

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, 18 JUNE 2024 AT 10.00 AM.

<p>Elected Members Pevensey District</p> <ul style="list-style-type: none"> * B Gower (Chairman) M Hole * R Miles D Robinson * C Wadman (Vice Chairman) <p>Cuckmere District</p> <ul style="list-style-type: none"> * R Brown * D McCutchan <p>Combe Haven District</p> <ul style="list-style-type: none"> * L Gearing 	<p>Appointed Members Eastbourne BC</p> <ul style="list-style-type: none"> v A Dehdashty * P Di Cara P Diplock * J Murray v H Parker * R Smart <p>Hastings BC & Rother DC</p> <ul style="list-style-type: none"> v R Thomas <p>Vacancy</p> <p>Wealden DC</p> <ul style="list-style-type: none"> * N Cleaver * D White <p style="text-align: right;">Present (82%)</p>
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Bill Gower in the Chair

In Attendance: (vvia MS Teams)

Water Management Alliance (WMA)

*Grace Burton (Senior Business Support Officer), *Richard Dann (Operations Manager),
 vSallyanne Jeffrey (Finance and Rating Manager), *Revai Kinsella (Area Manager, East Sussex),
 vCaroline Laburn (Environmental Manager), Kari Nash (Project Delivery Manager),
 *Gareth Oliver (Flood Risk Engineer) and vMatthew Philpot (Deputy CEO)

Local Authorities (LPAs and LLFA)

vNick Claxton (East Sussex County Council - LLFA), *Graham Kean (Wealden DC)

Environment Agency (EA)

*Nick Gray and *Laura Stronge

Members of the Public

John Rabbitts (Pevensey Parish Council)

ID	Pevensey and Cuckmere WLMB, Minute	Action
28/24	WELCOME AND APOLOGIES FOR ABSENCE	
28/24/01	Apologies for absence were received on behalf of Tim Bartlett, Catherine Beaumont, Peter Diplock, Joanne Heading, Martin Hole, Shirley MacKinnon, Phil Camamile and Kari Nash.	
28/24/02	The Chairman welcomed everyone to the meeting with a special mention to newly co-opted member Lance Gearing, representing the Combe	

ID	Pevensey and Cuckmere WLMB, Minute	Action
	Haven Electoral Division.	
	29/24 DECLARATIONS OF INTEREST	
29/24/01	The Chairman reported that there were 4 members who had not yet completed a Declarations of Interest form. He requested the completed forms to be submitted to grace.burton@wlma.org.uk at the earliest opportunity. RESOLVED that this be actioned.	NC/DMcC/ JM/RT
	<i>Post Meeting Note: GLB has sent a reminder email with a Declarations of Interest form to Richard Thomas. A physical copy was completed by Neil Cleaver, Duncan McCutchan, and Jim Murray at the end of the meeting.</i>	GLB
	30/24 THE ENVIRONMENT AGENCY: NICK GRAY & LAURA STRONGE	
30/24/01	The Chairman welcomed Nick Gray and Laura Stronge from the Environment Agency to the meeting. Nick and Laura provided a thorough update on the Pevensey Bay to Eastbourne Coastal Management Scheme.	
	31/24 GIFTS AND HOSPITALITY REGISTER FOR 2023/24	
31/24/01	The Finance and Rating Manager asked all Board members to declare any gifts and hospitality over the value of £30 which they had received between 1 April 2023 and 31 March 2024 to Business.support@wlma.org.uk by 30 June 2024. RESOLVED that this be actioned.	All members
	32/24 MINUTES OF THE LAST BOARD MEETING	
32/24/01	The minutes of the last Board meeting held on 16 January 2024 were confirmed as a true record, subject to two amendments that were requested to be made: the appointed member Neil Cleaver was listed in the Attendance Register at the top of the minutes as a Hastings Borough Council and Rother District Council member, however he should have been listed as a Wealden District Council member. In addition to this, it was requested for the wording in minute number 20/24/01 to be updated from 'The Finance and Rating Manager waghered' to 'The Finance and Rating Manager agreed'. RESOLVED that this be actioned and recirculated to members.	GLB
	<i>Post Meeting Note: The minutes were corrected and redistributed, with a copy sent to the Chairman and a signed copy has been returned.</i>	
	33/24 MATTERS ARISING FROM THE MINUTES	
33/24/01	There were no matters arising.	

ID	Pevensey and Cuckmere WLMB, Minute	Action
34/24	HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW	
34/24/01	The Health, Safety and Welfare Performance Review, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
35/24	CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT UPDATE	
35/24/01	The Capital Works Programme Overview and Project Development Update, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
35/24/02	The Area Manager was requested to include a comprehensive report, clarifying timescales of the Pump Projects for consideration at the next Board meeting. RESOLVED that this be actioned.	RK
36/24	OPERATIONS REPORT	
36/24/01	The Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
36/24/02	David White raised concern regarding the cost of the Board renting a replacement pump at Newbridge Pumping Station and questioned whether we had requested to be reimbursed by the EA.	
36/24/03	The Area Manager informed the Board that she had previously asked the EA, but they had refused to reimburse the cost of the replacement pump. The Area Manager had since included the costings within the Board's Outline Business Case for the replacement of Newbridge PS, after which it was hoped it would become an IDB asset. Discussions in relation to this were being held with the EA as part of the capital project. The rent had also been included in Tranche 1 claim of the special grant being made available by Defra for storm recovery costs. RESOLVED that this be noted.	
36/24/04	Embankment and Channel works at Alfriston (4.11)	
	It was agreed and thereby RESOLVED to approve the use of the Cuckmere Development Reserves to fund the embankment repairs, culvert repairs, management of parrot's feather and silt, totalled at £72,790. (proposed by J Murray, seconded by C Wadman, and unanimously agreed).	RK
36/24/05	Maintenance Contract (5)	
	Darren Walker had completed the maintenance work in the Board's area to a very high standard, which was now the best it had been for many years. Consequently, the need to continue the maintenance to the same extent had reduced and the Area Manager proposed, to reduce the length of service on the Board's maintenance contract to a routine work window of July to December, with packages of additional priority project work to	RK

ID	Pevensey and Cuckmere WLMB, Minute	Action
	<p>be developed and tendered separately, for completion between December and March each year or undertaken using in-house staff. These changes would be made when the current tender finished at the end of the current financial year. It was unanimously agreed and thereby RESOLVED to approve this proposal.</p>	
	37/24 ENVIRONMENTAL REPORT	
37/24/01	<p>The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
37/24/02	<p>Standard Maintenance Operations (SMO) Review: 2024-2029 (1.2)</p>	
	<p>It was agreed and thereby RESOLVED to adopt the new SMO document for 2024-2028 (as per the link which is filed in the Report Book), Proposed by R Brown, seconded by L Gearing, and unanimously approved.</p>	CL
	<p><i>Post Meeting Note: The date of the SMO document has been updated by the Environmental Manager, to represent the current year (2024) as opposed to the version presented in the Report Book which reads as the previous year (2023).</i></p>	
	38/24 SUSTAINABLE DEVELOPMENT REPORT	
38/24/01	<p>The Sustainable Development Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
	39/24 IDB/EA LIAISON UPDATE	
39/24/01	<p>The Operations Manager reported that the relationship with the EA at operational level remained positive.</p>	
39/24/02	<p>The Area Manager informed the Board that the Public Sector Cooperation Agreement (PSCA) with the EA had been extended for the next 5 years, but the schedule of work was yet to be confirmed. RESOLVED that this be noted.</p>	
39/24/03	<p>The Board asked for the Area Manager to continue inviting the EA to the meetings and to emphasise how beneficial their attendance would be. RESOLVED that this be actioned.</p>	RK
39/24/04	<p>Richard Brown requested that the Operations Manager ask the EA to urgently return the stop logs to Milton Lock. RESOLVED that this be actioned.</p>	RD
	40/24 INTERNAL AUDIT REPORT FOR 2023/24	
40/24/01	<p>The detailed Internal Audit Report for 2023/24 that forms part of the Annual Governance and Accountability Return for 2023/24 as prepared</p>	

by the Board's Internal Auditor, together with the Management Team's responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail, and approved. There were no matters arising.

41/24 APPOINTMENT OF INTERNAL AUDITOR FOR 2024/25

41/24/01 It was agreed and thereby RESOLVED to reappoint TIAA as the Board's Internal Auditor for 2024/25. The Board:

- (i) is satisfied that the Internal Auditor is independent (see Practitioners' Guide 2023 Paragraphs 1.36 and 4.11);
- (ii) retrospectively approves the internal audit programme of work, having regard to the key risks identified in the Risk Register (see Practitioners' Guide 2023 Paragraphs 1.36 and 4.16); and
- (iii) is satisfied with regard to the competence of the Internal Auditor and retrospectively approves the letter of engagement (see Practitioners' Guide 2023 Paragraphs 1.36, 4.1 and 4.13), including the signed letter of engagement.

42/24 FINANCIAL REPORT

42/24/01 The Financial Report and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2024, was considered in detail, and approved (a copy of which is filed in the Report Book). There were no matters arising.

43/24 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

43/24/01 The Annual Governance Statement shown in Section 1 of the Pevensey and Cuckmere Water Level Management Board Annual Governance and Accountability Return for the year ending 31 March 2024 was considered in detail and approved.

43/24/02 The Accounting Statements shown in Section 2 of the Pevensey and Cuckmere Water Level Management Board Annual Governance and Accountability Return for the year ending 31 March 2024 were considered in detail and approved.

44/24 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

44/24/01 It was agreed and thereby RESOLVED to publish the notice for the exercise of public rights on the Board's website and in the office reception, that the Accounts, year ending 31 March 2024 would be available for inspection for the 30-working day period commencing 01 July 2024 and ending on 09 August 2024.

45/24 BOARD'S OBJECTIVES FOR 2024/25

45/24/01 It was agreed and thereby RESOLVED to approve the following objectives for 2024/25:

- (i) To ensure total expenditure does not exceed the expenditure budget for 2024/25 and present a balanced budget in 2025/26.
- (ii) 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.
- (iii) 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 it funds to manage the drainage district as effectively as possible.
- (iv) 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.
- (v) 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.
- (vi) To seek 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%.
- (vii) 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.

46/24 RISK REGISTER

46/24/01 The Risk Register showing those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:

46/24/02 The Deputy Chief Executive apprised the Board that the format of the Risk Register was to be reviewed and updated before the next meeting. RESOLVED that this be actioned.

46/24/03 David White questioned whether the EA were planning to use the funding allocated for the Cuckmere de-shingling. The Deputy Chief Executive requested the Area Manager to investigate how the EA planned to use this funding, which was ring fenced some years ago for work on the mouth of the Cuckmere. RESOLVED that this be actioned.

MP

RK

ID	Pevensey and Cuckmere WLMB, Minute	Action
47/24	OFFICIAL COMPLAINTS AND OTHER FEEDBACK	
47/24/01	The Official Complaints and Other Feedback Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
47/24/02	The Chairman noted the praise received from Wealden District Council for the Area Manager, as noted in the Complaints and Feedback Review. The Chairman passed on his gratitude to the Area Manager for her collaborative work. RESOLVED that this be noted.	
48/24	DATE OF NEXT MEETING	
48/24/01	It was agreed that the next scheduled meeting of the Board would take place on Tuesday, 26 November 2024, 10.00 am, to be held at The Locker Room, Eastbourne BC and via Microsoft Teams. RESOLVED that this be noted.	
49/24	ANY OTHER BUSINESS	
49/24/01	Jim Murray informed the Board that he had the opportunity of speaking to the CEO of Southern Water and explained that the CEO showed interest in embarking on outreach work. Jim Murray requested that members from Southern Water be invited to our next meeting	
49/24/02	The Area Manager agreed to invite representatives from Southern Water to the next Board meeting and requested that the Board create a list of questions to be asked, to ensure the correct delegates attended the meeting. RESOLVED that this be actioned.	RK/ ALL MEMBERS
49/24/03	Richard Brown informed the Board that numerous Parish Councils in the Cuckmere River vicinity, which he had spoken to, were in full support of the Water Level Management Board taking local control of the flood situation of the Cuckmere River. The Area Manager and Graham Kean emphasised to the Board that the support was brilliant, but it was important to reiterate that the Cuckmere River was expensive to maintain and would require a large amount of funding.	
49/24/04	The Deputy Chief Executive advised the Board that he had previously released a paper on de-maining to the East Anglian Boards and would be happy to circulate the paper to the Pevensey and Cuckmere Board members. RESOLVED to be actioned.	MP
50/24	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
50/24/01	John Rabbitts, was in attendance but there were no matters arising.	

51/24 CONSORTIUM MATTERS**51/24/01 Unconfirmed minutes and Report Extracts**

The unconfirmed minutes and report extracts taken from the Consortium Management Committee (CMC) meeting held on 26 April 2024 were considered in detail and approved. There were no matters arising.

51/24/02 WMA Group's Corporate Strategy

The WMA Group's Corporate Strategy and Summary for the next 3-year period (a copy of which is filed in the Report Book), was considered in detail, and approved. Arising therefrom:

51/24/03 The Deputy Chief Executive apprised the Board that during the recent East Suffolk Water Management Board meeting, it was requested for the first strategic objective to be amended to read: 'To support, environmentally aware and delivery-based IDBs, through having a strong identity as a highly competent water management organisation.' RESOLVED that this be noted.

51/24/04 WMA Group's Investment Strategy

The WMA Group's Investment Strategy for the next 5-year period (a copy of which is filed in the Report Book), was considered in detail, and approved. There were no matters arising.

51/24/05 Items for discussion at the next CMC meeting

There were no items raised by members for discussion at the next CMC meeting on 26 July 2024. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman, Vice-Chairman and Jim Murray, or the Chief Executive directly.

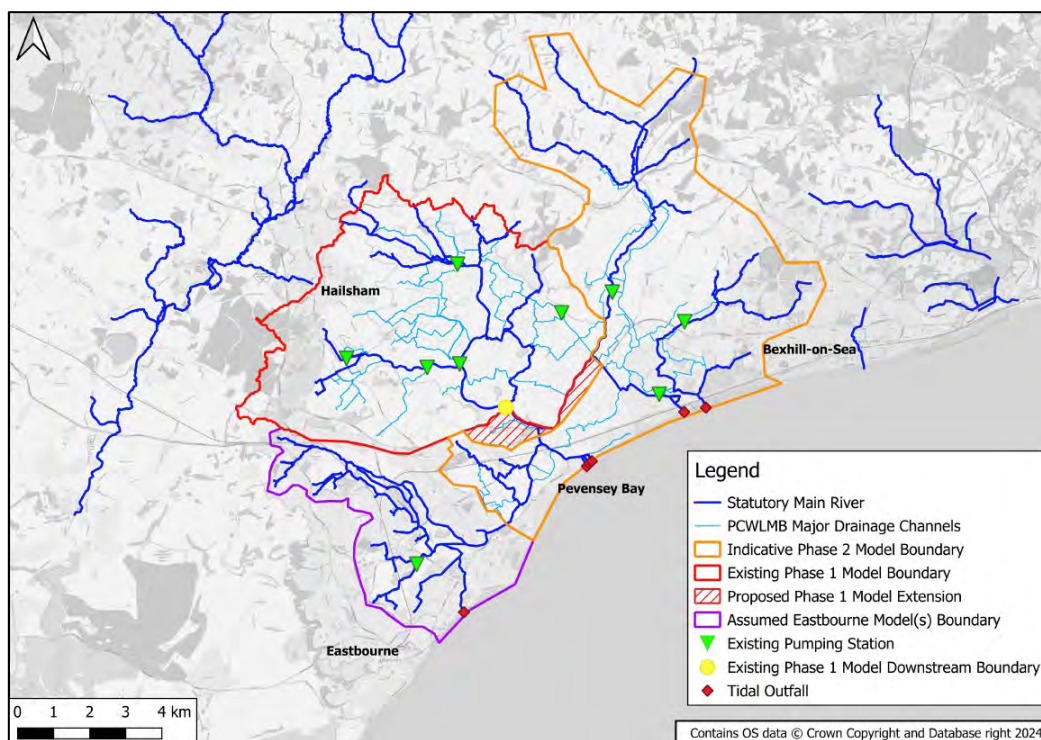
52/24 CONFIDENTIAL BUSINESS

52/24/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.

