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NATIONAL RIVERS AUTHORITY

SOUTHERN REGION

FLOOD DEFENCE DEPARTMENT

FILING STUDY



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1.0 INTRODUCTION

This is the report of a brief study commissioned by the NRA, (National Rivers Authority), Southern Region, into the documents and files in the Flood Defence Department with a view to producing a suitable filing index. The Southern Region covers Kent, Sussex, the Isle of Wight, most of Hampshire and part of Surrey. A map showing the area is given in Appendix 1. The Flood Defence Department is responsible for 300 km of sea defences and the alleviation of flooding by all rivers in the region.

2.0 PURPOSE OF REPORT

The purpose of the report is to detail the findings of the study, issue the outline of the filing index and make recommendations for the way forward.

3.0 TERMS OF REFERENCE

The objectives of the study along with the proposed schedule for the 10 day duration were as agreed in Appendix 2.

3.0 CONDUCT OF THE STUDY

The study was conducted at the Southern Regional Headquarters offices of the NRA in Worthing and at the regional office in Canterbury. A series of interviews were conducted with Flood Defence staff at all levels of the organisation, the notes of which appear in Appendix 3.

4.0 THE FINDINGS

The interviews which numbered 16 were conducted with personnel from all sections and levels of the Flood Defence Organisation. It quickly emerged that the common approach in the way information was discussed, organised and retrieved was geographical. There are currently three types of geographical divisions being used depending on the subject under review.

The first is the six NRA District areas. These are the areas which divide the Operations section of Flood Defence for maintenance of the rivers and water courses and are run by District Engineers. Planning liason have four Officers in the Districts. Mechanical and Electrical maintenance is also run from only four District offices.

The second division, used by Planning Liason to manage the planning applications and structure and local plans, is a County based one subdividing into local government districts. Capital Investment projects are divided into Counties. 14 Dec 1972

The third division is by physical main river catchment area and Coastal section. This is used by Emergency control and the District Engineers when assessing the impact of rainfall and the requirements for urgent remedial and planned maintenance works. Capital works projects use this system for naming their projects.

The documents which were found to be most commonly used in each of the sections are detailed in appendix 4.

The flow of some important documents and information is shown in appendix 5. Some statistics which may be of interest are shown in appendix 6.

5.0 CONCERNS

The following points which emerged gave rise to concern:

1. Each section within Flood Defence, including the six districts, was found to be using a different filing index, although some of them were loosely based on what is known as the "Geoffrey Robinson system".
2. There is no Corporate Policy for Records & Information Management.
3. There are no procedures for handling documents.
4. There is no computerised indexing facility. Although not vital yet in the areas where they only have those documents which have been created since the beginning of the NRA, other sections such as Capital Investment have a real problem with documents going back many years. The large number of "scheme" files need indexing quickly, not only to facilitate fast retrieval of information but to highlight those areas where files are missing, thus rendering the NRA vulnerable in future design and development work.
5. There are no guidelines on retention. The Planning Liason section operate a policy of microfilming all records over two years old. The Canterbury District Engineer keeps his current year and the preceeding year live and "archives" the rest.
6. There is no procedure for archiving. The Planing Liason section microfilm, Canterbury Office box hard copy documents and leave them in the stores. Capital Investment use the Pevensey stores for hard copy and everyone else just keeps everything in their office.

7. The timesheet/job card/vehicle log system is time consuming and difficult to manage.

8. Nothing is done to index and store photographs in the correct physical environment.

9. There is concern that important information such as severe weather warnings and unit costs were not easily obtained.

10. The system for purchasing items in the Districts is cumbersome. ?

11. The definition of "incidents" is not clear and there is no procedure for dealing with them - the emergency control room will take care of major events but there are many occasions when less spectacular events are reported.

12. No backup of information exists except with films of the microfiche copies of documents in Planning Liason and these were stored next to the fiche cabinets.

6.0 IMPACT ON NRA

The above concerns demonstrate that the lack of structured records management makes NRA Southern Region vulnerable in many ways:

was?
Information is lost rendering files incomplete and causing decisions to be made without the whole picture.

Inefficient systems for handling information are expensive especially when senior engineers are doing the searching.

Lack of procedures causes duplication of copies of documents "in case".

Lack of common systems gives rise to ad hoc "solutions" which are not cost effective.

✓ Administration across section boundaries or interchangeability of admin staff is not possible.

