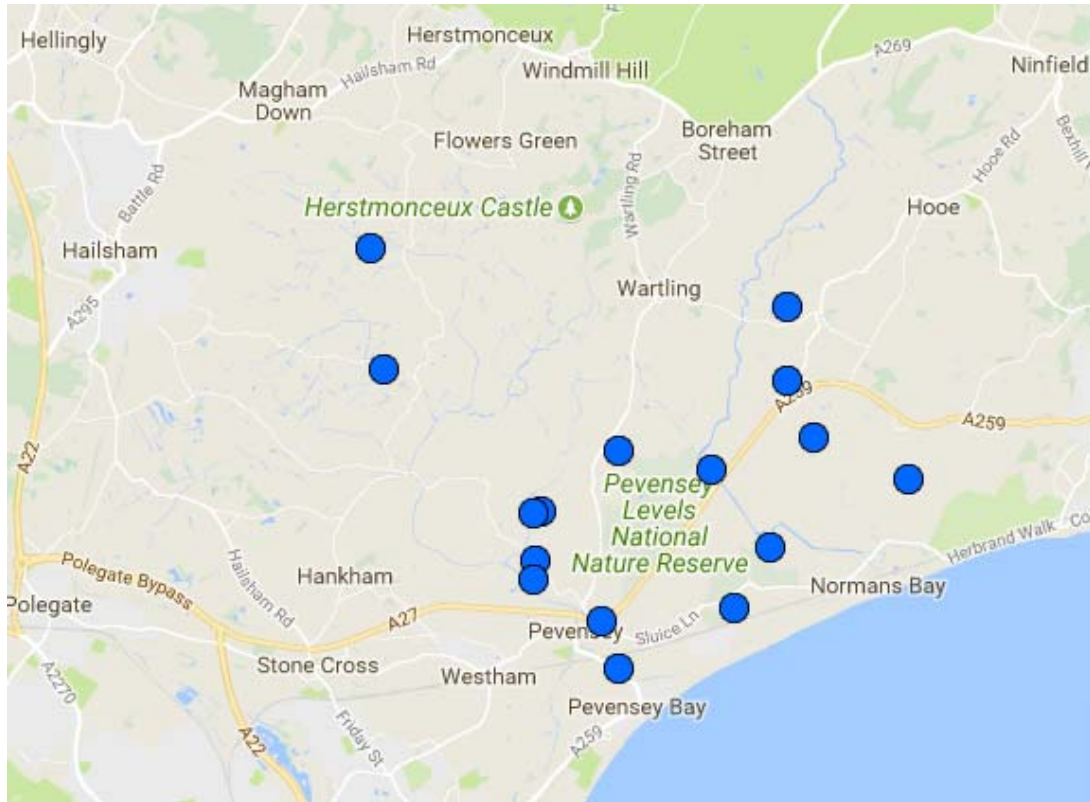
The WLMB has agreed to take on water level monitoring assets within the levels, which were initially installed by Natural England (NE) to monitor the Water Level Management plan. The assets cost NE circa £30k to buy and install and NE have also provided new batteries for all the structures, as part of this handover.

The hosting of this data on a website is the main ongoing cost and is £2,240/year.

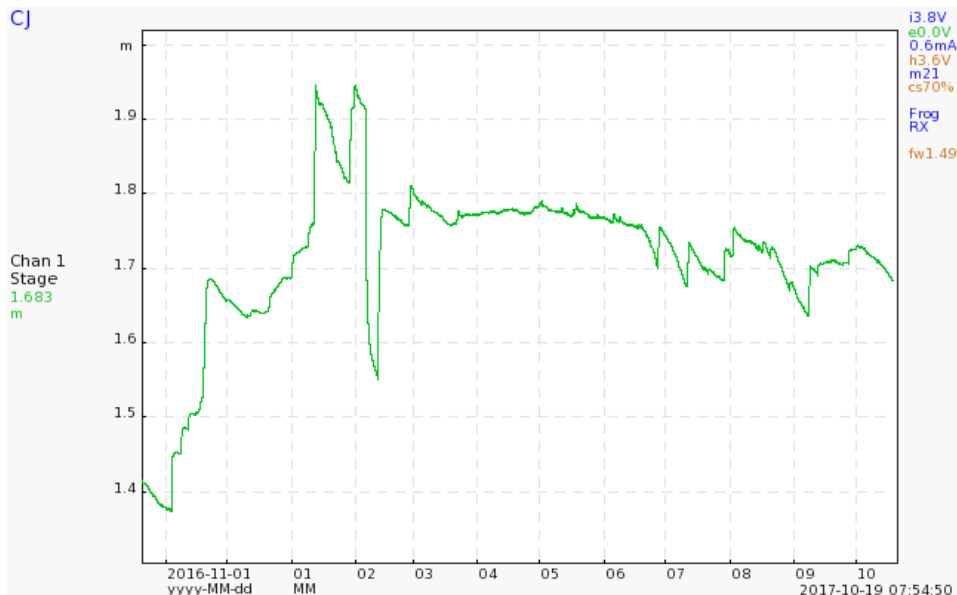
We believe this data is important and will help the board, certainly in these initial years, to ground truth and evidence how well the various structures on the marsh are working to enable us to meet the objectives of the water level management plan.

Although the sensors and loggers have a design life, we hope to be able to sweat the assets and maintain key sites.

The need for the system will be reviewed as time goes on.



*Level Logger Locations across the district*



*Level Logger output example*

### **Pump Maintenance**

At the start of the handover process we were led to believe that we were tied into contracts with the Environment Agencies frameworks for the maintenance of our pumps.

Since then however we have discovered that this is not the case and have been able to re-allocate our pump maintenance to a different contractor.

We have now signed up with *Tim Williams Ltd* for the routine maintenance checks and pump servicing. As a result of this costs have been reduced by over 40% to those of the EA framework supplier. Tim is also a local firm with an existing knowledge of our assets.

Unfortunately we have been unable to gain approval to log into the Environment Agencies Telemetry system and so we will need to explore options for re-configuring the system to have an independent installation. We will be getting quotes for this in the next quarter.

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

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

### **River Cuckmere**

Following communications from landowners within the district we have reviewed the area around Alfriston and written to the Environment Agency officially requesting that work be undertaken to remove low points from the floodbank, in order to reduce the amount of overtopping currently being experienced as well as the length of time over which this overtopping is occurring.