HYDRAULIC MODELLING PROGRAMME - PHASE 1 BRIEFING NOTE

1 Introduction and Background

- 1.1 Board Members approved the Survey and Modelling Programme at the 08/10/2019 Board Meeting. The approved programme has five phases, which cover the following areas:
- Phase 1 – East Hailsham to Pevensy
 - Phase 2 – West Bexhill to Normans Bay
 - Phase 3 – Between Pevensy and Normans Bay
 - Phase 4 – Freshwater Stream in Cuckmere Valley
 - Phase 5 – Coombe Valley
- 1.2 The Board also approved a total budget of £235K for Phase 1, at the time of approving the programme.
- 1.3 Jacobs commenced the Phase 1 hydraulic modelling in February 2020 and completed it in June 2023. The hydraulic modelling was completed at a total cost of £204,482, which included the costs of channel surveys.
- 1.4 Due to the complex hydraulic connectivity of the system, the hydraulic modelling of Phase 1 needed to include some of the areas proposed for Phase 3. The map below shows the modelled boundary of Phase 1 and the proposed boundary for Phase 2, which is now underway. Consequently, Phases 1 and 2 now include the area that was meant for Phase 3.



2 Uses of the Phase 1 Modelling Results

- 2.1 The Phase 1 hydraulic model was completed whilst Wealden District Council (WDC) was in the process of developing its Local Plan. The findings of the hydraulic model were shared with WDC's planning policy team and provided evidence of the existing pumps being under capacity. This informed discussion within WDC on the infrastructure needs of the district.
- 2.2 The hydraulic model allowed the Lead Local Flood Authority to build upon a detailed surface water model for Hailsham, which included the drainage pipes and culverts in the town and surrounding area. This improved the understanding of flood risk within the area, including interactions with the Pevensy Levels.
- 2.3 Since its completion, the modelling results have informed officers' assessment and response to consultation on planning applications in the following areas:
 - West of Station Road, Hailsham
 - South of Glynleigh Road
 - North of Mill Road, Hailsham
- 2.4 The hydraulic model was invaluable in the decision making process for the Pevensy Levels Water Level Improvement Project, which proposes to replace some of the Board's existing pumps and two Environment Agency pumps. Using the model, it was possible to understand the potential flood risk impacts of options that seemed viable from visual inspection. Without the model such options would have been progressed and the negative impact only known once areas started experiencing increased flooding.
- 2.5 As a result of having the hydraulic modelling results, we were able to provide evidence of the hydraulic interaction between the five pumps that have been prioritised for replacement. This helped us secure the extra funding required to carry out the Outline Business Case for the prioritised pumps.
- 2.6 The channel survey, undertaken as part of the modelling, also informed the design of the culvert when the Horse Eye Culvert was replaced.
- 2.7 In addition to informing consultation responses on developments, the hydraulic modelling results can be utilised to develop future schemes that benefit the drainage district, especially assets that control water levels.

HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

For the period 01 January 2024 to 24 May 2024

1. LEARNING EVENTS

South Holland IDB: Clay Lake Pump

- 1.1 The outfall of Clay Lake Pump, into the Coronation Channel, became accessible via the banks around the security fencing after the Environment Agency (EA) dropped water levels of the Coronation Channel to lower than usual to manage flooding upstream.
- 1.2 This led to children playing in the area and sitting on the outfall pipe. This could have resulted in a serious injury if the outfall pipe was active.
- 1.3 Once South Holland IDB were notified by the EA the pumps were inhibited and temporary fencing was erected extending into the Coronation Channel to prevent access. The IDB is monitoring and will remove the temporary fencing once levels within the channel have risen to normal levels.



2. ACCIDENTS

Norfolk Rivers IDB – Foul pipe strike

- 2.1. A foul pipe was struck by an excavator whilst profiling the banks of a watercourse during construction of a ford. The foul pipe was damaged and foul water emitted from the pipe, flowing into the watercourse.
- 2.2. The foul pipe was a thin walled cementitious 150mm diameter pipe with approximately 500mm cover to ground level and approximately 2m from the edge of the watercourse.
- 2.3. Attempts were made to contain the leak with soil and sandbags, although it did not effectively prevent the discharge of foul water into the watercourse. The WMA Environment Officer attended site and monitored dissolved oxygen levels in the watercourse until Anglian Water repaired the pipe on the same day.

- 2.4. There were no injuries. The ford was re-designed and Anglian Water approval of the design sought to ensure protection of foul pipe.



3. TOOLBOX TALKS & TRAINING

- Emergency First Aid at Work with Forestry First Aid (+F): Ops Manager , January 2024
- Non-native invasives: All Staff, May 2024

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

- 4.1. Permit to dig reviewed. No changes proposed.

5. HEALTH & SAFETY INSPECTIONS

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

REVAI KINSELLA
AREA MANAGER – PEVENSEY AND CUCKMERE
MAY 2024

PEVENSEY & CUCKMERE WLMB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT FOR THE PERIOD 5 JANUARY 2024 TO 17 MAY 2024

6 Year Actual Spend

437.3K

2024/25 Forecast Variance

0.6M -

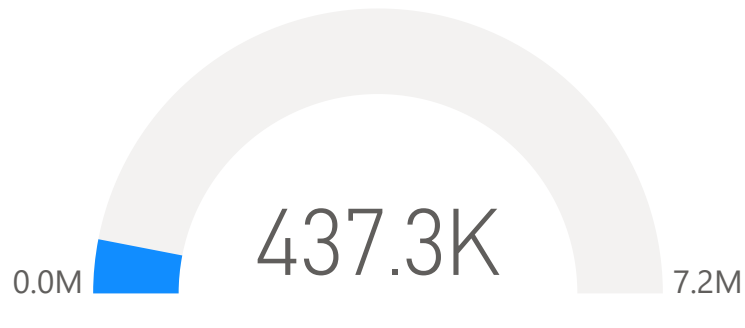
6 Year Forecast Variance

7.2M **-7.0M**

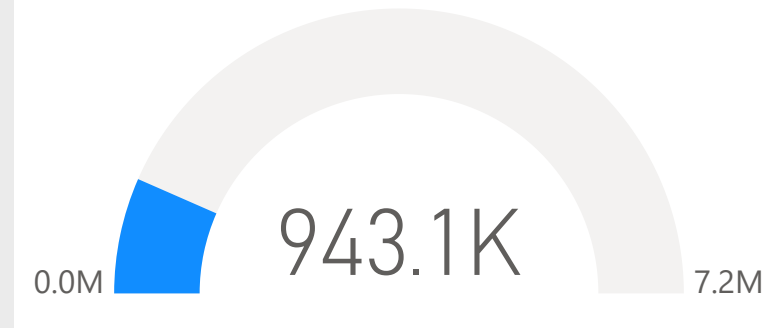
Forecast beyond 2027

36.0M

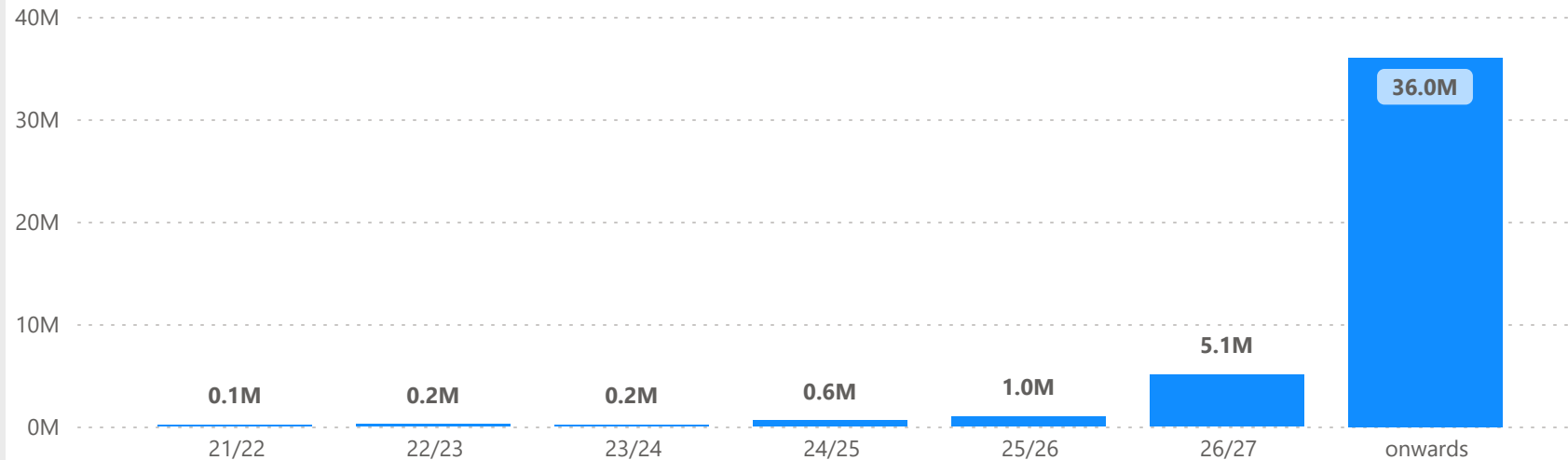
6 Year Forecast & Actual Spend



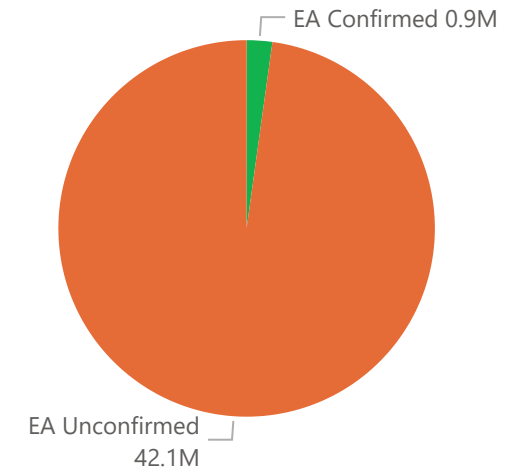
6 Year Forecast & Approvals



Expenditure Profile by Year



Funding Sources



SCH No	Project Name	Description	Project Manager	Framework	Project Stage	OBC Approval	Start Construction	Complete Construction
1	Pevensey Water Management Improvement Scheme	5 Pumping station Replacements & Refurbishments (inc 2 EA Assets)	Giles Bloomfield	SCAPE	Study	31/03/2025	31/03/2026	31/03/2030

Update

The new expenditure profile reflects the revised profile submitted as part of the Refresh to the Environment Agency. After securing approval for the additional funding we can now plan our way forward and understand new timescales. We have re-instructed Balfour Beatty and Stantec to begin updating the Outline Business Case for 5 pumping stations, and this exercise should be complete by March 2025.

Risks

High Risk – Due to the legal obligation, we require funding from the Environment Statutory Allowance (ESA) but this is now significantly over subscribed nationally, so there is no guarantee of funding. The value currently anticipated to be needed from ESA is £36m, but this will be refined through the updating of the Outline Business Case.

Change

The 6 year reduction of £7m is due to reprofiling the works taking into account the delay receiving approval for the additional funding.

Approval

We have received the approval letter for the additional £593k.

Recommendations for Board

To support the re submission of a prioritised OBC.

KARI NASH - PROJECT DELIVERY MANAGER

GILES BLOOMFIELD - PROJECT DEVELOPMENT MANAGER

[Interactive Google Map Link](#)

OPERATIONS REPORT

For the period 01 January 2024 to 24 May 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
Magham Sewer	Mowing
Bowley Sewer	Mowing
Sackville Sewer	Mowing
Church Farm Ditch	Pennywort and mowing
Church Farm Feed	Mowing
Tower Ditch	De-silting
Martins Ditch	Tree and brush management. De-silting
Dowles Stream	Mowing
Waterhouse Stream	Mowing
Inn Stream	Mowing
East Langney Sewer	Tree and brush management. De-silting
Springfield Ditch	Tree and brush management. De-silting
Freshwater Stream	Tree and brush management

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

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

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

2.4. We signed a five year Public Sector Cooperation Agreement (PSCA) with the EA. For now, the only agreed schedule of works is the operation of EA structures, but more work can be agreed in the future.

3. PUMPS

3.1. External lighting was installed at all pumping stations, to address concerns during a Health and Safety audit.

3.2. All the pumps were serviced in April 2024. The table below summarises the report for each pump.

PUMP	ISSUES
Manxey	No issue reported
Drockmill	Signal allowing automatic pump start needs monitoring, it is at risk of breaking down. The stilling tube lower bracket has failed and needs to be replaced.
Star Inn	Issues with pump 1 greaser and still requires action as not using grease.
Rickney	Greaser unit - some original coupling rubbers cracked.
Horsebridge	Rodent infestation within the kiosk and electrical panels.
Barnhorn	No issue reported

- 3.3. The leak on the gearbox of the Pump 2 at Rickney has now been fixed. However, we continue to monitor to ensure that the fix is permanent.
- 3.4. Pump 2 at Horsebridge will be craned out and taken to a workshop for refurbishment on 5th June 2024. The quoted budget for this work is £26,500. However, any defects found during inspection may attract additional costs.
- 3.5. Pump 1 at Star Inn needs to be craned out for inspection and replacing of greaser unit this summer. The estimated costs for this is £13,400.
- 3.6. The bigger pump at the EA's Newbridge Pumping Station stopped working while land was still flooded in May and a workshop repair for it is planned towards end of June. A temporary pump has been rented to manage reduce water levels, with all costs associated with the temporary pump being met by the Board.
- 3.7. A Wayleave Agreement was signed with the EA and UK Power Networks, to allow the construction of a power cable from the Star Pumping Station to the Star Gates, which are currently being replaced.
- 3.8. It was acknowledged that the transfer of the land around the pumping stations from the EA to the Board is overdue. The EA's solicitors are now working on finalising the transfer of the land around the pumping stations from the EA to the Board.

4. OPERATIONAL ISSUES

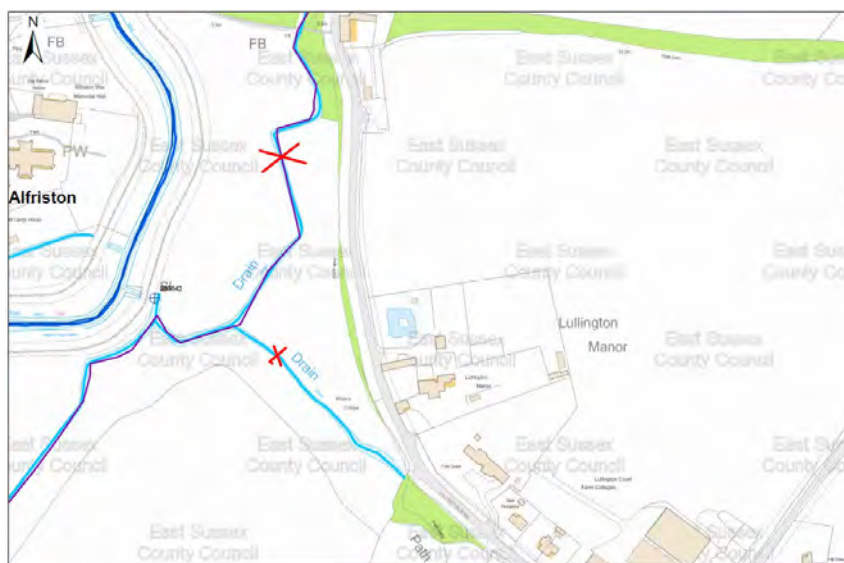
Cuckmere Update

Milton Lock

- 4.1. Natural England (NE) provided its advice on Milton Lock to the EA in February. This recommended: "*obtaining the appropriate information relating to the current hydrology of the Cuckmere Valley, and predicted changes following any decommissioning and removal of Milton Lock, and how this impacts the SSSI land*". Natural England also encouraged a "*feasibility study on the adaptability of the Valley as a whole*" and is willing to look into the resourcing of this study.
- 4.2. The EA is yet to confirm whether it will follow NE's recommendations and work with others on the feasibility study on the adaptability of the Valley.

