

A MEETING OF THE PEVENSEY AND CUCKMERE WLMB WAS HELD IN THE BLUE ROOM AT HELLINGLY COMMUNITY HUB, THE DRIVE, HELLINGLY, EAST SUSSEX BN27 4EP AND VIA MICROSOFT TEAMS ON TUESDAY, 21 JANUARY 2025 AT 10.00 AM.

Elected Members

Pevensey District

- * B Gower (Chairman)
- M Hole
- * R Miles
- D Robinson
- * C Wadman (Vice Chairman)

Cuckmere District

- √ R Brown
- * D McCutchan

Combe Haven District

- * L Gearing

Appointed Members

Eastbourne BC

- √ A Dehdashty
- * P Di Cara
- P Diplock
- J Murray
- √ H Parker
- * R Smart

Hastings BC & Rother DC

R Thomas

Wealden DC

- N Cleaver
- * D White

*Present (65%)

Bill Gower in the Chair

In Attendance: (√via MS Teams)

Water Management Alliance (WMA)

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

Local Authorities (LPAs and LLFA)

Tim Bartlett (Eastbourne Borough Council), √Nick Claxton (East Sussex County Council)

ID	Pevensey and Cuckmere WLMB, Minute	Action
01/25	WELCOME AND APOLOGIES FOR ABSENCE	
01/25/01	Apologies for absence were received on behalf of Catherine Beaumont, Phil Camamile, Neil Cleaver, Peter Diplock, Caroline Laburn, Bob MacKinnon, Shirley MacKinnon, Kari Nash, Laura Newland and Richard Thomas.	
02/25	DECLARATIONS OF INTEREST	
02/25/01	There were no Declarations of Interest.	
03/25	MINUTES OF THE LAST BOARD MEETING	
03/25/01	The minutes of the last Board meeting held on 27 November 2024 were confirmed and signed as a true record. Arising therefrom:	

ID	Pevensey and Cuckmere WLMB, Minute	Action
03/25/02	Invitation to Southern Water (49/24/02)	
03/25/03	<p>The Area Manager and Senior Business Support Officer informed the Board that they would circulate an email to all members, requesting specific questions and issues requiring answering or discussions on from Southern Water to be completed. This will then allow officers to approach Southern Water to ensure that the correct representative(s) will be invited to attend a future meeting. RESOLVED that this be actioned.</p>	RK/GLB
04/25	HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW	
04/25/01	<p>The Health, Safety and Welfare Performance Review (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
05/25	PROJECT DEVELOPMENT UPDATE	
05/25/01	<p>The Capital Works Programme Overview and Project Development Update (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom.</p>	
05/25/02	<p>Robert Smart requested a comprehensive cumulative development impact report to be included within the next meeting pack. RESOLVED that this be noted.</p>	
05/25/03	<p>The Area Manager informed Robert Smart that the cumulative development impact had already been understood from the Phase 1 modelling report, however she agreed to provide a strategic summary of work completed since the modelling report was obtained and how we had been using the findings of the Phase 1 Hydraulic modelling report. RESOLVED that this be actioned.</p>	RK
06/25	OPERATIONS REPORT	
06/25/01	<p>The Operations Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
06/25/02	<p>The Area Manager's recommendation for £2,500 to be spent on environmental assessments, to support the Tranche 2B funding application for the Freshwater Stream project was considered in detail and approved. RESOLVED that this be actioned.</p>	RK
07/25	ENVIRONMENTAL REPORT	
07/25/01	<p>The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	

ID	Pevensey and Cuckmere WLMB, Minute	Action
07/25/02	The Area Manager informed the Board that the Catchment Partnership had been requesting more members of the farming community, to attend the quarterly Pevensey and Cuckmere Catchment Partnership meetings. RESOLVED that this be noted.	
	08/25 SUSTAINABLE DEVELOPMENT REPORT	
08/25/01	The Sustainable Development Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
08/25/02	Duncan McCutchan referred to point 5.5 in the Sustainable Development Report and expressed to the Board that he felt that applicants should be penalised if they delay the application process.	
08/25/03	The Area Manager informed Duncan McCutchan and the members that she would investigate the matter further since we were working in partnership with the County Council on development planning matters. RESOLVED that this is actioned.	RK
	09/25 FINANCIAL REPORT	
09/25/01	The Financial Report for the period 01 April 2024 to 31 December 2024, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
	10/25 MAINTENANCE WORKS PROGRAMME	
10/25/01	It was agreed and thereby RESOLVED to approve the maintenance works programme for 2025/26 as presented (a copy of which is filed in the Report Book). There were no matters arising.	
	11/25 CHAIRMAN'S COMMITTEE MEETING RECOMMENDATIONS	
11/25/01	The recommendations arising from the unconfirmed minutes of the Chairman's Committee meeting held on 07 January 2025 (a copy of which is filed in the Report Book) were considered in detail and approved. There were no matters arising.	
11/25/02	Annual Budget and Rate Requirements for 2025/26 The annual budget for 2025/26 and projected out-turns for 2024/25 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	12/25 DRAINAGE RATES AND SPECIAL LEVIES FOR 2025/26	
12/25/01	Annual Values as of 31 December 2024 It was agreed and thereby RESOLVED to approve the aggregate Annual	

Values as at 31 December 2024 as presented, used for the purposes of raising and apportioning net expenses from agricultural drainage rates and special levies for 2025/26 (a copy of which is filed in the Report Book).

12/25/02 Rates and Levies for 2025/26

It was proposed by Richard Brown, seconded by Lance Gearing, unanimously agreed and thereby RESOLVED, to approve an increase of

6.48% in Agricultural Drainage Rates and Special Levies for 2025/26 for the Pevensey Levels Sub District and an increase of 25.36% in Agricultural Drainage Rates and Special Levies for 2025/26 for the Cuckmere River Sub District:

Pevensey Levels Sub District

Drainage Rate in the Pound: 4.406p

Occupiers' Drainage Rates:	£17,359
Eastbourne Borough Council:	£298,412
Hastings Borough Council:	£15,105
Rother District Council:	£5,536
Wealden District Council:	<u>£59,954</u>
	£396,366

Cuckmere River Sub District

Drainage Rate in the Pound: 70.749p

Occupiers' Drainage Rates:	£31,969
Wealden District Council:	<u>£21,063</u>
	£53,032

12/25/03 David White raised his concerns that, whilst he supported the rate rise for the Cuckmere sub-district, there was a risk that rate payers in the upper reaches of the Cuckmere could argue that there had not been any direct benefit to these areas, despite these increases. RESOLVED that this be noted.

12/25/04 Richard Brown requested that the Area Manager and Operations Manager conduct a river walk to review what maintenance work was required on the upper Cuckmere. RESOLVED that this be actioned.

12/25/05 The Area Manager informed the members that she and East Sussex County Council together with Wealden District Council have been in discussions with the Environment Agency (EA) regarding undertaking a strategic assessment of the Cuckmere River to better understand how it is affecting the communities around it, especially given the amount of development proposed within the catchment. This could be in a hydraulic model which considered impacts on small streams and drainage systems. RESOLVED that this be noted.

RK/RD

ID	Pevensey and Cuckmere WLMB, Minute	Action
12/25/06	Duncan McCutchan raised issues with blocked pipes under around Michelham Priory, causing flooding upstream. He stated that East Sussex Highways had previously visited to assess the situation, but nothing was done to unblock the culverts. Nick Claxton informed the Board that the contractor for East Sussex Highways had changed, and that he would ensure this information was passed to them. RESOLVED that this be actioned.	NC
12/25/07	The Chairman requested that the Senior Business Support Officer invite Robert Smart to attend all future Chairman's Committee meetings. RESOLVED that this be actioned.	GLB
12/25/08	<p>Earmarked Balances and Reserves</p> <p>The adequacy and appropriateness of the Balances and Reserves as detailed in the Capital Financing and Reserves Policy and shown in the Development Reserve Estimate was considered in detail and approved. There were no matters arising.</p>	
13/25	IDB/EA LIAISON UPDATE	
13/25/01	The Operations Manager reported that the relationship with the EA at operational level remained positive.	
14/25	BOARD'S PERFORMANCE FOR 2024/25	
14/25/01	The Performance Review of objectives for 2024/25 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
15/25	BOARD'S OBJECTIVES FOR 2025/26	
15/25/01	<p>It was agreed and thereby RESOLVED to approve the following aims and associated objectives for 2025/26:</p> <ul style="list-style-type: none"> (i) Prove ourselves to be a progressive, environmentally aware and delivery-based IDB, through having a strong identity as a highly competent water management organisation. (ii) Ensure that the Board is seen as an important partner organisation to other Risk Management Authorities. (iii) Deliver safe effective, consistent and efficient routine maintenance operations. (iv) Have a well-functioning drainage network, with reliable assets that collectively work together to provide effective drainage. (v) Operate in a cost-effective way for rate payers, levelling justifiable and proportionate drainage & consortium rates. 	

ID	Pevensey and Cuckmere WLMB, Minute	Action
16/25	RISK REGISTER	
16/25/01	Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). There were no matters arising.	
17/25	OFFICIAL COMPLAINTS AND OTHER FEEDBACK	
17/25/01	The Official Complaints and Other Feedback Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
18/25	DATE OF NEXT BOARD MEETING	
18/25/01	It was agreed that the next scheduled meeting of the Board would take place on Tuesday, 17 June 2025, at 10.00 am, to be held in The Blue Room at Hellingly Community Hub and via Microsoft Teams	
19/25	ANY OTHER BUSINESS	
19/25/01	The Deputy Chief Executive informed the members that ESA funding was currently on hold, and the new 6-year programme would resume in 2026. He continued to inform the Board that letters had been created for circulation to all MPs informing them of the importance that the funding pot is retained in the next 6-year programme. RESOLVED that this be noted.	
19/25/02	The Deputy Chief Executive also informed the members that the de-maining paper had been circulated to MPs to make them aware of the situation, he agreed to also circulate the paper to all members. RESOLVED that this be actioned.	MP
19/25/03	Lance Gearing enquired if the EA had planned to carry out maintenance work at Watermill Stream in Combe Haven. The Area Manager informed Lance Gearing and the Board that she planned to carry out a strategic review of the catchment, in order to see opportunities for the Board or areas where better partnership working with the EA would improve the condition of the area. RESOLVED that this be actioned.	RK
20/25	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
20/25/01	There were no members of the public present.	
21/25	CONSORTIUM MATTERS	
21/25/01	Unconfirmed Minutes and Report Extracts	
	The unconfirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 06 December 2024 were considered in detail and noted. There were no matters arising.	

21/25/02 WMA Projected Out-turns for 2024/25 and the Estimates for 2025/26

The Projected Out-turns for 2024/25 and the Estimates for 2025/26, as recommended at the CMC meeting held on 06 December 2024 (a copy of which is filed in the Report Book) were considered in detail and approved. There were no matters arising.

21/25/03 WMA Data Protection Policy Review

The WMA Data Protection Policy due for review, as approved at the CMC meeting on 06 December 2024 was considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising.

21/25/04 Items for discussion at the next CMC meeting

There were no issues raised by members for discussion at the next CMC meeting on 25 April 2025. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman (William Gower), the Vice-Chairman (Chris Wadman), the substitute representative (Jim Murray) or the Chief Executive directly.

22/25 CONFIDENTIAL BUSINESS

22/25/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.

HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

For the period 11 November 2024 to 13 December 2024

1. LEARNING EVENTS

1.1. None

2. ACCIDENTS

2.1. None

3. TOOLBOX TALKS & TRAINING

3.1. Monitoring dissolved oxygen during de-silting.

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

4.1. No changes.

5. HEALTH & SAFETY INSPECTIONS

5.1. None

REVAI KINSELLA
AREA MANAGER – PEVENSEY AND CUCKMERE
DECEMBER 2024

PROJECT DEVELOPMENT REPORT

1. Pevensey Water Management Improvement Scheme Study

- 1.1 Hydraulic modelling covering the area west of Bexhill, Pevensey Haven, and Wallers Haven is still ongoing. Surveyors have nearly completed the channel survey. Once the channel survey is complete, Jacobs will finalise the hydraulic modelling.
- 1.2 Discussions are underway with Stantec, who carried out the outline design of the eight pumping stations, to undertake the detailed design of the Drockmill Pumping Station. The output of the detailed design will be used to apply for Tranche 2B funding for the replacement of the pump.
- 1.3 We are still in discussions with the EA's Pevensey Bay to Eastbourne Coastal Management Scheme team on data required from our hydraulic model to inform the future strategy for the outfalls.
- 1.4 The feasibility study and outline design of Manxey Pumping Station, at its proposed new location will start when the Tranche 2B funding application for the Drockmill Pumping Station has been submitted.

REVAI KINSELLA - AREA MANAGER
DECEMBER 2024

OPERATIONS REPORT

For the period 11 November to 13 December 2024

1. INTRODUCTION

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

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

2. MAINTENANCE

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

System	Work Undertaken
Kentland Sewer	Mowing
Mark Dyke	Pennywort and mowing
Burgh Fleet and Monkham Sewer	Mowing
Sew Ditch	Mowing
Dowles Stream	Pennywort and mowing
Callows Stream	Pennywort and mowing
Manxey Sewer	Mowing
East Langney Sewer	Mowing
Springfield Farm Ditch	Mowing
Bill Gut	Mowing

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

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

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

3. PUMPS

3.1. The cost associated with electricity at our pumping stations continue to be high due to wetter winters and high standing charges.

3.2. The issue of high standing charges for IDB infrastructure remains a problem for the whole sector. ADA has responded to a consultation on this and their response can be viewed here [DCP-412-Consultation-Response-Form-ADA.pdf](#). The Distribution Connection and Use of System Agreement (DCUSA) was established in October 2006 as a multi-party contract between the licensed electricity Distributors, Suppliers and Generators of Great Britain. This organisation has run a working group to look into the changes required to remedy the situation of high standing charges affecting IDBs (and others) and their findings are expected early in 2025 (no date currently available).

- 3.3. Note: This issue was created following the reform of residual charges (through the Targeted Charging Review and subsequent DCUSA Change Proposals) which led to an unintended consequence whereby customers with high-capacity requirement needs, see bills that are overly excessive on the basis that such customers standing charges are allocated based on the Agreed Supply Capacity (ASC).
- 3.4. For such customers the new fixed residual standing charge is based on a connection agreement which in most cases reflects as a regular anticipated peak capacity. However for IDBs, this peak capacity is very infrequently used and most of their demand is at significantly far lower levels of maximum capacity requirements. Nevertheless this higher potential requirement is what sets the standing charge.
- 3.5. We hope to see a further update on this in the next quarter and will report to the board when received.

4. OPERATIONAL ISSUES

Cuckmere Update

Milton Lock

- 4.1. The long-term future of Milton Lock is still uncertain. Discussions with both the EA and Natural England (NE) are still ongoing, to ensure that the NE recommendation for a valley wide feasibility study on adaptation of the valley for climate change is carried out.
- 4.2. The funding application for the reinstatement of the hydraulic control for the gate was successful, with a grant amount of £84,420 awarded. The Board's Mechanical, Electrical, Instrumentation, Control, and Automation (MEICA) contractor has been instructed to carry out the work, which should be completed by 31st March 2025. The EA confirmed that it is still acceptable for the work be undertaken under a public sector co-operation agreement.

Embankment and Channel Works at Alfriston

- 4.3. The planned silt removal from the channel between the White Bridge and Deans Place Hotel started on Wednesday 4th December. Photos below shows the two excavators carrying out the silt removal. Unfortunately, we lost five working days due to flooding of the valley and also mechanical problems with the amphibious excavator. The mechanical problems were resolved and work is expected was completed on Friday 20th December.



- 4.4. Removing the silt from the river channel after embankment repairs has meant that there is some small damage to the repairs made in the summer due to tracking by the two excavators. These will be repaired in Spring 2025, if weather permits.
- 4.5. The table below gives the costs associated with the project from July 2022 when preparation for the application of various permits and licences to November 2023 when the emergency repairs to the flood embankments had been completed. This information was previously presented in the January 2024 meeting report.

ITEM	COSTS (excl. VAT)	COMMENTS
Channel survey between White Bridge at and Deans Hotel at Alfriston	£2,775	Survey carried by Maltby Surveys Ltd, completed July 2022
Hydraulic modelling – improved baseline and options	£8,563	Undertaken by Ardent Consulting Engineers, completed November 2022
Application for the FRAP	£1,080	Paid to the EA on 23/11/2022
Sediment testing	£7,240	Undertaken by Southern Testing, completed March 2023
MMO Licence	£1,400	Invoice received on 23/10/2023
Ward Ecology Ltd	£900	Support in addressing some environmental queries
Crown Estates	£500	Licence managing agent, Invoice received on 12/01/2024
WMA	£13,248	Technical Support - Staff Time on investigations, surveys, negotiations and licence/permits applications
WMA	£60,000	P&C Area Manager, Ops Manager and Flood Risk Engineer - Staff Time on investigations, surveys, negotiations and licence/permits applications
Plant hire	£3,563	Hire of excavator, dumper truck and roller for one week - invoice received on 19/10/2023
Fuel bowser hire	£200	Invoice received on 30/11/2023
Traffic management signs hire	£95	Used to warn walkers about the diverted footpath. Invoice received on 30/11/2023
Importation of clay	£4,857	Sourced from a construction site in Willingdon. Invoice received on 30/11/2023
Ward Ecology Ltd	£500	Walkover survey prior to work commencement
Staff Costs - initial embankment repairs	£4,500	Operations Manager, Flood Risk Engineer, and supervision by Area Manager
Other materials – fencing, netting, and grass seed	£540	Bought using existing accounts at various suppliers
TOTAL	£109,961	

- 4.6. The table below gives the total costs associated with the project since January 2024, a couple of items are based on estimated costs as final invoices are yet to be received. The costs cover the full embankment repairs and the silt removal. They also include abortive costs incurred in September 2024 when the river levels rose unexpectedly, flooding the valley and making the planned way of working unsafe as work was about to start. This resulted in working being postponed until December 2024 when an amphibious excavator became available.

ITEM	COSTS (excl. VAT)	COMMENTS
MMO Licence	£1,551	Application to vary conditions of licence to allow desilting between Sept 2024 and February 2025
Ecology support	£554	Surveys prior to commencement of works
Clay and top soil	£36,393	Imported blue clay and top soil to build up levels. All invoices received and paid.
Material for culvert replacement	£9,767	Culvert required replacing to allow access for big excavators
Welfare Unit	£830	
Hire of track mats and fencing	£3,424	Hired during embankment repairs
Plant hire for embankment repairs	£23,577	Covers culvert repairs. Invoiced and paid
Gravel boards and pins	£2,541	Invoiced and paid
Bio-mat erosion protection	£6,690	Application to vary conditions of licence to allow desilting between Sept 2024 and February 2025
Fuel	£6,419	Includes AdBlue
Abortive plant hire costs	£7,346	Hire costs incurred when de-silting had to be stopped following sudden flooding and high river levels in September
Plant hire for de-silting	£27,428	Amphibious and 12m long reach excavators. Includes operator for amphibious. Final invoice awaited but 85% of costs already invoiced and paid
Hire of fuel bowser and traffic signs	£2,000	Final invoice awaited, but 80% of costs already invoiced and paid
Staff time - embankment repairs & de-silting	£48,120	Operations Manager, Flood Risk Engineer, and supervision by Area Manager
TOTAL	£176,639	

- 4.7. The project was awarded a grant of £119,301.88 from the IDB Storm Recovery and Asset Improvement Grant Scheme 2024. However, the costs incurred so far, including staff costs exceed this amount as shown on the table above. Therefore, officers will start discussions with the EA, who administer the fund, about the possibility of increasing the grant to cover all incurred costs, if possible.
- 4.8. Total costs to date are projected to be £286,600 (£109,961 plus £176, 639) with grant funding to date being confirmed as £119,302. Therefore, the net cost to the Board is currently projected to be £167,298, but we will seek further funding from the EA, as previously stated.

5. MAINTENANCE CONTRACT

- 5.1. The Board's maintenance contract will be re-tendered between December 2024 and January 2025. The new contract will be for three years and with a routine work window, running from July – December, and payment changing from day rates to £/mtr rates, as discussed at the June Board meeting.

- 5.2. Tenders will be sought from at least three contractors.

6. PEVENSEY FARMERS CLUSTER

- 6.1. Natural England Countryside Stewardship Facilitation Fund, which currently supports the Pevensey Levels Farmers Cluster, is ending. However, the cluster would like to continue its work within the SSSI/Ramsar/SAC once the contract with the Facilitation Fund ends.
- 6.2. The Cluster is currently considering options to allow it to continue and also give it a lot more flexibility to work with other organisations/group for the benefit of the Pevensey Levels. The Cluster presents an opportunity for the Board to engage with the farming community and potentially work together to achieve some of the Board's objectives on the levels.
- 6.3. Once the Cluster has decided on how it continues, its priorities and objectives, and also the nature of support it requires from the Board, officers will write a paper with recommendations for the Board to consider.