Lack of information concerning past projects increases vulnerability if defects occur.

Lack of backup for vital documents makes disaster recovery impossible.

7.0 RECOMMENDATIONS

1. A Corporate Policy for the management of Information Resources should be developed.

2. The outline filing index for the Flood Defence Department will not solve all the problems currently giving rise to the concerns listed above. It will only alleviate those which stem from where to put and how to retrieve documents which are mainly correspondence. Other departments will require expansion of those sections in the index which deal with their interests which are outside Flood Defence.

3. Procedures for handling information, in line with the policy, should be developed for each section in Flood Defence, addressing who is responsible for the administration of which documents and the optimum locations for them.

4. A common procedure for indexing documents and photographs and for archiving should be produced. Retention schedules should be developed'

5. Vital documents should be identified and steps taken to ensure there is adequate backup.

6. All microfilming must comply with BS 6498.

7. A management information system should be developed to give such information as accumulative expenditure, district unit costs, severe weather warnings, corporate plan progress and % complete of capital investment projects. Underlying this in detail should be financial information, weather forecasts, details of the corporate plan and detailed descriptions of projects. This will only be possible when PCs are readily available and the network is in place. However any development of systems involving information flow should bear this ultimate goal in mind.

8. The current handling of purchase orders is paper intensive and expensive in handling charges. A system of call-off contracts could be instigated to streamline handling and reduce costs.

9. The cost of the timesheet/job card/vehicle validation procedure could be drastically reduced by the application of technology.

10. There should be an exercise to identify those "scheme" files which are missing from the Capital Investment section and steps taken to recover them. They should then be indexed, given retention periods and archived in suitable accommodation.

11. A project handover document from contractors to Operations and Capital Investment should be developed.

8.0 FORWARD PLAN

A plan for the implementation of the filing index in the Flood Defence department is shown in appendix 6. It is essential that the filing index is not publicised as being cast in stone, this document is a framework

around which must be built the complete structure. Each section must be encouraged to add the subjects/areas which are required for their particular part of the business and which they feel are missing. The period for comment is to allow this to happen. Each section should then be issued only with the areas of the index applicable to themselves. Only the custodian will have a complete index. It is still possible to add categories at any time provided the custodian is informed.

The numbers used to identify the main rivers, streams and internal drainage ditches are the ones currently being used in the Districts themselves. There was no time to establish whether these are 'official' in any way or whether they are used in any other Department of NRA. If possible they should be changed since at the moment there is no logical connection between the District systems.