Embankment and Channel Works at Alfriston

- 4.3. The embankment was significantly eroded, following several overtopping incidents over the winter.
- 4.4. The planned silt removal from the channel could not be undertaken in February due to extensive flooding in the valley. This necessitated the revision of the programme for the planned work to:
 - Phase 2 - the removal of silt from the left bank of the Cuckmere. This will be carried out during the last two weeks of September 2024.
 - Phase 3 - the full repair of the embankment, including raising levels to those agreed with the EA as part of the FRAP. This will be carried out in July 2024.
- 4.5. The embankment repair will now be carried out prior to the silt removal, and as a result the silt from the river cannot be used to contribute towards the embankment repair.
- 4.6. The revised timings were discussed and agreed with the EA. Additional mitigation measures to manage potential impact of de-silting on fish will be undertaken.
- 4.7. An application to vary the MMO licence to align with the revised timings was made, but a decision is still awaited.
- 4.8. The increased erosion of the embankment resulted in the need for a longer reach machine to carry out the silt removal. Due to the size of the machine, the two culverts which are used for its access require some repairs to allow safe access. The location of the culverts to be repaired is shown below.
- 4.9. The culvert repairs will be carried out during the embankment repairs. One of the culverts will be repaired once a mechanical removal of the non-native invasive species, parrot's feather found in one of the drains, is carried out in mid-June.



- 4.10. The table below gives the estimated total costs associated with the embankment repairs, the culvert repairs, management of parrot's feather and silt. The cost estimates shown in the table

exclude staff time. It should be noted that quotes are generally valid for 30 days and some of the costs could change when orders are confirmed especially

ITEM	COST ESTIMATE (excl. VAT)	COMMENTS
Variation of MMO licence	£2,000	
Management of parrot's feather	£6,500	Using herbicide applied by external contractor
Plant hire for parrot's feather removal	£2,500	Work will be done in house
Material for first culvert – pipe, gravel, concrete bags	£3,270	Work will be done in house
Importation of clay – for Cuckmere embankment repair	£30,000	Puddle clay and no waste licence required
Plant hire for Cuckmere embankment repair	£7,000	Work will be done in house
Biodegradable erosion protection mats – Cuckmere embankment	£3,000	To reduce the risk of erosion during overtopping in first year before grass is fully established
Material for Freshwater Stream culvert – pipe, gravel, concrete bags and piles for coffer dam	£6,720	Work will be done in house
Plant hire for silt removal	£7,800	22m long reach machine
Traffic management at Wilmington	£1,000	Required to allow safe delivery of plant through Wilmington
Other materials – fencing, aerator, netting and grass seed	£3,000	
TOTAL	£72,790	

Recommendation to the Board

4.11. it is recommended that the Board approve the use of the Cuckmere Development Reserves to fund the above work.

5. MAINTENANCE CONTRACT

5.1. The Board's maintenance contract with Agricultural Machine Hire Ltd is coming to an end in March 2025. Therefore a review of options has been undertaken before tendering for the next contract.

5.2. Over the previous 6-7 years the Board has used a contractor to undertake the work required on the watercourses (AMH Ltd). This has been very successful and the system is in the best condition it has been for years.

5.3. The current contract guarantees work to the contractor between July and March each year. Officers have found this to now be a challenge, as the condition of the system does not require such an extended duration of work.

- 5.4. We have however, found that other jobs, such as sluice repairs, culvert repairs, bespoke de-silts and tree management are required. As such, we consider that over the next tender period a shorter window of routine maintenance will provide the best cost/benefit for the system to operate effectively, with packages of additional work then being tendered separately.
- 5.5. It is proposed that a routine work window, running from July – December would suffice, with payment changing from day rates to £/mtr rates. This will allow greater flexibility, reduce costs and allow the operations manager to better direct resources, as required during the year.
- 5.6. Packages of priority project work within the district will be developed and tendered separately for completion between December – March of each year, or undertaken using in house staff.
- 5.7. We have looked at the costs of bringing the routine maintenance back in house, however we do not believe this would be cost beneficial in the short-term, due to the initial costs of plant hire and office space, in the context of current challenges on available resources. However, the Board should consider how it wishes to move forwards over the next 5 - 10 years, in terms of changing its business model to one of undertaking work in house.
- 5.8. Through purchasing a machine and employing additional staff, the board could take more control of its district and have freedom to direct its resources as required. The in house machine and IDB member of staff on it could provide resilience to Richard and act as a future operational manager, who would learn the district and the sluice keeping, and also provide opportunities for more diversity of roles in the future.
- 5.9. This will be fully costed this financial year and presented to the Board, however discussion and opinions on this are welcomed now.

6. CAPITAL SCHEMES

Pevensey Levels Pump Replacement Project

- 6.1. The update on this is covered in the Capital Works Programme and Project Development Report.

7. HOLM SEWER – UPSTREAM SECTIONS

- 7.1. The channel survey of both the Holm Sewer and Otham Court Ditch was undertaken in March 2024 and was funded by the County Council as the Lead Local Flood Authority.
- 7.2. The survey findings confirmed that the open section of the Holm Sewer, upstream of the B2104, flows into the Board maintained drain, Otham Court Ditch. While the short culverted section flows into the downstream section of the Holm Sewer, through Hommarsh Bridge (see survey extracts below).
- 7.3. Officers will start discussions with the EA, with the intention of getting the upstream open section of the Holm Sewer classified as part of Otham Ditch and Board maintained watercourse. With the culverted section as part of the Holm Sewer north-east of the B2104 and classed as main river.



8. SURVEY AND MODELLING PROGRAMME – PHASE 2

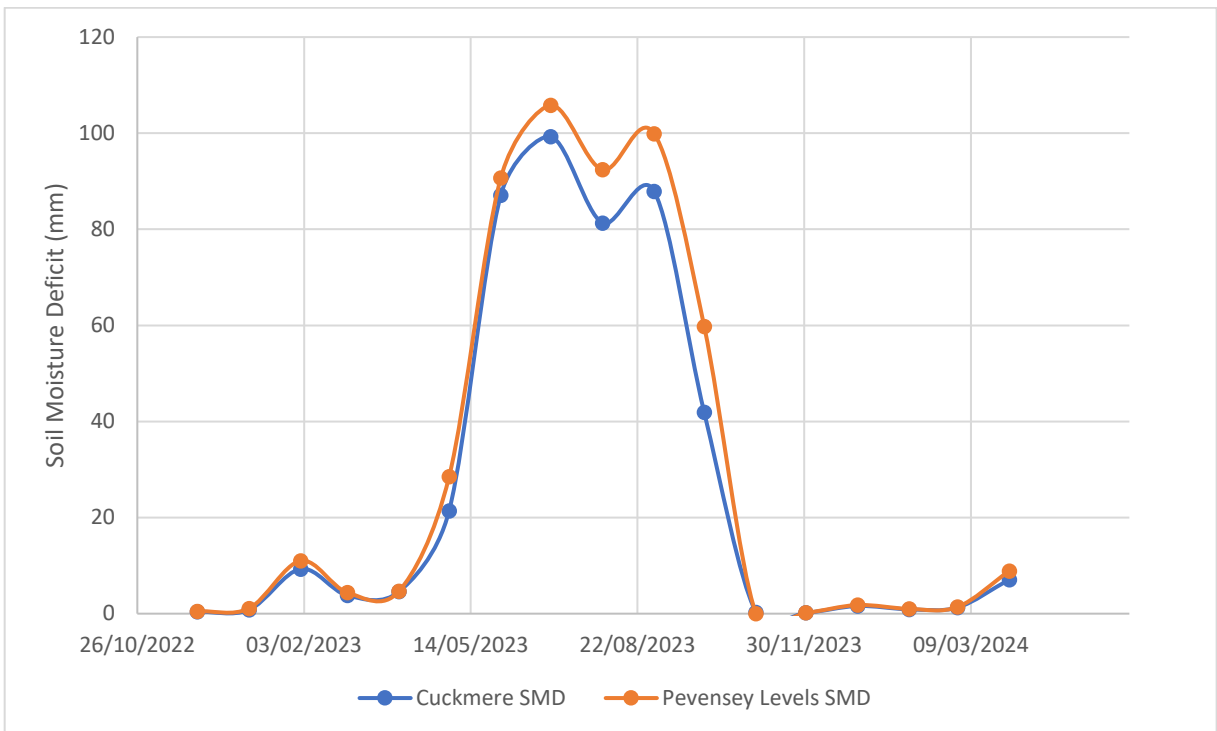
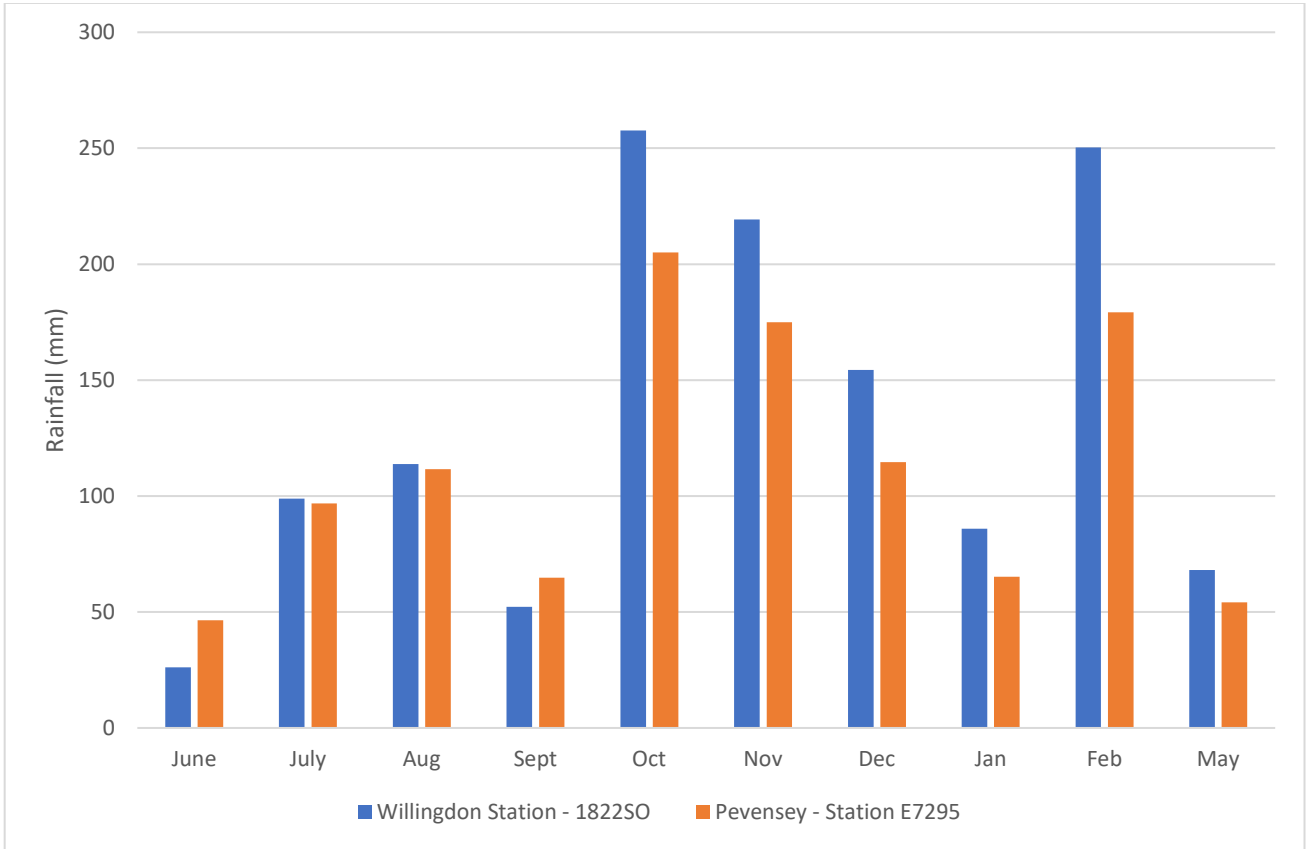
- 8.1. Following the Board's approval of the allocation of £150k from the Development Reserve towards Phase 2 of the Survey and Modelling Programme, tenders for the modelling were invited from three consultants.
- 8.2. Two of the consultants did not provide costs, citing lack of an experienced team that could work on the modelling of such a complex system, since the appropriate resources were already engaged on other projects. Consequently, only Jacobs was able to provide a cost for undertaking the modelling.
- 8.3. A channel survey specification was developed by Jacobs and has now been issued to surveyors. Cost estimates for the channel and structure survey are still awaited.

9. HYDROLOGY

- 9.1. The table below gives the monthly total rainfall recorded in the district between June 2023 and the third week of May 2024.

LOCATION	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Willingdon – Station 1822SO	26.2 mm	98.9 mm	113.8 mm	52.2 mm	257.6 mm	219.3 mm	154.4 mm	85.9 mm	250.3 mm	105 mm	82.2 mm	68.1 mm
Pevensley – Station E7295	46.4 mm	96.8 mm	111.6 mm	64.8 mm	205 mm	175 mm	114.6 mm	65.2 mm	179.2 mm	70.4 mm	65.8 mm	54.2 mm

- 9.2. The graph below gives the monthly total rainfall recorded in the district between June 2023 and the third week of May 2024. This was recorded at the Environment Agency's rainfall stations in Willingdon and Pevensley.
- 9.3. The soil moisture deficit within the Cuckmere and Pevensley catchments between December 2022 and April 2024 is shown in the graph below. This shows that the ground was more saturated this past winter, compared to winter 2022/23.



REVAI KINSELLA
AREA MANAGER
MAY 2024

ENVIRONMENTAL REPORT

For the period 03 January 2024 to 04 June 2024

1. INFORMATION FOR THE BOARD

1.1. DISCOVERY AND MANAGEMENT OF PARROTS FEATHER ON THE FRESHWATER STREAM

During a visit to the Cuckmere valley on 12th February 2024, a small patch of Parrots Feather (*Myriophyllum aquaticum*), an aggressive invasive species, was found in on a part of the Freshwater Stream, near the location proposed for the main River Cuckmere desilt and embankment work. A further larger scale survey of the freshwater stream was undertaken by P&C WLMB staff in May 2024, which has subsequently found the plant to be present in patches along a 1.3km section of the IDB watercourse.



Parrots feather infestation in April



Parrots feather infestation in May

It is thought that the infestation started in a riparian ditch, but has now spread to the IDB adopted watercourse. Under schedule 9 of the Wildlife and Countryside Act (1981) as amended by the CROW Act (2000) it is an offence to allow the spread of this plant through any activity, such as maintenance. It is therefore important that the IDB take all measures necessary to ensure the plant is eradicated over time; though it is an extremely difficult task to undertake and may take a couple of years to achieve.

The freshwater stream is the important freshwater feed of Unit 6 of the Seaford-Beachy Head SSSI in which many important aquatic and wetland plants were found as part of last year's Cuckmere Botanical survey. It is critically important for the Biodiversity of the SSSI to ensure that the spread of Parrots feather is controlled and eradicated if at all possible, to prevent its spread into this highly sensitive ecological location.

An integrated approach to its management is being employed. Firstly, large quantities of the plant will be removed mechanically by machine to get rid of the majority of the plant biomass. The Board have also enlisted a contractor to undertake the spraying work, to spray the remaining emergent plants. The contractor will make three visits to the site over the course of the year and further monitoring will then take place to better understand how the control/eradication measures are working.

1.2 STANDARD MAINTENANCE OPERATIONS REVIEW: 2023-2028

A review of the Boards Standard Maintenance Operations Document has been undertaken during this period. The document has been sent to Natural England’s Sussex Teams for comment. The document has been considered in light of the Environment Act 2021, the P&C WLMB’ commitment to Carbon Reduction and to the Local Nature Recovery Strategy for Sussex.

The P&C WLMB have used the current SMO successfully for the last 5 years. Its success and balanced approach has been crucial in gaining a 5 year NE assent for the maintenance of watercourses since 2018. We hope to garner similar positive thoughts from NE on this document.

The Draft SMO Document can be viewed [here](#).

Officers would like the P&C WLMB Board Agreement on this document subject to Natural England approval.

Recommendation: The Board adopts the new SMO document 2023-2028.

2. BIODIVERSITY ACTION PLAN - UPDATE

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

The WRT is a charity, registered in 2022, with origins in the Waterlife Recovery East (WRE) project. The aim of this group is to eradicate mink throughout Great Britain via a partnership approach from many organisations. The WRT today sees partner organisations and volunteers trapping mink and seeing native wildlife rebound from Yorkshire through to Sussex, with more counties to likely sign up. The Environmental Manager continues to sit on this steering group to represent WMA interests.