7. CAPITAL SCHEMES

Pevensey Levels Water Management Improvement Scheme

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

IDB Storm Recovery and Asset Improvement Fund

- 7.2. Officers of the Board were successful at securing funding for the following, from Tranche 1 and 2 fund.

Fund	Project	Sub-district	Grant secured
Tranche 1	Pevensey Levels Pumps Winter Increase in Electricity Usage	Pevensey	£57,672.09
Tranche 1	Cuckmere – Flood Embankment Repair	Cuckmere	£119,301.88
Tranche 2	Milton Lock	Cuckmere	£84,420.00
Tranche 2	Horse Eye Culvert Replacement, Pevensey Levels	Pevensey	£96,910.00
Tranche 2	Pevensey Levels Tilting Weirs	Pevensey	£1,095,077.50
TOTAL			£1,453,381.47

- 7.3. The silt removal from the Cuckmere is the last part of Tranche 1 and the project will be closed with the EA in January 2025.
- 7.4. The condition of all Tranche 2 funding is that work should be completed by 31st March 2025, otherwise the funding is lost. We are working with the contractors and suppliers to ensure all the projects can be completed by 31st March 2025 deadline.
- 7.5. The government has extended the IDB funding by creating Tranche 2B, which comprises of £19M that can be applied for until 31st January 2025. The fund is for capital projects which aim *'for the modernisation, innovation, and upgrade of IDB assets and waterways, making them more effective, sustainable, environmentally friendly for agricultural land, flood risk and rural communities.'* These projects will need to be delivered by 31st March 2026.
- 7.6. It is planned to submit funding applications for two projects, which include the replacement of the Drockmill Pumping Station.

7.7. Another project, which we intend to submit for funding, is for two tilting weirs on the Freshwater Stream, one replacing the dam boards at Dickermans' Wall and the other one close to Great Meadow Barn at Alfriston. However, a comprehensive report on the impact to Unit 6 of the SSSI will be required to support the funding application to improve the chances of securing funding. We intend to use Ward Ecology, who supported us with the environmental surveys. Consequently, the Board will need to spend approximately £2,500 on this support prior to bid submission.

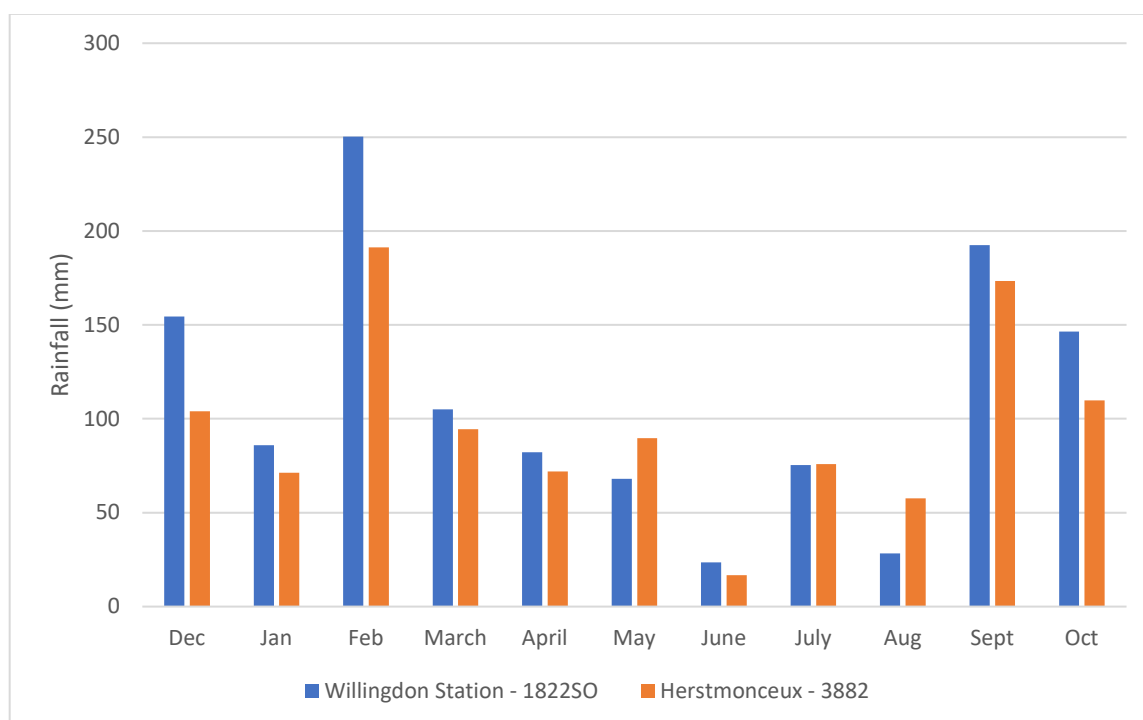
Recommendation: It is recommended that the Board approves the spend of £2,500 on environmental assessments to support the Tranche 2B funding application for the Freshwater Stream project.

8. HYDROLOGY

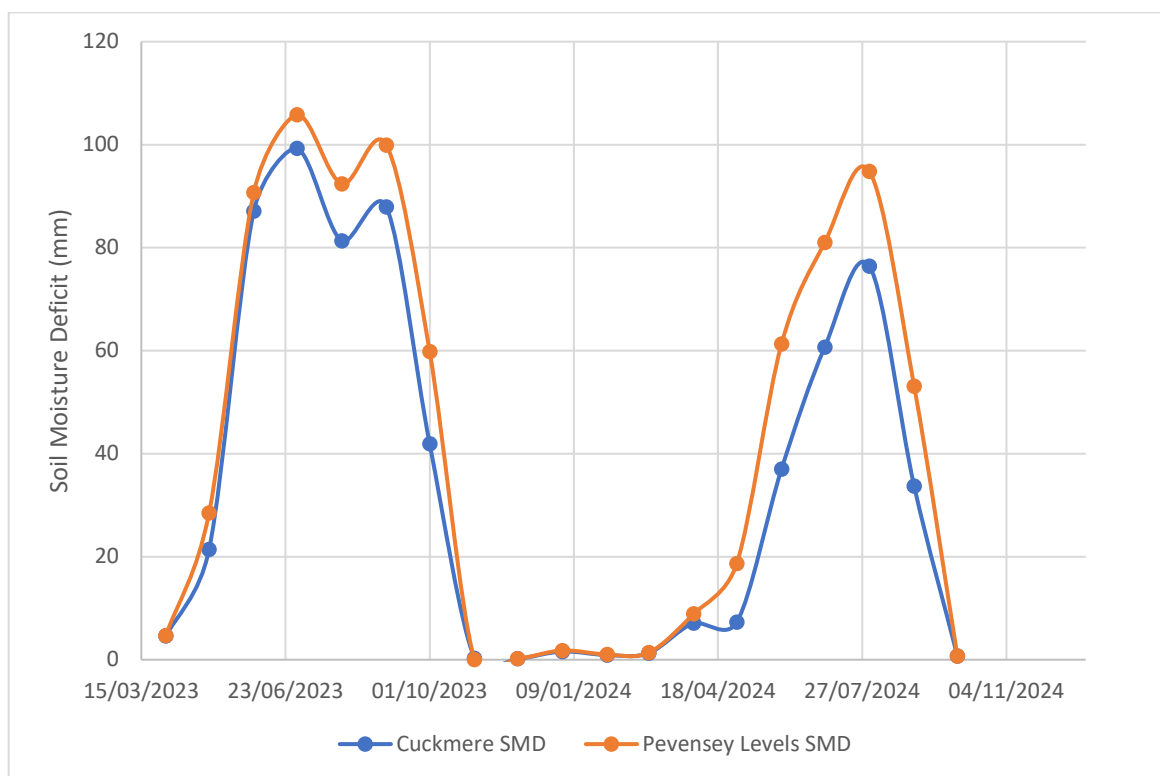
8.1. The table below gives the monthly total rainfall recorded in the district between December 2023 and October 2024.

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

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



8.3. The soil moisture deficit within the Cuckmere and Pevensey catchments between March 2023 and October 2024 is shown in the graph below. This shows that the ground was more saturated this past summer, compared to summer 2023/24.



REVAI KINSELLA
AREA MANAGER
December 2024

ENVIRONMENTAL REPORT

For the period 13 November 2024 to 16 December 2024

1. INFORMATION FOR THE BOARD

1.1. NATURAL ENGLAND BEAVER MANAGEMENT – CL51 CLASS LICENSE TRAINING

The WMA Environment Team and PCWLMB officer Gareth Oliver attended the Natural England training session for the CL51 beaver class licence '**Beavers: licence to modify or remove dams, burrows and lodges (CL51)**' on the 19th – 20th November 2024 in the River Stour catchment in Kent. The River Stour IDB have been managing wild beavers in their catchment for the last 20 years. The course discussed some of the challenges of introduction whilst aiming to deliver some practical considerations for beaver management.

The training was organised by ADA and delivered by beaver experts from Natural England, the Environment Agency, Kent Wildlife Trust as well as the River Stour IDB. Participants were able to visit sites occupied by beavers to look at field signs and discuss where the licence should be used.



Upstream of a beaver dam.

A person registered under the CL51 licence can, modify or remove beaver dams, burrows and lodges and possess dead beavers or their body parts. These activities can be carried out at any time of year. Natural England issues the CL51 licence to public bodies, water managers and named others to allow licensable activities to take place to:

- prevent serious damage to livestock, animal feed, crops, growing timber, fisheries or any other property
- preserve public health or safety
- conserve wild animals or plants of conservation concern
- allow you to carry out scientific or educational work

However, to ensure conflict between beaver activity and people is minimised whilst maximising the benefits that beaver can bring to an area, a 5 step approach to beaver management should be implemented whilst considering options for management and the reasoning behind the management option recorded.

Day 1 of the training was held at the Sandwich Bay Bird Observatory Trust (SBBO) in Kent where lecture style sessions were delivered by Natural England and the Environment Agency. These sessions covered;

- Beaver biology, ecology and management
- Identification and interpretation of beaver field signs and management techniques
- CL51 licence information and other legislative requirements
- EA permitting and other legislation

In the afternoon, the Engineer to River Stour IDB provided a talk on beavers within the River Stour IDB catchment area, which included a site visit to have a look at the impacts beavers have and can have on the IDB drainage system.

Day two of the training involved site visits to beaver territories at Stodmarsh National Nature Reserve to see beaver field signs, discuss management techniques and the CL51 licence and at Ham Fen beaver enclosure (one of the few locations in Kent with beaver dams) to discuss dam management and CL51 licence.

A CL51 licence has now been applied for to ensure the IDB team are ready to deal with beaver activity in the future.



Beaver Canal.



Collapsed burrow.



Various tree or sapling cutting for feeding and/or damming activities.

2. BIODIVERSITY ACTION PLAN – UPDATE

2.1. PCWLMB BIODIVERSITY ACTION PLAN (BAP) – PROGRESS REVIEW 2024-2025

The Biodiversity Action Plan for the PCWLMB has been subject to an annual review of progress. Various actions have been undertaken during 2024 by the Board, mostly via the day to day running of the Boards Maintenance and Capital Scheme Delivery programmes. Some actions, however, are delivered via other organisations on behalf of the Board, where they receive funding from the Board to facilitate projects. A summary of the progress made thus far in 2024-25 can be found in **Appendix A**.

3. PRE-WORKS SITE VISITS DURING THE PERIOD:

None within this period.

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

None within this period.

5. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
19/11/24 - 20/11/24	Natural England Beaver Training Course	As above.
11/12/24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.

6. NON-COMPLIANCE

Nothing to report within this period.

7. COMPLAINTS

Nothing to report within this period.

CAROLINE LABURN
ENVIRONMENTAL MANAGER
JANUARY 2025

Appendix A: P&CWLMB BAP Progress 2024-25

ACTION		PARTNERS	DATE	2024-25 STATUS	2024-25 PROGRESS
COASTAL AND FLOODPLAIN GRAZING MARSH					
1a	Seek to ensure that fresh water is delivered at Milton Lock to the Freshwater Stream.	EA	Ongoing	Completed in 2023 Ongoing	In 2023, extensive Botanical, Invertebrate and Breeding and Over Wintering Bird Surveys were conducted by independent ecologists for the Board with surveys being undertaken between September 2022 - August 2023. The results were collated and the reports produced and sent to Natural England. Natural England responded to board in February 2024 on these ecological reports provided to be able to move forward with this action in 2024 for the benefit of unit 6 of the Seaford-Beachy Head SSSI. The P&CWLMB secured tranche 2 funding for the reinstatement of the hydraulics, which will be completed by the end of March 2025 and will maintain the features of the SSSI and the priority Coastal and floodplain grazing marsh habitats.
1b	Seek to ensure the satisfactory operation of the outflows from the Freshwater Stream to the Cuckmere.	EA	Ongoing	Completed in 2023 Ongoing	In 2023, extensive Botanical, Invertebrate and Breeding and Over Wintering Bird Surveys were conducted by independent ecologists for the Board with surveys being undertaken between September 2022 - August 2023. The results were collated and the reports produced and sent to Natural England. Natural England responded to board in February 2024 on these ecological reports provided to be able to move forward with this action in 2024 for the benefit of unit 6 of the Seaford-Beachy Head SSSI. The 2023 surveys have provided evidence to approach the EA to ask for action on the discharge points on the EA main river Cuckmere.
1c	Prepare an operating manual and Water Level Management Plan (WLMP) for the Cuckmere Catchment.	EA, NE	2024-25	Ongoing Ongoing	An operating manual and Water Level Management Plan (WLMP) for the Cuckmere Catchment was recommended as an action from the ecological surveys produced in 2023 (detailed above). Natural England responded to the board in February 2024 on these ecological reports provided to be able to move forward with this action in 2024 for the benefit of unit 6 of the Seaford-Beachy Head SSSI.
2a	Undertake surveys of the unit 6 Seaford to Beachy Head SSSI.	NE	2023	Completed in 2023	In 2023, extensive Botanical Surveys, Invertebrates Surveys and Breeding and Over Wintering Bird Surveys were conducted of the Unit 6 Seaford to Beachy Head SSSI and reports produced and sent to Natural England to better determine the future of the SSSI.

LOWLAND FENS					
3a	Determine the extent and distribution of the existing fen within the PCWLMB district using ESRI maps and create an inventory list.	SxBRC	Ongoing	Completed in 2023	In 2023, an inventory list table and map of recorded Lowland fen locations and extent within the IDD was created.
PONDS					
4a	Understand the extent of ghost ponds in the PCWLMB district.	LWT, SxBRC	2026	Ongoing	In 2023, maps from 1840-1903 compared to modern maps were compared to see whether the same ponds are present or absent.
4b	Train key staff to advise on pond restoration.		2022-23	Completed in 2023	Environmental Team staff attended a webinar about 'Creating clean water ponds for freshwater wildlife' on the 7th December 2023.
REEDBEDS					
5a	Determine the extent and distribution of the existing reedbeds within the PCWLMB district using ESRI maps and create an inventory list.	SxBRC	Ongoing	Completed in 2023	In 2023, a table of recorded reedbed locations and extent within the IDD has been created.
5b	Identify potential sites for habitat restoration and expansion within the WLMB area during Capital Scheme delivery and consider future management planning on these sites during this process.	NE, EA, Landowners	Ongoing	Completed in 2023 Ongoing	In 2023, a table of recorded reedbed locations and extent within the IDD has been created to highlight areas that could be considered if appropriate Capital Schemes are to be delivered. The Area Manager has had conversations with Landowners to provide enhancements as a part of the Pumping Station Replacements Projects. If we get funding for the replacement of the Drockmill PS, it is planned to wet the area of land as apart of the project in cooperation with the landowner. This is to be investigated further in 2025.
5c	Enhance and maintain reedbed fringe habitat on the Boards main drains.		Ongoing	Ongoing	Maintenance is undertaken to the standard set out in the SMO.
5g	Look for opportunities for Nature Based Solutions to polish treated effluent e.g. Drockmill pump.	Southern Water, LNRS	Ongoing	Ongoing	See 5b.
RIVERS, CANALS AND DRAINS					

6a	Work with the planning department to review the boards culverting policy.	Planning department	2026	Completed in 2023	In 2023, a meeting between the planning department and environment team was held to review the boards culverting policy. The board only agree to culverting within the IDB for access purposes or on very case specific reasons.
6b	Continue to maintain and enhance river and drain habitat through ensuring the appropriate management to water levels maintained by the board.	Landowners	Ongoing	Ongoing	This is a routine action undertaken from day to day by Operations team for the benefit of the SSSIs and associated functional habitat.
6c	Identify opportunities to undertake Stage Channels for habitat enhancement within WLMB watercourses.		Ongoing	Ongoing	Meeting planned to be undertaken in 2025 with a landowner near Kentland Sewer to discuss opportunities for stage channels to be implemented for habitat enhancement.
7a	Record species present in the watercourses managed by the Board.	SxBRC	Ongoing	Ongoing	The Environment Team purchased two tables to be used in the field to record surveys and species. Additionally, staff can download and use the iRecord app and use it in the field.
7b	Work in partnership with the EA to report pollution incidents within the drainage district.	EA	Ongoing	Ongoing	Report any incident when a pollution incident is identified.
8a	Regularly update the Boards Standard Maintenance Document.		2024	Complete	The SMO was reviewed and accepted by the Board in June 2024.
BARN OWL AND KESTREL					
9e	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Contractors	Ongoing	Ongoing	Maintenance is undertaken to the standard set out in the SMO.
BREEDING WADERS					
10a	Look at opportunities to create scrapes and foot drains whilst working with landowners.	SWT	Ongoing	Ongoing	The Area Manager has had conversations with Landowners to provide enhancements as a part of the Pumping Station Replacements Projects. If we get funding for the replacement of the Drockmill PS, it is planned to wet the area of land as apart of the project in cooperation with the landowner. This is to be investigated further in 2025.
10b	Look for opportunities when undertaking Capital schemes to improve habitat for wading Birds.	NE, SWT	Ongoing	Ongoing	See 10a.

10c	Continue to maintain and enhance breeding wader habitats through ensuring the appropriate management to water levels maintained by the board.	Landowners	Ongoing	Ongoing	In 2023, extensive Breeding and Over Wintering Bird Surveys were conducted by independent ecologists for the Board with surveys being undertaken between September 2022 - August 2023. The results were collated and reports produced and sent to Natural England. The information provided in these reports can be used to maintain and enhance breeding wader habitat as deemed appropriate by the regulator.
EUROPEAN EEL					
11a	Work in Partnership with the Environment Agency to assess the current status of Eel populations at pumping stations within the Board's area.	EA	Ongoing	Ongoing	The Environment Team plan to undertake eDNA surveys within the Drockmill catchment in 2025.
12a	Undertake eDNA water sampling at pumping stations for fish, including Eel (As part of pumping station replacement).	EA	Ongoing	Ongoing	See 11a.
FEN RAFT SPIDER					
13a	Determine the extent and distribution of the existing fen raft spider populations on key drains within the PCWLMB district using ESRI maps and create an inventory list.	SxBRC	Ongoing	Completed in 2023	In 2023, an inventory list table and map of Fen raft spider records location and extent within the IDD has been created.
13b	Undertake relevant training on fen raft spider status, distribution and ecology.	SWT	July 2023	Completed in 2023	In 2023, the environment team and operatives were provided with Fen Raft Spider training at Carlton Marshes, provided by leading expert Helen Smith.
13c	Survey and monitor for fen raft spiders within the relevant WLMB drains.	SWT	Ongoing	Ongoing	The P&CWLMB are working in partnership with Helen Smith and Natural England by contributing financially to the Species Recovery Project for Fen Raft Spider. Contributing £4000 to Natural England for Fen Raft Spider surveys to be undertaken on the Pevensey Levels when the project has been confirmed.
EUROPEAN OTTER					
14a	Determine the extent and distribution of the existing otter populations within the PCWLMB district using ESRI maps and create an inventory list.	SxBRC	Ongoing	Completed in 2023	In 2023, locations of existing otter records within the PCWLMB district have been recorded in a table and map. The PCWLMB ESRI maps do not display data of Otter records and therefore the recorded information was taken from the NBN Atlas.