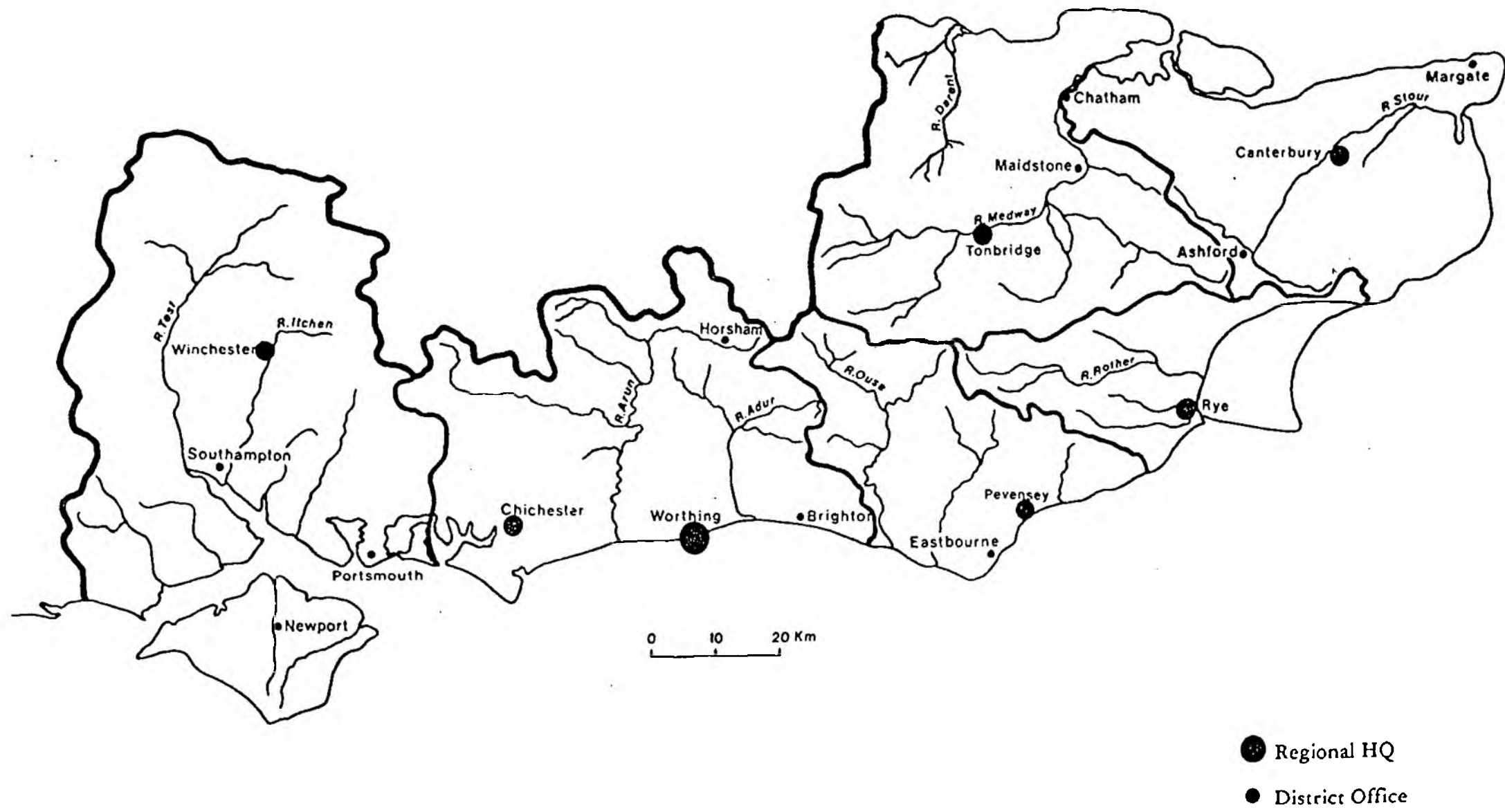
The letters used to identify the County & District councils are the ones used by the Planning Liaison section and most of the councils themselves.

9.0 SUMMARY

The problems which emerged as a result of the short study into the filing in the Flood Defence Department in NRA are by no means beyond redemption. The Management foresight which recognised the problem and commissioned the study before the situation had gone on too long, means that rectification can be achieved comparatively easily, once the policies and procedures are in place.

The basic requirement for a Records Management Manual, sponsored by the highest authority, containing all requirements and responsibilities, is paramount to the efficient management of information in the NRA.

Southern Region Area and District Boundaries



14 February 1991

Mr R Leng
Regional Administration Manager
NRA Southern Region
Guildbourne House
Chatsworth Road
Worthing

Dear Bob

RE: FILING SYSTEM - FLOOD DEFENCE DEPARTMENT

Many thanks for the very interesting afternoon I spent with you on Thursday. It made the structure of the NRA and particularly the Flood Defence Department much clearer. The scope of the Department's activities and responsibilities is obviously broad but being logically integrated should enable the generation of a comprehensive, practical filing structure.

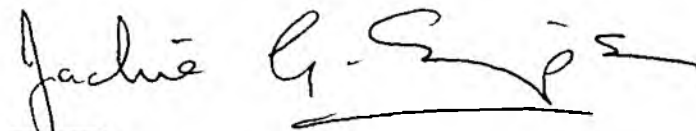
I attach a schedule for the 10 day study which I hope meets with your expectations as we discussed. I look forward to confirmation of the consultancy contract. The study will be carried out by myself and I suggest the two working weeks beginning Monday 11th March.

It would be a great help if Mrs Standing, your Post Room Supervisor, could keep a record of the number of items received daily, over a period of two weeks, for the Flood Defence Department. I don't know if it is possible for her team to also record the number of outgoing items from that department but if it is I would appreciate it if this could also be undertaken. These 'counts' will help to establish the volume of documents the Department is handling. Mrs Bishop has agreed to monitor the number of documents being filed for Mr West.

The interview schedule is flexible if the suggested times are not convenient, but I would ask that interviewees bring copies of typical documents and files with them to the discussions. If this is not easy due to the volumes involved the interview can take place at the filing location. It will save time if this can be agreed in advance.