The Environment Agency have a system of rill clearance and flap replacement in their programme and we have asked for details of the timing of this and whether material can be used for these purposes. The project engineer has had positive verbal communications with the EA regarding this and we hope that work will be possible.

We have also formally requested an update of the shingle removal at the beach.

### **Improving water Flow to the Wrenham and Bill Gut**

A site meeting of IDB Officers on 17<sup>th</sup> July at structures P29 on the Wrenham and Bill Gut illustrated problems with sustaining water levels in Water Level Management Units P1 and P2 during the summer months.

A further investigation of the telemetry illustrated that these levels were much lower than their objective levels. Unit P1 was found on the 02/08/17 to be between 0.4 - 0.5m down on the objective level of 2.1m across P1 (P29 = 1.63m, P32= 1.69m and P35= 1.64m).



A recent observation of the Environment Agency operated P29 structure indicates the water levels entering the P1 WLMP Unit have failed to meet even the lowest tolerance limit of the 30cm tolerance limit for 3 months of the year since March 2017.

The handles of the P29 structure (and others) need to be fixed to ensure that the flap here and at other structures can be opened earlier in the year to ensure that water levels can be accurately regulated, to maintain water levels within the SSSI and beyond. Improving the leaking Star Gates at the bottom of the system to maintain water levels within the Wallers Haven is also required, to improve gravitational water availability to the system.

The officers have met with the EA who have confirmed there is a project underway to improve the Star gates, though it is not believed that work on site will happen for 2-3 years.

Officers have also investigated other means for improving the water level in this part of the system, through improving operation of a number of their structures.

The Environment Agency have put a number of these into their programme of works for this year.

We hope that through early intervention and better operation of these structures we will be able to better manage this part of the system next year.

### HEALTH & SAFETY

No accidents, incidents or near misses this period.

### PLANT

No new items of plant purchased this quarter.

### CAPITAL SCHEMES:

No capital Schemes currently underway.



Summer 2016 began with a very cloudy and wet June over most of England, but under cloudy skies the night-time minima were often high. July and the first half of August were characterized by a changeable westerly Atlantic flow with a succession of fronts crossing the UK, although rainfall amounts were often small in the south. There was a short but marked heat-wave in the third week of July. The second half of August was more settled, and hot at times, particularly in the south-east.

Summer rainfall totals were above average for most areas. July was exceptionally wet in the south-east with some areas having more than twice the normal rainfall.

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

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

15 May 2017

The TEO and Project Engineer met with Dan Sargent and Luke Ball, EA Officers to discuss the WLMP document; to gain an understanding of how the document works and to understand how the water levels are managed across the Pevensey levels.

23 May 2017

A telecom was held with Cath Jackson (Natural England), Fran Southgate (Sussex Wildlife Trust), Jane Birch (Environment Agency) and Simon Baker (Chair of the Norfolk Mink Management Project) and the TEO to discuss a Mink Management project for the Pevensey and Cuckmere WLMB catchment area.

05 June 2017

The annual audit was carried out by the QMS external auditor to monitor the success of the Boards of WMA in upholding the ISO 14001 Environmental Management System and ISO 9001 Quality Management System accreditation. All WMA Boards passed the external audit.

19 July 2017

A telecom was held with partners of the P&CWLMB Mink Management Project to discuss progress of setting up the project.

05 September 2017

A telecom was held with partners of the P&CWLMB Mink Management Project to discuss progress of project and Mink Workshop set up.

27 September 2017

The TEO attended the Norfolk Mink Project meeting to discuss the continued progress of this very successful project in Norfolk.

Website information and details: <https://thenorfolkminkproject.org.uk/>

29 September 2017

The TEO and several other members of the WMA (Eastern) team attended a Water Safety Awareness Course at the Whitewater Centre, Northampton to undertake life saving training in water.

## COMPLAINTS/ENFORCEMENT

A complaint was received by an Environment Agency Fisheries Officer as to boards being installed at the top end of the fish pass at Milton Lock (an EA asset). The reason for placing board in the fish pass was to try to maintain levels at the lock to prevent water loss to the freshwater stream. There is currently a problem with the Milton Lock hydraulic system, which causes the lock gate to drop over time causing water loss to the freshwater stream and the downstream SSSI.

Richard Dann emailed the EA to confirm he would no longer operate EA structures as of Friday 6<sup>th</sup> October to prevent any more complaints of this nature.

However, there needs to be a future discussion and site meeting with the EA to formulate a way forward from this complaint to ensure a future continued flow of freshwater to the freshwater stream, particularly through the summer months.

Officers will be arranging this in the coming months.

## PLANNING COMMENTS

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

- 26/05/17; Wealden, WD/2016/6518/SCO, Development at Polegate
- 07/06/17: Initial enquiry, Development proposal next Knockhatch Stream
- 07/06/17 Wealden WD/2017/1063/MAO. DEVELOPMENT OF UP TO 90 HOMES
- 07/06/17; Initial enquiry regarding Rattle stream Pevensey
- 16/08/17: WD/2017/1557/MRM. Wealden. Polegate Dittons Road, commercial and houses
- 16/08/17: 13677 | Bexhill, Marstons development | Outline Planning Application ref. RR/2013/2166/P
- 01/09/17: Initial Enquiry, BX3 (Bexhill)- Discharging to the Coombe Haven.
- 08/09/17: Wealden: WD/2017/1971/MAJ: LAND TO THE EAST OF NORTH STREET, LOWER HORSEBRIDGE, HELLINGLY, BN27 4DR. 32 Houses in this phase.
- 14/09/17: Wealden: WD/2017/1708/MRM Land off Mill Road, Hailsham
- 21/09/17 Wealden: WD/2017/1952/MRM: RESERVED MATTERS PURSUANT TO OUTLINE APPLICATION WD/2016/1569/MAO
- 4/10/17 – Wealden WD/2017/0839/MAO, 24 houses draining to the district.
- 18/10/17 – Wealden WD/2017/1952/MRM Land at Amberstone (Reserved matters against WD/2016/1569/MAO)
- 18/10/17 - WD/2017/2020/MAO Land south of Dittons Road, Stone Cross, Westham.

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

We have received our first Surface Water Development Contribution from Bellway Homes for £51,068.