EUROPEAN WATER VOLE					
15b	Continue to work with the WLRT project on mink eradication.	WLRT	Ongoing	Ongoing	A member of the Environment Team attends the Waterlife Recovery Trust South East steering group meetings. Operations Manager supports the Pevensey Farming cluster group which checking their allocated mink traps when they are set off.
16a	Undertake yearly recording by operational staff and report to local biodiversity record centers.	SxBRC	Yearly	Ongoing	The P&CWLMB are looking to buy tablets in 2025 that the operational staff can use to record species.
16c	Undertake water vole surveys across the Boards watercourses.		Ongoing	Ongoing	Water vole surveys were undertaken on the Freshwater Stream and on a riparian drain for the replacement of two culverts.
18a	Take opportunities to enhance water vole habitat where appropriate during Capital schemes or river/wetland restoration schemes.	NE, EA, SWT, Landowners	Ongoing	Ongoing	The Area Manager has had conversations with Landowners to provide enhancements as a part of the Pumping Station Replacements Projects.
GRASS SNAKE					
19a	Determine the extent and distribution of the existing grass snake populations at the Board's pumping stations and on key drains using ESRI maps.	SxBRC	Ongoing	Completed in 2023	In 2023, a table of locations of grass snakes around PCWLMB pumping stations has been created, using the records displayed on ESRI maps.
HAZEL DORMOUSE					
20a	Determine the extent and distribution of the existing hazel dormouse populations on key drains within the PCWLMB district using ESRI maps and create an inventory list.	SxBRC	Ongoing	Completed in 2023	In 2023, a table of locations of hazel dormouse around within the P&CWLMB IDD has been created, using the records displayed on ESRI maps.
20b	Undertake relevant training on hazel dormouse status, distribution and ecology.		2023/2024	Complete	The Environmental Manager undertook a training course on the ecology of the Hazel Dormouse in May 2023. Environment Officers undertook a training course on the ecology of Hazel Dormouse in May 2024.
NON NATIVE INVASIVE SPECIES					

21a	Continue partnership with the SxBRC to receive up to date records of Invasives within the local area.	SxBRC	Ongoing	Ongoing	Partnership established and regular updated records received.
21e	Regularly review and ensure robust biosecurity measures are being maintained across the Board.	Staff, Contractors	Ongoing	Ongoing	When the machines move between catchments they are washed down with a pressure washer.
21f	Ensure availability and regular review of identification guides developed for key non-native species to be used by officers, staff and contractors on site.	Staff, Contractors	Ongoing	Complete	The Environment team have reviewed and issued new NNIS identification guides for the P&CWLMB Operatives and officers. Environment Officer distributed these to the P&CWLMB team in June 2024.
22b	Continue to work in partnership with Mink control/eradication groups.	WLRT	Ongoing	Ongoing	A member of the Environment Team attends the Waterlife Recovery Trust South East steering group meetings and Operations team have established a partnership with the Framing Cluster Group to manage the mink trap locations.
22c	Report catches and sightings to the WLRT.	WLRT	Ongoing	Ongoing	The P&CWLMB Operations Manager informs the farming cluster group of mink catches and they report it to the WRT.

Sustainable Development Report

1. Reporting Period

- 1.1. This sustainable development report covers the reporting period 6th November to 13th December 2024.

2. Consent Applications

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

<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):	6
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9m of a Board's maintained watercourse:	0
Total:	6

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

<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:		1	0	0	1
Awaiting applicant acceptance of conditions:	0	3	0	0	3
Being processed by officers:	0	2	0	0	2
To be determined by the Board in this report:	0	0	0	0	0
Total:	0	6	0	0	6

3. Consents Determined

- 3.1. During this reporting period, no consents/agreements were granted under the Land Drainage Act 1991, Board's Byelaws and general flood risk management.

<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):	0
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	0
Total:	0

4. Enquiries

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

Case Reference	Case File Sub-type	Location	Description
PC_24_0127_N	About Infrastructure	West Dean	Silted watercourse – maintenance responsibility and scope of work
PC_24_0128_Q	About Regulation	Marshall Road Hampden Park	Enquiry over the responsibility of a watercourse
PC_24_0129_P	About Planning	Wartling	Enquiry into pond constructed without planning permission.

5. Planning Comments

5.1. Officers have provided comments on 37 planning applications and pre-application enquiries, which is a 70% decrease on the cases from the previous reporting period, (25th May - 5th November 2024). However, the current reporting period covers one month.

5.2. These applications are either in, or have a potential impact on, the Boards Internal Drainage District. 81% of the applications were reviewed by the Board's officers, whilst East Sussex County Council officers reviewed the remaining 19% with the support of the Board's officers.

Local Planning Authority	Number of consultations
Eastbourne Borough Council	5
East Sussex County Council	1
Hastings Borough Council	4
Rother District Council	6
South Downs National Park Authority	1
Wealden District Council	20

5.3. The tables within this section give an indication of the number of consultations received from each local planning authority and the planning stage of the applications. 70% of the planning consultations were addressed within the deadline agreed with the LPA planning officer.

5.4. Approximately 43% of the planning applications had several re-consultations due to insufficient information submitted with the planning application. These re-consultations can be resource intensive and, in some cases, required several meetings in order to resolve concerns with the surface water management of the proposed developments.

5.5. Providing advice to developers at pre-application stage could help reduce the number of re-consultations. Unfortunately, only 2% of the planning applications had requested pre-application advice prior to submission of a planning application. We will explore additional incentives to increase uptake of pre-application advice.

Planning stage	Number of consultations
Outline planning	4
Full planning	8
Reserved matters	4
Discharge of planning conditions	20
Pre-application	1

6. Fees

- 6.1. The main activity being regulated is the direct or indirect discharge of surface water runoff into the Board's drainage district. All of the discharge consents issued attract payment of a surface water development contribution, however none were issued during the reporting period.

7. Partnership and stakeholder engagement

- 7.1. Board officers continue to attend meetings for the South Wealden and Eastbourne Dynamic Flood Risk Management (Blue Heart) Project, as part the Environment Agency's Flood and Coastal Resilience Innovation Programme (FCRIP).
- 7.2. The project has started looking into be scenario testing and optioneering.

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

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ending: 31 March 2025

NOTE	INCOME AND EXPENDITURE ACCOUNT	£	£	£	£	£	£	£	£	£	£	£	
		PEVENSEY				CUCKMERE				TOTAL			
		ACTUAL 2023/24	BUDGET 2024/25	ACTUAL 2024/25	VARIANCE 2024/25	ACTUAL 2023/24	BUDGET 2024/25	ACTUAL 2024/25	VARIANCE 2024/25	ACTUAL 2023/24	BUDGET 2024/25	ACTUAL 2024/25	VARIANCE 2024/25
INCOME													
1	Drainage Rates	15,403	16,303	16,303	0	25,501	25,586	25,586	0	40,904	41,888	41,888	0
2	Special Levies:												
	Eastbourne Borough Council	264,661	280,258	280,258	0	0	0	0	0	264,661	280,258	280,258	0
	Hastings Borough Council	13,396	14,186	14,186	0	0	0	0	0	13,396	14,186	14,186	0
	Rother District Council	4,910	5,199	5,199	0	0	0	0	0	4,910	5,199	5,199	0
	Wealden District Council	52,655	56,307	56,307	0	16,802	16,802	16,802	0	69,457	73,109	73,109	0
		335,622	355,950	355,950	0	16,802	16,802	16,802	0	352,424	372,752	372,752	0
	Other Income:												
3	Surface Water Development Contributions	282,497	150,000	427,276	277,276	0	0	0	0	282,497	150,000	427,276	277,276
4	Highland Water Contributions from the Environment Agency	84,809	84,809	84,809	0	1,521	1,521	1,521	0	86,330	86,330	86,330	0
5	Grants Applied	90,221	0	160,368	160,368	0	0	0	0	90,221	0	160,368	160,368
	Tranche 1 + 2 Grant Income Applied	0	0	57,672	57,672	0	0	25,287	25,287	0	0	82,959	82,959
6	Consent Fees	1,050	800	1,400	600	400	500	100	-400	1,450	1,300	1,500	200
7	Bank and Investment Interest	27,688	37,451	27,361	-10,090	6,622	4,161	5,096	934	34,310	41,613	32,457	-9,156
8	Other Income	2	2	2,743	2,741	1,797	0	0	0	1,799	2	2,743	2,741
9	Income from Rechargeable Works	11,166	0	0	0	0	0	0	0	11,166	0	0	0
		497,433	273,062	761,629	488,567	10,340	6,182	32,004	25,822	507,772	279,245	793,633	514,388
		848,458	645,315	1,133,882	488,567	52,643	48,570	74,391	25,821	901,100	693,885	1,208,273	514,388
(-) EXPENDITURE													
Directly Allocated Expenditure													
9	Cost of Rechargeable Works	10,016	0	0	0	0	0	0	0	10,016	0	0	0
10i	Surveying and Modelling Programme Costs	0	150,000	5,496	144,504	0	0	0	0	0	150,000	5,496	144,504
10ii	New and Improvement Works (Water Level Mgmt Project)	90,221	0	160,368	-160,368	0	0	0	0	90,221	0	160,368	-160,368
	Tranche 1 + 2 Grant Expenditure	0	0	0	0	0	0	25,287	-25,287	0	0	25,287	-25,287
11	Cuckmere Deshingle and targeted De-silting Ops	0	0	0	0	50,128	20,000	93,465	-73,465	50,128	20,000	93,465	-73,465
12	Contributions to the Environment Agency	9,858	9,858	9,858	0	142	142	142	0	10,000	10,000	10,000	0
13	Maintenance Works	272,668	313,242	164,486	148,756	14,351	9,258	8,657	601	287,019	322,500	173,143	149,357
		382,762	473,100	340,207	132,892	64,622	29,400	127,552	-98,151	447,384	502,500	467,759	34,741
Apportioned Expenditure													
14	Operations Delivery Staff Costs	68,541	61,444	49,176	12,268	7,616	6,827	5,464	1,363	76,157	68,271	54,640	13,631
15	WMA Technical Support Staff Costs	15,156	10,800	10,265	535	1,684	1,200	1,141	59	16,840	12,000	11,406	594
16	Other Technical Support Staff Costs	171,585	179,310	124,474	54,836	0	0	0	0	171,585	179,310	124,474	54,836
17	WMA Administration Staff Costs	30,281	29,700	11,421	18,279	3,364	3,300	1,269	2,031	33,645	33,000	12,690	20,310
18	Provision for Doubtful Debts	0	0	0	0	0	0	0	0	0	0	0	0
19	Drainage Rates Increases/Decreases/Write Offs	5	50	5	45	0	50	84	-34	5	100	89	11
20	Audit Fees	2,260	2,421	845	1,576	251	269	94	175	2,512	2,690	939	1,751
21	Depreciation + Hire Costs	8,521	11,446	5,943	5,503	947	1,272	660	611	9,468	12,718	6,604	6,114
22	General Insurances	4,950	5,940	0	5,940	550	660	0	660	5,500	6,600	0	6,600
23	Accommodation and Meeting Room Hire	1,497	1,980	517	1,463	166	220	57	163	1,664	2,200	574	1,626
24	Postages and Stationery	719	675	0	675	80	75	0	75	799	750	0	750
25	Advertising and Public Notices	0	0	0	0	0	0	0	0	0	0	0	0
26	ADA Subscriptions and Other Expenses	13,954	4,491	1,482	3,009	1,550	499	165	334	15,504	4,990	1,646	3,344
		317,470	308,257	204,126	104,130	16,209	14,372	8,935	5,437	333,678	322,629	213,061	109,568
		700,232	781,356	544,334	237,023	80,830	43,772	136,486	-92,714	781,062	825,129	680,820	144,309
Profit/(Loss) on Disposal of Fixed Assets													
		14,408	0	9,928	9,928	1,601	0	1,103	1,103	16,009	0	11,031	11,031
(=) Net Surplus/(Deficit) for the Period													
		£162,634	-£136,041	£599,476	£735,517	-£26,587	£4,798	-£60,992	-£65,790	£136,048	-£131,243	£538,484	£669,727

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ending: 31 March 2025

NOTE	BALANCE SHEET, AS AT 31-12-2024	£ 01/04/2024	£ MOVEMENT	£ 31/12/2024
27	Fixed Assets:			
(i)	Vehicles and Trailers	15,456	-11,078	4,378
(ii)	Lockup and Equipment	0	0	0
(iii)	Pumping Stations	6	0	6
		15,462	-11,078	4,384
	Current Assets:			
28(i)	Bank Account	75,175	1,817	76,993
28(ii)	Short-Term Investments	1,218,613	1,661,699	2,880,313
29	Trade Debtors	76,669	-58,063	18,606
	Rates and Special Levies Due	268	765	1,033
	Grant Due	90,221	-90,221	0
30	Vat Due from HMRC	45,549	11,117	56,666
	Work In Progress	0	0	0
		1,506,495	1,527,115	3,033,610
	Current Liabilities:			
31	Trade Creditors	52,205	45,073	97,279
32	Accruals	143,542	-41,976	101,566
29(ii)	Provision for Doubtful Debts	0	0	0
	Payments Received in Advance	8,445	-8,445	0
		204,192	-5,347	198,845
	Net Current Assets	1,302,303	1,532,463	2,834,765
	Net Assets	£1,317,764	£1,521,385	£2,839,149
	Financed by:			
33	Grant Reserve	0	342,507	342,507
34	Tranche 1 + 2 Grant Reserve	0	640,394	640,394
35	General Reserves	253,595	538,484	792,079
36	Development Reserve	1,064,164	0	1,064,164
37	Cuckmere Targeted Improvements Works Reserve	0	0	0
38	Revaluation Reserve	6	0	6
		£1,317,764	£1,521,385	£2,839,149

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ending: 31 March 2025

Note Notes to the Accounts

Income

- 1 Drainage Rate Demands for 2024/25 were issued by the Board on 1 April 2024. The Board has received approx 98% of the drainage rates levied.
- 2 Special Levies for 2024/25 were issued by the Board on 1 April 2024, and have been paid in full.
- 3 Surface Water Development Contributions invoiced during the year:

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

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

Directly Allocated Expenditure

- 10(i) The budget set of £150,000 is for Phase 2, which has been approved by the Board and will begin in 2024/25. This funding is allocated from the Development Reserve, and is now complete. The movements are detailed and will approved by the Board at Year End. The Pevensey Pumps Capital Works project has had funded approved within the Business Case for Phase 2 and Phase 3, therefore it is unlikely this budget will be used.
- 10(ii) These are the costs incurred for the Pevensey Water Levels Management Project. The approved value of funding from the EA for this project is £943,096, which has been received in full.
- 11 These are the costs of the Cuckmere Desilting and DeShingling issues within the Sub-District, excluding officer time. Current estimated final costs for the Cuckmere Desilt project are £286,600.
- 12 The Board has not received a Precept Invoice from the EA for 2018/19, but has accrued for the amount we expect to be charged for the year. The EA has power to levy such a charge on the Board annually, in accordance with s141 of the Water Resources Act 1991.
- 13 Drain maintenance work has been completed by the Contractor Agricultural Machine Hire Ltd (AMH - Darren Walker) and Ostridge Contractors Ltd, whilst being supervised by the Board's Operations Manager. All pumping station maintenance has been carried out by Williams M&E.

Apportioned Expenditure

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

- 14 These costs relate to the employment costs of the Board's Operations Manager and Water Level Management Operative, which includes all Health & Safety PPE, fuel and maintenance costs for one 4 x 4 vehicle, and Honda Foreman. These vehicles are owned by the Board.
- 15 These costs relate to the time the Environmental Manager and WMA's COO have spent working for the Board.

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ending: 31 March 2025

Note	Notes to the Accounts
16	This relates to the gross cost of employing the Area Manager and Flood Risk Engineer.
17	These costs relate to the time the WMA Chief Executive, Business Support, CFO, Finance & Rating Officer, Rating Officer and the ICT Manager have spent working for the Board.
18	There are no provisions for doubtful debts in 2024/25 to date.
19	There have been a small amount of write offs in 2024/25 to date.
20	Audit fees for both the internal and external fees for 2024/25 have been accrued.
21	The Operations Manager's 4 x 4 vehicle has been depreciated by £3,977, and the Honda Freedom will be depreciated by £3,503 in 2024/25. The 4 x 4 was sold in December 2024, and a profit on disposal made of £11,031. An order has been placed for a Transit van which is more suited to the Operations Manager's role, and we have hired a transit van until the anticipated delivery date in April 2025. These costs will be shown within this line. The Storage Container and all small tools and equipment are shown in the Fixed Assets Register and have been fully depreciated.
22	The insurance costs relate to the general insurance costs such as Employer's and Public Liability Insurance. Pumping Station insurance is shown within repairs and maintenance, and included within the maintenance breakdown sheet.
23	These costs relate to overnight accommodation charges for WMA staff, for hiring meeting rooms and for providing refreshments at Board meetings, site visits and inspections.
24	These costs relate to the printing and posting of Board meeting papers and Drainage Rate Demands.
25	These costs relate to the public notices that need to be advertised in the local press.
26	These costs include the Board's subscription for membership of the Association of Drainage Authorities (ADA), members expenses and licence fees payable to the Information Commissioner's Office for Data Protection, to the WMA for the use of the DRS Online software and Legal Fees relating to the Consortium Agreement.

Balance Sheet

27	Fixed Assets	Vehicles and Trailers	Lockup and Equipment	Pumping Stations	Total
	Cost				
	Opening Balance as at 1-4-2024	37,351	10,268	6	47,625
	(+) Additions	0	0	0	0
	(+) Revaluations	0	0	0	0
	(-) Disposals	-23,860	0	0	-23,860
	Closing Balance as at 31-12-2024	13,491	10,268	6	23,765
	Depreciation				
	Opening Balance as at 1-4-2024	21,895	10,268	0	32,163
	(+) Depreciation Charge	6,604	0	0	6,604
	(-) Accumulated depreciation written out on disposal	-19,386	0	0	-19,386
	Closing Balance as at 31-12-2024	9,113	10,268	0	19,381
	Net Book Value				
	Net Book Value as at 31-3-2024	15,456	0	6	15,462
	Net Book Value as at 31-12-2024	4,378	0	6	4,384

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

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ending: 31 March 2025

Note Notes to the Accounts

28(i) Bank Account

The Board's Bank Account is reconciled as follows:

	2023/24	Movement	2024/25
Opening Balance as at 1-4-2024 b/fwd	326,469	-251,293	75,175
(+) Receipts	886,950	1,664,183	2,551,134
(-) Payments	-1,138,244	-1,411,073	-2,549,317
Closing Balance as at 31-12-2024 c/fwd	75,175	1,817	76,993
Balance on Bank Statement as at 31-12-2024	75,162	1,831	76,993
Less: Unpresented Payments	0	0	0
Add: Unpresented Receipts	13	-13	0
Closing Balance as at 31-12-2024 c/fwd	75,175	1,817	76,993

28(ii) Short Term Investments

	2023/24	Movement	2024/25
32 Day Deposit and Holding Account - Lloyds plc	718,613	-38,301	680,313
National Counties BS	250,000	0	250,000
West Brom BS	250,000	0	250,000
Furness BS	0	500,000	500,000
Melton Mowbray BS	0	500,000	500,000
Vernon BS	0	350,000	350,000
Progressive BS	0	350,000	350,000
	1,218,613	1,661,699	2,880,313

29 Trade Debtors and Ratepayers Due

	Pevensey	Cuckmere	2024/25
Trade Debtors	16,745	1,861	18,606
	16,745	1,861	18,606

Aged Debtor Profile is currently as follows:

Debt period	Pevensey	Cuckmere	No of Debtors
<=30 days	16,745	1,861	1
>30 days and <=60 days	0	0	0
>60 days and <=90 days	0	0	0
>90 days	0	0	0
	16,745	1,861	1
Drainage Rates (less Worldpay amounts, in abeyance)	522	511	1,033
	522	511	1,033
<u>Special Levies:</u>			
Eastbourne Borough Council	0	0	0
Hastings Borough Council	0	0	0
Rother District Council	0	0	0
Wealden District Council	0	0	0
	0	0	0
	17,268	2,371	19,639

30 Vat Due from HMRC

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

31 Trade Creditors

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

	2023/24	Movement	2024/25
WMA	42,638	-13,344	29,294
Vodafone	105	5	111
Lloyds Plc	-8	19	11
Allstar Business Solutions	241	-39	202
Screwfix (Trade UK)	310	160	470
Land & Water Plant Ltd	0	28,114	28,114
Birchwood Ford	0	-1,000	-1,000
Aquatic Control Engineering Ltd	0	38,609	38,609
Mitchells Mowers	0	1,469	1,469
	52,205	-22,118	97,279