I look forward to working with you and the Flood Defence Department.

Regards.



JACKIE SIMPSON
CONSULTANCY MANAGER

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**PROPOSED STRUCTURE FOR 10 DAY STUDY INTO FILING STRUCTURE FOR THE FLOOD
DEFENCE DEPARTMENT**

DAY 1

CONDUCT INTERVIEWS

09:30	Tony Branch
11:00	Adrian Biggs
14:00	John Donaldson
15:00	Steve Price
16:00	Jean Bishop

DAY 2

CONDUCT INTERVIEWS

09:00	David Martin
11:00	Alan Ferrol
14:00	Graham Fisher
15:00	Malcolm West

DAY 3

VISIT DISTRICT OFFICE

09:00	Tim Kermode at Canterbury
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INTERNAL REVIEW BY IDL

14:00	Wimbledon office
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DAY 4

ANALYSE FACTS FROM INTERVIEWS

REVIEW MEASUREMENTS BEING TAKEN AND INITIATE ANY OTHERS REQUIRED.

CONDUCT FOLLOW-UP INTERVIEWS TO CLARIFY AREAS WHERE NECESSARY.

DAY 5

CONTINUE ANALYSIS

15:00 PRESENT FINDINGS AND AGREE OPTIMUM DIRECTION.

DAY 6

USE MEASUREMENTS ALREADY TAKEN TO ESTABLISH VOLUMES.

ESTABLISH DOCUMENT FLOWS.

DAY 7

COMPLETE ANALYSIS OF FILING REQUIREMENTS.

COMMENCE PREPARATION OF FILING KEY AND PROCEDURE.

ESTABLISH FILING OPTIONS.

DAY 8

DEVELOP PROCEDURE.

REVIEW COSTS AND BENEFITS.

DEVELOP IMPLEMENTATION PLAN.



DAY 9

PREPARE FINAL PRESENTATION.

FINALISE FILING KEY AND PROCEDURE.

DAY 10

PRESENT FINDINGS.

HAND OVER REPORT INCLUDING FILING KEY AND PROCEDURE.

AGREE WAY FORWARD.

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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: TONY BRANCH

POSITION: REGIONAL OPERATIONS ENGINEER - OPERATIONS MANAGER?

BRIEF DESCRIPTION OF JOB: Responsible for support services.

PERSONNEL: Currently has 31 staff. Some re-organisation expected.

FILING: 2 filing cabinets in office

COMMENTS:

- INCIDENT REPORTS - received and passed to the district.
- TROUBLESOME LETTERS - from public really an incident - sometimes defence work
- POLICY PROBLEMS - green book - safety instructions - procedures - monitoring budgets
- GREEN BOOK BONUS - new projects for payments
- REPORTS - monthly against Corporate plan - ad hoc for London HQ.
- OFFICE ACCOMMODATION - Architects documents for surveys and alterations.
- SUPPLIES - stock checks and audits

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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: ADRIAN BIGGS

POSITION: PRINCIPAL OPERATIONS ENGINEER

BRIEF DESCRIPTION OF JOB: Responsible for Flood warning service and control room. Emergency planning. Stores. Management services. Buildings and bonus for green book staff. Currently setting up control room - will answer and monitor all calls including general public - will inform Police when emergency likely to arise.

PERSONNEL: Will have total of twenty staff when control room complete - some in district offices some in HQ.

FILING: Files in piles all over office - one filing cabinet in main office.

DOCUMENTATION: Log of all calls - files if incident requires action initiated by incident report - all likely areas connected by computerised telemetry system

Some job cards for jobs such as regular weed cutting - not specific enough to respond to planned maintenance system.

Green book timesheets - handled mainly by regional staff - collated and summarised at HQ

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FILING STUDY - INTERVIEW NOTES

NAME: JOHN DONALDSON

POSITION: TECHNICAL SERVICES ENGINEER

BRIEF DESCRIPTION OF JOB: Responsible for the purchase, maintenance, and ultimate disposal of mechanical, electrical, electronic, telemetry, radio and cellular equipment, transport, mobile plant and fixed plant.

PERSONNEL: 3 in section

FILES: - some kept in his own office - working files mainly - four filing cabinets kept by secretary - some on word processor - uses old "Sussex" system.