The latest WRT steering group meeting was held on 25 January and the 16 May 2024. The fifth edition of the WRT newsletter produced for January 2024 and April 2024 provides some interesting information, updates on the project and its progress and can be found [here](#).

3. PRE-WORKS SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
12-02-24	CL, RK,	Maintenance	Cuckmere/ Freshwater stream	Trained the Pevensey staff on how to use YSI monitoring meter. Observed IDB tree maintenance on the Freshwater stream.

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
11-01-24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.
16-01-24	CIEEM Webinar – The Amplification of Plant Disease Risk through Ecological Restoration	A member network event / webinar provided by CIEEM on covering; 1) What are the risks plant pests and pathogens pose to our native habitats?, 2) How aware are those conducting habitat restoration and creation of the risks plant pests and pathogens pose? and 3) What can we do about these risks?
23-01-24	CIEEM Webinar - The Statutory Biodiversity Metric for Mandatory Biodiversity Net Gain in England	A webinar provided by CIEEM on the statutory Biodiversity Metric for mandatory Biodiversity Net Gain. The statutory Biodiversity Metric underpins the mandatory requirement for developments to achieve Biodiversity Net Gain. The webinar

		presented the statutory Biodiversity Metric, how it differs from previous versions of the metric, the policy context of the statutory Biodiversity Metric and how the metric supports developments to achieve net gains in biodiversity.
25-01-24	CIEEM Webinar - Mandatory Biodiversity Net Gain: The Policy	CIEEM held a webinar discussing all about mandatory Biodiversity Net Gain being introduced in England for most developments seeking planning permission. The webinar presented the policy of mandatory Biodiversity Net Gain, and the context of mandatory Biodiversity Net Gain and the planning system.
25-01-24	WRT Steering Group Meeting	Quarterly meeting with WLRT as discussed above.
02-02-24	ADA Environment Day 2024	The Environment Team attended ADA's 'Environment Day' for internal drainage boards on World Wetlands Day 2024. The event hosted a number of speakers talking on a range of topics relevant to IDBs' management of the lowland freshwater environment. The day covered talks on Wildlife, Law & Policy, Lowland peat soils, Lowland water quality, Biodiversity Net Gain, Invasive aquatic plant - Floating pennywort, Local Nature Recovery Strategies and Water within the Sustainable Farming Incentive.
07-02-24	CIEEM Webinar: Biodiversity Net Gain for Watercourses	CIEEM held a webinar to discuss more about the watercourses module, the opportunities to achieve BNG and solutions to common questions. The webinar focused on the watercourses module of BNG, offering a practical overview of the component parts of the water course module, de-mystifying perceived complexities and suggesting helpful solutions to common questions.
15-02-24	CIEEM Member Network Event: Ghosts in the Hedgerow	CIEEM held a member network event where award winning author and ecologist Tom Moorhouse spoke about hedgehogs and the conservation perils they face.
21-02-24	CIEEM Lunchtime chats with Lynda Huxley: The red-listed Swift - securing its long-term future in Ireland	CIEEM invited people to join an online talk with Lynda Huxley about the Swift and securing its long-term future in Ireland. The talk provided an introduction to some aspects of the breeding biology of the Common Swift, followed by information on the problems facing this red-listed bird of conservation concern. Guidance on surveying techniques was discussed and details on how we can protect 'natural' nest sites and installing nest boxes (both externally mounted and built-in) to provide suitable nest sites and thus secure the long-term future of the Swift in Ireland was provided.
01-03-24	Black Poplar Project Meeting Discussion	An introductory meeting was held between a WMA Environmental Officer and the Suffolk Tree Warden Network to discuss the background and purpose of the newly formed the Suffolk Tree Warden Network project from the original Suffolk Black Poplar Project and how the network has become part of a wider East Anglia project involving Norfolk and Essex. A teams meeting was held to discuss what the project does and how it operates, how it is / wants to engage further in partnership working, an overview of the Black Poplar tree, how people can work with the project, possible planting sites and discuss how we might work together to get more Black Poplars into the landscape.
05-03-24	Mink and Water vole - Pevensey	Meeting with NE and other Pevensey NGOs to discuss mink trapping and potential future survey work for water voles in locations within the Pevensey and Cuckmere catchments.
12-03-24	CIEEM Positive Planning for Biodiversity - First Principles Training Course (Day 1) (ECTP)	Day 1 of the CIEEM online training course, providing an overview of biodiversity law and how this interacts with the planning process. The webinar goes through the planning system including application processes, planning policy and the role of Local Authority Biodiversity officers and ecological Consultees.
19-03-24	CIEEM Positive Planning for Biodiversity - First Principles Training Course (Day 2) (ECTP)	Day 2 of the CIEEM online training course, exploring emerging policies and approaches, including District Licensing, planning reform, ecosystem services/green infrastructure, biodiversity net gain and Nature Recovery Networks.
22-03-24	Meeting with EA Fisheries Team	Meeting to discuss IDB maintenance and environmental policy with EA officers as well as opportunities for collaborative work.

12-04-24	Signal Crayfish – Virtual Symposium	A Symposium arranged by the Biological Recording Company was held online whereby ecologists discussed issues with Signal crayfish and potential methods for control or eradication such as using predatory fish species, the use and limitations of signal crayfish barriers, and genetic manipulation and sterilisation using “Gene-drive” technology.
15-04-24	ISO 14001/9001 Management Review meeting	Management review with internal officers looking at internal audit outcomes and determining solutions for continuous improvement.
16-04-24	CIEEM Breeding Bird Surveys and Checks training course (ECTP)	A CIEEM one day course providing a baseline for breeding bird surveys and site checks. The course covered the relevant legislation and its interpretation and definitions; how this translates into practice, site inspections and approaches; a review of species and habitats that are commonly encountered; understanding of breeding cycles and seasonal timing; what constitutes disturbance and Schedule 1 Species. Exemptions, Licensing, Enforcement. Reporting, Non-licenced method statements.
25-04-24	VMT ROLO Operative Training Course	Environment Officers attended a 1 day (online) ROLO Operative training course, in preparation for applying for a CSCS SmartCard. The course covered; Basics of Health & Safety law, regulations, Risk assessment, Hazard awareness, Protective equipment, Electrical awareness, Excavations, Work at height, PUWER and LOLER.
29-04-24	IUCN UK Peatland Programme Webinar	The Fens East Peat Partnership (FEPP) with Natural England arranged a series of monthly webinars on lowland peat restoration topics. This webinar introduced the Peatland Programme’s latest issues brief ‘Peatlands and Agriculture’, their engagement work around biodiversity and the ‘Eyes on the Bog’ peatland monitoring initiative, and provided an update on the continuing development of the Peatland Code.
16-05-24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.
16-05-24	CIEEM Member Network Event: 30 by 30: What does it mean for nature conservation?	CIEEM held a member network event with guest speakers to discuss the government’s target to designate 30% of the Earth’s land and ocean by 2030, and the current progress of meeting this target in the UK.
16-05-24	Waterlife Recovery Trust Meeting	Meeting of stakeholders to discuss the progress of the WLRT efforts over the last 4 months.
24-05-24	Mammal Society: Dormouse Ecology & Conservation – Online Training Course	This one-day Mammal Society dormouse ecology, survey and monitoring training course included information on relevant legislation, dormouse ecology and conservation, survey techniques and habitat management theory, led by expert trainer David Wells.
29-05-24	CIEEM Webinar - Considering reptiles when designing Biodiversity Net Gain	A webinar hosted by CIEEM to learn about a new tool to design habitat creation and enhancement for BNG in ways that benefit reptiles. The webinar discussed the developed methodology for Ecologists to check whether habitats being enhanced or created for BNG are suitable for reptiles, along with case studies.

6. NON-COMPLIANCE

An environmental incident was reported by a member of the public reported to the EA that they had seen eels struggling within the silt removed from our drain by the Board’s contractor.

The de-silting had been programmed for February, a time when it was thought that eels would have migrated. Therefore, the machine operator was not asked to check within the removed silt for eels.

Actions taken at the time and to be carried forward for future desilting works were as follows:

- De-silting of the drain was stopped immediately.
- All removed silt was checked for eels.
- Six eels were rescued and eight eels were found dead.

Officers then worked closely with the EA to revise procedures for future de-silting. The EA Fisheries officers were satisfied with the revised procedures and the case was closed.

Improved desilting procedures have been developed, include the use of a Dissolved Oxygen Meter and a banksman on site to repatriate fish and eel during desilting work. Officers had a follow-up meeting to discuss future maintenance procedures and explore opportunities for a closer working relationship between bodies.

7. COMPLAINTS

None within this period.

**CAROLINE LABURN
ENVIRONMENTAL MANAGER
JUNE 2024**

Sustainable Development Report

1. Reporting Period

1.1. This sustainable development report covers the reporting period 1st January to 24th May 2024.

2. Consent Applications

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

Application Type	Number
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
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:	3

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

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

3. Consents Determined

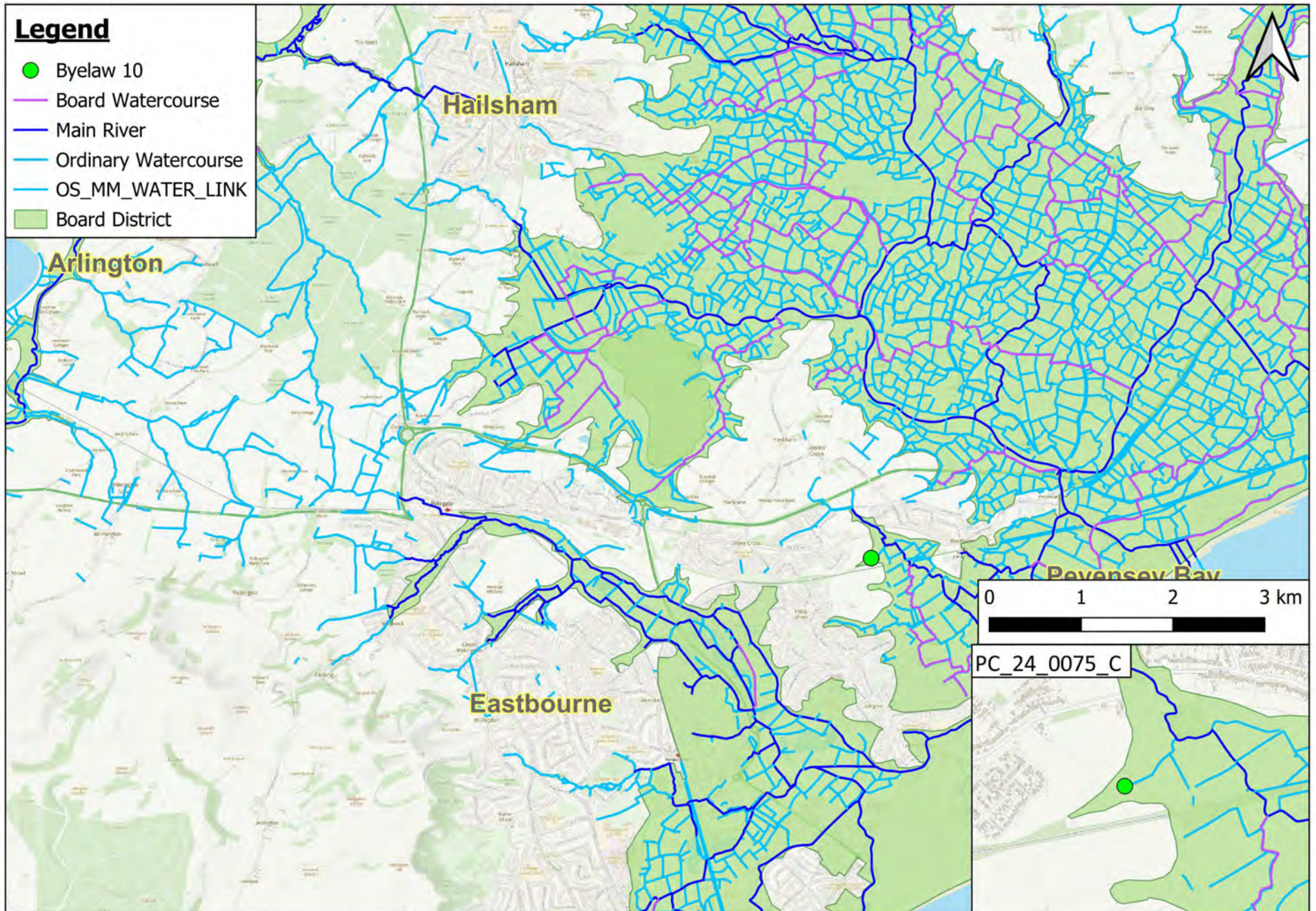
3.1. During this reporting period, six consents/agreements under the Land Drainage Act 1991, Board's Byelaws and general flood risk management have been determined by Officers in accordance with their delegated authority.

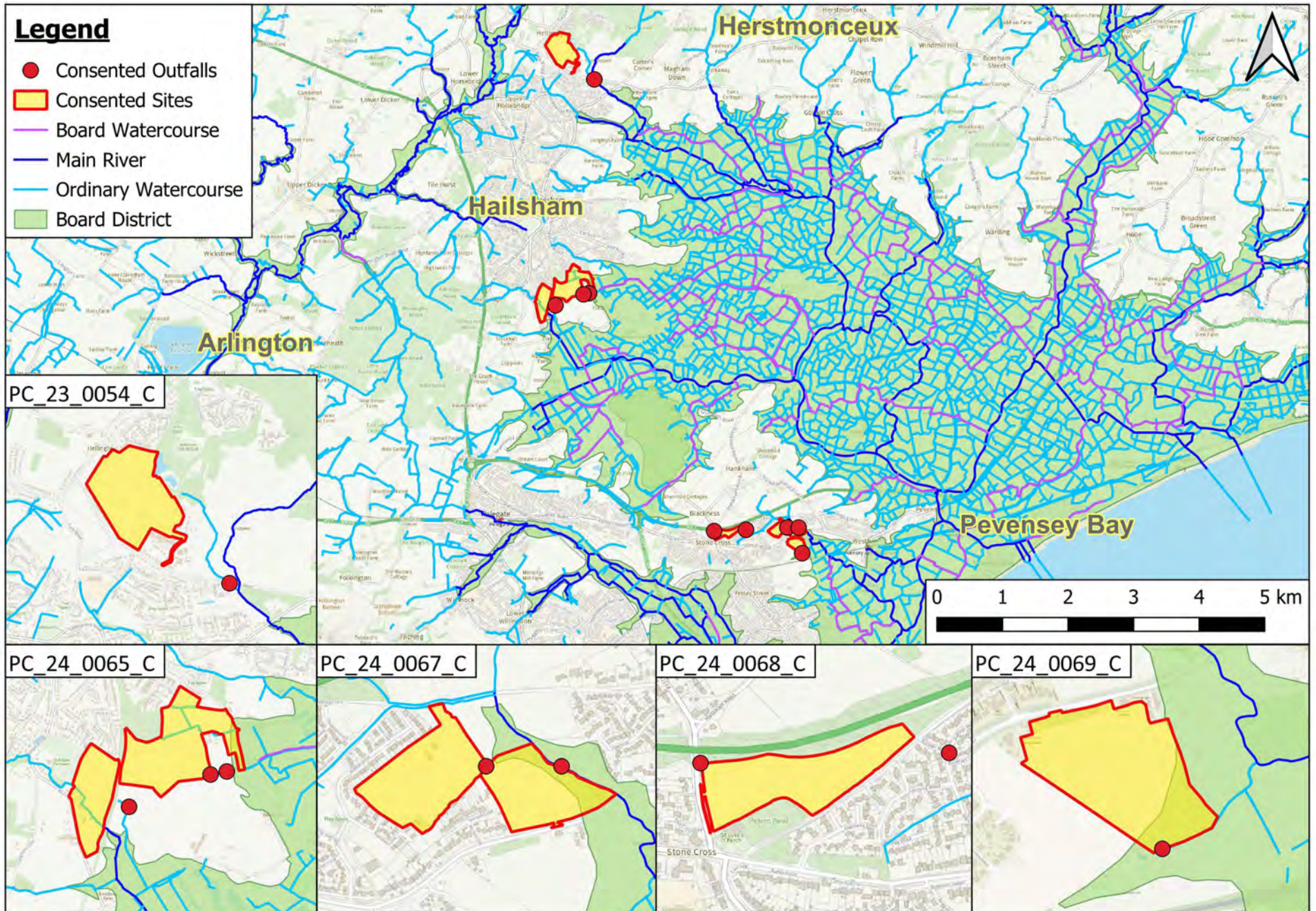
Application Type	Number
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	5
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	1
Total:	6

3.2. These determined consents and agreements are listed in more detail in the table below. The table highlights that the most regulated activity is the discharge of surface water runoff (direct or indirect) from new or re-developments into the drainage district. PC_23_0065_C and PC_23_0054_C were discussed and approved by the Board at the last meeting.