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ending: 31 March 2025

Note	Notes to the Accounts			
32	Accruals			
		2023/24	Movement	2024/25
	Audit Fees	3,216	-1,680	1,536
	Biodiversity Costs	11,000	0	11,000
	EA Precept Charge for 2018/19	70,000	0	70,000
	AMH Walker Ltd	19,030	0	19,030
	Ostridge Contractors Ltd	20,565	-20,565	0
	British Gas	11,456	-11,456	0
	East Sussex County Council	5,000	-5,000	0
	Cuckmere Desilt	3,275	-3,275	0
		143,542	-41,976	101,566
33	Grant Reserve			
		Pevensey	Cuckmere	2024/25
	Opening Balance, as at 1-4-2024 b/fwd	0	0	0
	(+) Grants Received	593,096	0	593,096
	(+) Grants Due	-90,221	0	-90,221
	(-) Grants Applied to Income & Expenditure Account (SCH01)	-160,368	0	-160,368
	Closing Balance, as at 31-12-2024 c/fwd	342,507	0	342,507
34	Tranche 1 +2 Grant Reserve			
		Pevensey	Cuckmere	2024/25
	Opening Balance, as at 1-4-2024 b/fwd	0	0	0
	(+) Grants Received	653,666	101,861	755,527
	(-) Grants Applied to Income & Expenditure Account	-89,846	-25,287	-115,133
	Closing Balance, as at 31-12-2024 c/fwd	563,820	76,574	640,394
35	General Reserve			
		Pevensey	Cuckmere	2024/25
	Opening Balance, as at 1-4-2024 b/fwd	178,085	75,510	253,595
	(+) Net Surplus/(Deficit) for the Period	599,476	-60,992	538,485
*	(-) Transferred to Earmarked Development Reserve	0	0	0
	(-) Transferred (to)/from Cuckmere Targeted Improvement Reserve	0	0	0
	Closing Balance, as at 31-12-2024 c/fwd	777,561	14,518	792,079
*	Surface Water Development Contributions Invoiced during the year	427,276	0	427,276
	(-) Collection Costs:			
	Gross cost of employing Sustainable Development Officer	119,474	0	119,474
	East Sussex County Council (ESCC) Hosting Costs	5,000	0	5,000
	Hydromodelling/DEF	5,496	0	5,496
		129,969	0	129,969
*	(=) Transferred to/(from) Earmarked Development Reserve	297,306	0	297,306
36	Development Reserve			
		Pevensey	Cuckmere	2024/25
	Opening Balance, as at 1-4-2024 b/fwd	933,029	131,135	1,064,164
*	Transferred (to)/from General Reserve, as detailed in Note 35 above	0	0	0
	Closing Balance, as at 31-12-2024 c/fwd	933,029	131,135	1,064,164
37	Cuckmere Targeted Improvements Reserve			
		Pevensey	Cuckmere	2024/25
	Opening Balance, as at 1-4-2024 b/fwd	0	0	0
	Transferred (to)/from General Reserve, as detailed in Note 35 above	0	0	0
	Closing Balance, as at 31-12-2024 c/fwd	0	0	0
	These costs do not include any of the management time the Area Manager has spent working on this.			
38	Revaluation Reserve			
		2023/24	Movement	2024/25
	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
		6	0	6

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

PEVENSEY & CUCKMERE WATER LEVEL MANAGEMENT BOARD
MAINTENANCE WORKS PROGRAMME 2025/26

DRAIN ID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN (M)	Start Date	Operations Type	BUDGET (ALLOCATION)	
								2025/26
CMT212G - Cuckmere Haven								
DRN212G0101	Freshwater Stream (EA 1526)	HIGH	Annually	5,886	Sep-25	WM and Parrots feather	£	13,084
DRN212G0102	Freshwater Stream (EA 1526)	HIGH	Annually	727	Sep-25	Weed mowing	£	1,616
DRN212G0201	Milton Hide Stream (EA 1527)	MEDIUM	5 Years	593	Sep-25	Weed mowing	£	-
							£	14,700
CMT217G - Pevensey								
DRN217G0101	Burgh Fleet and Monkham Sewer (EA 1332)	HIGH	Annually	1,078	Nov-25	Weed mowing	£	1,344
DRN217G0102	Burgh Fleet and Monkham Sewer (EA 1332)	HIGH	Annually	901	Nov-25	Weed mowing	£	1,123
DRN217G0103	Sew Ditch (EA 1334)	HIGH	Annually	572	Nov-25	Weed mowing	£	713
DRN217G0201	Dowles Stream (EA 1331)	HIGH	Annually	1,355	Nov-25	Weed mowing	£	1,690
DRN217G0202	Dowles Stream (EA 1331)	HIGH	Annually	538	Nov-25	Weed mowing	£	671
DRN217G0301	Hankham Sewer (EA 1342)	HIGH	Annually	810	Nov-25	Weed mowing	£	1,010
DRN217G0401	Callows Stream (EA 1355)	HIGH	Annually	1,490	Nov-25	Weed mowing	£	1,858
DRN217G0402	Manxey Sewer (EA 1330)	HIGH	Annually	1,948	Nov-25	Weed mowing	£	2,429
DRN217G0403	Manxey Sewer (EA 1330)	HIGH	Annually	637	Dec-25	Weed mowing	£	794
DRN217G0501	Martins Ditch (EA 1341)	HIGH	Annually	1,610	Dec-25	Weed mowing	£	2,008
DRN217G0502	Martins Ditch (EA 1341)	HIGH	Annually	62	Dec-25	Weed mowing	£	77
DRN217G0601	Wrenham Stream and Bill Gut (EA 1326)	HIGH	Annually	3,638	Dec-25	Weed mowing	£	9,074
DRN217G0701	Tower Ditch (EA 1328)	HIGH	2 Years	1,361	Dec-25	WM and Brush management	£	6,235
							£	29,027
CMT221G - Combe Haven								
DRN221G0101	Russell Stream (EA 1127)	HIGH	5 Years	289	Mar-26	Weed mowing	£	1,422
DRN221G0201	Rackwell Stream (EA 1129)	MEDIUM	5 Years	165	Mar-26	Weed mowing	£	812
							£	2,233
CMT222G - Willingdon and Langney								
DRN222G0101	Middle Sewer (EA 1427)	HIGH	10 Years	742	Sep-25	Weed mowing	£	1,002
DRN222G0201	East Langney Sewer (EA 1429)	HIGH	Annually	2,644	Sep-25	Weed mowing	£	3,572
DRN222G0202	East Langney Sewer (EA 1429)	HIGH	Annually	211	Sep-25	Weed mowing	£	285
DRN222G0203	Springfield Farm Ditch (EA 1430)	HIGH	Annually	243	Sep-25	Weed mowing	£	328
DRN222G0204	Springfield Farm Ditch (EA 1430)	HIGH	Annually	260	Sep-25	Weed mowing	£	351
DRN222G0301	Wrenham Stream and Bill Gut (EA 1326)	MEDIUM	2 Years	1,283	Sep-25	Weed mowing	£	1,733
DRN222G0302	New Mountney Sewer (EA 1237)	MEDIUM	2 Years	780	Sep-25	Weed mowing	£	1,054
DRN222G0401	Lottbridge Sewer (EA 1426)	HIGH	Annually	147	Sep-25	Weed mowing	£	199
							£	8,524
TOTAL GRAVITY SUB DISTRICTS							£	54,484
CMT213P - Whelpley (Private Pump)								
DRN213P0101	Magham Sewer (EA 1345)	MEDIUM	2 Years	2,208	Aug-25	Weed mowing	£	3,328
DRN213P0201	Bowley Sewer (EA 1344)	MEDIUM	2 years	1,837	Aug-25	Weed mowing	£	2,769
DRN213P0301	Sackville Sewer (EA 1343)	MEDIUM	2 Years	1,718	Aug-25	Weed mowing	£	2,589
							£	8,686
CMT214P - Horse Eye and Down - Rickney								
DRN214P0101	Rickney Sewer (EA 1358)	HIGH	Pennywort removed up to twice annually	330	Jul-25	WM and pennywort removal	£	398
DRN214P0102	Rickney Sewer (EA 1358)	HIGH	Pennywort removed up to twice annually	1,770	Jul-25	WM and pennywort removal	£	2,134
DRN214P0103	Rickney Sewer (EA 1358)	HIGH	Pennywort removed up to twice annually	1,433	Jul-25	WM and pennywort removal	£	1,728
DRN214P0104	Rickney Sewer (EA 1358)	HIGH	Pennywort removed up to twice annually	1,293	Jul-25	WM and pennywort removal	£	1,559
DRN214P0201	Drove Sewer (EA 1357)	HIGH	Pennywort removed up to twice annually	1,033	Jul-25	WM, De-silt and pennywort	£	1,246
DRN214P0202	Old Whelpley Sewer (EA 1354)	HIGH	Pennywort removed up to twice annually	646	Aug-25	WM and pennywort removal	£	779
DRN214P0301	Snapsons Sewer (EA 1353)	HIGH	Pennywort removed up to twice annually	641	Aug-25	WM and pennywort removal	£	773
DRN214P0401	Horse Eye Sewer (EA 1351)	HIGH	Pennywort removed up to twice annually	1,256	Aug-25	WM, De-silt and pennywort	£	1,514
DRN214P0402	Horse Eye Sewer (EA 1351)	HIGH	Pennywort removed up to twice annually	3,179	Aug-25	WM and pennywort removal	£	3,833
DRN214P0403	Horse Eye Sewer (EA 1351)	HIGH	Pennywort removed up to twice annually	243	Aug-25	WM and pennywort removal	£	293
DRN214P0501	White Dyke Sewer (EA 1359)	HIGH	Pennywort removed up to twice annually	1,945	Aug-25	WM, De-silt and pennywort	£	2,345
DRN214P0502	Lewens Sewer (EA 1355)	HIGH	Pennywort removed up to twice annually	1,190	Aug-25	WM and pennywort removal	£	1,435
DRN214P0601	Crossing Sewer (EA 1356)	HIGH	Pennywort removed up to twice annually	1,844	Aug-25	WM and pennywort removal	£	2,223
DRN214P0602	Crossing Sewer (EA 1356)	HIGH	Pennywort removed up to twice annually	776	Jul-25	WM and pennywort removal	£	936
DRN214P0701	Down Sewer (EA 1349)	HIGH	Pennywort removed up to twice annually	1,387	Jul-25	WM and pennywort removal	£	1,672
							£	22,869
CMT215P - Glyneigh - Drockmill								
DRN215P0101	Drockmill Hill Gut (EA 1346)	HIGH	Annually	2,579	Sep-25	Weed mowing	£	3,639
DRN215P0102	Drockmill Hill Gut (EA 1346)	HIGH	Annually	553	Oct-25	WM and De-silt	£	780
DRN215P0201	Downwash Ditch (EA 1360)	HIGH	Annually	1,488	Oct-25	WM and De-silt	£	2,100
DRN215P0202	Winters Cut (EA 1361)	HIGH	2 Years	451	Oct-25	Weed mowing	£	636
DRN215P0203	Winters Cut (EA 1361)	MEDIUM	2 Years	383	Oct-25	Weed mowing	£	540
DRN215P0204	Winters Cut (EA 1361)	MEDIUM	2 Years	785	Oct-25	Weed mowing	£	1,108
DRN215P0301	Otham Feed (EA 1362)	MEDIUM	2 Years	346	Oct-25	Weed mowing	£	488
DRN215P0302	Otham Feed (EA 1362)	MEDIUM	2 Years	186	Oct-25	Weed mowing	£	262
DRN215P0303	Otham Court Ditch (EA 1363)	MEDIUM	2 Years	544	Oct-25	Weed mowing	£	768
DRN215P0304	Otham Court Ditch (EA 1363)	MEDIUM	2 Years	70	Oct-25	Weed mowing	£	99
DRN215P0401	Duck Puddle (EA 1348)	MEDIUM	2 Years	1,032	Oct-25	Weed mowing	£	1,456
DRN215P0501	Wadhams New Cut (EA 1364)	MEDIUM	2 Years	667	Oct-25	Weed mowing	£	941
DRN215P0601	Marland Sewer (EA 1347)	HIGH	2 Years	767	Oct-25	WM and Brush management	£	5,242
							£	18,061
CMT216P - Manxey								
DRN216P0101	Kentland Sewer (EA 1367)	HIGH	2 years	1,555	Oct-25	WM and pennywort removal	£	2,045
DRN216P0102	Kentland Sewer (EA 1367)	HIGH	2 years	694	Oct-25	WM and pennywort removal	£	913
DRN216P0103	Kentland Sewer (EA 1367)	HIGH	2 years	1,216	Oct-25	WM and pennywort removal	£	1,599
DRN216P0201	Church Farm Ditch (EA 1339)	HIGH	2 years	1,278	Nov-25	Weed mowing	£	1,681
DRN216P0202	Church Farm Feed (EA 1338)	HIGH	2 years	603	Nov-25	Weed mowing	£	793
DRN216P0301	Curteis Ditch (EA 1337)	HIGH	2 years	1,475	Nov-25	WM and Brush management	£	6,940
DRN216P0401	Mark Dyke (EA 1333)	HIGH	2 years	1,529	Nov-25	Weed mowing	£	2,011
DRN216P0501	Upper Dowles Stream (EA 1366)	HIGH	2 years	2,012	Nov-25	Weed mowing	£	2,646
							£	18,626
CMT218P - Waterlot - Horsebridge								
DRN218P0201	Waterlot Stream (EA 1229)	HIGH	2 years	1,107	Dec-25	WM and Brush management	£	7,436
DRN218P0202	Waterlot Stream (EA 1229)	HIGH	2 years	4,089	Dec-25	Weed mowing	£	5,117
DRN218P0301	Lamb Inn Stream (EA 1239)	HIGH	2 years	1,664	Dec-25	WM and Brush management	£	8,133
DRN218P0401	Pinnock Stream (EA 1231)	HIGH	2 years	253	Dec-25	Weed mowing	£	317
DRN218P0402	Pinnock Stream (EA 1231)	HIGH	2 years	432	Jan-26	WM and Brush management	£	5,533
DRN218P0501	New Guy Stream (EA 1232)	HIGH	2 years	456	Jan-26	Weed mowing	£	571
DRN218P0601	Inn Stream (EA 1233)	HIGH	2 years	2,497	Jan-26	WM and De-silt	£	3,124
DRN218P0602	Boreham Pond Stream (EA 1235)	HIGH	2 years	695	Jan-26	Weed mowing	£	870
DRN218P0603	Waterhouse Stream (EA 1238)	HIGH	2 years	1,082	Jan-26	Weed mowing	£	1,354
DRN218P0701	Dodsons Ditch (EA 1234)	HIGH	2 years	304	Jan-26	Weed mowing	£	380
DRN218P0801	Nunningham Sewer (EA 1236)	HIGH	2 years	1,509	Jan-26	Weed mowing	£	1,888
							£	34,722
CMT219P - Star Inn								
DRN219P0101	Stream Ditch (EA 1226)	HIGH	De-silting undertaken every 10 years	109			£	-
DRN219P0102	Stream Ditch (EA 1226)	HIGH	De-silting undertaken every 10 years	1,886	Jan-26	WM and De-silt	£	8,801
DRN219P0103	Stream Ditch (EA 1226)	HIGH	De-silting undertaken every 10 years	2,017	Jan-26	WM and De-silt	£	2,941
DRN219P0104	Stream Ditch (EA 1226)	HIGH	De-silting undertaken every 10 years	286			£	-
DRN219P0105	Stream Ditch (EA 1226)	HIGH	De-silting undertaken every 10 years	580			£	-
DRN219P0201	Waterlot Stream (EA 1229)	HIGH	De-silting undertaken every 10 years	2,530	Feb-26	WM and De-silt	£	3,689
DRN219P0202	Waterlot Stream (EA 1229)	HIGH	De-silting undertaken every 10 years	519	Feb-26	WM and De-silt	£	757
DRN219P0203	Waterlot Stream (EA 1229)	HIGH	De-silting undertaken every 10 years	407	Feb-26	WM and De-silt	£	593

DRN219P0301	Cheney Stream (EA 1230)	HIGH	De-silting undertaken every 10 years	835	Feb-26	WM and Brush management	£	5,000
DRN219P0401	Pinnock Stream (EA 1231)	HIGH	De-silting undertaken every 10 years	726	Feb-26	WM and Brush management	£	1,059
DRN219P0501	Foul Ditch (EA 1227)	HIGH	De-silting undertaken every 10 years	737	Feb-26	WM and De-silt	£	4,857
DRN219P0601	East Stream (EA 1228)	HIGH	De-silting undertaken every 10 years	762	Feb-26	WM and De-silt	£	1,111
DRN219P0701	Star Inn Feed Ditch (EA 1241)	HIGH	De-silting undertaken every 10 years	273	Feb-26	WM and Brush management	£	3,025
DRN219P0702	Star Inn Feed Ditch (EA 1241)	HIGH	De-silting undertaken every 10 years	153			£	-
							£	31,832
CMT220P - Barnhorn								
DRN220P0101	Stream Ditch (EA 1226)	HIGH	2 years	314	Jan-26	Weed mowing	£	675
DRN220P0102	Barnhorn Ponds Stream (EA 1240)	HIGH	2 years	1,156	Feb-26	Weed mowing	£	8,536
DRN220P0201	East Stream (EA 1228)	LOWER	(Maintenance Frequency e.g 1-3 Years)	850	Feb-26	Weed mowing	£	7,878
							£	17,089
TOTAL PUMPED SUB DISTRICTS							£	151,886
Total Drains Maintenance							£	206,370

PCWLMB MEICA Servicing, Repairs and Electricity 2025-26									
	Materials	Service 1	Service 2	Repairs	Electricity	Electricity - Standing Charges	Insurance	TOTAL PUMP COSTS	Comments
Horsebridge PS	£250.00	£550.00	£550.00	£1,500.00	£15,550.00	£2,600.00	£1,725.00	£22,725.00	Flood light required
Star Inn PS	£250.00	£550.00	£550.00	£1,500.00	£14,050.00	£2,600.00	£1,725.00	£21,225.00	
Rickney PS	£250.00	£550.00	£550.00	£2,500.00	£28,865.00	£4,135.00	£1,725.00	£38,575.00	Pump 1 drive belts cracked upto the webbing - needs replacing
Drockmill PS	£250.00	£550.00	£550.00	£10,500.00	£5,175.00	£475.00	£1,725.00	£19,225.00	Upstream milltronics - signal from head getting worse, may be breaking down. Kiosk is corroded at its base
Manxey PS	£250.00	£550.00	£550.00	£5,500.00	£8,730.00	£1,520.00	£1,725.00	£18,825.00	Resolve the electrical interference that interferes with the level controller
Barnhorn PS	£250.00	£550.00	£550.00	£10,500.00	£10,210.00	£1,790.00	£1,725.00	£25,575.00	The echo response from the level controller is getting poorer. Kiosk plinth is leaning over and needs underpinning
TOTAL	£1,500.00	£3,300.00	£3,300.00	£32,000.00	£82,580.00	£13,120.00	£10,350.00	£146,150.00	

BUDGETS (ESTIMATES) 2025/26: EXECUTIVE SUMMARY

The Board is asked to approve the following recommendations:

1. Increase the rate in Pevensey Levels Sub-District by 6.48% to 4.406p in the pound for next year as shown in Option 1, which will minimise flood risk and deliver a balanced budget.
 2. Increase the rate in the Cuckmere Sub-District by 25.36% to 70.749p in the pound for next year as shown in Option 1 below, which will minimise flood risk and allow the works to continue for the Cuckmere Desilting in the future.
-
1. The increase for the Pevensey Levels Sub-District is recommended to be 6.48% to produce a balanced budget for 2025/26. This increase is largely driven by the additional maintenance works included within the programme, as detailed. Electricity costs continue to be a significant variable factor dependent on the weather conditions and amount of rainfall in the period.
 2. The Cuckmere Sub-District has a recommendation for a rate increase of 25.36% in 2025/26. The budget allows for an additional £5k of income (increasing the budget from £20k to £25k) to be raised in relation to the Cuckmere Desilting Project, should the Board wish for this to be continued in the future. As detailed in the operations report, the estimated costs to date are £286.6k. The Cuckmere Sub-District began rating for these works in 2020/21 at £20k per year, 2024/25 will be the 5th year of doing so, which means a total of £100k raised by Drainage Rates and Special Levies, in addition Friends of The Cuckmere contributed £1.7k in 2023/24, and Officers were successful in their bid for £119k of grant within the Tranche Funding made available to all IDBs. The Board had previously agreed for the remaining costs, estimated to be £66k to be funded from the Cuckmere Development reserve, as agreed by the Board in minute 36/24/04. There has been a rate freeze in the Cuckmere Sub-District since 2022/23.
 3. The Cuckmere Sub-District maintenance programme also includes an additional £5.5k in 2025/26 for the removal of Parrots Feather (a non-native invasive species) within the District.
 4. The Board's Auditor recommends that a balanced budget should be delivered.