COMMENTS:

EQUIPMENT FILES
- VEHICLES

- kept in central location in Worthing and filed by fleet number. This is a cost code against which all expenditure is charged. Contains purchase order, maintenance record. All similar types of vehicles are kept together in allocated series of numbers except where numbers of vehicles have exceeded allocations.

EQUIPMENT FILES

- all equipment in pumping stations, gauging stations and weirs, kept for life in appropriate workshop and filed by station name.

OTHER DOCUMENTS

- mainly correspondence - some with third parties eg Electricity Companies and Fuel suppliers - internal memos - duplicated - white copies filed alphabetically - green copies by fleet number or purchase order number - some copied to workshops.

Cont'd

- PURCHASE ORDERS** - currently filed by order number - to be filed by asset register number when asset register is set up. Job "tickets" to be issued by system, work to be carried out by staff at area workshops, details of work to be entered onto system and cards destroyed. Maintenance instructions copied to both workshops and HQ. Used to set up PPM - will be grouped by station number.
- NEW PROJECT FILES** - Set up by John for personal use during construction and installation - broken up into relevant equipment files when commissioned - documents not applicable to current files are kept for five years and destroyed.
- TEST AND INSPECTION CERTIFICATES** - lifting tackle, pressure vessels and National Vulcan Insurance inspection - all regularly renewable - kept in separate file in equipment number order.
- VEHICLE OPERATIONS** - vehicles assigned to district or job - kept in district groups - filed by cost centre number - general file for correspondence.
- LICENCES** - one file - operators, drivers.

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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: STEVE PRICE

POSITION: SUPPLIES OFFICER

BRIEF DESCRIPTION OF JOB: Responsible for stocking regularly used items such as protective clothing, tools, stationery etc.

PERSONNEL: 3 staff

FILES: Four filing cabinets + large bookcase in office

COMMENTS:

Contracts being organised with regular suppliers - no tender required for items under £250 - stock held in Pevensey stores - mobile shop carrying 50% of stock items visits District offices once every week.

Stock management system currently on mainframe - carries 2000 different items - 95% are available in stores - catalogue being produced - Districts order non stock items - Green copies of orders being sent to enable analysis of regularly used items to increase stock range if appropriate - computer generates orders

Currently changing to pc based system to withdraw from SW facilities - bar code system being introduced - individual bar codes for personnel, stock items and cost centres

Invoices paid by SW as agent - no monitoring of prices

Keeps files of correspondence - internal memos - filed alphabetically by surname, grouped by section - files for committees, groups, topics

Contracts and tenders files by subject - has standard contract, ITT and master letters.

Library of suppliers catalogues

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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: JEAN BISHOP

POSITION: SECRETARY TO FLOOD DEFENCE MANAGER AND FINANCE MANAGER

BRIEF DESCRIPTION OF JOB: Responsible for all typing for two managers and three deputies

PERSONNEL: One junior clerk on a part time basis for filing.

FILES: Flood defence manager has two filing cabinets in his office

COMMENTS: Filing was monitored over a period of 10 working days. There was an average of 16 documents per day to file - internal and external memos and letters - Filed wherever it was 'felt' they belonged - in the absence of a structured, logical filing system - Duplicated in a chronological file - blue copies.

A monitoring of the incoming mail for the whole department was undertaken in the post room - a total of 1205 was recorded over ten working days. - average 121 per day.

Communication was with members of the public, other branches of the NRA, committees, PR.

Most not referred to after immediate working life.

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FILING STUDY - INTERVIEW NOTES

NAME: DAVID MARTIN

POSITION: REGIONAL PLANNING ENGINEER

BRIEF DESCRIPTION OF JOB: Responsible for planning liaison, Capital investment and corporate planning.

PERSONNEL: 22-23 staff

FILES:

COMMENTS:

- PLANNING LIAISON - Master files retained in HQ - one officer in each region deals with local liaison
- New developments - structure plans - local plans and applications - information for continuity of response to local government enquiries - documents over 2 years are microfiched - wp being used for standard letters - manual registration system - documents sizes A4, A3, A0. - need for retention policy - eg legal requirement for consents for work on river must be kept indefinitely - system was county based.
- CAPITAL INVESTMENT: - Specific Construction projects for flood defences - design and management by consulting engineers - construction by contractors contracted to NRA - large volumes of records - no archiving - claims continue after project closeout - negotiations with farmers carried out at Worthing.
- CORPORATE PLANNING: - London Head Office dictates most aspects of corporate plan - statistics and regular progress reports required - information difficult to obtain efficiently - IAS being extended for functional input

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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: ALAN FERRELL

POSITION: PRINCIPAL PLANNING LIAISON OFFICER

FILES: 30M Applications - 8M Consents - 15m Structure & local plans

BRIEF DESCRIPTION OF JOB: Responsible for Local Authority (50 bodies) and County (8 bodies) planning applications

PERSONNEL: 8 in HQ 6 in District Offices

COMMENTS: NRA has 6 obligations to any development wherever it may occur under the Planning Act, General Development Order 1988.