## ENVIRONMENTAL REPORT

### **Pevensy and Cuckmere WLMB Mink Project Launch**

This Pevensy and Cuckmere WLMB Mink Project was launched on the 11 October 2017 with an evening seminar and talk being delivered by Simon Baker (Chair of the Norfolk Mink Project) to interested landowners and their representatives from the area.

The aim of the project funded by the P&CWLMB hopes in the future to improve biodiversity interests and re-establish a water vole population within the area by reducing mink numbers within the SSSI and beyond. Anecdotal information would indicate that there are lots of mink around the Pevensy and Eastbourne area. The project has purchased 20 rafts and 25 traps to date and are currently working on a database to collect and collate mink capture information.



*Photo courtesy of Cath Jackson*

There were an estimated 30+ people present at the evening meeting and several individuals showed interest on the night for traps and rafts. The three mink rafts that had been constructed prior to the event were snapped up on the night. The names and contact details of those interested in trapping has been collected by Cath Jackson and it is foreseen that between her and Richard Dann, mink rafts and traps will be delivered to these volunteers and information on trapping collected and collated as to successful mink captures.

For further information of the management and successes of the Norfolk Mink project, the template from which the Pevensy and Cuckmere project has been developed, please look at the following link: <https://thenorfolkproject.org.uk/>

### **Floating pennywort Management**

The Management of Floating Pennywort in the IDB system continues to be expensive and time consuming. The process of future management of the problem will be reviewed during winter to discuss future management improvements for 2017-2018.

## **2. Statutory Duties towards Conservation**

### **2.1 Prework Checks and Site Visits**

18 July 2017

The TEO visited the marshes with Richard Dann to look at maintenance and Floating Pennywort management by IDB contractor.

12 October 2017

The TEO met with Richard Dann to discuss the the fish pass complaint at Milton Lock.

### **3. Non - Compliance**

Nothing to report within this period.

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

<b>License / Assent / Habitat Regulations Assessment</b>	<b>Applied</b>	<b>Granted</b>
D1 Linear networks waste exemption applications for all 6 Internal Drain Boards	18 July 2017	19 July 2017

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

None during this period.

**From: 01 April 2017**  
**To: 30 September 2017**

**Period To: 6**  
**Year Ending: 31 March 2018**

Note	Income and Expenditure Account	Pevensey		Cuckmere		Total	
		£ Budget	£ Actual	£ Budget	£ Actual	£ Budget	£ Actual
<b>Income:</b>							
1	Drainage Rates	11,104	10,937	6,065	6,023	17,169	16,960
2	Special Levies						
	Eastbourne Borough Council	215,288	215,288	0	0	215,288	215,288
	Hastings Borough Council	10,897	10,897	0	0	10,897	10,897
	Rother District Council	3,994	3,994	0	0	3,994	3,994
	Wealden District Council	42,832	42,832	4,924	4,924	47,756	47,756
		<b>273,011</b>	<b>273,011</b>	<b>4,924</b>	<b>4,924</b>	<b>277,935</b>	<b>277,935</b>
3	Net Cash Transfer from the Environment Agency	0	14,430	0	7,935	0	22,365
4	Development Contributions and Commuted Sums	0	51,068	0	0	0	51,068
5	Highland Water Contributions from the Environment Agency	60,000	60,000	3,000	3,000	63,000	63,000
6	Bank and Investment Interest	0	50	0	50	0	100
7	Consent Fees	0	100	0	0	0	100
		<b>60,000</b>	<b>125,648</b>	<b>3,000</b>	<b>10,985</b>	<b>63,000</b>	<b>136,633</b>
		<b>344,115</b>	<b>409,596</b>	<b>13,989</b>	<b>21,932</b>	<b>358,104</b>	<b>431,529</b>
<b>Directly Allocated Expenditure:</b>							
8	New and Improvement Works	0	0	0	0	0	0
9	Contributions to the Environment Agency	109,370	109,370	1,578	1,578	110,948	110,948
10	Maintenance Works	125,000	31,295	9,000	0	134,000	31,295
		<b>234,370</b>	<b>140,665</b>	<b>10,578</b>	<b>1,578</b>	<b>244,948</b>	<b>142,243</b>
<b>Apportioned Expenditure:</b>							
11	Operations Delivery Staff Costs	55,000	22,278	1,000	225	56,000	22,503
12	Technical Support Staff Costs	20,000	8,354	600	85	20,600	8,439
13	Administration Staff Costs	23,145	6,096	611	62	23,756	6,158
14	Audit Fees	1,600	297	200	3	1,800	300
15	Depreciation	4,500	2,038	100	20	4,600	2,058
16	Insurances	1,500	743	100	7	1,600	750
17	Accommodation and Meeting Room Hire	550	314	200	3	750	317
18	Postages and Stationery	500	28	200	0	700	28
19	Advertising and Public Notices	500	198	200	2	700	200
20	ADA Subscriptions and Other Expenses	2,450	1,213	200	12	2,650	1,225
		<b>109,745</b>	<b>41,559</b>	<b>3,411</b>	<b>419</b>	<b>113,156</b>	<b>41,978</b>
<b>Net Surplus/(Deficit) for the Period</b>		<b>£0</b>	<b>£227,372</b>	<b>£0</b>	<b>£19,935</b>	<b>£0</b>	<b>£247,307</b>

**From:** 01 April 2017  
**To:** 30 September 2017

**Period To:** 6  
**Year Ending:** 31 March 2018

Note	Income and Expenditure Account	£		£		£		£	
		..... Pevensey	..... Cuckmere	..... Total	Budget	Actual	Budget	Actual	Budget

**Notes Directly Allocated Income and Expenditure**

- Drainage Rate Demands for 2017/18 were issued by the Board on 1 April 2017. The Board has received approx. 75% of the drainage rates levied, with many legacy queries regarding land ownership and land occupancy still to resolve.
- Special Levies for 2017/18 were issued by the Board on 1 April 2017. The Board has received half of the special levies from all 4 constituent billing authorities, with the balances due for payment on 1 November 2017.
- The Board has received the net cash transfer from the EA for the 2 former districts on 14 July 2017. The amount we actually received is considerably lower than had been estimated by the EA in April 2017.
- Development Contributions and Commuted Sums

	..... Pevensey		..... Cuckmere		..... Total	
	Budget	Actual	Budget	Actual	Budget	Actual
Bellway Homes	0	51,068	0	0	0	51,068
	<b>0</b>	<b>51,068</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,068</b>