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
DRAINAGE RATES AND SPECIAL LEVIES: BUDGET FOR 2025/26

									NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 10
PEVENSEY				CUCKMERE				TOTAL				
INCOME AND EXPENDITURE	ACTUAL 2023/24	BUDGET 2024/25	PROJECTED 2024/25	BUDGET 2025/26	ACTUAL 2023/24	BUDGET 2024/25	PROJECTED 2024/25	BUDGET 2025/26	ACTUAL 2023/24	BUDGET 2024/25	PROJECTED 2024/25	BUDGET 2025/26
INCOME												
Drainage Rates	15,403	16,303	16,303	17,359	25,501	25,586	25,586	31,969	40,904	41,888	41,888	49,328
<u>Special Levies:</u>												
Eastbourne Borough Council	264,661	280,258	280,258	298,412	0	0	0	0	264,661	280,258	280,258	298,412
Hastings Borough Council	13,396	14,186	14,186	15,105	0	0	0	0	13,396	14,186	14,186	15,105
Rother District Council	4,910	5,199	5,199	5,536	0	0	0	0	4,910	5,199	5,199	5,536
Wealden District Council	52,655	56,307	56,307	59,954	16,802	16,802	16,802	21,063	69,457	73,109	73,109	81,017
	335,622	355,950	355,950	379,006	16,802	16,802	16,802	21,063	352,424	372,752	372,752	400,069
<u>Other Income:</u>												
Income From Rechargeable Works	11,166	0	0	0	0	0	0	0	11,166	0	0	0
4 Highland Water Contributions from the EA	84,809	84,809	84,809	84,809	1,521	1,521	1,521	1,521	86,330	86,330	86,330	86,330
Grants Applied	90,221	0	152,876	350,000	0	0	0	0	90,221	0	152,876	350,000
Tranche 1 + 2 Grant Income Applied	0	0	1,249,659	0	0	0	203,722	0	0	0	1,453,381	0
Consent Fees and Sundry Income	1,050	800	1,400	0	400	500	100	0	1,450	1,300	1,500	0
Bank and Investment Interest	27,688	37,451	57,848	59,556	6,622	4,161	10,774	6,910	34,310	41,613	68,621	66,466
Other Income (Incl Consortium)	2	2	2,743	3,826	1,797	0	1	425	1,799	2	2,743	4,251
Surface Water Development Contributions	0	0	0	0	0	0	0	0	0	0	0	0
	214,936	123,062	1,549,334	498,191	10,340	6,182	216,118	8,856	225,275	129,245	1,765,451	507,047
	565,961	495,315	1,921,587	894,557	52,643	48,570	258,505	61,887	618,603	543,885	2,180,092	956,443
(-) EXPENDITURE												
Directly Allocated Expenditure												
New Works and Improvement Works	0	0	152,876	350,000	0	0	0	0	0	0	152,876	350,000
Tranche 1 + 2 Expenditure	0	0	1,191,987	0	0	0	203,722	0	0	0	1,395,709	0
New & Improvement Works (Water Level Mgmt Proj)	90,221	0	0	0	0	0	0	0	90,221	0	0	0
Cost of Rechargeable Works	10,016	0	0	0	0	0	0	0	10,016	0	0	0
5 Cuckmere De-shingle and targeted De-silting Ops	0	0	0	0	50,128	20,000	82,736	25,000	50,128	20,000	82,736	25,000
6 Contributions to the Environment Agency	9,858	9,858	9,858	9,858	142	142	142	142	10,000	10,000	10,000	10,000
7(a) Maintenance Work	272,668	313,242	310,676	337,820	14,351	9,258	15,550	14,700	287,019	322,500	326,226	352,520
	382,762	323,100	1,665,396	697,678	64,621	29,400	302,150	39,842	447,384	352,500	1,967,546	737,520
Apportioned Expenditure												
9 Plant and Machinery Charges	8,521	11,446	13,025	14,851	947	1,272	1,447	1,775	9,468	12,718	14,472	16,626
WMA Technical Services Consortium	0	0	0	109,494	0	0	0	12,166	0	0	0	121,660
WMA Admin Costs Consortium	0	0	0	72,483	0	0	0	8,054	0	0	0	80,537
8 Operations Delivery Staff Costs	68,541	61,444	60,270	0	7,616	6,827	6,697	0	76,157	68,271	66,967	0
10 WMA Technical Support Staff Costs	15,156	10,800	10,800	0	1,684	1,200	1,200	0	16,840	12,000	12,000	0
Other Technical Support Staff Costs	41,896	43,269	43,376	0	0	0	0	0	41,896	43,269	43,376	0
10 WMA Administration Staff Costs	30,281	29,700	31,050	0	3,364	3,300	3,450	0	33,645	33,000	34,500	0
Internal and External Audit Fees	2,260	2,421	1,921	0	251	269	213	0	2,512	2,690	2,134	0
General Insurances	4,950	5,940	5,940	0	550	660	660	0	5,500	6,600	6,600	0
Accommodation and Meeting Room Hire	1,497	1,980	1,350	0	166	220	150	0	1,664	2,200	1,500	0
Postages and Stationery	719	675	720	0	80	75	80	0	799	750	800	0
Advertising and Public Notices	0	0	0	0	0	0	0	0	0	0	0	0
ADA Subscriptions and Other Expenses	13,959	4,541	4,931	50	1,551	549	592	50	15,509	5,090	5,523	100
	187,781	172,216	173,382	196,879	16,209	14,372	14,490	22,045	203,989	186,588	187,872	218,923
Profit/(Loss) on Disposal of Fixed Assets	14,408	0	13,955	0	1,601	0	1,551	0	16,009	0	15,505	0
(=) Net Surplus/(Deficit) for the Year	£9,826	£0	£96,762	£0	-£26,587	£4,797	-£56,583	£0	-£16,760	£4,797	£40,179	£0

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
DRAINAGE RATES AND SPECIAL LEVIES: BUDGET FOR 2025/26

	PEVENSEY			CUCKMERE				TOTAL		NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 10
	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	
INCOME AND EXPENDITURE	2023/24	2024/25	2024/25	2025/26	2023/24	2024/25	2024/25	2025/26	2023/24	2024/25	2024/25	2025/26	
RESERVES													
General Reserve b/fwd	168,258	257,983	178,085	274,847	77,498	74,924	75,510	82,262	245,757	332,908	253,595	357,109	
(+) Net Surplus/(Deficit) for the Year	9,826	0	96,762	0	-26,587	4,797	-56,583	0	-16,760	4,797	40,179	0	
(-) Transfer (to)/from Cuckmere T.I. Reserve	0	0	0	0	24,599	0	0	0	24,599	0	0	0	
(-) Transfer (to)/from Development Reserve	0	0	0	0	0	0	63,336	0	0	0	0	0	
(=) General Reserve c/fwd	£178,085	£257,983	£274,847	£274,847	£75,510	£79,721	£82,262	£82,262	£253,595	£337,705	£293,774	£357,109	

SECTION 37, LAND DRAINAGE ACT 1991
DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2024

The values at 31 December 2024 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

	£	%	£	%	£	%
Agricultural Land and/or Buildings	393,998	4.38%	45,186	60.28%	439,184	4.84%
<u>Non-Agricultural Land:</u>						
Eastbourne Borough Council	6,773,087	75.29%	0	0.00%	6,773,087	74.66%
Hastings Borough Council	342,832	3.81%	0	0.00%	342,832	3.78%
Rother District Council	125,645	1.40%	0	0.00%	125,645	1.39%
Wealden District Council	1,360,792	15.13%	29,771	39.72%	1,390,563	15.33%
	8,602,356	95.62%	29,771	39.72%	8,632,127	95.16%
Total Annual Value	£8,996,354	100.00%	£74,957	100.00%	£9,071,311	100.00%

RATE/LEVY OPTIONS FOR 2025/26

OPTION 1: REQUIREMENT

	Last Year	This Year	Last Year	This Year
Rate in the pound (p)	4.138 p	4.406 p	56.438 p	70.749 p
Increase (%)	5.89 %	6.48 %	0.00 %	25.36 %

OPTION 2: INFLATIONARY INCREASE

	Last Year	This Year	Last Year	This Year
Rate in the pound (p)	4.138 p	4.279 p	56.438 p	58.356 p
Increase (%)	5.89 %	3.40 %	0.00 %	3.40 %

OPTION 3: CUCKMERE WORKS REMAIN AT £20,000

	Last Year	This Year	Last Year	This Year
Rate in the pound (p)			56.438 p	64.078 p
Increase (%)			0.00 %	13.54 %

OPTION 4: CUCKMERE WORKS REMOVED ENTIRELY

	Last Year	This Year	Last Year	This Year
Rate in the pound (p)			56.438 p	37.396 p
Increase (%)			0.00 %	-33.74 %

	PEVENSEY			CUCKMERE				TOTAL		NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 10
	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET		ACTUAL	BUDGET	PROJECTED	BUDGET
INCOME AND EXPENDITURE	2023/24	2024/25	2024/25	2025/26	2023/24	2024/25	2024/25	2025/26		2023/24	2024/25	2024/25	2025/26

- Option 1 reflects a required increase of 6.48% in the Pevensey Sub District, and an increase of 25.36% in the Cuckmere Sub District. These increases are required if the Board wants to present a balanced budget.
- Option 2 allows for the inflationary increase of 3.4% in both Sub Districts, as shown by the Office of National Statistics for the month of October 2024 (RPI).
- Option 3 reflects a required increase for the Cuckmere Sub District of 13.54% should the Cuckmere Desilt & Deshingle works budgeted expenditure remain at £20,000, and not £25,000 as recommended.
- Option 4 reflects the Rate in the Pound (p) within the Cuckmere Sub District if the Cuckmere Desilt & Deshingle works (which are not the Board's statutory responsibility and remains the responsibility of the Environment Agency) were no longer included in the budgeted expenditure and was reduced to £0 for 2025/26.

RECOMMENDATION

Option 1 is recommended.

The Pevensey Levels requires a 6.48% increase to present a balanced budget. £59k of tree works have been included within the maintenance programme as detailed below.

The Cuckmere Sub-District requires a 25.36% increase to present a balanced budget for 2025/26. There has been a rate freeze in 2022/23, 2023/24 & 2024/25 while the works for Cuckmere Subdistrict were uncertain. This 25.36% equates to an increase of £6,383 to Wealden District Council and £4,261 to Agricultural Drainage Rate Payers, a total of £10,644. It is important to note that as seen in note 5 below, and approved by the Board, the Cuckmere Desilting works have cost £286.6k approximately to date, funded by £100k of Drainage Rates and Special Levy between 2020/21 - 2024/25, £119k from Tranche 1 Funding, and the remaining £68k from the Cuckmere Development reserve, as approved by the Board. This reduces the Cuckmere reserve to an estimated balance of £68k, a 48% reduction in 2024/25. Annual desilting costs for the Cuckmere River have been estimated at between £25,000-£40,000 per year. We propose to increase the annual budgeted amount for these works by £5,000 to £25,000 in 2025/26, and will continue to do so each year until the amount of £40,000 is being including within rating for each year, if the Board approve for these works to be continued. It should be noted that desilting of the Cuckmere River remains the responsibility of the Environment Agency. This £5,000 increase equates to 11.82% of the 25.36% increase, with £6,000 of Parrot Feather removal in the freshwater stream equating to the remaining increase.

NOTES:

- The actual figures shown for 2023/24 are for a the full 12 month period; from 1 April 2023, to the financial year end 31 March 2024.
- The budget for 2024/25 was set by the Board in February 2024, based on what was known at that time. We have now refined the works programme and have a better understanding of what needs to be done on the Board's infrastructure and of the necessary resources required to do so.
- The projected out-turn for 2024-25 is forecast to be in a surplus position for both Pevensey and Cuckmere Levels. The Pevensey Levels benefitted from £57.7k of Tranche 1 grant, to help offset the additional pumping costs experienced during Storm Babet between October 2023 - April 2024. Both Sub-Districts have also benefitted from higher interest on investments than originally estimates, £20.5k in Pevensey and £6.5k in Cuckmere.
- During 2017 we identified the highland carriers within the Board's district and more accurately estimated the highland water contributions due for 2025/26. This procedure was agreed with the EA in 2017.
- The projected outturn for the Cuckmere Desilt is higher than anticipated. These are estimated final costs for works complete in 2024/25, and now include the time of the Area Manager, Flood Risk Engineer and Operations Manager. The Board was successful in obtaining £119.3k of Tranche 1 funding relating to the Cuckmere River Desilt Works. Since this initial bid was made and approved, the impact of the weather has meant these works have taken longer than anticipated, meaning costs have again since increased. Once the works are complete these costs will be finalised and a below the line transfer from the Cuckmere Development Reserve to the Pevensey General Reserve will be made to compensate for the time taken on this. The additional spend in excess of the £20k annual budget, and Tranche 1 grant received, will be funded by the Cuckmere Development reserve as agreed by the Board in minute 36/24/04.
- The precept charge has been set at £10k for 2025/26, which has been sent to EA officers for confirmation, however we have yet to receive a response. It is important that the precept works programme remains flexible and that the Board has input into where and how this money is spent. The EA have been provided with a prioritised schedule of work from which the Board would derive benefit. The EA have also been requested to either deal with many of the legacy issues themselves or pay us to do some of this work, to help the Board put right many of these issues which would otherwise prevent us from fulfilling our statutory function.

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
DRAINAGE RATES AND SPECIAL LEVIES: BUDGET FOR 2025/26

	PEVENSEY			CUCKMERE			TOTAL			NOTE 1	NOTE 2	NOTE 3	NOTES 4 TO 10
	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	
INCOME AND EXPENDITURE	2023/24	2024/25	2024/25	2025/26	2023/24	2024/25	2024/25	2025/26	2023/24	2024/25	2024/25	2025/26	
) Maintenance work is made up as follows:													
<u>Pumping Stations:</u>													
MEICA servicing	5,802	6,600	5,802	6,600	0	0	0	0	5,802	6,600	5,802	6,600	
MEICA additional work needed & in year work	30,546	64,850	60,709	32,000	0	0	0	0	30,546	64,850	60,709	32,000	
Electricity charges	100,277	80,750	91,350	95,700	0	0	0	0	100,277	80,750	91,350	95,700	
Insurances	7,481	8,700	9,398	10,350	0	0	0	0	7,481	8,700	9,398	10,350	
Materials	2,254	0	900	1,500	0	0	0	0	2,254	0	900	1,500	
	146,360	160,900	168,160	146,150	0	0	0	0	146,360	160,900	168,160	146,150	
<u>Watercourses:</u>													
Desilting and Weed cutting	104,932	114,296	112,500	104,146	14,160	7,404	7,719	7,404	119,092	121,700	120,219	111,550	
Telemetry	2,325	6,000	4,000	6,000	0	0	0	0	2,325	6,000	4,000	6,000	
Plant	0	0	0	0	0	0	0	0	0	0	0	0	
Materials	66	4,545	4,545	4,545	0	455	455	455	66	5,000	5,000	5,000	
Machine Moves	0	6,728	6,728	8,409	0	672	672	841	0	7,400	7,400	9,250	
Biodiversity Action Plan	1,711	4,545	4,243	4,500	190	455	6,704	6,000	1,901	5,000	10,947	10,500	
Water Level Control Structure Maintenance	0	5,000	5,000	5,000	0	0	0	0	0	5,000	5,000	5,000	
	109,034	141,115	137,016	132,600	14,351	8,985	15,550	14,700	123,385	150,100	152,566	147,300	
<u>Additional Maintenance Works</u>													
Tree Works	17,274	5,500	5,500	59,070	0	0	0	0	17,274	5,500	5,500	59,070	
<u>Emergency response contingency (external assistance):</u>													
Overtime for Emergency Response	0	5,727	0	0	0	273	0	0	0	6,000	0	0	
	272,668	313,242	310,676	337,820	14,351	9,258	15,550	14,700	287,019	322,500	326,226	352,520	

8 Operations Delivery Staff Costs is the gross cost of employing the Board's Operations Manager to assist with Maintenance Work and Water Level Management in both Sub Districts, which includes the running of one 4 x 4 vehicles (although Plant and Machinery charges are budgeted for separately): 90% of these costs are attributable to the Pevensey Levels Sub District and 10% are attributable to the Cuckmere River Sub District. The Operations Manager's costs will be included within the WMA Consortium Charge for 2025/26, in the same proportions

9 Plant and Machinery charges are made up as follows:

Small Tools	0	1,800	900	1,800	0	200	100	200	0	2,000	1,000	2,000	
Truck (Ops Manager Fuel, Ins, RFL & Depn)	5,368	5,369	8,177	8,999	596	597	909	1,000	5,965	5,965	9,085	9,999	
Honda Foreman (Fuel, Ins, RFL & Depn)	3,152	3,152	3,948	4,052	350	350	439	450	3,503	3,503	4,387	4,503	
Trailer	0	1,125	0	0	0	125	0	125	0	1,250	0	125	
	8,521	11,446	13,025	14,851	947	1,272	1,447	1,775	9,468	12,718	14,472	16,626	

10 These charges represent the cost of the WMA providing administrative and technical support services to the Board for a full year. 90% of these costs are attributable to the Pevensey Levels Sub District and 10% are attributable to the Cuckmere River Sub District. The previous years budget had been prepared on the assumption that the PCWLMB would not choose to join the WMA Group, however the costs are now included with the WMA Consortium Charge and will include all administration charges (as detailed to the Board last year).

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

12 JANUARY 2025

NOTE 1												
PEVENSEY				CUCKMERE				TOTAL				
	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET	ACTUAL	BUDGET	PROJECTED	BUDGET
INCOME AND EXPENDITURE	2023/24	2024/25	2024/25	2025/26	2023/24	2024/25	2024/25	2025/26	2023/24	2024/25	2024/25	2025/26
INCOME												
2 Surface Water Development Contributions	282,497	150,000	427,276	150,000	0	0	0	0	282,497	150,000	427,276	150,000
	282,497	150,000	427,276	150,000	0	0	0	0	282,497	150,000	427,276	150,000
(-) EXPENDITURE												
Expenditure												
3 Surveying and Modelling Programme Costs	0	150,000	0	0	0	0	0	0	0	150,000	0	0
4 Employment and Hosting Costs	129,689	136,041	136,678	139,003	0	0	0	0	129,689	136,041	136,678	139,003
	129,689	286,041	136,678	139,003	0	0	0	0	129,689	286,041	136,678	139,003
(=) Net Surplus/(Deficit) for the Year	£152,808	-£136,041	£290,598	£10,997	£0	£0	£0	£0	£152,808	-£136,041	£290,598	£10,997
DEVELOPMENT RESERVE												
Development Reserve b/fwd	780,221	858,578	933,029	1,223,627	131,135	143,682	131,135	67,799	911,356	1,002,260	1,064,164	1,291,426
5 (+) Net Surplus/(Deficit) for the Year	152,808	-136,041	290,598	10,997	0	0	0	0	152,808	-136,041	290,598	10,997
6 (-) Transfer (to)/from General Reserve	0	0	0	0	0	0	-63,336	0	0	0	-63,336	0
(=) Development Reserve c/fwd	£933,029	£722,538	£1,223,627	£1,234,624	£131,135	£143,682	£67,799	£67,799	£1,064,164	£866,220	£1,291,426	£1,302,423

NOTES:

- The actual figures shown for 2023/24 are for a the full 12 month period; from 1 April 2023, to the financial year end 31 March 2024.
- To date we have invoiced £427,276 of surface water development contributions. This income funds the employment/hosting costs of the Flood Risk Engineer, and 62% of the costs for the Area Manager for 2024/25 and 2025/26. The projected outturn for SWDC received 2024/25 has exceeded what we estimated. Any shortfall in contributions in 2025/26 will mean these employment costs will be funded from what is already held in the Development Reserve, as previously agreed by the Board.
- In 2019/20 the Board agreed to start a surveying and modelling programme, which will be funded from the Development Reserve. The modelling costs for Phase 1 Hailsham Area (Stages 1-3), came in under budget. We included Phase 2 (IDB drains to the western part of Bexhill) estimated costs of £150,000 in the estimates for 2024/25. Phase 2 and Phase 3 (Remainder of drains within the Pevensey Levels) have now been funded through the OBC and grant received for SCH01 relating the the Pevensey Pumps Project. Phase 4 relates to significant development proposed in Hellingly, the western side of Hailsham, Horam, Upper and Lower Dicker and Berwick, which will result in both direct and indirect discharge into the Cuckmere, and Phase 5 relates to significant development proposed to the East of Bexhill. It is unlikely that Phase 4 and 5 will be delivered unless the Board approve funding at a later date.
- These charges include the cost of employing a full time Flood Risk Engineer and Area Manager by the WMA. A proportion of the cost of employment for the role of Area Manager will be funded by these contributions, and we have estimated to fund the Flood Risk Engineer in full. For budgeting purposes, all of these employment costs have been allocated to the Pevensey Levels Sub District, as has all the Income we expect to receive from surface water development contributions.
- Actual and estimated movements on the Development Reserve are in accordance with the Board's Capital Financing and Reserves Policy approved on 31 October 2017 (minute number 54/17/02).
- This is the projected expenditure for the Cuckmere Deshingle and Desilting work over and above the income received for 2024/25. As agreed in Board Minute 36/24/04 the Board would fund these additional costs through the Cuckmere Development Reserve.

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

12 JANUARY 2025

A MEETING OF THE PEVENSEY & CUCKMERE WATER LEVEL MANAGEMENT BOARD CHAIRMAN'S COMMITTEE WAS HELD VIRTUALLY VIA MS TEAMS ON TUESDAY, 07 JANUARY 2025 AT 10 AM.