Flood defence comment where development is near water course or within flood plain - EP and Resources have other obligations

3,500 applications per annum - IA request comment in 14 days - not possible - 95% completed in 28 days

Comment on County and IA structure plans - Land Drainage Consents - approvals for "works" eg bridges, silage clamps etc. - 300-400 consents per annum - acted as agents for IDB's since 1930's

Applications = covering letter, copy of application (2-3 pages), set of plans

Hardcopy retained 2 years - microfilmed at start of third year - hardcopy then destroyed - backup security copy of film retained

Applications filed alphabetically by council/year/number - usually system used by council itself - consents filed by year/district office/number - structure and local plans filed by County or local council.

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FILING STUDY - INTERVIEW NOTES

NAME: GRAHAM FISHER.

POSITION: PRINCIPAL ENGINEER - CAPITAL WORKS

BRIEF DESCRIPTION OF JOB: Initiating and promoting capital works - sea and tidal defences and alluvial flooding.

PERSONNEL:

FILES:

COMMENTS: Project docs from consulting engineers and contractors - capital monitoring based on % complete - has asset register of installations and structures but not sea defences - being developed as National sea defence survey for coastal management system - GIS based - for planned maintenance - developing project management manual - developing preferred contractors list - has requirement for map library - technical reference library - CAD - needs to develop procedure for retention - handover - drawing numbering - standard contracts - service standards - Has documents from R & D project involvement - SCOPAC - photographs - Flood defence committee meetings.

Particular problems with "scheme files" handed over from old water boards - many need rationalising - many missing - vulnerable by not knowing details of old constructions.

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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: MALCOLM WEST

POSITION: FLOOD DEFENCE MANAGER

BRIEF DESCRIPTION OF JOB: Responsible for Flood Defence Department of NRA Southern Region

PERSONNEL: All

FILES: Two cabinets in office

COMMENTS: Only wishes to keep confidential/personnel files in his office - one small cabinet should suffice - Project leader for R & D project 7 "Flood defence, global warming and climatic change" - needs to retain information on project.

Feels that certain categories of mail should be registered - required for Senior Managers meetings at 09:15 3 days a week - currently only Planning Liaison sorted separately - rest sent direct to MW to distribute

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FILING STUDY - INTERVIEW NOTES

NAME: BERNARD TILIMAN

POSITION: SPECIAL PROJECTS AREA.

BRIEF DESCRIPTION OF JOB: Responsible for Operations management services unit. Interacts between District Offices and HQ.

PERSONNEL: 1 staff

FILES:

COMMENTS: Implementing regional policy for common approach to maintenance - currently locating and setting up depots in regions where required - receives and summarises monthly summary sheets from districts - developing cost analysis for awareness - looks after COSHH - needs archiving facility.

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FILING STUDY - INTERVIEW NOTES

NAME: PAUL BATTY

POSITION: CORPORATE PLANNING OFFICER

BRIEF DESCRIPTION OF JOB: Co-ordinating future plans, leasing with London. Internal consultant producing plans for functions. Management Information System.

PERSONNEL: 1 staff being recruited

FILES: Some in cabinet - not aware of their contents.

DOCUMENTS: New to job - Gathering information for database.
multi-functional - liaises with external bodies - having difficulty finding information.

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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: TIM KERMODE

POSITION: DISTRICT ENGINEER

BRIEF DESCRIPTION OF JOB: Responsible for all operations in the Canterbury district

PERSONNEL: 40 green book staff - mainly managed from depots
5 blue book staff in District office

FILES: Two cabinets in office - hardly used - large bookcase

COMMENTS: Biggest paperwork problem are job cards - timesheets - green book bonus

Has to keep certificates of competence eg chain saw, digger driver.

Using Q&A to develop own management systems especially for financial controls and analysis.