- The Board has not received any highland water contributions from the EA during the year, but we are told it will come. This payment is 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. The Board's claim was submitted on 1 August 2017.
- Bank and Investment Interest arises from temporary surpluses being invested on the short term money market, in accordance with the Board's Investment Policy.
- The Board received a consent fees of £100, in accordance with powers afforded by s23 of the Land Drainage Act 1991.
- There were no New Works and Improvement Works carried out by the Board or the EA during the reporting period.
- The Board has not received a precept charge from the EA to fund works the EA have carried out on main rivers and sea defences that the Board derives benefit from, but it will come. The EA has power to levy such a precept charge on the Board annually, in accordance with s141 of the Water Resources Act 1991.
- The Board has not received any Invoices from the EA for carrying out maintenance work on WLMB infrastructure during the reporting period: the EA may do some spraying to treat Pennywort this year and would appear to have a long standing maintenance contract in place with RWS for looking after the 6 pumping stations until 2018 (6 x £3k = £18k pa). All other maintenance work has been done by the Contractor, Darren Walker for the tendered price of £97k, together with the Board's Operations Manager, Richard Dann.

**Apportioned Expenditure**

All non directly allocated expenditure has been apportioned between the Pevensey and Cuckmere Rating Sub Districts according to each Districts proportion of total annual value, for the purposes of raising the Board's expenses during the reporting period. Pevensey = £8,938,438 (99%) and Cuckmere =£66,439 (1%).

- 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.
- These costs relate to the time the Engineer and Environmental Officer have spent working for the Board.
- These costs relate to the time the Chief Executive, the Finance Officer, the Chief Executive's PA and the Data Manager have spent working for the Board.
- Audit Fees for 2016/17 (six months) have been accrued. This is due for payment on or before 31 October 2017.
- The Operations Manager's 4 x 4 vehicle is being depreciated by £3,500 per year. The Storage Container and all small tools and equipment are shown in the Fixed Assets Register and have been fully depreciated.
- These costs relate to the premiums payable to add the Board's assets and other risks to the WMAs Insurance Register for 2017/18.
- These costs relate to overnight accomodation charges for WMA staff, for hiring meeting rooms and providing refreshments at Board meetings, site visits and inspections.
- These costs relate to the printing of Board meeting papers.



**From: 01 April 2017**  
**To: 30 September 2017**

**Period To: 6**  
**Year Ending: 31 March 2018**

Note	Income and Expenditure Account	£	£	£	£	£	£
		..... Pevensy	..... Cuckmere	..... Total	Budget	Actual	Budget
		Budget	Actual	Budget	Actual	Budget	Actual

19 These costs relate to the public notices that are advertised in the local press.

20 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 2017/18.

**From:** 01 April 2017  
**To:** 30 September 2017

**Period To:** 6  
**Year Ending:** 31 March 2018

Note	Balance Sheet, as at 30-9-2017	£ 01/04/2017	£ Movement	£ 30/09/2017
<b>1</b>	<b>Fixed Assets:</b>			
(i)	Vehicles and Trailers	19,400	925	20,325
(ii)	Lockup and Equipment	0	0	0
(iii)	Pumping Stations	0	0	0
		<b>19,400</b>	<b>925</b>	<b>20,325</b>
	<b>Current Assets:</b>			
<b>2</b>	Bank Account and Short-term Investments	63,050	99,779	162,829
	Investment Interest	0	100	100
<b>3</b>	Trade Debtors and Ratepayers Due	0	201,895	201,895
<b>4</b>	Vat Due from HMRC	5,918	1,873	7,791
		<b>68,968</b>	<b>303,646</b>	<b>372,614</b>
	<b>Current Liabilities:</b>			
<b>5</b>	Trade Creditors	65,359	-53,684	11,675
<b>6</b>	Accruals	800	110,948	111,748
		<b>66,159</b>	<b>57,264</b>	<b>123,423</b>
	<b>Net Current Assets</b>	<b>2,809</b>	<b>246,382</b>	<b>249,191</b>
	<b>Net Assets</b>	<b>£22,209</b>	<b>£247,307</b>	<b>£269,516</b>
	<b>Financed by:</b>			
<b>7</b>	General Reserves	22,209	247,307	269,516
		<b>£22,209</b>	<b>£247,307</b>	<b>£269,516</b>

P J CAMAMILE  
CHIEF EXECUTIVE

**From: 01 April 2017**  
**To: 30 September 2017**

**Period To: 6**  
**Year Ending: 31 March 2018**

Note	Balance Sheet, as at 30-9-2017	£ 01/04/2017	£ Movement	£ 30/09/2017	
<b>1</b>	<b>Fixed Assets</b>				
		<b>Vehicles and Trailers</b>	<b>Lockup and Equipment</b>	<b>Pumping Stations</b>	<b>Total</b>
	<b>Cost</b>				
	Opening Balance as at 1-4-2017	19,400	4,182	0	23,582
	(+) Additions	2,983	0	0	2,983
	(-) Disposals	0	0	0	0
	Closing Balance as at 30-9-2017	<b>22,383</b>	<b>4,182</b>	<b>0</b>	<b>26,565</b>
	<b>Depreciation</b>				
	Opening Balance as at 1-4-2017	0	4,182	0	4,182
	(+) Depreciation Charge	2,058	0	0	2,058
	(-) Accumulated depreciation written out on disposal	0	0	0	0
	Closing Balance as at 30-9-2017	<b>2,058</b>	<b>4,182</b>	<b>0</b>	<b>6,240</b>
	<b>Net Book Value</b>				
	Net Book Value as at 31-3-2017	<b>19,400</b>	<b>0</b>	<b>0</b>	<b>19,400</b>
	Net Book Value as at 30-9-2017	<b>20,325</b>	<b>0</b>	<b>0</b>	<b>20,325</b>

- (i) The Board has purchased one trailer during the reporting period, which is fully utilised by the Operations Manager. This asset will be depreciated over 4 years: straight line on cost and 5 months of depreciation has been charged to the accounts, as this Asset was purchased in May. The Operations Manager's vehicle has 6 months of depreciation in the reporting period of April-September 2017.
- (ii) The Board has purchased a storage container which is located at the EAs Pevensey Depot. This lockup facility secures all of the Board's equipment used by the Operations Manager. This has been fully depreciated 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. They currently have a net book value of zero, but will be revalued during the course of this financial year.