Case. Ref.	Case File Sub-type	Location	Description of proposal	Determination
PC_23_0065_C	Byelaw 3 Surface Water	Cuckoo Fields, Land adjacent to Station Road Hailsham BN27 URN	Discharge of Surface Water at a rate of 44 l/s from a 89,000m ² impermeable area from a residential development	Granted 16/1/2024
PC_23_0054_C	Byelaw 3 Surface Water	Park Farm West Hellingly	Discharge of Surface Water at a rate of 28 l/s from a 60,500m ² impermeable area from a residential development	Granted 13/2/2024
PC_24_0067_C	Byelaw 3 Surface Water	Westham Parcel A & B, Land off Rattle Road, Westham BU24 5DP	Discharge of Surface Water at a rate 22.8 l/s from a 30,120m ² impermeable area from a residential development	Granted 12/5/2024
PC_24_0068_C	Byelaw 3 Surface Water	Westham Parcel C, Land off Rattle Road, Westham BU24 5DP	Discharge of Surface Water at a rate of 13.5 l/s from a 22,227m ² impermeable area from a residential development	Granted 12/5/2024
PC_24_0069_C	Byelaw 3 Surface Water	Land East of Hailsham Road and North of Peelings Lane, Stone Cross, Pevensey	Discharge of surface water at a rate of 5.3l/s from a 13600m ² impermeable area from a residential development	Granted 17/05/2024
PC_24_0075_C	Byelaw 10	Westham Parcel C, Land off Rattle Road, Westham BU24 5DP	Installation of 225mm diameter outfall and precast headwall into Tributary of Rattle Stream	Granted 12/5/2024

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





4. Enquiries

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

Case. Ref.	Case File Sub-type	Location	Description
PC_24_0086_ Q	About Planning	Rother District Council	Request for information regarding digital data the board may possess, to inform Local Plan.
PC_24_0085_ Q	About Works	A259, Stone Bridge, Bexhill	Access to watercourse for bridge inspection by National Highways
PC_24_0084_ Q	Byelaw 10	Rattle Road Woodgate Westham BN24 5DH	Culvert typical details, information provided by Network Rail for planned works
PC_24_0083_ Q	About Regulation	Pickley Wood, South Of Swanwood Farm, Gun Hill TN21 0LL	Impoundment by Forest Commission - risk to downstream neighbours. Enquiry from ESCC
PC_24_0082_ Q	Report of Flooding	New Bridge Magham Down Hailsham BN27 1QF	Flooding of land due to Environment Agency pump failure
PC_24_0081_ Q	Report of Flooding	1 Arnside Road St.Leonards TN38 8AB	Enquiry about flood risk at Property – referred to ESCC
PC_24_0078_ Q	About Works	Friday Street Farm Stone Cross	Advice regarding ditch desilting on development site and easements
PC_24_0077_ Q	Byelaw 3 Surface Water	Hindsland, Eastbourne Road, Willingdon, East Sussex, BN20 9NU	Information received about works within Boards area that require consent
PC_24_0076_ Q	About Regulation	Whydown Road Ninfield Bexhill on Sea	Request for a site visit to discuss flooding to land – drainage rate query
PC_24_0073_ Q	Byelaw 3 Treated Surface Water	Herstmonceaux Castle	Enquiry about Board requirements for a new sewage treatment plant replacing existing
PC_24_0072_ Q	Byelaw 3 Surface Water	Friday Street Farm Stone Cross	Pre-app advice regarding consents
PC_24_0071_ Q	About Works	Springfield Ditch Tolkien Road, Eastbourne	Feedback about tree work undertaken to enable desilting of Springfield Ditch

4.3. The enforcement case at the Tower Ditch, has now been closed. The details were:

- PC_0043_N: illegal works within the 9m easement and land owned by the Board on the bank of Tower Ditch behind properties on Westham Drive, Pevensey.

- 4.4. The resident who installed astro-turf and a jetty in the Board's watercourse had originally verbally agreed to remove the works by 1st September 2023. However, the works were still in place when we came to desilt the channel, an official enforcement notice was sent and the illegal works were removed whilst on site.
- 4.5. A letter was sent to a resident at Tolkien Road, Eastbourne after tree debris was found to have been dumped in the Spring Field Ditch, the details were:
- PC_24_0070_N: Tree debris discarded in the watercourse.
- 4.6. The resident made contact with the board and the issue was resolved.

5. Planning Comments

- 5.1. Officers have provided comments on 91 planning applications and pre-application enquiries, which is a 68% increase over the cases from the previous reporting period, 21st October 2023 - 31st December 2023. However, the previous reporting period covered two months only.
- 5.2. These applications are either in or potentially have an impact on the Boards Internal Drainage District. 85.7 % of the applications were reviewed by the Board's officers, whilst East Sussex County Council officers reviewed the remaining 14.3 % with the support of the Board's officers.

Local Planning Authority	Number of consultations
Eastbourne Borough Council	10
East Sussex County Council	6
Hastings Borough Council	5
Rother District Council	22
South Downs National Park Authority	2
Wealden District Council	46

- 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. 52% of the planning consultations were addressed within the deadline agreed with the LPA planning officer.
- 5.4. Approximately 42% of the planning applications had several re-consultations due to the insufficiency of the initial information submitted with the planning application. These re-consultations can be resource intensive and in some cases required meetings in order to resolve concerns with surface water management proposals of the proposed developments. The meetings were all held through Microsoft Teams, in some cases requiring more than one meeting to resolve the issues surrounding flood risk and drainage.
- 5.5. Providing advice to developers at pre-application stage could help reduce the number of re-consultations. Unfortunately, only 15% of the planning applications had requested pre-application advice prior to submission of a planning application.

Planning stage	Number of consultations
Outline planning	5
Full planning	27
Reserved matters	9
Discharge of planning conditions	36
Pre-application	14

6. Fees

- 6.1. As shown in section 3, the main activity being regulated is the direct or indirect discharge of surface water runoff into the Board's drainage district. All of the discharge consents issued during the reporting period attracted payment of a surface water development contribution, which was invoiced as shown on the table below.
- 6.2. Payment has been received on two of the invoiced surface water development contributions with a total fee of £190,520.34.

Case ref.	Location	Amount (no VAT)	Date invoiced	Invoice Paid? Y/N	Reason for payment
PC_24_0067_C	Westham Parcel A & B, Land off Rattle Road, Westham	£68,402.52	16.05.2024	N	Discharge of surface water runoff at a maximum discharge rate of 22.8 l/s entering the Board's IDD
PC_24_0068_C	Westham Parcel C, Land off Rattle Road, Westham BU24 5DP	£51,710.67	16.05.2024	N	Discharge of surface water runoff at a rate of 13.5 l/s entering the Board's IDD.
PC_24_0069_C	Land East of Hailsham Road and North of Peelings Lane, Stone Cross, Pevensey	£20,062.36	16.05.2024	N	The discharge of surface water at a rate of 5.3 l/s indirectly entering the Board's IDD.
PC_23_0065_C	Cuckoo Fields Station Road (land adj to) Hailsham	£113,851.38	19.02.24	Y	The discharge of surface water at a rate of 44 l/s indirectly entering the Board's IDD.
PC_23_0054_C	Park Farm West Hellingly	£76,668.96	19.02.24	Y	The discharge of surface water at a rate of 28 l/s indirectly entering the Board's IDD.
	TOTAL	£330,695.89			

7. Partnership and stakeholder engagement

- 7.1. Board officers submitted comments on Wealden District Council's Draft Local Plan in May 2024.
- 7.2. 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).
- 7.3. The project team are engaging with the community to raise awareness around the project. Preliminary integrated hydraulic modelling has been undertaken for the study area and telemetry installations across the project area, include the Boards area, have been undertaken. Four new rain gauges and 52 level gauges have been installed over the winter period. With both the new integrated model and gauge data, the project will next and investigate water level interactions to recommend future water level management approaches.

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



Internal Audit
REVISED FINAL

Water Management Alliance

Assurance Review of Annual Governance and Accountability Return

2023/24

April 2024

Executive Summary

OVERALL ASSESSMENT

ASSURANCE OVER KEY STRATEGIC RISK / OBJECTIVE

The audit covers all areas required by the Annual Governance and Accountability Return (AGAR) and includes, where appropriate, the key risks for a drainage board.

SCOPE

The purpose of the review was to undertake sufficient audit work to be able to sign off the Annual Governance and Accountability Return for Internal Audit.

KEY STRATEGIC FINDINGS

- The Water Management Alliance (WMA) has good accounting practices and the governance, risk and control framework is working well.
- The WMA use the Sage 200 suite of software to manage their accounts, which supports accurate accounting and good record keeping.

GOOD PRACTICE IDENTIFIED

- The WMA demonstrates good challenge and understanding of issues at hand as evidenced by the comprehensive minutes of Board and Committee meetings.
- The WMA has a very informative website which is easy to navigate, well populated with useful and key information.

ACTION POINTS

Urgent	Important	Routine	Operational
0	0	1	1

Assurance - Key Findings and Management Action Plan (MAP)

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
1	Directed	The Financial Regulations for Waveney, Lower Yare and Lothingland IDB were last reviewed in February 2020 and are due to be reviewed every three years. However, the next review date is recorded as October 2024, which is not within the agreed review timescales.	The date of next review for Waveney, Lower Yare and Lothingland IDB Financial Regulations be updated, to fit within the agreed three-year review cycle.	3	WLYL IDB joined the WMA in April 2020. The review cycle advises once every 3 years – as Waveney are holding an election in November 2024, this review cycle is currently out of sync, and will be regularised at the November meeting, with each review happening within the 3-year period.	06/11/2024	Sallyanne Jeffrey Finance and Rating Manager.

PRIORITY GRADINGS

1 **URGENT** Fundamental control issue on which action should be taken immediately.

2 **IMPORTANT** Control issue on which action should be taken at the earliest opportunity.

3 **ROUTINE** Control issue on which action should be taken.

Operational - Effectiveness Matter (OEM) Action Plan

Ref	Risk Area	Finding	Suggested Action	Management Comments
1	Delivery	It was noted that over the next few years the WMA is looking to achieve a balanced budget for each Board. However, due to high inflation, which has particularly impacted on electricity supplies, many other Drainage Boards in the East Anglia area are now looking to increase their general reserve capacity to 30% of net expenditure. It is important that all Boards maintain an adequate and appropriate level of general reserves to provide financial protection from unforeseen events that would require a significant amount of resource to manage	Consideration be given to increasing the general reserve capacity to 30% in line with other Drainage Boards.	<p><i>All WMA Member Boards have agreed to present a balanced budget within 3 years but are unlikely to also be able to rebuild their reserves during the same time frame without increasing rates and levies further, by at least 30% year on year. The Boards are therefore unlikely to agree to increase their reserves from drainage rates and special levies at this moment in time.</i></p> <p><i>There is also a significant risk that contributing Councils and Farming Businesses feel unable to sustain their support for higher rate/levy increases that they have previously agreed to do during the next 3 years, which means that significant cuts will need to be made in the services provided and maintenance work undertaken to halt the decline of reserves still further.</i></p> <p><i>We will therefore need to consider making cuts to the maintenance programme if the Boards decide not to sustain the increases in drainage rates and special levies that are required to balance the budget over the next 3 years. Clearly, this is far from ideal.</i></p>

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures.

Findings



Directed Risk:
















Failure to properly direct the service to ensure compliance with the requirements of the organisation.

Ref	Expected Key Risk Mitigation	Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
GF	Governance Framework There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.	In place	1	-
RM	Risk Mitigation The documented process aligns with the mitigating arrangements set out in the corporate risk register.	In place	-	-
C	Compliance Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.	In place	-	-

Other Findings

- The Water Management Alliance (WMA) consists of the following seven Boards: Broads IDB; East Suffolk WMB; King's Lynn IDB; Norfolk Rivers IDB; South Holland IDB; Waveney, Lower Yare and Lothingland IDB; Pevensey and Cuckmere WLMB.
- The following Policies and procedures for each Board were reviewed:
 - Financial Regulations - recently approved with a three-yearly review cycle (with the exception of Waveney, Lower Yare and Lothingland IDB – recommendation 1 refers) and an agreed date of next review;
 - Business Plan (Policy Statement) - All recently approved with an agreed date of next review within five years;
 - Consortium Management Committee - Terms of Reference dated March 2024;
 - Capital Financing and Reserves Policy - Approved September 2022 with a five-yearly review cycle and adopted by all seven Boards.
- A number of agendas and minutes were reviewed for each Board and were found to be very comprehensive and demonstrated good governance. Decisions and actions had been followed through including the approval of rate increases for each Board.
- Accounts and annual financial statements can be found on the Water Management Alliance website.
- The Risk Management Policy was last reviewed in September 2021 and has a five-year review period. The Policy applies to all seven Boards in the Alliance and has been adopted by them.

Other Findings

-  The risk register is presented at each Board meeting for all the Boards to enable all the strategic risks to be considered and approved. The risk register and the resulting minutes are all included in the certified minutes, which can be found on the Water Management Alliance website.
-  Each Board reviews its objectives and sets new objectives for the following financial year at their rate setting meetings in January/February. This is confirmed in each Board's minutes, and these are available on the Water Management Alliance website. The exception to this is the Pevensey and Cuckmere Board which became part of the consortium on 1st April 2024 and is expected to be aligned with the other boards for 2025/26.
-  The Water Management Alliance use Sage 200 accounting software for their accounting records, which supports the financial transactions of the Boards. The trial balance for all seven Boards were reviewed and found to be in balance. In addition, the Income and Expenditure accounts and balance sheets were reviewed for all seven Boards and found to be in order.
-  The accounts payable system is an integral part of Sage 200 and is working well. A purchase order (PO) system is in place and a PO is issued for the purchase of goods. A number of examples were examined and found to be in order.
-  The five largest payments of the year were selected across the seven Boards and reviewed in detail. Each Board provided a PO (if applicable), invoice, nominal ledger entry, payment run and bank statement for each payment. These showed good accounting practices with appropriate controls in place.
-  The penny rate is set by each Board at their January/February meeting each year. Rate demands are then sent out towards the end of March each year. Reminders are sent out towards the end of June. If still unpaid by 31st October, a court summons is progressed during November for amounts exceeding £20.
-  The accounts receivable system is an integral part of Sage 200 and is working well. The debtor's system was reviewed and at the time of the audit (March 2024) aged debtors reports for the seven Boards were generated using Sage 200. The Financial Regulations state the Finance and Rating Manager shall ensure that all debts are substantially collected within 30 days from the debtor invoice tax point date and that the Chief Executive should be advised of debts that have become three months overdue or whenever a debt becomes doubtful. At the time of the audit review the only debts outstanding over 90 days related to two where consent was revoked and the invoice was subsequently credited in full as no payment was due.
-  All seven boards operate the same write-off procedure as detailed in the Financial Regulations. The Chief Executive has the authority to write off debts up to £750, surplus goods, stolen/damaged goods and obsolete goods. Other Board Members must inform the Chief Executive of any material item they consider should be written off. No sales debtors were written off during 2023/24.
-  The Finance and Rating Manager is responsible for the proper compilation of the payroll(s). Gross pay, net pay and all deductions have been well documented for all employees. Each Board operate an individual payroll (excluding East Suffolk; Pevensey and Cuckmere; Waveney Lower Yare and Lothingland as these Boards have no employees) and the WMA operate a separate payroll for shared staff, such as administration staff.
-  The payroll for the month of December 2023 was examined and found to be in order including NI and tax deductions. The WMA have confirmed employee contracts are in place.
-  A review of tax and NI invoices confirm the PAYE and NI payments have been made as required for December 2023. Each payment has been approved and signed off.
-  A review of the pension invoices for each Board shows employee and employer pension contributions have been made to the respective pension providers, as required for December 2023. Each payment has been approved and signed off.
-  The asset registers for the Boards were reviewed and found to be in order, up to date and included details of the original purchase, revaluation, depreciation and net book value.
-  Accounting Statements have been undertaken and reconciled to the cash book for each Board with no unreconciled items.
-  Data feeding into the Accounting Statements was confirmed to be correct.