Has listed all watercourses (500) and rivers in district analysing unit costs.

Deals with "incidents" which do not go to HQ - from Farmer - Foreman to ad hoc telephone calls and letters which are usually passed to foremen to action - none are logged.

Liaises with capital works during construction in district.

No operating procedures for new works - no handover - few "as-builts"

No call-off contracts for small items - hundreds of orders processed annually - cost £30 per order. Order - invoice - HQ payment.

Cont'd

Needs to have legislation and some BS's available.

Photographs require managing.

Uses maps.

Keeps confidential files in his office - all others in general admin office.

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FILING STUDY - INTERVIEW NOTES

NAME: PETER TAYLOR

POSITION: DISTRICT PLANNING LIAISON OFFICER.

BRIEF DESCRIPTION OF JOB: Local input to planning applications on behalf of HQ.

PERSONNEL: No staff.

FILES: One filing cabinets - many on table, desk and shelf.

COMMENTS:

Deals with local enquiries which do not go via HQ - for 1990/91:

Flooding and property - 31
General planning enquiries - 36
Consents - 73

145 applications via HQ

Filed in individual files indexed by council/year/number - does site visits using files - finds microfiche difficult in these circumstances when completion takes more than one year - archives in stores building on site.

Also deals with pre-spec enquires and discussions on applications affecting Land drainage act: VERBAL APPLICATION - DISCUSSION - WRITTEN APPLICATION + CHEQUE - APPLICATION GRANTED

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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: JULIA CODLING

POSITION: CLERICAL OFFICER

BRIEF DESCRIPTION OF JOB: Clerical officer dealing with vehicle management

FILES: Four filing cabinets - one large cabinet

COMMENTS: Enters details of vehicles on mainframe computer system - District offices log mileage - duplicated on pc system which will replace mainframe - information currently not used.

Each vehicle has file - currently 379 - documents kept in "current" files until no longer active then filed in vehicle file - documents are: servicing, insurance claims, mileage, cards for fuel.

32 insurance claims since 1st Sept - details entered into book - documents filed.

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FILING STUDY - INTERVIEW NOTES

NAME: MOLLY PERRISS

POSITION: CLERICAL OFFICER

BRIEF DESCRIPTION OF JOB: Assistant to Clerical Assistant
Canterbury District Office responsible for timesheets and sick notes.