## 2 Bank Account

The Board's Bank Account is reconciled as follows:

	2016/17	Movement	2017/18
Opening Balance as at 1-4-2017 b/fwd	0	63,050	63,050
(+) Receipts	63,050	173,121	236,171
(-) Payments	0	-136,393	-136,393
Closing Balance as at 30-9-2017 c/fwd	<b>63,050</b>	<b>99,779</b>	<b>162,829</b>
Balance on Bank Statement as at 30-9-2017	63,050	99,779	162,829
Less: Unpresented Payments	0	0	0
Add: Unpresented Receipts	0	0	0
Closing Balance as at 30-9-2017 c/fwd	<b>63,050</b>	<b>99,779</b>	<b>162,829</b>

There are no Short-term Investments.

**From: 01 April 2017**  
**To: 30 September 2017**

**Period To: 6**  
**Year Ending: 31 March 2018**

Note	£	£	£
Balance Sheet, as at 30-9-2017	01/04/2017	Movement	30/09/2017
<b>3 Trade Debtors and Ratepayers Due</b>			
	<b>Pevensey</b>	<b>Cuckmere</b>	<b>Amount (£)</b>
Trade Debtors	0	0	0
Highland Water Contributions from the Environment Agency	60,000	3,000	63,000
	<u>60,000</u>	<u>3,000</u>	<u>63,000</u>
Drainage Rates (less Worldpay amounts, in abeyance)	873	1,051	1,924
<u>Special Levies:</u>			
Eastbourne Borough Council	107,644	0	107,644
Hastings Borough Council	5,449	0	5,449
Rother District Council	0	0	0
Wealden District Council	21,416	2,462	23,878
	<u>135,382</u>	<u>3,513</u>	<u>138,895</u>
	<b>£195,382</b>	<b>£6,513</b>	<b>£201,895</b>
<b>4 Vat Due from HMRC</b>			
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.			
<b>5 Trade Creditors</b>			
The Trade Creditors at the end of the reporting period are as follows:			
	<b>2016/17</b>	<b>Movement</b>	<b>2017/18</b>
WMA	60,876	-49,201	11,675
Norfolk Rivers IDB	238	-238	0
Fenton Insurance Solutions	1,440	-1,440	0
C J Spares Ltd	1,222	-1,222	0
Acle Garden Machinery Centre	1,583	-1,583	0
	<u>65,359</u>	<u>-53,684</u>	<u>11,675</u>
Trade Creditors are relatively high at the end of the last financial year, pending setting up the Board's Bank Account and Registering for Vat. All Trade Creditors b/fwd were paid on 02 May 2017.			
<b>6 Accruals</b>			
	<b>2016/17</b>	<b>Movement</b>	<b>2017/18</b>
Audit Fees	800	0	800
Environment Agency Precept	0	110,948	110,948
	<u>800</u>	<u>110,948</u>	<u>111,748</u>
<b>7 General Reserves</b>			
	<b>Pevensey</b>	<b>Cuckmere</b>	<b>2017/18</b>
Opening Balance, as at 1-4-2017 b/fwd	19,618	2,591	22,209
Net Surplus/(Deficit) for the Period	227,372	19,935	247,307
Closing Balance, as at 30-9-2017 c/fwd	<u>246,990</u>	<u>22,526</u>	<u>269,516</u>

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- **Sections 1 and 2** are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- **Section 3** is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, 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** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that 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)

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

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

PEVENSEY AND CUCKMERE WATERLEVEL MANAGEMENT <sup>BOARD</sup>

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		Yes means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

23/17 16/05/2017

Signed by Chair at meeting where approval is given:

A. Gower

and recorded as minute reference:

28/17/02

Clerk:

P. Laneville

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

\* Board not constituted until 1 October 2016, therefore no previous external audit

# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

PEVENSEY AND CUCKHIRE WATER LEVEL MANAGEMENT BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	0	0	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	0	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	63050	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	0	23719	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 smaller authority's borrowings (if any).
6. (-) All other payments	0	31522	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	0	2809	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	0	63050	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	0	23582	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings			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 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

\* P. Lynamite

Date 16/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

16/05/2017

and recorded as minute reference:

30/17/02

Signed by Chair at meeting where approval is given:

W. A. Gower

\* PLEASE SEE ATTACHED LETTER

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

PEVENSEY + CUCKMERE WATER LEVEL MANAGEMENT BOARD

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

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report (E50112)

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

22/8/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

PEWSEY AND CUCKFIELD WATERLEVEL MANAGEMENT BOARD

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this smaller 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) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable

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

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

KAWoodward

Date

03/05/2017

\*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, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

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

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	No records of historical maintenance/ operational/ works	Nature and extent of operations is largely upstream, which could increase risk of flooding	2	3	High 6 →	Work with EA to build map of high risk flooding areas.  Prepare a targeted annual maintenance programme based on high, medium, low priority watercourses  Employ an operations manager to deliver and help document a maintenance programme
	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 →	Plan to explore alternative funding streams including partnership working with other RMAs and access to local levy funding  Review asset management plan provided by EA
	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)
	EA unable to provide IDB with information on highland carrier watercourses in the upland area discharging water into the IDD	IDB will be unable to calculate what highland water contribution will be payable by the EA to the IDB for taking the water from the upland area, which would potentially reduce the IDB's income if challenged by EA	2	3	High 6 →	Provided copy of highland water contribution claims to EA as example of what is required for calculation. Heard nothing.
	Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments	IDB could incur penalties/fines	2	3	High 6 →	<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	Potential to				Promote the work of the IDB