Elected Members	Appointed Members
*v R Brown	*v C Wadman
*v W Gower	*v D White
J Murray	
	*v Present (80%)

Mr W Gower in the Chair

In attendance:

*vGrace Burton (Senior Business Support Officer),
 *vSallyanne Jeffrey (Chief Financial Officer), *vRevai Kinsella (Area Manager),
 *vMatthew Philpot (Deputy Chief Executive)

ID	Pevensey & Cuckmere WLMB: Chairman's Committee, Minute	Action
01/25	APOLOGIES FOR ABSENCE	
01/25/01	Apologies for absence were received on behalf of Phil Camamile.	
02/25	MINUTES OF THE LAST CHAIRMAN'S COMMITTEE MEETING	
02/25/01	The minutes of the last Chairman's Committee meeting held on 04 January 2024 were approved and confirmed as a true record. It was noted that the Chairman would sign the minutes shortly after the meeting. There were no matters arising.	WG
03/25	MAINTENANCE WORKS PROGRAMME FOR 2025/26	
03/25/01	The draft maintenance works programme for 2025/26 (a copy of which is filed in the Report Book) was considered in detail and approved. It was agreed and thereby RESOLVED to recommend to the Board, that this maintenance programme be approved for 2025/26 subject to the Area Manager amending the report to demonstrate the removal of Parrots Feather within the freshwater stream maintenance programme. RESOLVED that this be actioned.	RK
03/25/02	Richard Brown recommended that the Area Manager provide an up-to-date briefing summary within the Board pack for the next meeting on 21 January 2025, showing the costs which had so far been incurred on the Cuckmere Desilting and Embankment Repairs project. RESOLVED that this be actioned.	RK
03/25/03	David White requested that the electricity standing charges be listed separately from the total electricity charges on the MEICA Servicing, Repairs and Electricity 2025-26 report (a copy of which is filed in the Report Book). RESOLVED that this be actioned.	SJ/RK

ID Pevensey & Cuckmere WLMB: Chairman’s Committee, Minute		Action																														
04/25 ANNUAL REVENUE BUDGET REQUIREMENT FOR 2025/26																																
04/25/01	The draft Annual Budget for 2025/26 (a copy of which is filed in the Report Book) was considered in detail. Arising therefrom:	SJ																														
04/25/02	It was agreed and thereby RESOLVED that additional Options 3 and 4 be presented to the Board. Option 3 for the cost of the Cuckmere desilt work to remain at £20k rather than the increased amount of £25k. Option 4 for complete removal of the budgeted costs on the Cuckmere Desilt project, if the Board determine they should not continue rating for works that remain the statutory responsibility of the Environment Agency. Arising therefrom: Option 1: Pevensey Levels Sub District Drainage Rate in the Pound: 4.406p <table><tr><td>Occupiers’ Drainage Rates:</td><td>£17,359</td></tr><tr><td>Eastbourne Borough Council:</td><td>£298,412</td></tr><tr><td>Hastings Borough Council:</td><td>£15,105</td></tr><tr><td>Rother District Council:</td><td>£5,536</td></tr><tr><td>Wealden District Council:</td><td><u>£59,954</u></td></tr><tr><td></td><td>£379,006</td></tr></table> Option 1: Cuckmere River Sub District Drainage Rate in the Pound: 70.749p <table><tr><td>Occupiers’ Drainage Rates:</td><td>£31,969</td></tr><tr><td>Wealden District Council:</td><td><u>£21,063</u></td></tr><tr><td></td><td>£53,032</td></tr></table> Option 3: Cuckmere River Sub District Drainage Rate in the Pound: 64.078p <table><tr><td>Occupiers’ Drainage Rates:</td><td>£28,954</td></tr><tr><td>Wealden District Council:</td><td><u>£19,077</u></td></tr><tr><td></td><td>£48,031</td></tr></table> Option 4: Cuckmere River Sub District Drainage Rate in the Pound: 37.396p <table><tr><td>Occupiers’ Drainage Rates:</td><td>£16,898</td></tr><tr><td>Wealden District Council:</td><td><u>£11,133</u></td></tr><tr><td></td><td>£28,031</td></tr></table>		Occupiers’ Drainage Rates:	£17,359	Eastbourne Borough Council:	£298,412	Hastings Borough Council:	£15,105	Rother District Council:	£5,536	Wealden District Council:	<u>£59,954</u>		£379,006	Occupiers’ Drainage Rates:	£31,969	Wealden District Council:	<u>£21,063</u>		£53,032	Occupiers’ Drainage Rates:	£28,954	Wealden District Council:	<u>£19,077</u>		£48,031	Occupiers’ Drainage Rates:	£16,898	Wealden District Council:	<u>£11,133</u>		£28,031
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05/25 DEVELOPMENT RESERVE BUDGET FOR 2025/26																																
05/25/01	The draft Development Reserve Budget for 2025/26 (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:																															

ID	Pevensey & Cuckmere WLMB: Chairman's Committee, Minute	Action
05/25/02	It was unanimously agreed and thereby RESOLVED to recommend that the Board approves the Development Reserve Budget for 2025/26.	
06/25	ANY OTHER BUSINESS	
06/25/01	There was no other business to be discussed.	
07/25	CONFIDENTIAL BUSINESS	
07/25/01	It was agreed and thereby resolved to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.	
07/25/02	It was agreed and thereby RESOLVED that there were no items of confidential business to discuss, and therefore a separate set of confidential minutes would not be produced for this meeting.	

PEVENSEY & CUCKMERE WATER LEVEL MANAGEMENT BOARD OBJECTIVES FOR 2024/25

Objective

1. To ensure total expenditure does not exceed the expenditure budget for 2024/25 and present a balanced budget.

Comment

The Pevensey Sub District presented a balanced budget for 2024-25 and is projected to end the financial year with a surplus of £96,762. The Board applied, and was successful in, their application for £57,672 of additional electricity/pumping costs attributable to Storm Babet from the Tranche 1 Funding that was made available. An additional £20,397 of investment interest is anticipated to be received within the financial year, in addition to the amount originally budgeted for.

This Cuckmere Sub-District had budgeted for a small surplus of £4,797 for 2024-25 and are projected to end the financial year with a surplus of £6,752. The overspend on Cuckmere Desilt works are financed by the Cuckmere Development Reserve as agreed by the Board. It is projected that £63,336 of additional costs will be transferred from the Cuckmere Development Reserve to the Cuckmere General Reserve at 31st March 2025.

Full details of this information can be found within the budgets presented to the Board.

Objective

2. To ensure that the Board receives as much Capital FDGiA from the Environment Agency (EA) and financial contributions from third parties as possible and ensure that the capital programme is delivered as planned.

Comment

Officers have worked hard to ensure this objective is achieved. Tangible evidence of this is the obtaining of £1,453,381 of Tranche funding for work, much of which would otherwise have come from Board reserves.

£593,096 of Grant in Aid for capital works has been approved for the 6-year programme and is underway, in particular the Pevensey Pumping station projects.

As the Board is aware there have been affordability issues with the pump replacement programme of works, however officers are lobbying DEFRA to try and enact changes to the funding rules to bring these back on track.

Objective

3. Ensure that the maintenance programme of our watercourses and pumps is completed to time, cost and quality standards and that it is re-tendered as required to ensure the Board use its funds to manage the drainage district as effectively as possible.

Comment

The maintenance programme is on budget and has been delivered to time and quality standards. A re-tendering programme is underway for next financial year.

Objective

4. Seek to ensure that the EA's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage District.

Comment

The annual precept charge remains a challenging area for the Board to understand exactly where it is spent. We will continue to work with the EA to try and agree for the money to be spent in areas benefiting the Board through making suggestions for work throughout the year and offering to undertake them under PSCA.

Objective

5. To start building support locally for extending the Board's Drainage District to the watershed catchment boundary, should Highland Water Contributions reduce or no longer be paid by the EA for managing surface water entering the Drainage District from the Upland Catchment.

Comment

This year has seen the Chief Executive work with DEFRA and ADA on a draft statutory instrument which will allow rating of land to be undertaken through an agreed rating process and calculation, which is essential if IDBs can ever extend their districts, and is what has stopped district expansion to date.

In April 2024 Defra sought views on the content of a draft statutory instrument, which will enable implementation in England of sections 94 to 97 of the [Environment Act 2021](#) that amend and insert various provisions in the [Land Drainage Act 1991](#). The draft SI was entitled: [The English Drainage Boards \(Alternative Valuation Calculation\) Regulations 2024](#). This ran to Friday 19th April 2024, with 40 responses being received, all bar one of which (from the Environment Agency) were positive and in support. We now expect the statutory instrument to be laid before parliament, although a date has not been confirmed for this at time of writing.

Objective

6. To ensure that the Board's Top 40 ratepayers are registered to use DRS Online and increase the value of drainage rates that are managed through DRS Online to 60%.

Comment

Nearly achieved. 58% of the Board's Top 40 ratepayers have signed up to use DRS Online and 88% of the Board's drainage rates are currently paid through BACS or DRS Online.

Objective

7. To monitor the WMA group's performance in reducing carbon emissions to ensure that targets set out in the Carbon Management Plan are delivered and met.

Comment

The P&C WLMB continue to work toward achieving their part of the annual reporting and carbon management plan. The objectives are reviewed quarterly, with a number of initiatives being investigated in more detail through the various teams.

PEVENSEY & CUCKMERE WATER LEVEL MANAGEMENT BOARD DRAFT OBJECTIVES FOR 2025/26

A dashboard to monitor progress has been developed and will be brought to each board meeting as a standard agenda item.

Aim 1	Prove ourselves to be a progressive, environmentally aware and delivery-based IDB, through having a strong identity as a highly competent water management organisation.
Objective 1	<i>Promote the Boards activities, engaging with partners and working with the other boards of the WMA to implement best practice.</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> • Area Manager and ops managers to work with the WMA Communications officer to publicise the boards work and project news on social media and through press releases. Ensure staff are on LinkedIn to also widen reach of posts. • When appropriate Area Manager, Projects Manager and Ops managers are to work with the WMA Communications officer to produce videos highlighting works undertaken in the boards area. • When appropriate Area Manager and ops managers are to work with the WMA Communications officer to write and submit papers to relevant technical journals on the work undertaken in the boards district • When appropriate Area Manager and ops managers are to work with the WMA Communications officer to enter awards from membership organisations on work undertaken in the boards district • Where appropriate increase projects being undertaken for a diverse range of partners across the boards area • Identify if Local Planning Authorities in the boards area have not received training events / talks regarding the Boards adopted Planning and Byelaw Strategy since April 2020. Write to the head of planning for all of these councils offering this training. Publicise this in the board reports. • Environment Team to review and publish an updated SMO document and to give training on this to all of the boards operational staff. • Work with the WMA Carbon Team to identify board related carbon management activities that will contribute to the WMAs group wide carbon management plan • Develop a spreadsheet showing electricity use, unit costs and standing charges, per pumping station.

Aim 2	Ensure that the board is seen as an important partner organisation to other Risk Management Authorities.
Objective 2	<i>Work with RMAs in and around our districts to solve local water management issues. This will include design and/or delivery of solutions, proactively finding solutions to problems in the district and prioritising work amongst RMAs.</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> Engage with relevant Section 19 reports produced within the Board's Internal Drainage District and design solutions where appropriate
	<ul style="list-style-type: none"> Undertake in house training for all senior SDO's and partnership project engineers to ensure they understand the Board's Powers and Permitted Development Rights, to assist WMA teams in scoping projects and winning contracts.
	<ul style="list-style-type: none"> Keep detailed records of all permitted development projects in the boards area, such that reasoned arguments can be had with planning authorities if required.
	<ul style="list-style-type: none"> Work with the process developed by the WMA compliance team, to design solutions to water management issues in the boards area
	<ul style="list-style-type: none"> Proactively maintain a list of any areas where future projects could be implemented that would benefit the boards area. Have a minimum of 5 (designed) solutions to local water management issues such that when the time comes, grants can be applied for.
	<ul style="list-style-type: none"> Maintain a list of a minimum of 5 (designed) solutions to local water management issues such that when the time comes, grants can be applied for.
	<ul style="list-style-type: none"> Deliver a 10% increase in recharge work for partner RMAs relative to the previous year.
	<ul style="list-style-type: none"> Ensure PSCA agreements are in place with all other RMAs within the boards district.

Aim 3	Deliver safe effective, consistent and efficient routine maintenance operations.
Objective 3	<i>Deliver routine maintenance operations on time and to budget, in line with the programme of works. Ensure the boards bylaws are upheld and utilise data systems to drive efficiencies in our maintenance operations, always ensuring works are undertaken in accordance with environmental standards.</i>
Actions against Objective (2025-26)	<ul style="list-style-type: none"> • Develop a 3-5 year programme of work using the WMA agreed template, which accurately maps out resources, costs and timings.
	<ul style="list-style-type: none"> • Critically evaluate monthly financial figures to ensure effective time and plant recording is being achieved.
	<ul style="list-style-type: none"> • Publish the annual maintenance programme by December of each year for the coming financial year.
	<ul style="list-style-type: none"> • Review the plant held by the board and identify any pieces which have low utilisation.
	<ul style="list-style-type: none"> • Ensure any H&S recommendations from across the WMA group are implemented. Ensure all SSOW are in place at all times.
	<ul style="list-style-type: none"> • Ensure all environmental surveys and permits for the board are completed on time.
	<ul style="list-style-type: none"> • Training to be delivered to operations manager and key board staff on class license interpretation for water vole, badgers, snails and beavers
	<ul style="list-style-type: none"> • Ensure a minimum of 3 audits per year are undertaken on the boards maintenance activities, covering contractors and in house staff, to ensure compliance with the SMO and to gather learning. Ensure these are shared with the Ops manager and Area Manager and COO and reported to the board.
	<ul style="list-style-type: none"> • Review arterial watercourse network maps for any watercourses that we do not undertake maintenance on or wish to regulate and look for de-mainment opportunities.
	<ul style="list-style-type: none"> • Use enforcement flowchart and policy to act on unauthorised works adjacent to arterial watercourses within prescribed timescales. Report enforcement cases to each Board.

Aim 4	Have a well-functioning drainage network, with reliable assets that collectively work together to provide effective drainage.
Objective 4	<i>Regularly inspect the boards assets to inform and update capital and revenue replacement and repair programs and monitor and react to all development that could compromise our boards area</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> • Have a 6-year capital replacement programme, linked to maintenance records, in place at all times
	<ul style="list-style-type: none"> • Have robust annual (minimum) service plans in place for all mechanical assets.
	<ul style="list-style-type: none"> • Review and where required develop redundancy plans for all mechanical assets in the boards area
	<ul style="list-style-type: none"> • Review mechanical and electrical assets in stock, or have plans for obtaining key elements, such that de-minims downtimes can be achieved.
	<ul style="list-style-type: none"> • Work with the Environment Agency to report any critical structures and flood defences bordering the IDBs districts where their condition is deemed inadequate. Continue to work with the EA to undertake this work on their behalf under PSCA.
	<ul style="list-style-type: none"> • Produce a register (including map layer) of land owned and registered to the Board.
	<ul style="list-style-type: none"> • Produce a register (including map layer) of tenancy agreements for the Board.
	<ul style="list-style-type: none"> • Produce an inspection programme of Board owned assets and landholdings.
	<ul style="list-style-type: none"> • Collate a collective list of projects which would improve the boards network and keep this up to date at all times.

Aim 5	Operate in a cost-effective way for rate payers, leveeing justifiable and proportionate drainage & consortium rates.
Objective 5	<i>Continue to work towards a balanced budget by the end of 27-28, through implementing a sustainably affordable business model.</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> Undertake an annual review of sub-contractor use, costs and quality. Review this in detail to review where work could be brought in house or should continue to be subcontracted to get best value.
	<ul style="list-style-type: none"> Utilise rechargeable elements of work to minimise consortium charges.
	<ul style="list-style-type: none"> Undertake a review of the income and actions required to create a balanced budget by the end of 27-28
	<ul style="list-style-type: none"> Utilise the existing charging policy to charge for additional water as result of development. Report to the Board with monies received.
	<ul style="list-style-type: none"> Produce an annual report on recharge work carried out each year, reviewing surplus and diversity of work undertaken.
	<ul style="list-style-type: none"> Ensure all recharge works are completed without a deficit.

Pevensey & Cuckmere Water Level Management Board Risk Register – V1

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

With regard to the Risk Register below;

- A Consequence of 3 relates to repercussions which would have a serious effect on the operation/service delivery, which may result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- A Consequence of 2 relates to repercussions which would have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Would cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- A Consequence of 1 relates to repercussions which would not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.
- A Likelihood of 1 relates to an unlikely, outside risk of occurrence.
- A likelihood of 2 relates to this being a foreseeably realistic risk, which could happen infrequently.
- A likelihood of 3 relates to this being a high likelihood of occurrence.

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

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

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

Officers Responsible for actions:

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

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

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

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							how it wants its freshwater SSSI to be managed.		
	(1s) The increasing number of water management initiatives being developed and promoted across the region could lead to a duplication of effort and emerging strategies which have conflicting objectives that could adversely impact on the Board's operations and/or increase flood risk.	Increase pressure on management time as the Board attempts to keep a handle on the growing number of plans and initiatives in the catchment.	2	3	6	Transfer	<p>WLMB consenting team to receive training on the possible impacts of water level management schemes.</p> <p>Management to carefully assess whether or not to directly engage with each water management initiative being developed by other RMAs in the catchment, could adversely impact on the Board's operations and/or increase flood risk.</p>	31.03.2025	CB
	(1t) HMRC have confirmed via Excise Notice 75, that as of 1 April 2022, WLMBs can continue to use red diesel for works benefitting agriculture. It is highly likely that this is a temporary decision and that at some point in the future, the use of rebated fuel will not be possible for WLMB works.	An annual fuel increase in cost of approximately £70,000, meaning an increase of 3% in drainage rates and special levies.	2	3	6	Transfer	Continue to support lobbying through ADA for the law not to be widened out to WLMBs.	31.03.2025	RK/MP

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
3. To enable and facilitate land use for residential, commercial, recreational, and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk.	(1u) Significant increases in wages, fuel and energy costs and difficulty of passing on the associated increases to drainage ratepayers and councils.	Cuts to service delivery would have to be made which could significantly increase flood risk.	2	3	6	Transfer	<p>Additional costs passed on in rates and special levies with effect from 1 April 2022.</p> <p>Assess where cuts could be made without increasing flood risk to an unacceptable level.</p> <p>Support the Council and ADA in actively lobbying Central Government for funding support due to concerns of rising special levies.</p>	31.03.2025	SJ/RK
	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	<p>Increased flood risk.</p> <p>Potential for lost income for SWDCs and commuted sums.</p>	2	3	6	Transfer	<p>Planning/Enforcement to build close relationships with local planning officers, such that our role, input and comments are considered and valued.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.</p>	31.03.2025	CB/RK
	(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long-term maintenance.	Inadequate or lack of maintenance of SUDs could have an adverse impact on the WLMB infrastructure & subsequently increase the risk of flooding.	2	3	6	Transfer	<p>A SUDs adoption and charging policy has been approved by the Board.</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.</p> <p>Promote WLMB services for adoption of SUDs in planning</p>	31.03.2025	CB/RK

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							consents to ensure they are maintained in perpetuity. Introduction of a SUDs adoption and charging policy, approved by the Board on 31 January 2017.		
4 To nurture, enhance and maintain the natural habitats and species, which exist in and alongside WLMB watercourses, wherever practical to ensure there is no net loss of biodiversity.	(4d) Future funding to manage/remove Floating Pennywort not secured, resulting in more spread and more material, finding its way into more WLMB watercourses	Increased costs for removal, resulting in increased drainage rates and levees.	2	3	6	Transfer	Officers to keep the pressure on the EA and NE to work together to fund 3 rd party works and a bigger solution to landscape scale management. Officers to investigate sources of potential future funding to control floating pennywort in third party infrastructure (Main Rivers controlled by the EA and private watercourses controlled by Landowner).	31.03.2025	CL/RK

FEEDBACK & COMPLAINTS REVIEW

For the period May 2024 – November 2024

1. OFFICIAL COMPLAINTS

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

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

2. OTHER FEEDBACK

Date of feedback	Location	Nature of feedback	Allocated to	Status	Action taken
29/05/24	Wealden	Thanks for continued effective and efficient support.	Revai Kinsella	N/A	N/A
12/08/2024	Alfriston	Compliment to the commitment and dedication to river bank repairs.	Revai Kinsella	N/A	N/A
11/08/2024	Bexhill	Compliment for the works with Clavering Walk	Revai Kinsella	N/A	N/A

FRANCES BLIGH
ICT MANAGER

CONSORTIUM MATTERS

To receive the unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 06 December 2024, to view [Click Here](#):

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 September 2024 to 31 October 2024
- Social Media Report for the period 01 September 2024 to 31 October 2024

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
Financial Year Ending: 31 March 2026