Delivery Risk:

Failure to deliver the service in an effective manner which meets the requirements of the organisation.

Ref	Expected Key Risk Mitigation	Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
PM	Performance Monitoring There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner.	In place	-	1
S	Sustainability The impact on the organisation's sustainability agenda has been considered.	In place	-	-
R	Resilience Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.	Partially in place	-	-

Other Findings

- Management accounts, including budget data, are reported regularly to each Board. The Board papers for the seven Boards for each meeting undertaken during 2023 were reviewed and it was confirmed that appropriate financial and budget data was presented to every Board Meeting.
- The Boards have a Capital Financing and Reserves Policy which was approved in September 2022 and is to be reviewed every five years. General Reserves should be no less than 20% of net expenditure with a £200,000 minimum and to be reviewed annually.
- The Boards maintain an indicative five-year forecast which enables future increases in both the penny rate and precept to be calculated and for such bodies as the precepting authorities to be consulted in advance of any increases being made. The forecast is presented to each Board at the January/February Board Meeting.
- The Boards are operating within their approved budgets for the 2023/24 financial year. It is noted that Waveney, Lower Yare and Lothingland IDB agreed a budget of £0 for capital works but have an expenditure to date of £2.9M, however, as capital works are entirely funded through the Environment Agency, this does not result in an overspend for the board.
- The Financial Regulations state the Finance and Rating Manager is responsible for ensuring that all monies received are properly recorded. All cheques and cash are banked daily. The Boards' cash books, bank statements, trial balances and income and expenditure reports were reviewed and found to be in order.
- The bank reconciliations for the period January 2024 were reviewed and all Boards' bank accounts were reconciled to the cash book.
- Good practice is adopted by all the Boards to enable them to respond to business interruption events should they arise and to enhance the economic, effective and efficient delivery of their services.
- A Sustainability Policy is adopted by all seven Boards and was last reviewed December 2020 with a five-year review cycle.

Scope and Limitations of the Review

1. The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Plan. As set out in the Audit Charter, substantive testing is only carried out where this has been agreed with management and unless explicitly shown in the scope no such work has been performed.

Disclaimer

2. The matters raised in this report are only those that came to the attention of the auditor during the course of the review, and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

Effectiveness of arrangements

3. The definitions of the effectiveness of arrangements are set out below. These are based solely upon the audit work performed, assume business as usual, and do not necessarily cover management override or exceptional circumstances.

In place	The control arrangements in place mitigate the risk from arising.
Partially in place	The control arrangements in place only partially mitigate the risk from arising.
Not in place	The control arrangements in place do not effectively mitigate the risk from arising.

Assurance Assessment

4. The definitions of the assurance assessments are:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.
No Assurance	There is a fundamental breakdown or absence of core internal controls requiring immediate action.

Acknowledgement

5. We would like to thank staff for their co-operation and assistance during the course of our work.

Release of Report

6. The table below sets out the history of this report.

Stage	Issued	Response Received
Audit Planning Memorandum:	7 th September 2023	7 th September 2023
Draft Report:	11 th April 2024	15 th April 2024
Final Report:	17 th April 2024	17 th April 2024
Revised Final Report:	17 th April 2024	

AUDIT PLANNING MEMORANDUM

Appendix B

Client:	Water Management Alliance		
Review:	Annual Governance and Accountability Return		
Type of Review:	Assurance	Audit Lead:	William Railton

Outline scope (per Annual Plan):			
Detailed scope will consider:	<p>Directed</p> <p>Governance Framework: There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.</p> <p>Risk Mitigation: The documented process aligns with the mitigating arrangements set out in the corporate risk register.</p> <p>Compliance: Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.</p>	<p>Delivery</p> <p>Performance monitoring: There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner.</p> <p>Sustainability: The impact on the organisation's sustainability agenda has been considered.</p> <p>Resilience: Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.</p>	
Requested additions to scope:	(if required then please provide brief detail)		
Exclusions from scope:			

Planned Start Date:	26/02/2024	Exit Meeting Date:	N/A	Exit Meeting to be held with:	
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SELF ASSESSMENT RESPONSE

Matters over the previous 12 months relating to activity to be reviewed	Y/N (if Y then please provide brief details separately)
Has there been any reduction in the effectiveness of the internal controls due to staff absences through sickness and/or vacancies etc?	
Have there been any breakdowns in the internal controls resulting in disciplinary action or similar?	
Have there been any significant changes to the process?	
Are there any particular matters/periods of time you would like the review to consider?	

From: 01 April 2023
To: 31 March 2024

Period To: 12
Year Ending: 31 March 2024

NOTE	INCOME AND EXPENDITURE ACCOUNT	PEVENSEY				CUCKMERE				TOTAL			
		ACTUAL 2022/23	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE 2023/24	ACTUAL 2022/23	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE 2023/24	ACTUAL 2022/23	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE 2023/24
INCOME													
1	Drainage Rates	14,512	15,403	15,403	0	28,972	25,501	25,501	0	43,484	40,904	40,904	0
2	<u>Special Levies:</u>												
	Eastbourne Borough Council	249,351	264,661	264,661	0	0	0	0	0	249,351	264,661	264,661	0
	Hastings Borough Council	12,621	13,396	13,396	0	0	0	0	0	12,621	13,396	13,396	0
	Rother District Council	4,626	4,910	4,910	0	0	0	0	0	4,626	4,910	4,910	0
	Wealden District Council	49,609	52,655	52,655	0	16,802	16,802	16,802	0	66,411	69,457	69,457	0
		316,207	335,622	335,622	0	16,802	16,802	16,802	0	333,009	352,424	352,424	0
	<u>Other Income:</u>												
3	Surface Water Development Contributions	302,028	130,000	282,497	152,497	10,916	0	0	0	312,945	130,000	282,497	152,497
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	254,776	0	90,221	90,221	0	0	0	0	254,776	0	90,221	90,221
6	Consent Fees	1,150	1,000	1,050	50	500	600	400	-200	1,650	1,600	1,450	-150
7	Bank and Investment Interest	4,406	13,270	27,688	14,418	1,101	1,475	6,622	5,147	5,507	14,745	34,310	19,565
8	Other Income	9,858	0	2	2	142	0	1,797	1,797	10,000	0	1,799	1,799
9	Income from Rechargeable Works	268	0	11,166	11,166	0	0	0	0	268	0	11,166	11,166
		657,294	229,079	497,433	268,353	14,181	3,596	10,340	6,744	671,475	232,675	507,772	275,097
		988,013	580,104	848,458	268,353	59,955	45,899	52,643	6,744	1,047,968	626,003	901,100	275,097
(-) EXPENDITURE													
Directly Allocated Expenditure													
5	Grant Work (WEG) + (Waller Windpump)	41,967	0	0	0	0	0	0	0	41,967	0	0	0
9	Cost of Rechargeable Works	-18,384	0	10,016	-10,016	0	0	0	0	-18,384	0	10,016	-10,016
10i	Surveying and Modelling Programme Costs	52,117	150,000	0	150,000	0	0	0	0	52,117	150,000	0	150,000
10ii	New and Improvement Works (Water Level Mgmt Project)	212,809	0	90,221	-90,221	0	0	0	0	212,809	0	90,221	-90,221
11	Cuckmere Deshingle and targeted De-silting Ops	0	0	0	0	20,595	20,000	50,128	-30,128	20,595	20,000	50,128	-30,128
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	299,148	235,045	272,668	-37,623	15,745	8,783	14,351	-5,568	314,893	243,828	287,019	-43,191
		597,514	394,903	382,762	12,141	36,482	28,925	64,622	-35,696	633,996	423,828	447,384	-23,556
Apportioned Expenditure													
14	Operations Delivery Staff Costs	76,507	94,470	68,541	25,929	8,500	10,497	7,616	2,881	85,007	104,967	76,157	28,810
15	WMA Technical Support Staff Costs	12,214	12,600	15,156	-2,556	1,357	1,400	1,684	-284	13,571	14,000	16,840	-2,840
16	Other Technical Support Staff Costs	152,058	175,155	171,585	3,570	5,496	0	0	0	157,554	175,155	171,585	3,570
17	WMA Administration Staff Costs	28,739	25,200	30,281	-5,081	3,194	2,800	3,364	-564	31,933	28,000	33,645	-5,645
18	Provision for Doubtful Debts	9,858	0	0	0	142	0	0	0	10,000	0	0	0
19	Drainage Rates Increases/Decreases/Write Offs	27	50	5	45	1,744	50	0	50	1,771	100	5	95
20	Audit Fees	2,501	1,665	2,260	-595	503	335	251	84	3,004	2,000	2,512	-512
21	Depreciation	9,044	17,631	8,521	9,110	1,005	1,959	947	1,012	10,048	19,590	9,468	10,122
22	General Insurances	4,950	4,950	4,950	0	550	550	550	0	5,500	5,500	5,500	0
23	Accommodation and Meeting Room Hire	1,194	1,575	1,497	78	133	175	166	9	1,326	1,750	1,664	86
24	Postages and Stationery	450	650	719	-69	50	95	80	15	500	745	799	-54
25	Advertising and Public Notices	0	0	0	0	0	0	0	0	0	0	0	0
26	ADA Subscriptions and Other Expenses	5,048	4,950	13,954	-9,004	561	550	1,550	-1,000	5,609	5,500	15,504	-10,004
		302,588	338,896	317,470	21,427	23,234	18,411	16,209	2,202	325,823	357,307	333,678	23,629
		900,102	733,798	700,232	33,567	59,716	47,336	80,830	-33,494	959,818	781,135	781,062	73
	Profit/(Loss) on Disposal of Fixed Assets	0	0	14,408	14,408	0	0	1,601	1,601	0	0	16,009	16,009
	(=) Net Surplus/(Deficit) for the Period	£87,911	-£153,695	£162,634	£316,329	£239	-£1,438	-£26,587	-£25,149	£88,150	-£155,132	£136,048	£291,180



From: 01 April 2023
To: 31 March 2024

Period To: 12
Year Ending: 31 March 2024

NOTE	BALANCE SHEET, AS AT 31-3-2024	£ 01/04/2023	£ MOVEMENT	£ 31/03/2024
27	Fixed Assets:			
(i)	Vehicles and Trailers	19,406	-3,950	15,456
(ii)	Lockup and Equipment	0	0	0
(iii)	Pumping Stations	6	0	6
		19,412	-3,950	15,462
	Current Assets:			
28(i)	Bank Account	326,469	-251,293	75,175
28(ii)	Short-Term Investments	1,004,624	213,989	1,218,613
29	Trade Debtors	10,322	66,347	76,669
	Rates and Special Levies Due	971	-703	268
	Grant Due	0	90,221	90,221
30	Vat Due from HMRC	42,837	2,711	45,549
5	Work In Progress	33,381	-33,381	0
		1,418,604	87,891	1,506,495
	Current Liabilities:			
31	Trade Creditors	19,170	33,036	52,205
32	Accruals	210,146	-66,604	143,542
29(ii)	Provision for Doubtful Debts	10,000	-10,000	0
	Payments Received in Advance	16,984	-8,539	8,445
		256,300	-52,107	204,192
	Net Current Assets	1,162,305	139,998	1,302,303
	Net Assets	£1,181,717	£136,048	£1,317,764
	Financed by:			
33	Grant Reserve	0	0	0
34	General Reserves	245,757	49,734	295,491
35	Development Reserve	911,356	110,912	1,022,267
36	Cuckmere Targeted Improvements Works Reserve	24,599	-24,599	0
37	Revaluation Reserve	6	0	6
		£1,181,717	£136,048	£1,317,764

S JEFFREY BSc (Hons) FCCA CPFA
FINANCE & RATING MANAGER

From: 01 April 2023
To: 31 March 2024

Period To: 12
Year Ending: 31 March 2024

Note Notes to the Accounts

Income

- 1 Drainage Rate Demands for 2023/24 were issued by the Board on 1 April 2023. The Board has received approx 99% of the drainage rates levied.
- 2 Special Levies for 2023/24 were issued by the Board on 1 April 2023.
- 3 Surface Water Development Contributions invoiced during the year:

	Pevensy	Cuckmere	Status	Case Reference
YE0001	7,200		Paid 13.06.23	21_04864_C
CO0001	5,370		Paid 09.06.23	23_0032_C
OR0001	39,581		Paid 23.06.23	22_0004_C
BD0001	6,729		Paid 20.10.23	23_0031_C
AR0003	2,725		Paid 04.10.23	23_0042_C
SU0001	19,500		Paid 21.11.23	23_0053_C
WH0001	10,871		Paid 01.12.23	23_0060_C
BD0001	113,851		Paid 21.03.24	23_0065_C
TA0001	76,669		Paid 12.04.24	23_0054_C
	282,497	0		

- 4 The Board has issued its highland water contributions claim from the EA in August for the year 2023/24. 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.
- 6 These are consent fees issued by the Board 2023/24, 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 2023. (Pevensy 80.7% = £953,661 and Cuckmere 19.3% = £228,050).
- 8 Other Income is a small sundry receipt for a wayleave from the National Grid, £75.00 Court Summons for Cuckmere and the Friends of the Cuckmere contribution of £1,721.70.
- 9 These are rechargeable works completed for a single landowner and South Downs National Park Authority.

From: 01 April 2023
To: 31 March 2024

Period To: 12
Year Ending: 31 March 2024

Note Notes to the Accounts

Directly Allocated Expenditure

- 10(i) This incorporates Phase 1 costs of the hydromodelling, the budget set was for £235,000 and spend to date is £204,482. This has been funded from the Development Reserve, and is now complete. The movements are detailed and will approved by the Board at Year End. The budget set of £150,000 is for Phase 2, which has been approved by the Board and will begin in 2024/25.
- 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. We have received £350,000, and the remaining amount is due to be paid in May 2024.
- 11 These are the costs of the Cuckmere Desilting and DeShingling issues within the Sub-District. The cost of the Cuckmere Desilting works to date, excluding Officer time, is £83,971.76. An overspend of £3,971.76 against the amount rated and collected over the last 4 financial years.
- 12 The Board has not received a Precept Invoice from the EA for 2018/19, but has accrued for the amount we expect to be charged for the year. The EA has power to levy such a charge on the Board annually, in accordance with s141 of the Water Resources Act 1991.
- 13 All drain maintenance work has been done by the Contractor Agricultural Machine Hire Ltd (AMH - Darren Walker) and supervised by the Board's Operations Manager. All pumping station maintenance has been carried out by Williams M&E.

Apportioned Expenditure

Non directly allocated expenditure has been apportioned between the 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 Area Manager have spent working for the Board.
- 16 This relates to the gross cost of employing the Area Manager and Flood Risk Engineer.
- 17 These costs relate to the time the WMA Chief Executive, Business Support, Finance & Rating Manager, Rating Officer and the ICT Manager have spent working for the Board.
- 18 There are no provisions for doubtful debts in 2023/24 to date.
- 19 There have been a small amount of write offs in 2023/24 to date.

From: 01 April 2023
To: 31 March 2024

Period To: 12
Year Ending: 31 March 2024

Note Notes to the Accounts

- 20 Audit fees for both the internal and external fees for 2023/24 have been accrued.
- 21 The Operations Manager's 4 x 4 vehicle will be depreciated by £5,965, and the Honda Freedom by £3,503 in 2023/24. The Storage Container and all small tools and equipment are shown in the Fixed Assets Register and have been fully depreciated.
- 22 The insurance costs relate to the general insurance costs such as Employer's and Public Liability Insurance. Pumping Station insurance is shown within repairs and maintenance, and included within the maintenance breakdown sheet.
- 23 These costs relate to overnight accommodation charges for WMA staff, for hiring meeting rooms and for providing refreshments at Board meetings, site visits and inspections.
- 24 These costs relate to the printing and posting of Board meeting papers and Drainage Rate Demands.
- 25 These costs relate to the public notices that need to be advertised in the local press.
- 26 These costs include the Board's subscription for membership of the Association of Drainage Authorities (ADA), members expenses and licence fees payable to the Information Commissioner's Office for Data Protection, to the WMA for the use of the DRS Online software and Legal Fees relating to the Consortium Agreement.