**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)
	and or developers undertake non-consented works on watercourses in the IDD	adversely affect the capability of the IDB to effectively manage the discharge of water through its system	2	3	High 6 →	<p>within the local community to create understanding of how the IDB system manages flood risk</p> <p>Use of the Board's Byelaws for consenting or refusal of works affecting the Board's infrastructure</p> <p>Work closely with LLFA and LPAs to provide a joined up consenting/advice service.</p>
	Lack of financial information from the EA for 2016/17 results in auditor awarding a qualified opinion for PCWLMB financial audit 2016/17	<p>Potential loss of public confidence in the IDB.</p> <p>Potentially damaging to the IDB relationship with EA and other RMAs</p>	3	2	High 6 →	<p>Limit the risk by not asking the EA to do any more work for the Board until they are able to properly close down the 2 former IDs, otherwise the problem will be compounded and we will never know where we stand financially.</p> <p>It is important that the EA operate professionally and are able to provide estimates/quotes like any 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.</p> <p>At present the EA represents</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)
						too much of a business risk because of the way their Worthing office currently seems to operate. This is a great pity because the ops delivery team based at the EAs Pevensey Depot seems to be highly competent, well run and keen to work with us.
Liaise with Lead Local Flood Authority (LLFA), Local Authorities and Environment Agency (EA) within the Board's hydraulic sub catchment	LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD	Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD	1	3	Medium 3 →	Build and maintain trust and understanding with LLFA, EA, LAs and DEFRA  Regular liaison meetings with EA  Consider becoming member of ADA – Agreed 31 January 2017 meeting.  Promote the IDB through the media
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	Planning Authorities ignore advice provided by Board, which leads to increased flood risk  Lack of staff resources results in turning a blind	Potential for increased flood risk  Lost income from SWDCs and commuted sums	2	3	High 6 →	Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues  Board comments made on planning applications are available on each Planning Authority's website  Report Planning/Enforcement issues at Board meetings

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>Potential for developers to hand over management of SUDs to private management companies, who may fail in their responsibility to maintain them in the long term</p> <p>Increase in the volume of planned housing in the district</p>	<p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p> <p>Will exacerbate all the aforementioned risks.</p>				<p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>Look to introduce a SUDs adoption and charging policy</p> <p>Negotiate a service level agreement with the Lead Local Flood Authority for the provision of adequate planning resource to handle applications affecting the IDB's district</p>
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses,	The Board does not have a Biodiversity Action Plan (BAP)	Board does not meet its environmental targets. Potential to incur	2	2	Medium 4 →	Prepare a Biodiversity Action Plan, (BAP) for the Board's consideration and submit to DEFRA and EA when approved by the Board

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

## Risk Management Policy

### Risk Assessment Matrix

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

## Risk Management Policy

### LIKELIHOOD

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

7.3 Risk is unavoidable, and action must be taken to manage risk in a way in which it can justify to a level which is tolerable. The response to risk, by the use of internal control, may involve one or more of the following standard responses:

- **Tolerate** the risk – for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified, (eg because they would be disproportionate); and for unavoidable risks, (eg terrorism).
- **Treat** the risk – a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
- **Transfer** the risk – buy in a service from a specialist external body or take out insurance. Some risks cannot be transferred, especially reputational risk.
- **Terminate** the activity giving rise to the risk – it may be best to stop, or not to start activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.

# Joint Working on Local Flood Risk

Nick Claxton

Team Manager – Flood Risk  
Management

East Sussex  
County Council



# Joint working between ESCC and the PCWLMB

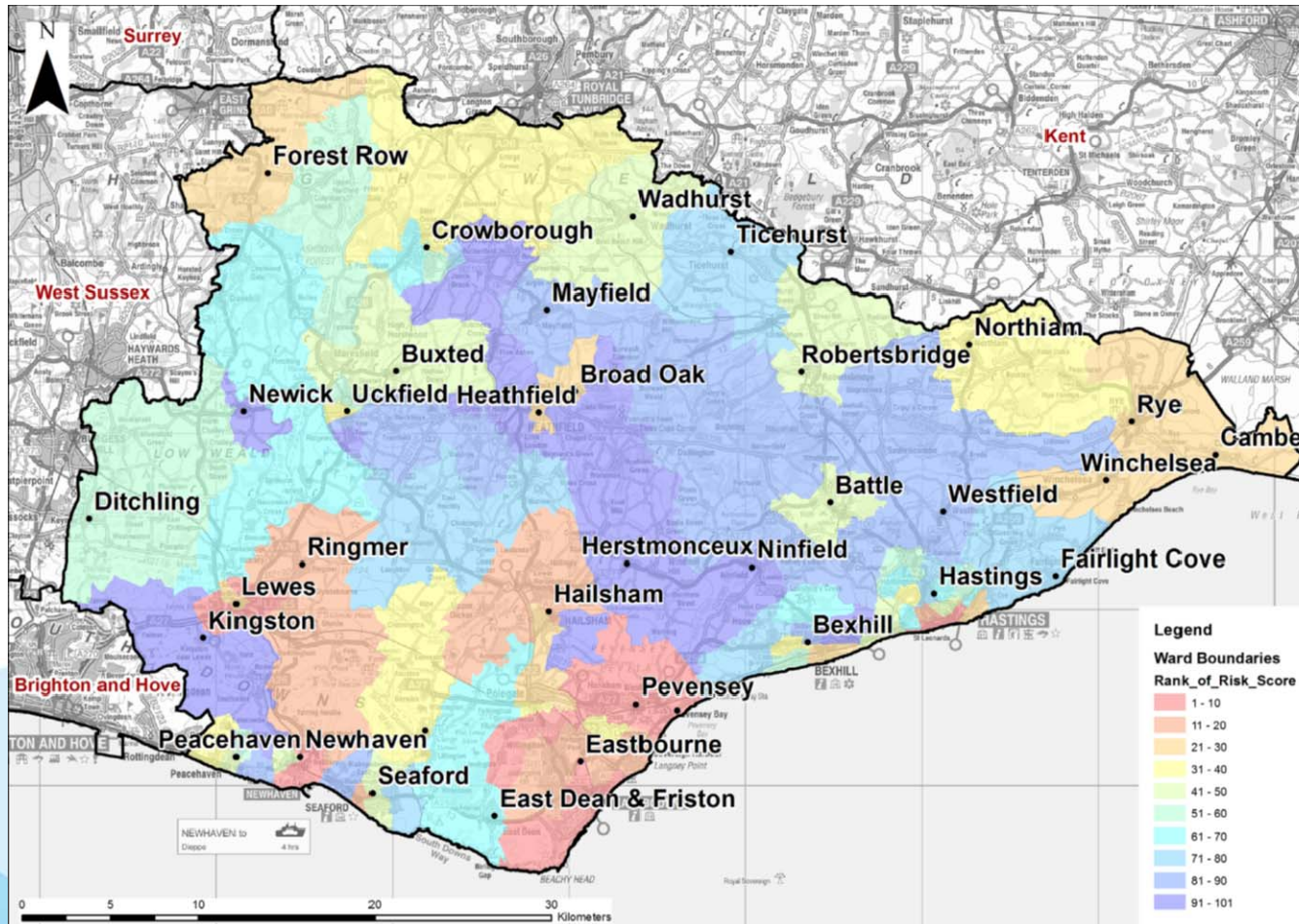
- What are we doing
- The reasons why
- Our complementary roles
- The need for formalising arrangements