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26
Income					
	Net Consortium Charges				
	Broads IDB	347,617	369,402	366,953	394,461
	East Suffolk WMB	212,196	217,262	215,478	232,415
	King's Lynn IDB	421,583	442,446	441,055	471,938
	Norfolk Rivers IDB	235,290	242,302	241,235	259,067
	Pevensey and Cuckmere WLMB	0	0	0	331,201
	South Holland IDB	393,038	421,580	421,192	446,716
	Waveney Lower Yare and Lothingland IDB	139,542	144,297	141,686	156,344
1	Net Consortium Charges	1,749,267	1,837,289	1,827,598	2,292,142
	(+) Other Income				
	Services provided to third parties	1,551,078	1,785,893	1,669,670	1,491,325
	Surface Water Development Contributions	636,108	310,000	785,564	355,000
	Sales of Rating Software Licences	2,525	10,000	10,000	90,000
	Rating Software Support	22,275	10,500	14,535	45,000
	Rental/Sundry Income from Offices	47,584	22,000	32,806	18,000
	Sundry Income	30,850	26,000	40,142	29,000
	(+) Other Income	2,290,420	2,164,393	2,552,716	2,028,325
	(=) Total Income	4,039,687	4,001,682	4,380,315	4,320,467
(-) Expenditure					
	Administration Costs				
2	Shared Administration Staff	673,731	748,730	697,160	791,661
	Establishment				
	Kettlewell House (BR/KL/NR; 10/80/10)	29,399	25,000	34,311	0
	Marsh Reeves (South Holland IDB)	20,950	27,648	28,830	28,018
	Martham Office (Broads IDB and Norfolk Rivers IDB)	520	344	1,417	372
	Norwich Office (BR, ES, NR, WLYL)	2,170	6,000	6,000	6,000
	East Sussex County Council Office (PCWLMB)	0	0	0	5,500
	Pierpoint House (Shared)	126,500	122,239	121,361	125,354
	Establishment	179,540	181,231	191,919	165,244
	Shared ICT				
	Hardware Support and Maintenance	27,973	27,720	35,623	39,059
	Software Support and Maintenance	54,033	62,203	72,987	92,459
	Website Maintenance and Development	3,025	3,120	3,000	23,240
	Software and Upgrades	17,273	12,990	6,229	10,000
	ICT Infrastructure	31,240	31,000	40,395	31,429
	Shared ICT	133,544	137,033	158,233	196,187

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
Financial Year Ending: 31 March 2026

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26
	Other Shared Administration				
	Legal and Professional Charges	5,850	9,775	9,500	8,775
	Insurances	135,821	172,813	174,732	186,210
	Marketing and PR Expenses	2,449	1,520	990	1,520
	WMA Chairman's Allowance	1,500	1,500	1,500	1,500
	Annual Subscriptions	1,649	5,241	1,978	2,339
	Actuary Fees	-905	1,400	495	520
	Sundry Expenses	13,929	11,635	13,648	13,735
	Other Shared Administration	160,293	203,884	202,843	214,600
	Other Administration				
	Public Notices	0	0	0	0
	Former Staff Pension Charges	4,544	4,964	4,853	4,801
	Members Expenses	35	450	100	200
	Chairman's Allowances	20,522	21,483	21,000	24,500
	Meetings and Inspections	1,567	3,895	2,815	6,095
	Legal and Professional Charges	25,614	18,900	22,402	11,850
	Audit and Compliance Fees	34,196	29,541	31,452	35,105
	ADA Expenses	25,596	26,805	26,793	32,755
	Other Administration	112,074	106,039	109,416	115,305
	Administration Costs	1,259,182	1,376,916	1,359,571	1,482,997
	Technical Support Costs				
2	Technical Support Staff Costs	2,379,415	2,601,343	2,506,833	2,806,153
	Other Technical Support				
	Technical Consultants	8,303	8,640	9,287	11,340
	Land Registry Fees	6,537	8,508	9,113	13,692
	Sundry Expenses	7,545	6,275	4,285	6,285
	Other Technical Support	22,385	23,423	22,685	31,317
	Technical Support Costs	2,401,800	2,624,766	2,529,518	2,837,470
	(-) Total Expenditure	£3,660,982	£4,001,682	£3,889,089	£4,320,467
	(+/-) Transfer of Surface Water Development Contributions	-378,705	0	-491,226	0
	(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0
3	Increases/(Decreases) in Net Consortium Charges	-2.20%	2.72%	-0.53%	6.74%

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
Financial Year Ending: 31 March 2026

	WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES	INCOME AND EXPENDITURE ACCOUNT	2023/24	2024/25	2024/25	2025/26

Notes:

- 1 The Capital Works programme with secured funding is still in progress and on course to be successfully delivered over the next few years. Given the reduction in funding available these costs are having to be very carefully managed to ensure they can be delivered within the agreed profile. These services are largely made up of Technical Support Staff time that will be charged to Grant Aided Schemes, in line with the programme of works. There are currently no vacant positions within these teams, and no plans for any further recruitment within the next financial year.

We have anticipated income from the sale of DRS 365 rating licences and from providing software support. We have had enquiries from a number of IDBs and demonstrated this software, however we have received no firm orders to date. Should we not receive this income, we will need to consider other options to reduce financial pressures for all Consortium Member Boards, otherwise the net consortium charges for 2025/26 would need to increase by a further 8%.

- 2 A provision has been made to increase staff salaries by an average of 3% with effect from 1 April 2025. Pension costs are to decrease by 0.5% to 22.5% of employees pensionable pay with effect from 1 April 2025. The CMC Pay and Conditions Committee had authorised a 5% pay increase to be used for budgetary purposes, however after the Government announced the change to National Insurance Contributions, a review showed this would have increased staff costs by £50,000 across the WMA, with consortium charge increases ranging from 3.7% to 5% on individual Board costs, not taking into account any salary increases. A 5% salary increase for budgetary purposes would amount to further Consortium increases averaging 3% more per Board than those detailed below.
- 3
 - (i) The rate of Inflation as at 31 October 2024 was 3.4% (Retail Price Index).
 - (ii) It is important to note that we are still expecting 47% of the Group's Administration and Technical Support Costs to be paid for by others in 2025/26, reduced from 54% estimated for 2024/25. This is due to both the reduction in and uncertainty with future funding available for the Capital Works Programmes.

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
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WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES INCOME AND EXPENDITURE ACCOUNT	2023/24	2024/25	2024/25	2025/26

Recommendations:

- To approve the following increases in Net Consortium Charges for 2025/26:

Broads IDB	£25,059	6.78%
East Suffolk WMB	£15,153	6.97%
King's Lynn IDB	£29,492	6.67%
Norfolk Rivers IDB	£16,766	6.92%
Pevensey and Cuckmere WLMB	£16,816	5.35%
South Holland IDB	£25,136	5.96%
Waveney Lower Yare and Lothingland IDB	£12,047	8.35%

- To approve the hourly charge out rates, as detailed below:

Chief Executive Officer:	£175/hour
Deputy Chief Executive/Chief Operating Officer:	£120/hour
Area Managers/Capital Works Manager/RFO:	£105/hour
Project Delivery Engineers/Technical Managers:	£90/hour
Project Managers/Operations Managers/MEICA Manager:	£88/hour
Senior Sustainable Development, Compliance and Estates Officers:	£70/hour
Flood Risk Engineers/Sustainable Development and Environmental Officers:	£66/hour
Assistant Technical Officers/Assistant Environmental Officers	£60/hour
Administration Team (Finance & Rating/ICT/GIS Technicians/BST/M&C Lead):	£50/hour

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
Financial Year Ending: 31 March 2026

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESWMB (%)	KLIDB (%)	NRIDB (%)	PCWLMB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)							
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Other Income																	
Contributions towards Staff Costs																	
	Contributions from BIDB to part fund staff costs	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from NRIDB to part fund staff costs	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from ESWMB to part fund staff costs	Credited to ESWMB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from SHIDB to part fund staff costs	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Contributions from KLIDB to part fund staff costs	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from WLYLIDB to part fund staff costs	Credited to WLYLIDB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%							
	Contributions from Bedford for CEO Services	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	0.00%	17.50%	12.50%	100.00%							
	Contributions from East Anglia Team to part fund staff costs	Credited to each WMA Board as per employment costs	36.67%	30.00%	18.75%	22.50%	5.83%	6.25%	22.50%	0.00%	0.00%	16.25%	18.75%	100.00%			
	Contributions from SDT Team to part fund staff costs	Credited to each WMA Board as per employment costs	10.00%	6.00%	51.00%	6.00%	0.00%	26.00%	1.00%	100.00%							
	Contributions from Environment Team	Credited to each WMA Board as per employment costs	29.38%	13.00%	16.00%	23.38%	1.25%	6.00%	11.00%	100.00%							
	Contributions from P&C/PPW to part fund shared staff costs	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	0.00%	17.50%	12.50%	100.00%							
	Contributions from Project Teams to part fund staff costs	Credited to each WMA Board as per employment costs	20.00%	20.00%	20.00%	20.00%	0.00%	0.00%	20.00%	100.00%							
Contributions towards Staff Costs (FDGIA and Other Recharge Works)																	
Surface Water Development Contributions																	
	Broads IDB - SWDC	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	East Suffolk WMB - SWDC	Credited to ESWMB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Kings Lynn IDB - SWDC	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Norfolk Rivers IDB - SWDC	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%							
	Pevensey and Cuckmere WLMB - SWDC	Credited to PCWLMB	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%							
	South Holland IDB - SWDC	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Waveney Lower Yare and Lothingland IDB - SWDC	Credited to WLYLIDB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%							
Collection of Surface Water Development Contributions																	
Sales of Rating Software Licences																	
	Sales of DRS365	Split Equally BR/ES/KL/NR/SH/WLYL	16.67%	16.67%	16.67%	16.67%	0.00%	16.67%	16.67%	100.00%							
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
Sales of Rating Software Licences																	
Rating Software Support																	
	DRS	Split Equally BR/ES/KL/NR/SH/WLYL	16.67%	16.67%	16.67%	16.67%	0.00%	16.67%	16.67%	100.00%							
Rating Software Support																	
Rental Income from Offices																	
	Marsh Reeves	Income credited to property owner	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Kettlewell House	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	100.00%							
	Nar Ouse Way: Kings Lynn IDB	Income credited to property owner	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Kettlewell House: Vodafone Mast	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	100.00%							
Rental Income from Offices																	
Sundry Income																	
	Bank Account Interest (WMA Only)	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Pierpoint House Sales of Electricity Back to the Grid	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Various - adhoc contributions	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Sundry Income																	

From: 01 April 2025 Administration and Technical Support Services
To: 31 March 2026 Financial Year Ending: 31 March 2026

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Expenditure																	
Administration Costs																	
Shared Administration Staff																	
	ICT Manager	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	PA (CEO)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Chief Financial Officer	Assessment of Time Spent on each Member Board	16.50%	17.50%	16.50%	17.50%	16.50%	17.50%	16.50%	17.50%	5.00%	0.00%	16.50%	17.50%	12.50%		100.00%
	GIS Technician (SC)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Rating & Enforcement Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Business Support Officer (37)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	ICT Officer (16)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	GIS Technician (MB)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Business Support Officer	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	Business Support Officer (22.5)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Accounting Apprentice ((KH)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance and Rating Officer (Vacant Position)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Accounting Apprentice (BA)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	ICT Officer (30)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
Shared Administration Staff																	
Establishment																	
	Landlord's obligations	Proportion of beneficial interest in Kettlewell House	10.00%		0.00%		80.00%		10.00%		0.00%		0.00%		0.00%		100.00%
	Office and Site Maintenance	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Rent, Rates and Metered Water	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Telecoms	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Heat and Light	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Office Cleaning and Supplies	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Refuse Collection and Waste Disposal	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Printing, Postages and Stationery	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Office Sundries	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
Pierpoint House (shared)																	
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office and Site Maintenance	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Business Rates and Metered Water	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Telecoms	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Heat and Light	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office Cleaning and Supplies	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Refuse Collection and Waste Disposal	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Printing, Postages and Stationery	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office Sundries	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
Marsh Reeves (South Holland IDB)																	

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
Financial Year Ending: 31 March 2026

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
	Office and Site Maintenance	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Rent, Light, Heat and Water	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Telecoms	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Office Sundries	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
Martham Office (Broads IDB and Norfolk Rivers IDB)																	
	Rent	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	25.00%		25.00%		0.00%		25.00%		0.00%		0.00%		25.00%		100.00%
	Printing & Stationary	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Office Equipment/Small Purchases	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
Norwich Office (BR, ES, NR and WLYL)																	
	Office Equipment/Small Purchases	Pevensey and Cuckmere WLMB	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
East Sussex CC Office (PCWLMB)																	
Shared ICT																	
	Hardware Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Software Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Website Maintenance and Development	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Software and Upgrades	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	ITC Infrastructure	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Shared ICT																	
Other Shared Administration																	
	Legal and Professional Charges	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Insurances	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Marketing and PR Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	WMA Chairman's Allowance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Annual Subscriptions	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Actuary Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Sundry Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Other Shared Administration																	
Technical Support Costs																	
Shared Technical Support Staff																	
CEO Team																	
	Chief Executive	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	Chief Operating Officer/Deputy Chief Executive	Assessment of Time Spent on each Member Board	50.00%		10.00%		10.00%		10.00%		0.00%		0.00%		20.00%		100.00%
Environment Team																	
	Environmental Manager (CL)	Assessment of Time Spent on each Member Board	27.50%	30.00%	13.00%	19.00%	16.00%	3.00%	21.50%	27.50%	5.00%	0.00%	6.00%	3.00%	11.00%	17.50%	100.00%
	Assistant Environmental Officer (DP)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%
	Environmental Officer (CH)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%
	Environmental Officer (EB)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%

From: 01 April 2025 Administration and Technical Support Services
To: 31 March 2026 Financial Year Ending: 31 March 2026

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Sustainable Development Team																	
	Sustainable Development Manager (CB)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Senior Sustainable Development Officer (ER)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Compliance Manager (PN)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Assistant Compliance Officer (SCR)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (XX)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Assistant Sustainable Development Officer (PNA)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (EM)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (ET)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (RY)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (WC)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Compliance Officer (PSC)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	National Infrastructure Officer (JS - Sizewell C)	East Suffolk WMB Only (fully funded by Sizewell C)	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Estates Officer (SF)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
Capital Projects Team																	
	Project Delivery Manager (KN)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (TJJ)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (TJ)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (PR)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (ATH)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Manager (GH)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Manager (MN)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
East Anglia Team																	
	Area Manager (East Anglia) (TH)	Assessment of Time Spent on each Member Board	50.00%	50.00%	10.00%	10.00%	20.00%	10.00%	10.00%	10.00%	0.00%		0.00%		10.00%	20.00%	100.00%
	MEICA Manager (RG)	Assessment of Time Spent on each Member Board	55.00%	27.50%	12.50%	32.50%	15.00%	7.50%	5.00%	5.00%	0.00%		0.00%		12.50%	27.50%	100.00%
	Partnership Project Engineer (PG)	Assessment of Time Spent on each Member Board	40.00%	40.00%	0.00%	0.00%	0.00%	0.00%	60.00%	60.00%	0.00%		0.00%		0.00%	0.00%	100.00%
	Operations Manager (East Anglia) (AB)	Assessment of Time Spent on each Member Board	0.00%	22.50%	55.00%	42.50%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%		45.00%	35.00%	100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	35.00%	10.00%	35.00%	20.00%	0.00%	10.00%	0.00%	40.00%	0.00%		0.00%		30.00%	20.00%	100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	40.00%	30.00%	0.00%	30.00%	0.00%	10.00%	60.00%	20.00%	0.00%		0.00%		0.00%	10.00%	100.00%
Shared Technical Support Staff																	
South Holland Team																	
	Area Manager (South Holland IDB) (KV)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Flood Risk Engineer (South Holland IDB) (LT)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
Other Technical Support Staff Costs																	
Pevensley & Cuckmere WLMB Team																	
	Area Manager (Pevensley & Cuckmere WLMB) (RK)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Flood Risk Officer (Pevensley & Cuckmere WLMB) (GO)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Operations Manager (Pevensley & Cuckmere WLMB) (RD)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
Other Technical Support Staff Costs																	

Approved by the Consortium Management Committee on 06 December 2024 and recommended to each of the Member Boards in January/February 2025.
(As required by clause 4.2 of the Consortium Agreement, dated 29 March 2024).

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

WATER MANAGEMENT ALLIANCE

DATA PROTECTION POLICY

GOVERNANCE

Last review date: October 2024

To be reviewed annually

Next review date: October 2025

Reviewed by: WMA Consortium Management Committee

Adopted by:

Broads Internal Drainage Board
East Suffolk Water Management Board
King's Lynn Internal Drainage Board
Norfolk Rivers Internal Drainage Board
Pevensey and Cuckmere Water Level Management Board
South Holland Internal Drainage Board
Waveney, Lower Yare and Lothingland Internal Drainage Board

The Data Protection Act 2018 and the UK General Data Protection Regulation are designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded and maintained. This applies to all individuals whether they are employees, Board members, ratepayers, customers, suppliers, partners, stakeholders, or members of the public. This policy sets out how the WMA Member Boards will ensure that your personal data is protected.

DATA PROTECTION POLICY

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DATA PROTECTION POLICY

1. INTERPRETATION

Definitions:

Automated Decision-Making (ADM): when a decision is made which is based solely on Automated Processing (including profiling) which produces legal effects or significantly affects an individual. The UK GDPR prohibits Automated Decision-Making (unless certain conditions are met) but not Automated Processing.

Automated Processing: any form of automated processing of Personal Data consisting of the use of Personal Data to evaluate certain personal aspects relating to an individual, in particular to analyse or predict aspects concerning that individual's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements. Profiling is an example of Automated Processing, as are many uses of artificial intelligence (AI) where they involve the processing of Personal Data.

Company name: Water Management Alliance consisting of the following member boards:

Broads (2006) Internal Drainage Board

East Suffolk Water Management Board

King's Lynn Internal Drainage Board

Norfolk Rivers Internal Drainage Board

Pevensey & Cuckmere Water Level Management Board

South Holland Internal Drainage Board

Waveney, Lower Yare & Lothingland Internal Drainage Board.

Company Personnel: all employees, workers, contractors, agency workers, consultants, directors, board members, members and others.

Consent: agreement which must be freely given, specific, informed and be an unambiguous indication of the Data Subject's wishes by which they, by a statement or by a clear positive action, signify agreement to the Processing of Personal Data relating to them.

Controller: the person or organisation that determines when, why and how to process Personal Data. It is responsible for establishing practices and policies in line with the UK GDPR. We are the Controller of all Personal Data relating to our Company Personnel and Personal Data used in our business for our own commercial purposes.

Criminal Convictions Data: personal data relating to criminal convictions and offences, including personal data relating to criminal allegations and proceedings.

Data Subject: a living, identified or identifiable individual about whom we hold Personal Data. Data Subjects may be nationals or residents of any country and may have legal rights regarding their Personal Data.

Data Privacy Impact Assessment (DPIA): tools and assessments used to identify and reduce risks of a data processing activity. A DPIA can be carried out as part of Privacy by Design and should be

DATA PROTECTION POLICY

conducted for all major system or business change programmes involving the Processing of Personal Data.

Data Protection Officer (DPO): either of the following:

the person required to be appointed in specific circumstances under the UK GDPR; or

where a mandatory DPO has not been appointed, a data privacy manager or other voluntary appointment of a DPO or the Company data privacy team with responsibility for data protection compliance.

Explicit Consent: consent which requires a very clear and specific statement (that is, not just action).

UK GDPR: the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) as defined in the Data Protection Act 2018. Personal Data is subject to the legal safeguards specified in the UK GDPR.

Personal Data: any information identifying a Data Subject or information relating to a Data Subject that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. Personal Data includes Special Categories of Personal Data and Pseudonymised Personal Data but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour. Personal Data specifically includes but is not limited to the details in the Personal Data Category spreadsheet, available here [WMA\IDBPolicies\](#) **OR** from your line manager **OR** from the DPO.

Personal Data Breach: any act or omission that compromises the security, confidentiality, integrity or availability of Personal Data or the physical, technical, administrative or organisational safeguards that we or our third-party service providers put in place to protect it. The loss, or unauthorised access, disclosure or acquisition, of Personal Data is a Personal Data Breach.

Privacy by Design: implementing appropriate technical and organisational measures in an effective manner to ensure compliance with the UK GDPR.

Privacy Guidelines: the Company privacy and UK GDPR-related guidelines provided to assist in interpreting and implementing this Data Protection Policy and Related Policies, available here <https://www.wlma.org.uk/kings-lynn-idb/policy/> **OR** from your line manager **OR** from the DPO.

Privacy Notices (also referred to as Fair Processing Notices) or Privacy Policies: separate notices setting out information that may be provided to Data Subjects when the Company collects information about them. These notices may take the form of:

general privacy statements applicable to a specific group of individuals (for example, employee privacy notices or the website privacy policy); or

stand-alone, one-time privacy statements covering Processing related to a specific purpose.

Processing or Process: any activity that involves the use of Personal Data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring Personal Data to third parties.

DATA PROTECTION POLICY

Pseudonymisation or Pseudonymised: replacing information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person to whom the data relates cannot be identified without the use of additional information which is meant to be kept separately and secure.

Related Policies: the Company's policies, operating procedures or processes related to this Data Protection Policy and designed to protect Personal Data, available on the intranet, here: <https://www.wlma.org.uk/kings-lynn-idb/policy/> **OR** from your line manager **OR** from the DPO.

Special Categories of Personal Data: information revealing racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data.

2. INTRODUCTION

This Data Protection Policy sets out how the Water Management Alliance and its member boards ("we", "our", "us", "the Company") handle the Personal Data of our customers, prospective customers, suppliers, employees, workers, business contacts and other third parties.