Balance Sheet

27 Fixed Assets	<u>Vehicles and Trailers</u>	<u>Lockup and Equipment</u>	<u>Pumping Stations</u>	<u>Total</u>
Cost				
Opening Balance as at 1-4-2023	48,621	10,268	6	58,895
(+) Additions	10,508	0	0	10,508
(+) Revaluations	0	0	0	0
(-) Disposals	-21,778	0	0	-21,778
Closing Balance as at 31-3-2024	37,351	10,268	6	47,625
Depreciation				
Opening Balance as at 1-4-2023	29,215	10,268	0	39,483
(+) Depreciation Charge	9,468	0	0	9,468
(-) Accumulated depreciation written out on disposal	-16,787	0	0	-16,787
Closing Balance as at 31-3-2024	21,895	10,268	0	32,163
Net Book Value				
Net Book Value as at 31-3-2023	19,406	0	6	19,412
Net Book Value as at 31-3-2024	15,456	0	6	15,462

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

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Period To: 12
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Note Notes to the Accounts

28(i) **Bank Account**

The Board's Bank Account is reconciled as follows:

	<u>2022/23</u>	<u>Movement</u>	<u>2023/24</u>
Opening Balance as at 1-4-2023 b/fwd	183,787	142,682	326,469
(+) Receipts	2,733,098	-1,846,148	886,950
(-) Payments	-2,590,417	1,452,173	-1,138,244
Closing Balance as at 31-3-2024 c/fwd	<u>326,469</u>	<u>-251,293</u>	<u>75,175</u>
Balance on Bank Statement as at 31-3-2024	325,221	-250,058	75,162
Less: Unpresented Payments	0	0	0
Add: Unpresented Receipts	1,248	-1,235	13
Closing Balance as at 31-3-2024 c/fwd	<u>326,469</u>	<u>-251,293</u>	<u>75,175</u>

28(ii) **Short Term Investments**

	<u>2022/23</u>	<u>Movement</u>	<u>2023/24</u>
32 Day Deposit and Holding Account - Lloyds plc	504,624	213,989	718,613
National Counties BS	250,000	0	250,000
West Brom BS	250,000	0	250,000
	<u>1,004,624</u>	<u>213,989</u>	<u>1,218,613</u>

29 **Trade Debtors and Ratepayers Due**

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2023/24</u>
Trade Debtors	76,669	0	76,669
	<u>76,669</u>	<u>0</u>	<u>76,669</u>

Aged Debtor Profile is currently as follows:

Debt period	<u>Pevensy</u>	<u>Cuckmere</u>	<u>No of Debtors</u>
<=30 days	0	0	0
>30 days and <=60 days (Paid 12.04.24)	76,669	0	1
>60 days and <=90 days	0	0	0
>90 days	0	0	0
	<u>76,669</u>	<u>0</u>	<u>1</u>

Drainage Rates (less Worldpay amounts, in abeyance)	255	12	268
	<u>255</u>	<u>12</u>	<u>268</u>

Special Levies:

Eastbourne Borough Council	0	0	0
Hastings Borough Council	0	0	0
Rother District Council	0	0	0
Wealden District Council	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
	<u>76,924</u>	<u>12</u>	<u>76,937</u>

29(ii) **Provision for Doubtful Debts**

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2023/24</u>
	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

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Note Notes to the Accounts

30 Vat Due from HMRC

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

31 Trade Creditors

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

	2022/23	Movement	2023/24
WMA	12,954	29,684	42,638
Ward Ecology Ltd	665	-665	0
Vodafone	90	16	105
Lloyds Plc	7	-15	-8
Southern Farmers	426	1,900	2,326
Skyguard Ltd T/A Peoplesafe	490	-370	120
South Testing Laboratories Ltd	4,344	-4,344	0
Allstar Business Solutions	195	46	241
Screwfix (Trade UK)	0	310	310
Hays Specialist Recruitment Ltd	0	6,474	6,474
	19,170	26,253	52,205

32 Accruals

	2022/23	Movement	2023/24
Audit Fees	3,215	1	3,216
Biodiversity Costs	11,000	0	11,000
EA Precept Charge for 2018/19	70,000	0	70,000
Rechargeable Works	15,000	0	15,000
AMH Walker Ltd	7,520	-3,490	4,030
Ostridge Contractors Ltd	17,505	3,060	20,565
British Gas	10,733	723	11,456
Postage	500	-500	0
Thorne Civil Engineers	67,870	-67,870	0
Insurance	5,500	-5,500	0
East Sussex County Council	0	5,000	5,000
Cuckmere Desilt	0	3,275	3,275
Jacobs UK Ltd	1,304	-1,304	0
	210,146	-66,604	143,542

33 Grant Reserve

	Pevensy	Cuckmere	2023/24
Opening Balance, as at 1-4-2023 b/fwd	0	0	0
(+) Grants Received	0	0	0
(+) Grants Due	90,221	0	90,221
(-) Grants Applied to Income & Expenditure Account (SCH01)	-90,221	0	-90,221
Closing Balance, as at 31-3-2024 c/fwd	0	0	0

From: 01 April 2023
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Note Notes to the Accounts

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2023/24</u>
Grant Due			
SCH01	90,221	0	90,221
	90,221	0	90,221

34 General Reserve

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2023/24</u>
Opening Balance, as at 1-4-2023 b/fwd	168,258	77,498	245,757
(+) Net Surplus/(Deficit) for the Period	162,634	-26,587	136,048
* (-) Transferred to Earmarked Development Reserve	-110,912	0	-110,912
(-) Transferred (to)/from Cuckmere Targeted Improvement Reserve	0	24,599	24,599
Closing Balance, as at 31-3-2024 c/fwd	219,981	75,510	295,491
* Surface Water Development Contributions Invoiced during the year	282,497	0	282,497
(-) Collection Costs:			
Gross cost of employing Sustainable Development Officer	166,585	0	166,585
East Sussex County Council (ESCC) Hosting Costs	5,000	0	5,000
Hydromodelling	0	0	0
	<u>171,585</u>	<u>0</u>	<u>171,585</u>
* (=) Transferred to/(from) Earmarked Development Reserve	110,912	0	110,912

35 Development Reserve

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2023/24</u>
Opening Balance, as at 1-4-2023 b/fwd	780,221	131,135	911,356
* Transferred (to)/from General Reserve, as detailed in Note 34 above	110,912	0	110,912
Closing Balance, as at 31-3-2024 c/fwd	891,133	131,135	1,022,267

36 Cuckmere Targeted Improvements Reserve

	<u>Pevensy</u>	<u>Cuckmere</u>	<u>2023/24</u>
Opening Balance, as at 1-4-2023 b/fwd	0	24,599	24,599
Transferred (to)/from General Reserve, as detailed in Note 34 above	0	-24,599	-24,599
Closing Balance, as at 31-3-2024 c/fwd	0	0	0

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

37 Revaluation Reserve

	<u>2022/23</u>	<u>Movement</u>	<u>2023/24</u>
Star Inn Pumping Station	1	0	1
Barnhorn Pumping Station	1	0	1
Drockmill Pumping Station	1	0	1
Horsebridge Pumping Station	1	0	1
Rickney Pumping Station	1	0	1
Manxey Pumping Station	1	0	1
	<u>6</u>	<u>0</u>	<u>6</u>

Related Party Transactions

- 38 The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported by Byzantine Ltd free of charge. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.



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BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2024	ACTUAL 2022/23 £	ACTUAL 2023/24 £
1 Balances brought forward		
Grant Reserve	212,809	0
General Reserve	260,286	245,757
Development Reserve	808,081	911,356
Cuckmere Targeted Improvements Works Reserve	25,194	24,599
Revaluation Reserve	6	6
As per Statement of Accounts	1,306,376	1,181,717
(-) Fixed Assets, Long Term Liabilities and Loans		
Net Book Value of Tangible Fixed Assets	29,461	19,412
	29,461	19,412
(=) Adjusted Balances brought forward	1,276,915	1,162,304
2 (+) Rates and Special Levies		
Drainage Rates	43,484	40,904
Special Levies	333,009	352,424
As per Statement of Accounts	376,493	393,328
3 (+) All Other Income		
Profit/(Loss) on Disposal of Fixed Assets	0	16,009
Surface Water Development Contributions	312,945	282,497
Highland Water Contributions from the Environment Agency	86,330	86,330
Bank and Investment Interest	5,507	34,310
Grants Applied	254,776	90,221
Grant Due	0	90,221
Other Income	10,268	12,964
Consent Fees	1,650	1,450
As per Statement of Accounts	671,475	614,002
(+) Income from Sale of Fixed Assets (above profit/(loss))		
Capital Cost of disposals	0	21,778
Less: Accumulated depreciation written out	0	-16,787
	0	4,991
(+) Grants Applied to Grants Received Conversion		
(-) Grants Applied	-254,776	-90,221
(+) Grants Received	41,967	0
	-212,809	-90,221
(=) Adjusted Other Income	458,666	528,772



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BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2024	ACTUAL 2022/23 £	ACTUAL 2023/24 £
4 (-) Staff Costs		
Operations Delivery Staff Costs	67,290	57,948
WMA Technical Support Staff Costs	0	0
Other Technical Support Staff Costs	139,438	144,559
WMA Administration Staff Costs	0	0
	206,728	202,507
5 (-) Loan Interest/Capital Repayments		
Loan Interest	0	0
Capital Repayments	0	0
As per Statement of Accounts	0	0
6 (-) All Other Expenditure		
New and Improvement Works (Hydromodelling)	52,117	0
New and Improvement Works (Water Levels Mgmt Project)	212,809	90,221
Cuckmere Deshingle and Desilting Works	20,595	50,128
Environment Agency Precept	10,000	10,000
Maintenance Works	314,893	287,019
WMA Technical Support Costs	13,571	16,840
WMA Admin Costs	31,933	33,645
Other Operational Staff Costs	17,717	18,208
Other Technical Support Costs	18,116	27,026
Cost of Rechargeable Works	-18,384	10,016
Grant Work	41,967	0
Drainage Rate Write Off	1,771	5
Provision for Doubtful Debts	10,000	0
Audit Fees	3,004	2,512
Depreciation	10,048	9,468
General Insurances	5,500	5,500
Accommodation and Meeting Room Hire	1,326	1,664
Postages and Stationery	500	799
Advertising and Public Notices	0	0
ADA Subscriptions and Other Expenses	5,609	15,504
As per Statement of Accounts	753,091	578,555
(-) Depreciation Charged (Non Cash)		
Vehicles and Trailers	10,048	9,468
Lockup and Equipment	0	0
Pumping Stations	0	0
	10,048	9,468



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BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2024	ACTUAL 2022/23 £	ACTUAL 2023/24 £
(+) Capitalised Additions		
Vehicles and Trailers	0	10,508
Lockup and Equipment	0	0
Pumping Stations	0	0
	0	10,508
(=) Adjusted Other Expenditure	743,042	579,595
7 (=) Balances carried forward		
Grant Reserve	0	0
General Reserve	245,757	295,491
Development Reserve	911,356	1,022,267
Cuckmere Targeted Improvements Works Reserve	24,599	0
Revaluation Reserve	6	6
As per Statement of Accounts	1,181,717	1,317,764
(-) Fixed Assets, Long Term Liabilities and Loans		
Net Book Value of Tangible Fixed Assets	19,412	15,462
	19,412	15,462
(=) Adjusted Balances carried forward	1,162,304	1,302,303
8 Total Cash and Short Term Investments		
Bank Account	326,469	75,175
Short-Term Investments	1,004,624	1,218,613
As per Statement of Accounts	1,331,093	1,293,789
9 Total Fixed Assets and Long Term Assets		
Vehicles and Trailers (valued at Purchase Cost)	48,621	37,351
Lockup and Equipment (valued at Purchase Cost)	10,268	10,268
Pumping Stations (Revalued)	6	6
As per Statement of Accounts	58,895	47,625
10 Total Borrowings		
Loans Due (<= 1 Year)	0	0
Loans Due (> 1 Year)	0	0
As per Statement of Accounts	0	0



From: 01 April 2023
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BOX NO. ANNUAL RETURN, FOR THE YEAR ENDING 31 MARCH 2024	ACTUAL	ACTUAL
	2022/23	2023/24
	£	£

7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL	ACTUAL
	2022/23	2023/24
	£	£

7	Balances carried forward (adjusted)	1,162,304	1,302,303
	(-) Deduct: Debtors and Prepayments		
	Trade Debtors and Ratepayers Due	11,292	76,937
	Vat Due from HMRC	42,837	45,549
	Grants Due	0	90,221
	Work in Progress	33,381	0
		87,511	212,706
	(+) Add: Creditors and Payments Received in Advance		
	Trade Creditors	19,170	52,205
	Accruals	210,146	143,542
	Provision for Doubtful Debts	10,000	0
	Payments Received in Advance	16,984	8,445
		256,300	204,192
	(=) Box 8	1,331,093	1,293,789
8	(=) Total Cash and Short Term Investments		
	Bank Account	326,469	75,175
	Short-Term Investments	1,004,624	1,218,613
		1,331,093	1,293,789

S JEFFREY BSc (Hons) FCCA CPFA
FINANCE & RATING MANAGER

18 JUNE 2024

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

PEVENSEY AND CUCKMERE WLMB

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

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

20/03/2024 22/03/2024 05/04/2024

Name of person who carried out the internal audit

DAVID ROBINSON

Signature of person who carried out the internal audit

DL Ri

Date

24/04/2024

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

PEVENSEY AND CUCKMERE WLMB

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

18/06/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Section 2 – Accounting Statements 2023/24 for

PEVENSEY AND CUCKMERE WLMB

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,276,915	1,162,304	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	376,493	393,328	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	458,666	528,772	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	206,728	202,507	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	743,042	579,595	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,162,304	1,302,303	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,331,093	1,293,789	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	58,895	46,725	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

29/05/2024

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

18/06/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

PEVENSEY AND CUCKMERE WLMB

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

1. To ensure total expenditure does not exceed the expenditure budget for 2024/25 and present a balanced budget.
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.
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 it funds to manage the drainage district as effectively as possible.
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.
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.
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%.
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.