# Lead Local Flood Authority Responsibilities

## A Strategic Role

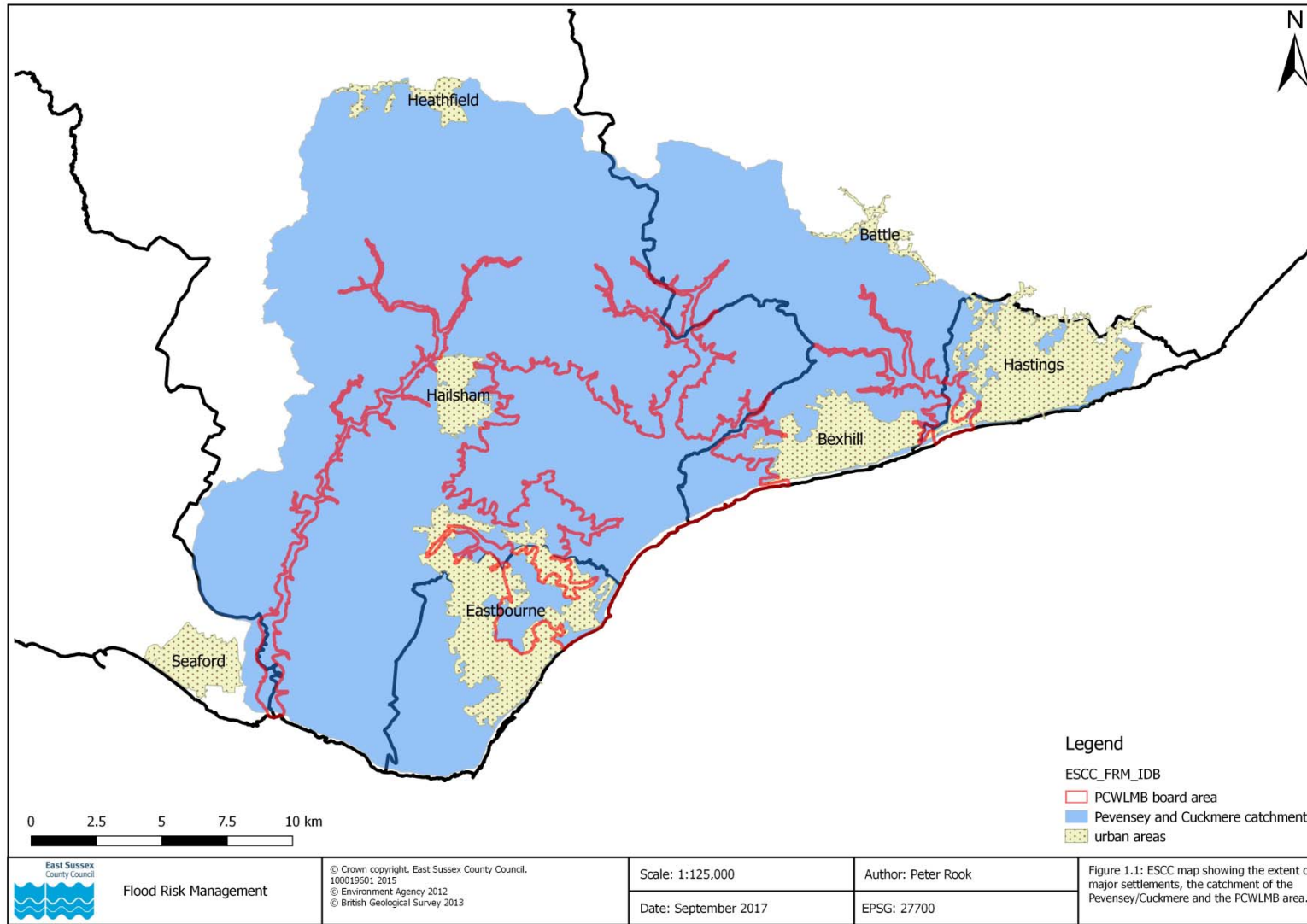
- Local Flood Risk Management Strategy (s.9)
- Asset Register (s.21)
- Flood Investigations (s.19)
- Feature Designation (Schedule 1)
- Sustainable Drainage (Schedule 3)
- Ordinary Watercourse Works/Consents (Land Drainage Act)

# Flood Risk in East Sussex





# PCWLMB District and full catchment extent



# ESCC and PCWLMB key roles

Activity	ESCC	PCWLMB
develop, maintain, apply and monitor a strategy for local flood risk management within East Sussex	Yes	No
Act in a manner consistent with the National and Local strategies and guidance	Yes	Yes
Investigate flood incidents (to the extent it considers necessary and appropriate), or determine which authority has flood risk management responsibilities.	Yes	Yes
Maintenance of a register of structures or features considered to significantly affect flood risk, and record ownership and state of repair.	Yes for third party assets	Yes – for PCWLMB assets only
Role in advising local planning authorities on surface water management for major developments and local planning policy	Yes, statutory	Yes, non-statutory
Formally designate structures and features that affect flood risk	Yes	No
To undertake works to manage flood risk from surface water runoff and groundwater	Yes	Yes
Powers to undertake works on ordinary watercourses	No	Yes
Powers to request information from any person in connection with the authority's flood risk management functions	Yes	No
To determine applications for works affecting water flow and cross-sectional area of ordinary watercourses;	Yes (outside IDD)	Yes
To serve notice on responsible parties to remove unauthorised works from a watercourse or ensure they carry out the necessary works to an ordinary watercourse	Yes (outside IDD)	Yes
Maintenance of adopted watercourses and other water management assets	No	Yes
The creation and application of bylaws to regulate activities (including development) which affect a flood or water level management risk	No	Yes
The regulation of discharges to water courses	No	Yes