This Data Protection Policy applies to all Personal Data we Process regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users, or any other Data Subject.

This Data Protection Policy applies to all Company Personnel ("you", "your"). You must read, understand and comply with this Data Protection Policy when Processing Personal Data on our behalf and attend training on its requirements. Data protection is the responsibility of everyone within the Company and this Data Protection Policy sets out what we expect from you when handling Personal Data to enable the Company to comply with applicable law. Your compliance with this Data Protection Policy is mandatory. Related Policies and Privacy Guidelines are available to help you interpret and act in accordance with this Data Protection Policy. You must also comply with all those Related Policies and Privacy Guidelines. Any breach of this Data Protection Policy may result in disciplinary action.

Where you have a specific responsibility in connection with Processing, such as capturing Consent, reporting a Personal Data Breach or conducting a DPIA as referenced in this Data Protection Policy or otherwise, then you must comply with the Related Policies and Privacy Guidelines.

3. SCOPE OF POLICY AND WHEN TO SEEK ADVICE ON DATA PROTECTION COMPLIANCE

We recognise that the correct and lawful treatment of Personal Data will maintain trust and confidence in the organisation and will provide for successful business operations. Protecting the confidentiality and integrity of Personal Data is a critical responsibility that we take seriously at all times. The Company is exposed to potential fines of up to £17.5 million or 4% of total worldwide

DATA PROTECTION POLICY

annual turnover, whichever is higher and depending on the breach, for failure to comply with the UK GDPR.

All CEOs, departments, line managers, and other responsible parties are responsible for ensuring all Company Personnel comply with this Data Protection Policy and need to implement appropriate practices, processes, controls and training to ensure that compliance.

The DPO is responsible for overseeing this Data Protection Policy and, as applicable, developing Related Policies and Privacy Guidelines. That post is held by the Chief Executive, and they can be reached at 07841 571251 and DPO@wlma.org.uk.

Please contact the DPO with any questions about the operation of this Data Protection Policy or the UK GDPR or if you have any concerns that this Data Protection Policy is not being or has not been followed. In particular, you must always contact the DPO in the following circumstances:

if you are unsure of the lawful basis on which you are relying to process Personal Data (including the legitimate interests used by the Company);

if you need to rely on Consent or need to capture Explicit Consent;

if you need to draft Privacy Notices;

if you are unsure about the retention period for the Personal Data being Processed;

if you are unsure what security or other measures you need to implement to protect Personal Data;

if there has been a Personal Data Breach;

if you are unsure on what basis to transfer Personal Data outside the UK;

if you need any assistance dealing with any rights invoked by a Data Subject;

whenever you are engaging in a significant new, or change in, Processing activity which is likely to require a DPIA or plan to use Personal Data for purposes other than for which it was collected;

if you plan to undertake any activities involving Automated Processing including profiling or Automated Decision-Making;

if you need help complying with applicable law when carrying out direct marketing activities; or

if you need help with any contracts or other areas in relation to sharing Personal Data with third parties (including our vendors).

4. PERSONAL DATA PROTECTION PRINCIPLES

We adhere to the principles relating to Processing of Personal Data set out in the UK GDPR which require Personal Data to be:

Processed lawfully, fairly and in a transparent manner (lawfulness, fairness and transparency);

collected only for specified, explicit and legitimate purposes (purpose limitation);

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adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (data minimisation);

accurate and where necessary kept up to date (accuracy);

not kept in a form which permits identification of Data Subjects for longer than is necessary for the purposes for which the data is Processed (storage limitation);

Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage (security, integrity and confidentiality);

not transferred to another country without appropriate safeguards in place (transfer limitation); and
made available to Data Subjects and allow Data Subjects to exercise certain rights in relation to their Personal Data (data subject's rights and requests).

We are responsible for and must be able to demonstrate compliance with the data protection principles listed above (accountability).

5. LAWFULNESS, FAIRNESS AND TRANSPARENCY

Personal data must be Processed lawfully, fairly and in a transparent manner in relation to the Data Subject.

You may only collect, Process and share Personal Data fairly and lawfully and for specified purposes. The UK GDPR restricts our actions regarding Personal Data to specified lawful purposes. These restrictions are not intended to prevent Processing but ensure that we Process Personal Data fairly and without adversely affecting the Data Subject.

The UK GDPR allows Processing for specific purposes, some of which are set out below:

the Data Subject has given their Consent;

the Processing is necessary for the performance of a contract with the Data Subject;

to meet our legal compliance obligations;

to protect the Data Subject's vital interests;

to pursue our legitimate interests (or those of a third party) for purposes where they are not overridden because the Processing prejudices the interests or fundamental rights and freedoms of Data Subjects. The purposes for which we process Personal Data for legitimate interests need to be set out in applicable Privacy Notices; or

to pursue our public interest

You must identify and document the legal ground being relied on for each Processing activity.

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6. CONSENT

A Controller must only process Personal Data on one or more of the lawful bases set out in the UK GDPR, which include Consent.

A Data Subject consents to Processing of their Personal Data if they clearly indicate agreement to the Processing. Consent requires affirmative action, so silence, pre-ticked boxes or inactivity will not be sufficient to indicate consent. If Consent is given in a document which deals with other matters, then the Consent must be kept separate from those other matters.

A Data Subject must be easily able to withdraw Consent to Processing at any time and withdrawal must be promptly honoured. Consent may need to be refreshed if you intend to Process Personal Data for a different and incompatible purpose which was not disclosed when the Data Subject first consented.

When processing Special Category Data or Criminal Convictions Data, we will usually rely on a legal basis for processing other than Explicit Consent or Consent if possible. Where Explicit Consent is relied on, you must issue a Privacy Notice to the Data Subject to capture Explicit Consent.

You will need to evidence Consent captured and keep records of all Consents in accordance with Related Policies and Privacy Guidelines, so that the Company can demonstrate compliance with Consent requirements.

7. TRANSPARENCY (NOTIFYING DATA SUBJECTS)

The UK GDPR requires a Controller to provide detailed, specific information to a Data Subject depending on whether the information was collected directly from the Data Subject or from elsewhere. The information must be provided through an appropriate Privacy Notice which must be concise, transparent, intelligible, easily accessible, and in clear and plain language so that a Data Subject can easily understand them.

Whenever we collect Personal Data directly from a Data Subject, including for HR or employment purposes, we must provide the Data Subject with all the information required by the UK GDPR including the identity of the Controller and DPO, and how and why we will use, Process, disclose, protect and retain that Personal Data through a Privacy Notice which must be presented when the Data Subject first provides the Personal Data.

When Personal Data is collected indirectly (for example, from a third party or publicly available source), we must provide the Data Subject with all the information required by the UK GDPR as soon as possible after collecting or receiving the data. We must also check that the Personal Data was collected by the third party in accordance with the UK GDPR and on a basis which contemplates our proposed Processing of that Personal Data.

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If you are collecting Personal Data from a Data Subject, directly or indirectly, then you must provide the Data Subject with a Privacy Notice obtained from the DPO.

8. PURPOSE LIMITATION

Personal Data must be collected only for specified, explicit and legitimate purposes. It must not be further Processed in any manner incompatible with those purposes.

You cannot use Personal Data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the Data Subject of the new purposes and they have Consented where necessary.

If you want to use Personal Data for a new or different purpose from that for which it was obtained, you must first contact the DPO for advice on how to do this in compliance with both the law and this Data Protection Policy.

9. DATA MINIMISATION

Personal Data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed.

You may only Process Personal Data when performing your job duties requires it. You cannot Process Personal Data for any reason unrelated to your job duties.

You may only collect Personal Data that you require for your job duties: do not collect excessive data. Ensure any Personal Data collected is adequate and relevant for the intended purposes.

You must ensure that when Personal Data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the Company's data retention guidelines.

10. ACCURACY

Personal Data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

You must ensure that the Personal Data we use and hold is accurate, complete, kept up to date and relevant to the purpose for which we collected it. You must check the accuracy of any Personal Data at the point of collection and at regular intervals afterwards. You must take all reasonable steps to destroy or amend inaccurate or out-of-date Personal Data.

11. STORAGE LIMITATION

Personal Data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

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The Company will maintain retention policies and procedures to ensure Personal Data is deleted after an appropriate time, unless a law requires that data to be kept for a minimum time.

You must not keep Personal Data in a form which permits the identification of the Data Subject for longer than needed for the legitimate business purpose or purposes for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

You will take all reasonable steps to destroy or erase from our systems all Personal Data that we no longer require in accordance with all the Company's applicable records retention schedules and policies. This includes requiring third parties to delete that data where applicable.

You will ensure Data Subjects are provided with information about the period for which data is stored and how that period is determined in any applicable Privacy Notice.

12. SECURITY INTEGRITY AND CONFIDENTIALITY

Personal Data must be secured by appropriate technical and organisational measures against unauthorised or unlawful Processing, and against accidental loss, destruction or damage.

We will develop, implement and maintain safeguards appropriate to our size, scope and business, our available resources, the amount of Personal Data that we own or maintain on behalf of others, and identified risks (including use of encryption and Pseudonymisation where applicable). We will regularly evaluate and test the effectiveness of those safeguards to ensure security of our Processing of Personal Data. You are responsible for protecting the Personal Data we hold. You must implement reasonable and appropriate security measures against unlawful or unauthorised Processing of Personal Data and against the accidental loss of, or damage to, Personal Data. You must exercise particular care in protecting Special Categories of Personal Data and Criminal Convictions Data from loss and unauthorised access, use or disclosure.

You must follow all procedures and technologies we put in place to maintain the security of all Personal Data from the point of collection to the point of destruction. You may only transfer Personal Data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

You must maintain data security by protecting the confidentiality, integrity and availability of the Personal Data, defined as follows:

Confidentiality: only people who have a need to know and are authorised to use the Personal Data can access it;

Integrity: Personal Data is accurate and suitable for the purpose for which it is processed; and

Availability: authorised users are able to access the Personal Data when they need it for authorised purposes.

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You must comply with all applicable aspects of our WMA Information Security and Systems Acceptable Use Policy **OR** comply with and not attempt to circumvent the administrative, physical and technical safeguards we implement and maintain in accordance with the UK GDPR and relevant standards to protect Personal Data.

13. REPORTING A PERSONAL DATA BREACH

The UK GDPR requires Controllers to notify any Personal Data Breach to the Information Commissioner and, in certain instances, the Data Subject.

We have put in place procedures to deal with any suspected Personal Data Breach and will notify the Data Subject or any applicable regulator where we are legally required to do so.

If you know or suspect that a Personal Data Breach has occurred, do not attempt to investigate the matter yourself. Immediately contact the person or team designated as the key point of contact for Personal Data Breaches your line manager **OR** the ICT department **OR** the DPO and follow the Company's WMA Data Breach Procedures. You should preserve all evidence relating to the potential Personal Data Breach.

14. TRANSFER LIMITATION

The UK GDPR restricts data transfers to countries outside the UK to ensure that the level of data protection afforded to individuals by the UK GDPR is not undermined. You transfer Personal Data originating in one country across borders when you transmit, send, view or access that data in or to a different country.

You may only transfer Personal Data outside the UK if one of the following conditions applies:

the UK has issued regulations confirming that the country to which we transfer the Personal Data ensures an adequate level of protection for the Data Subject's rights and freedoms;

appropriate safeguards are in place such as binding corporate rules, standard contractual clauses approved for use in the UK, an approved code of conduct or a certification mechanism, a copy of which can be obtained from the DPO;

the Data Subject has provided Explicit Consent to the proposed transfer after being informed of any potential risks; or

the transfer is necessary for one of the other reasons set out in the UK GDPR including:

the performance of a contract between us and the Data Subject;

reasons of public interest;

to establish, exercise or defend legal claims;

to protect the vital interests of the Data Subject where the Data Subject is physically or legally incapable of giving Consent; and

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in some limited cases, for our legitimate interest.

15. DATA SUBJECT'S RIGHTS AND REQUESTS

A Data Subject has rights when it comes to how we handle their Personal Data. These include rights to:

withdraw Consent to Processing at any time;

receive certain information about the Controller's Processing activities;

request access to their Personal Data that we hold (including receiving a copy of their Personal Data);

prevent our use of their Personal Data for direct marketing purposes;

ask us to erase Personal Data if it is no longer necessary in relation to the purposes for which it was collected or Processed or to rectify inaccurate data or to complete incomplete data;

restrict Processing in specific circumstances;

object to Processing which has been justified on the basis of our legitimate interests or in the public interest;

request a copy of an agreement under which Personal Data is transferred outside of the UK;

object to decisions based solely on Automated Processing, including profiling (ADM);

prevent Processing that is likely to cause damage or distress to the Data Subject or anyone else;

be notified of a Personal Data Breach which is likely to result in high risk to their rights and freedoms;

make a complaint to the supervisory authority;

in limited circumstances, receive or ask for their Personal Data to be transferred to a third party in a structured, commonly used and machine-readable format; and

You must verify the identity of an individual requesting data under any of the rights listed above (do not allow third parties to persuade you into disclosing Personal Data without proper authorisation).

You must immediately forward any Data Subject request you receive to your line manager **OR** the DPO and comply with the Company's Response procedures for data subject requests.

16. ACCOUNTABILITY

The Controller must implement appropriate technical and organisational measures in an effective manner to ensure compliance with data protection principles. The Controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

The Company must have adequate resources and controls in place to ensure and to document UK GDPR compliance including:

appointing a suitably qualified DPO (where necessary) and an executive accountable for data privacy;

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implementing Privacy by Design when Processing Personal Data and completing DPIAs where Processing presents a high risk to rights and freedoms of Data Subjects;

integrating data protection into internal documents including this Data Protection Policy, Related Policies, Privacy Guidelines or Privacy Notices;

regularly training Company Personnel on the UK GDPR, this Data Protection Policy, Related Policies and Privacy Guidelines, and data protection matters including, for example, a Data Subject's rights, Consent, legal basis, DPIA and Personal Data Breaches. The Company must maintain a record of training attendance by Company Personnel; and

regularly testing the privacy measures implemented and conducting periodic reviews and audits to assess compliance, including using results of testing to demonstrate compliance improvement effort.

17. RECORD KEEPING

The UK GDPR requires us to keep full and accurate records of all our data Processing activities.

You must keep and maintain accurate corporate records reflecting our Processing including records of Data Subjects' Consents and procedures for obtaining Consents.

These records should include, at a minimum:

the name and contact details of the Controller and the DPO; and

clear descriptions of:

the Personal Data types;

the Data Subject types;

the Processing activities;

the Processing purposes;

the third-party recipients of the Personal Data;

the Personal Data storage locations;

the Personal Data transfers;

the Personal Data's retention period; and

the security measures in place.

To create the records, data maps should be created which should include the detail set out above together with appropriate data flows.

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18. TRAINING AND AUDIT

We are required to ensure all Company Personnel have undergone adequate training to enable them to comply with data privacy laws. We must also regularly test our systems and processes to assess compliance.

You must undergo all mandatory data privacy-related training and ensure your team undergoes similar mandatory training.

You must regularly review all the systems and processes under your control to ensure they comply with this Data Protection Policy and check that adequate governance controls and resources are in place to ensure proper use and protection of Personal Data.

19. PRIVACY BY DESIGN AND DATA PROTECTION IMPACT ASSESSMENT (DPIA)

We are required to implement Privacy by Design measures when Processing Personal Data by implementing appropriate technical and organisational measures (like Pseudonymisation) in an effective manner, to ensure compliance with data privacy principles.

You must assess what Privacy by Design measures can be implemented on all programmes, systems or processes that Process Personal Data by taking into account the following:

The state of the art.

The cost of implementation.

The nature, scope, context and purposes of Processing.

The risks of varying likelihood and severity for rights and freedoms of the Data Subject posed by the Processing.

The Controller must also conduct a DPIA in respect to high-risk Processing.

You should conduct a DPIA (and discuss your findings with the DPO) when implementing major system or business change programs involving the Processing of Personal Data including:

Use of new technologies (programs, systems or processes, including the use of AI), or changing technologies (programs, systems or processes).

Automated Processing including profiling and ADM.

Large-scale Processing of Special Categories of Personal Data or Criminal Convictions Data.

Large-scale, systematic monitoring of a publicly accessible area.

A DPIA must include:

A description of the Processing, its purposes and the Controller's legitimate interests if appropriate.

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An assessment of the necessity and proportionality of the Processing in relation to its purpose.

An assessment of the risk to individuals.

The risk mitigation measures in place and demonstration of compliance.

You must comply with the Company's guidelines on DPIA and Privacy by Design.

20. AUTOMATED PROCESSING (INCLUDING PROFILING) AND AUTOMATED DECISION-MAKING

Generally, ADM is prohibited when a decision has a legal or similar significant effect on an individual unless:

a Data Subject has Explicitly Consented;

the Processing is authorised by law; or

the Processing is necessary for the performance of or entering into a contract.

If certain types of Special Categories of Personal Data or Criminal Convictions Data are being processed, then grounds (b) or (c) will not be allowed. However, the Special Categories of Personal Data and Criminal Convictions Data can be Processed where it is necessary (unless less intrusive means can be used) for substantial public interest like fraud prevention.

If a decision is to be based solely on Automated Processing (including profiling), then the Data Subject must be informed when you first communicate with them of their right to object. This right must be explicitly brought to their attention and presented clearly and separately from other information. Further, suitable measures must be put in place to safeguard the Data Subject's rights and freedoms and legitimate interests.

We must also inform the Data Subject of the logic involved in the decision making or profiling, the significance and the envisaged consequences, and give the Data Subject the right to request human intervention, express their point of view or challenge the decision.

A DPIA must be carried out before any Automated Processing (including profiling) or ADM activities are undertaken.

21. DIRECT MARKETING

We are subject to certain rules and privacy laws when engaging in direct marketing to our customers and prospective customers (for example when sending marketing emails or making telephone sales calls).

For example, in a business to consumer context, a Data Subject's prior consent is generally required for electronic direct marketing (for example, by email, text or automated calls). The limited exception

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for existing customers known as "soft opt-in" allows an organisation to send marketing texts or emails without consent if it:

Has obtained contact details in the course of a sale to that person.

Is marketing similar products or services.

Gave the person an opportunity to opt out of marketing when first collecting the details and in every subsequent marketing message.

The right to object to direct marketing must be explicitly offered to the Data Subject in an intelligible manner so that it is clearly distinguishable from other information.

A Data Subject's objection to direct marketing must always be promptly honoured. If a customer opts out of marketing at any time, their details should be suppressed as soon as possible. Suppression involves retaining just enough information to ensure that marketing preferences are respected in the future.

You must comply with the Company's guidelines on direct marketing to customers and you should consult your line manager **OR** the DPO if you are unsure regarding how to comply with either the Company's guidelines or the law.

22. SHARING PERSONAL DATA

Generally, we are not allowed to share Personal Data with third parties unless certain safeguards and contractual arrangements have been put in place.

You must comply with the Company's guidelines on sharing data with third parties.

You may only share the Personal Data we hold with another employee, agent or representative of our group (which includes our subsidiaries and our ultimate holding company along with its subsidiaries) if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.

You may only share the Personal Data we hold with third parties, such as our service providers, if:

they have a need to know the information for the purposes of providing the contracted services;

sharing the Personal Data complies with the Privacy Notice provided to the Data Subject and, if required, the Data Subject's Consent has been obtained;

the third party has agreed to comply with the required data security standards, policies and procedures, and put adequate security measures in place;

the transfer complies with any applicable cross-border transfer restrictions; and

a fully executed written contract that contains UK GDPR-approved third party clauses has been obtained.

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23. CHANGES TO THIS DATA PROTECTION POLICY

We keep this Data Protection Policy under regular review-

This Data Protection Policy does not override any applicable national data privacy laws and regulations in countries where the Company operates.

24. ACKNOWLEDGEMENT AND REVIEW

I, Phil Camamile acknowledge that on 23/10/2024, I received and approved the WMA's Data Protection Policy, October 2024

Signed


Printed name ...CEO Phil Camamile.....

Date23/10/2024.....

Distributed to:**Pevensey & Cuckmere WLMB Members****Hard Copy Requested**

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

**Key Partners & Supporting Officers
(General Business Papers)**

Tim Bartlett
Catherine Beaumont
Nick Claxton
Jo Heading
Matthew Hitchen
Paul Levitt
Russell Long
Shirley MacKinnon
Ellen Miller
Dan Sargent

Eastbourne BC
Rother DC
E. Sussex CC- LLFA
Wealden DC
Lewes-Eastbourne
EA
EA
PPC
Lewes-Eastbourne
EA

WMA & WLMB Officers

Grace Burton
Phil Camamile
Richard Dann
Sallyanne Jeffrey
Revai Kinsella
Caroline Laburn
Kari Nash
Gareth Oliver
Matthew Philpot

Senior Business Support Officer
Chief Executive
Operations Manager (PCWLMB)
Chief Financial Officer
Area Manager (PCWLMB)
Environmental Manager
Project Delivery Manager
Flood Risk Engineer (PCWLMB)
Deputy Chief Executive

Pevensey & Cuckmere WLMB
21-January-2025