Pevensey & Cuckmere Water Level Management Board Risk Register

Those risks with a risk assessment matrix score of ≥ 6

Objectives	Risk Identified	Impact	Risk Level	Tolerate	Treat	Transfer	Terminate	Details of how risk will be managed	Review Date	Officer
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 defenses within the Internal Drainage District (IDD).	(1b) Reduction in, or insufficient finance, grant and income	Increased pressure on drainage systems if developments continue and additional pump capacity is not approved for funding. Reduction in FCERM service the Board is able to provide.	High 9 →				Y	Explore alternative funding streams including partnership working with other RMAs and access to local levy funding: 1) Partnership working with ESCC on planning matters 2) Precept works programme with EA to benefit the Board's infrastructure. 3) Sharing access to technical support staff through the WMA Consortium.	31.03.2025	RK
	(1c) If EA ceases to pay highland water contributions to IDBs	Unable to carry out and deliver work programmes	High 6 →			Y		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 if there was an appetite locally for doing so. 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, which paves the way for these aims. The Board has responded to Defra's consultation on 'Improving Management of Water in the Environment' which included support for the new charging methodology to enable the extension or creation of new IDD/ IDBs in England. Commencement of the new statutory instrument is anticipated in Autumn 2023. The Board has	31.03.2025	RK

Objectives	Risk Identified	Impact	Risk Level	Tolerate	Treat	Transfer	Terminate	Details of how risk will be managed	Review Date	Officer
								submitted a business case to the EA for grant funding, to replace the 6 existing pumping stations in the IDD.		
	(1d) EA's operation of the water control structures has an adverse impact on water levels in the IDD	Impacts on the IDB's ability to carry out its statutory function	High 6 ↓			Y		Liaison between WLMB and EA officers has resulted in the EA permitting WLMB to operate on its behalf, the EA water control structures that affect the IDD. A protocol for this will be produced by EA/WLMB officers.	31.03.2025	RK
	(1e) No confirmation from EA of the prescriptive rights of access to each of the Board's pumping stations or rights to bring in services across privately owned land.	Potential to reduce ability to fulfil statutory function	High 6 →			Y		Land Drainage Act 1991 gives IDBs powers of entry for access to undertake required works. EA has provided copies of paperwork concerning ownership and rights of access, which WLMB officers are reviewing.	31.03.2025	ALL
	(1f) EA no longer undertakes de-shingling works in the Cuckmere Estuary	IDB is unable to fulfil its statutory function in the Cuckmere River Sub District during periods of high rainfall on a saturated catchment and constituent ratepayers push for an Exemption from Rating order, as a result.	High 9 ↓				Y	The EA have agreed to fund de-shingling works until 31 March 2025 after which time they will have no more money to do anything. Discussions with EA and NE have taken place for WLMB to do works in the Estuary on behalf of EA via a public sector cooperation agreement, but the EA and NE have thus far not agreed to allow the WLMB to do any work it has asked to do. Encourage the EA to implement a sustainable approach to maintaining the Cuckmere River	31.03.2025	RK

Objectives	Risk Identified	Impact	Risk Level	Tolerate	Treat	Transfer	Terminate	Details of how risk will be managed	Review Date	Officer
								after 31 March 2025 when the money to de-shingle runs out. Encourage NE to get off the fence and clearly state how it wants its freshwater SSSI to be managed. Failing which, the WLMB will be compelled to dissolve its Cuckmere Sub District, as it will not be able to fulfil its statutory function.		
	(1g) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments	IDB could incur penalties/fines	High 6 →			Y		<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>Standard Maintenance Operations (SMO) document that is WFD compliant has been approved by the Board in October 2018. Regular SMO update training for employees and contractors.</p> <p>Ensure affected landowners are aware of agreed water levels and operate the Pevensay WLMP.</p>	31.03.2025	RK
	(1h) Landowners and or developers undertake non-consented works on watercourses in the IDD.	Potential to adversely affect the capability of the IDB to effectively manage the discharge of water through its system.	High 6 ↓			Y		<p>Promote the work of the IDB within the local community to create understanding of how the IDB system manages water levels and facilitates land use.</p> <p>Use of the Board's Byelaws for consenting or refusing works affecting the Board's infrastructure.</p> <p>Work closely with LLFA and LPAs to provide a joined up consenting/advice service.</p>	31.03.2025	ALL

Objectives	Risk Identified	Impact	Risk Level	Tolerate	Treat	Transfer	Terminate	Details of how risk will be managed	Review Date	Officer
	(1k) The red diesel exemption for IDBs has been extended beyond 1 April 2022, if/ when this is revoked, all existing mobile plant will need to run on white diesel or alternative fuel source	If the exemption is revoked, it would mean an annual increase in fuel costs and the cost of procuring contractors to carry out the Board's work, which could lead to a significant increase in drainage rates and special levies.	High 9 →				Y	<p>ADA are lobbying Government not to lose the ability to use red diesel. The Board supports the move to lower carbon usage, but it should be phased in over a number of years as and when proven alternative technologies become available and affordable.</p> <p>The Board are in the process of baselining its carbon usage, after which a plan will be drawn up to reduce carbon during the next 10 years.</p>	31.03.2025	ALL
	(1m) Outline business cases for works on 8 pumping stations not approved for funding.	If funding isn't approved, then the refurbishments and projects to replace the 8 outlined pumping stations will not take place, which is likely to make future development unsustainable and leave the Board unable to meet its statutory obligations to protect the SSSI.	Medium 6 →			Y		<p>Working closely with the EA, BB and Stantec to build compelling business cases.</p> <p>Regular progress updates shared with the Board.</p>	31.03.2025	RK
3. To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	Potential for increased flood risk	High 6 ↓			Y		<p>Planning/Enforcement is undertaken by the Board's Area Manager and Flood Risk Engineer, and issues are raised at Board and Committee meetings.</p> <p>Partnership working with LLFA on planning applications affecting the IDD.</p>	31.03.2025	RK/RD

Objectives	Risk Identified	Impact	Risk Level	Tolerate	Treat	Transfer	Terminate	Details of how risk will be managed	Review Date	Officer
	(3b) Potential for developers to hand over management of SUDs to private management companies, who may fail in their responsibility to maintain them in the long term	Increased flood risk in drainage district	High 9 →				Y	Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues. Officers' comments on planning applications are available on Local Authority websites.	31.03.2025	ALL
	(3c) Increase in the volume of planned housing in the district	Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding	High 9 →				Y	Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity. Introduction of a SUDs adoption and charging policy, approved by the Board on 31 January 2017.	31.03.2025	CB/RK
4. To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	(4c) Increased levels of non- native species adversely affecting BAP delivery and increasing flood risk	Failure to successfully control/eradicate invasive species.	High 9 →				Y	Staff awareness training. Report sightings of NNIS in main rivers to EA and request them to take the appropriate action. Adhere to risk assessment and protocol for management of works where non-native invasive species are present.	31.03.2025	CL/RK
	(4d) Future funding to manage/ remove Floating Pennywort not secured.	Floating Pennywort dominates the habitat, potentially increasing flood risk and damaging the environment.	High 9 →				Y	Officers 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

CB= Cathryn Brady, Sustainable Development Manager, CL = Caroline Laburn, Environmental Manager, RD = Richard Dann, Operations Manager, RK= Revai Kinsella, Area Manager, SJ = Sallyanne Jeffrey, Finance & Rating Manager

Using the risk matrix produces a risk rating score that will enable risks to be prioritised using one or more of the “four T’s” :

- **Tolerate - score >2 - accept the risk**
- **Treat - score 3 – 4 - take cost effective in-house actions to reduce the risk**
- **Transfer – score 6 - let someone else take the risk (e.g., by insurance or passing responsibility for the risk to a contractor)**
- **Terminate – score 9 - agree that the risk is too high and do not proceed with the project or activity**

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 23 January 2017)

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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

FEEDBACK & COMPLAINTS REVIEW

For the period January 2024 – May 2024

1. OFFICIAL COMPLAINTS

Date of complaint	Location	Nature of complaint	Allocated to	Status	Action taken
29/01/2024	Pevensey	Contractor burning after maintenance work	R. Kinsella	Closed	Apology letter sent and the actions were discussed with the contractor

2. OTHER FEEDBACK

Date of feedback	Location	Nature of feedback	Allocated to	Status	Action taken
27/02/2024	Eastbourne	Requesting reinstatement of trees. These were cut instead of trimmed.	R. Kinsella	Closed	Replied explaining the Contractor has been given a toolbox talk and some trees were cut at the request of the resident. After contacting other neighbours it appears they have no issues with the works undertaken.
29/05/2024	Wealden	Praised for collaborative working with planning advice & support given to Wealden Council.	R. Kinsella	N/A	N/A

FRANCES BLIGH
ICT MANAGER

Water Management Alliance Corporate Strategy – Executive Summary

A full and detailed review of the WMAs business, in alignment with the various boards strategic objectives, has been undertaken and assessed. As part of this the WMA and IDBs areas of unique competitive advantages, our ability to deepen and extend our advantage and how to increase demand was assessed, along with our threats, the potential changes in industry direction.

An assessment of our geographical growth and a financial assessment of the work and projects carried out, has allowed us to assess and evaluate how best to drive the WMA forward, to achieve our goals and those of our member boards.

Further to this we have identified five strategic objectives for the WMA, which are backed up with specific actions for the various WMA teams to focus on and action. The objectives are simple and clear, forming a strong foundation on which the WMA can develop future strategies and best decide where to utilise our resources in relation to specific project direction.

Further to these objectives being approved we will progress with building more detailed actions for each team in relation to achieving each objective. A dashboard of targets will be developed which will be used to monitor success against each strategic objective by each team. Reporting on this will be brought to the CMC at the meeting intervals and will be assessed in real time by the COO and CEO.

The five strategic objectives for the WMA are;

- To have a strong Identity as a highly competent water management organisation, supporting progressive, environmentally aware and delivery-based IDBs
- To ensure our member boards are seen as important partner organisations to other Risk Management Authorities, in solving local water management needs
- To work with our member boards to deliver effective, consistent and efficient routine maintenance operations
- To ensure our member boards have well-functioning drainage networks, with reliable assets that collectively work together to provide effective water management, meeting the boards objectives
- *To ensure our member boards can operate in a cost-effective way for rate payers, under sustainable and affordable business models.*



These objectives will underpin all of our decisions. They champion our desire to work sustainably, to provide value to our member boards, to create a great place for our staff to work and allow us to operate with our industry, to create a sustainable and valuable environment for everyone.

To achieve these objectives we will need to be creative, innovative and enterprising in all areas of our business. We will need to align our departments to work together to secure the funding and investment needed and consolidate some teams, to achieve more with the resources we have.

We envisage this strategy will be implemented over the next 2-3 years, but as with any strategy, this will be reviewed this at regular intervals.

WMA Strategy 2024





There are no easy answers to the challenges we face around drainage and sustainable water management. Cooperation across stakeholder groups is the only way we can take advantage of the diverse experiences and knowledge that exists across our industry and our geography.

Here at the Water Level Management Alliance we remain committed to our vision and mission statements to play our part in shaping that future.

We will do that through focusing our energy on our five strategic objectives, backed up by detailed actions and proposals.

These objectives affect all parts of our business and will be used to guide our decision making and actions.

To have a strong Identity
as a highly competent
water management
organisation, supporting
progressive,
environmentally aware
and delivery-based IDBs





To ensure our member boards are seen as important partner organisations to other Risk Management Authorities, in solving local water management needs



To work with our member boards to deliver effective, consistent and efficient routine maintenance operations.

To ensure our member boards have well-functioning drainage networks, with reliable assets that collectively work together to provide effective water management, meeting the boards objectives.





To ensure our member boards can operate in a cost-effective way for rate payers, under sustainable and affordable business models.

WATER MANAGEMENT ALLIANCE

DRAINAGE RATES AND SPECIAL LEVIES INVESTMENT STRATEGY

FINANCIAL

Review date: April 2024

To be reviewed every 5 years

Next review date: April 2029

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
South Holland Internal Drainage Board
Waveney, Lower Yare and Lothingland Internal Drainage Board
Pevensey and Cuckmere Water Level Management Board

The Water Management Alliance has an Investment Strategy which is designed to maximise the return on temporary short term cash surpluses, at the same time as safeguarding public money. The document makes it clear how this will be done.

INVESTMENT STRATEGY

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INVESTMENT STRATEGY

1. INTRODUCTION

- 1.1 The Water Management Alliance Member Boards acknowledge the importance of prudently investing the temporary surplus funds held on behalf of the local ratepayers and special levy paying councils.
- 1.2 This strategy complies with the Statutory Guidance on Local Government Investments (3rd Edition) issued by the Ministry of Housing, Communities and Local Government under section 15(1)(a) of the Local Government Act 2003.
- 1.3 This strategy also complies with the two codes of practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA):
 - Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes
 - The Prudential Code for Capital Finance in Local Authorities
- 1.4 For the purposes of this policy document, the WMA Member Boards are defined within the Consortium Agreement, dated 29 March 2024.

2. INVESTMENT OBJECTIVES

- 2.1 In accordance with Section 15 (1)(a) of the Local Government Act 2003, the Boards will have regard (a) to such guidance as Government Ministers may issue from time to time and (b) to such other guidance as Government Ministers may by regulations specify.
- 2.2 The Boards' investment priorities are the security of reserves and liquidity of its investments.
- 2.3 The Boards will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity and be consistent with avoiding any major risks.
- 2.4 All investments will be made in sterling.
- 2.5 The Ministry of Housing, Communities and Local Government maintains that borrowing monies purely to invest, or to lend and make a return, is unlawful and the Member Boards will not engage in such activity.
- 2.6 Where external investment managers are used, they will be required to comply with this strategy and will have to be authorised and regulated by the Financial Conduct Authority. Where the Board uses Brokers to carry out the transactions on their behalf, they cannot and do not offer investment advice but simply act as an intermediary.

INVESTMENT STRATEGY

3. SPECIFIED INVESTMENTS

- 3.1 Specified investments are those offering high security and high liquidity, made in sterling and which must mature within one year. The Boards will only invest with Building Societies where independent credit analysis shows them to be suitably creditworthy. A minimum asset size of £250m applies, as published by The Building Societies Association, and detailed on the Building Societies' Assets Factsheet. These investments can be used with minimal procedural formalities as are currently used by the Member Boards.
- 3.2 For the prudent management of its surplus balances, maintaining sufficient levels of security and liquidity, each Board will engage the services of a Regulated Investment Broker to make the following types of investment:
- Deposits with banks, building societies, local authorities, or other public authorities.
 - Deposits in securities, which are guaranteed by the Government.
- 3.3 The limit of any such investment will be restricted to £1m with any one UK financial services firm, institution or group, or such other sum as each Member Board may specify from time to time by statutory resolution. It should be noted that the protection afforded by the Financial Services Compensation Scheme for investments of up to £50,000 and bank deposits of up to £85,000 does not apply to the Member Boards because they are not currently defined as being an 'eligible depositor' in the Financial Conduct Authority's scheme rules.
- 3.4 The Interest rate secured by our Investment Broker for each deposit will be monitored by the Board and published on the WMA Group's website, within each Member Board's Financial Report.
- 3.5 The Boards may choose to make loans to local enterprises, local charities, other IDBs, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity, if, in accordance with the statutory guidance it can demonstrate that:
- Total financial exposure to these types of loans is proportionate.
 - It has used an allowed "expected credit loss" model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 *Financial Instruments* as adopted by proper practices to measure the credit risk of its loan portfolio.
 - It has appropriate credit control arrangements to recover overdue repayments in place.
 - The Board has formally agreed the total level of loans by type that it is willing to make, and their total loan book is within their self-assessed limit.

INVESTMENT STRATEGY

4. NON-SPECIFIED INVESTMENTS

- 4.1 These investments are financial investments that are not loans and do not meet the criteria to be treated as specified investments. They have greater potential risk and mature after any period longer than 365 days – examples include investment in the money market, stocks, and shares or with bodies which do not have a high credit rating.
- 4.2 Given the unpredictability and uncertainties surrounding such investments, the Member Boards will not use this type of investment without fully assessing the risk, in accordance with the statutory guidance.

5. NON-FINANCIAL INVESTMENTS

- 5.1 Non-financial investments are assets that the Board holds primarily or partially to generate a profit, for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.
- 5.2 The Boards do not currently hold any non-financial investments. The Boards will only make such investments after having assessed the market that they would be competing in, the nature and level of competition, how they think that the market would evolve over time, barriers to entry and exit and any ongoing investment requirements.

6. LIQUIDITY OF INVESTMENTS

- 6.1 The Chief Executive and the Finance and Rating Manager will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the relevant body.

7. LONG-TERM INVESTMENTS

- 7.1 Long-term investments are defined in the Guidance as greater than 12 months.
- 7.2 The Boards do not currently hold any long-term investments; neither will they make any such investments.

INVESTMENT STRATEGY

8. INTERNAL CONTROLS

- 8.1 As existing investments mature, the Finance and Rating Manager will prepare a cash flow projection to identify opportunities for further investments. The current practice is for a maturity profile investment projection to be prepared twice a month, which provides each Member Board with the opportunity to pull-back deposits needed for working capital to pay its bills or to reinvest/invest similar, additional, or reduced sums for a further period according to its cash flow requirements. All such investments will be authorised by the Chief Executive.
- 8.2 The Finance and Rating Manager will then act on this authorisation and proceed with any further investments as agreed. Confirmation of the investment will be filed electronically, for review by the Chief Executive.
- 8.3 Each Member Board will monitor the return on its investments periodically during the course of every financial year.

9. END OF YEAR INVESTMENT REPORT

- 9.1 The Annual Estimate of Investment Income for the coming financial year will be prepared by the Finance and Rating Manager and presented to each Member Board's Estimates meeting every year for approval.
- 9.2 At the end of the financial year, the Finance and Rating Manager or the Chief Executive (or S151 of the Local Government Act 1972 Officer) will report on the investment activity to the Board.

10. REVIEW AND AMENDMENT OF THIS POLICY

- 10.1 This strategy will be reviewed every 5 years.
- 10.2 The Water Management Alliance reserves the right to make variations to the strategy at any time, subject to compliance with each Board's Reserved Matters.

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Peter Diplock	
Lance Gearing	YES
Bill Gower (Chairman)	YES
Martin Hole	
Duncan McCutchan	
Robert Miles	Post copy, no email address filed
Jim Murray	YES
Hugh Parker	
David Robinson	
Robert Smart	YES
Richard Thomas	
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PCWLMB Meeting	18-June-24