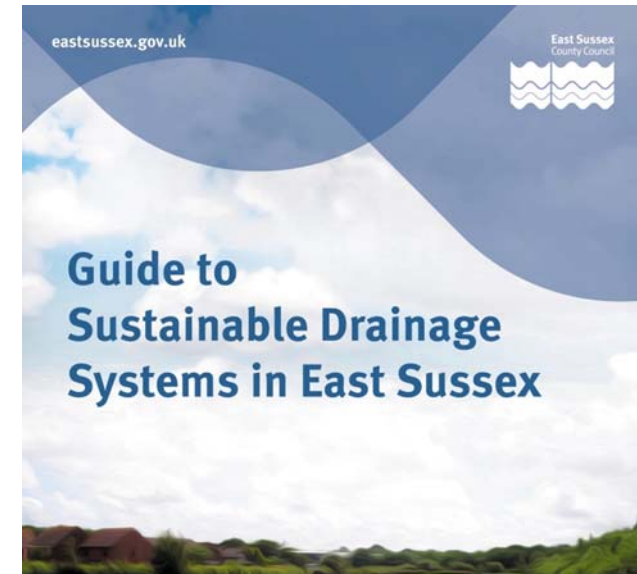




## Water. People. Places.

A guide for master planning sustainable drainage into developments

Prepared by the Lead Local Flood Authorities of the South East of England  
September 2013



## SuDS Decision Support Tool for Small Scale Development



[Home Page](#) [Start >>](#) [Contact us](#)



### Introduction

The East Sussex Small Scale Sustainable Drainage Systems (SuDS) Tool has been developed by Royal HaskoningDHV for East Sussex County Council. It is designed to assist planning authorities and developers in assessing the suitability of SuDS provision within small scale development proposals. The main focus of the tool is to enable planning authorities to ensure that the flood risk requirements for SuDS are met by development proposals.

It does not give definitive attenuation volumes that will be achieved by a specific SuDS solution and a final design will be required to determine the actual performance of the proposed system.

### Key Assumptions

- This tool has been designed for assessing development proposals in East Sussex. It is not suitable for use in other geographical areas as the hydrological calculations are specific to this area.
- Where a developer proposes infiltration as part of the SuDS techniques for a site, they will be required to provide appropriate infiltration test results and calculations to support their application.
- The tool is designed for small scale development up to a maximum of 5,000m<sup>2</sup> of residential development or 10,000m<sup>2</sup> of non-residential development. Major development would need a more comprehensive SuDS design to be developed.

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT  
BOARD**

**DEVELOPMENT CONTROL**

---

**BYELAWS**


WATER MANAGEMENT ALLIANCE  
Proposed Byelaws Made on 3 October 2016

Pevensey and Cuckmere Water Level Management Board, under and by virtue of the powers and authority vested in them by section 66 of the Land Drainage Act 1991, do hereby make the following Byelaws, which are considered necessary for securing the efficient working of the drainage system in their District, regulating the effects on the environment in the Board's District of a drainage system, or securing the effectiveness of flood risk management work within the meaning of section 14A of the Act.

# WMA

## CALENDAR OF MEETINGS FOR 2018

	2017 December	2018 January	February	March	April	May	June	July	August	September	October	November	December	
M		1 Bhol									1		M	
Tu		2				1					2		Tu	
W		3				2			1		3		W	
Th		4	1	1		3			2		4	1	Th	
F	1	5	2	2		4	1		3		5	2	F	
Sa	2	6	3	3		5	2		4	1	6	3	1	Sa
Su	3	7	4	4	1	6	3	1	5	2	7	4	2	Su
M	4	8	5	5	2 Bhol	7 Bhol	4	2	6 BIDB	3	8	5	3	M
Tu	5	9	6 SHIDB	6	3	8 SHIDB	5	3	7 SHIDB	4	9	6 SHIDB	4	Tu
W	6 Deben Com	10 ESIDB	7	7	4	9	6	4	8	5	10 ESIDB	7	5	W
Th	7	11	8	8	5	10	7	5	9	6	11	8	6	Th
F	8 WMA	12	9	9	6	11	8	6	10	7	12	9	7 WMA	F
Sa	9	13	10	10	7	12	9	7	11	8	13	10	8	Sa
Su	10	14	11	11	8	13	10	8	12	9	14	11	9	Su
M	11	15 BIDB	12	12	9	14	11	9	13	10	15 BIDB	12	10	M
Tu	12	16	13	13	10	15 PCWLMB	12	10	14 PCWLMB	11	16	13	11	Tu
W	13	17	14	14	11	16	13 ESIDB	11	15	12	17	14	12	W
Th	14	18	15	15	12	17	14	12	16 NRIDB	13	18 NRIDB	15	13	Th
F	15	19 KLIDB	16	16 KLIDB	13	18 KLIDB	15	13 KLIDB	17	14 KLIDB	19	16 KLIDB	14	F
Sa	16	20	17	17	14	19	16	14	18	15	20	17	15	Sa
Su	17	21	18	18	15	20	17	15	19	16	21	18	16	Su
M	18	22	19	19	16	21 BIDB	18	16	20	17	22	19	17	M
Tu	19	23	20	20	17	22	19	17	21	18	23	20	18	Tu
W	20	24	21	21	18	23	20	18	22	19	24	21	19	W
Th	21	25 NRIDB	22	22	19	24 NRIDB	21	19	23	20	25	22	20	Th
F	22	26	23	23 WMA	20	25	22	20	24	21	26	23	21	F
Sa	23	27	24	24	21	26	23	21	25	22	27	24	22	Sa
Su	24	28	25	25	22	27	24	22	26	23	28	25	23	Su
M	25 Bhol	29	26	26	23	28 Bhol	25	23	27 Bhol	24	29	26	24	M
Tu	26 Bhol	30 PCWLMB	27	27	24	29	26	24	28	25	30	27	25 Bhol	Tu
W	27	31	28	28	25	30	27	25	29	26	31	28	26 Bhol	W
Th	28			29	26	31	28	26	30	27		29	27	Th
F	29			30 Bhol	27		29 WMA	27	31	28 WMA		30	28	F
Sa	30			31	28		30	28		29		30	29	Sa
Su	31				29			29		30			30	Su
M					30								31	M
Tu								31					1 Bhol	Tu
W														W
Th														Th

	Kettlewell House		Breckland DC		Hickling Barn/Village Hall		Marsh Reeves
	Kirton Lodge/Orford Town Hall		TBD				

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

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

**Key Partners/Supporting Officers**

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

Claxton, N (E.Sussex CC - LLFA)

Jackson, Ms C (NE)

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

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

Pevensey & Cuckmere WLMB Meeting 31 October 2017