PERSONNEL: None

FILES: Large circular revolving filing stand

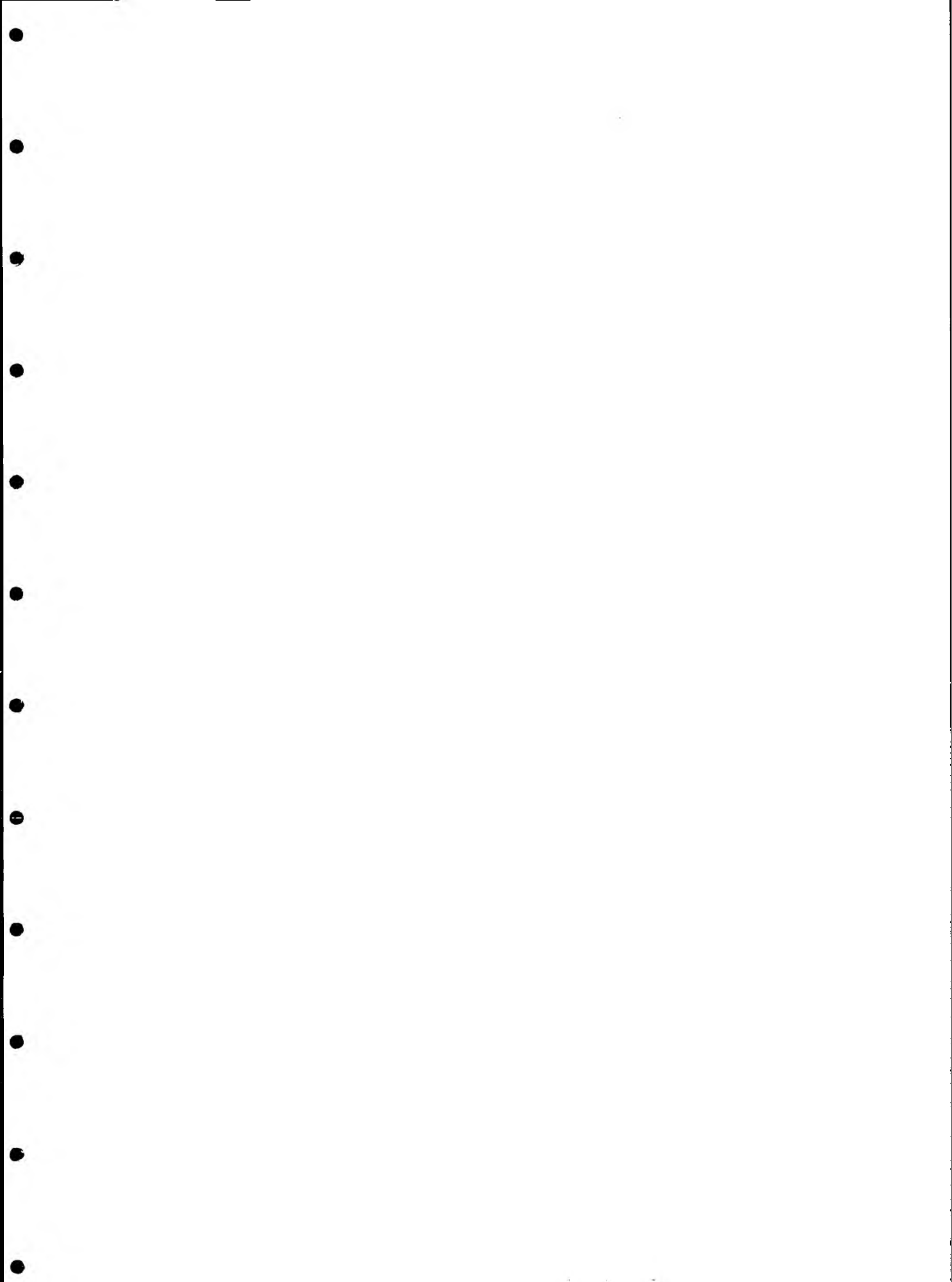
COMMENTS: Receive job cards and timesheets from foremen - transfer and reconcile cost centres on timesheet from job cards - sent off to HQ by midday Tuesday - job cards returned to DO and retained for 5 years - stored in stores in boxes - timesheets broken down into quarter hour units.

Cost centres added to vehicle logs from job cards - information entered into mainframe - soon to be replaced by pc system.

Flow charts from pumping stations etc received weekly - filed in individual folders for each installation - rarely accessed.

Incoming correspondence opened - date stamped - distributed - answered - filed in central file in admin office - rarely accessed - majority internal cross-functional.

Processing of invoices by admin staff - just taken over due to delays in payment caused by absence of DO staff working out in field - blue copy kept for previous year.



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FLOOD DEFENCE DEPARTMENT

FILING STUDY - INTERVIEW NOTES

NAME: PETER AMLES

POSITION: SUPERINTENDENT

BRIEF DESCRIPTION OF JOB: Responsible for workforce in the field - sea defences and rivers remaining free.

PERSONNEL:

COMMENTS: Keeps own files - job related filed by location - administration files by subject

Job cards - timesheets.

Invoices and orders - equipment purchase - jobs by contractors.

Internal mail.

Small library of trade information.

Weather forecast.

5-6 letters per month.

OPERATIONS

EQUIPMENT INFORMATION

- P O Files
- *- Maintenance Records
- *- Operating Instructions
- Test and Inspection Report
- New Project Files

VEHICLE MANAGEMENT

- P O
- Insurance Claims
- Fuel Useage (cards)
- *- Mileage Logs
- Maintenance Records
- Licences

SUPPLIES

- Contracts
- Correspondence
- Stock Lists
- Catalogue
- *- Manufacturers Catalogues

MANAGEMENT SERVICES

- Green Book Bonus
- *- Timesheets
- *- Job Cards
- *- Certificates of Competence
- OSHH
- Safety

DISTRICT OFFICES

- Maps
- Personnel Files
- Orders/Invoices
- Local Reports/Letters
- Photographs

Cont'd

EMERGENCY CONTROL ROOM

- Incident Reports

PLANNING

CONSTRUCTION

- Contracts
- Design Documents
- 'As-Built' Drawings
- Operating Manuals
- Dossiers - "scheme" files
- Quality Documents
- Inspection Documents
- Specifications
- Correspondence

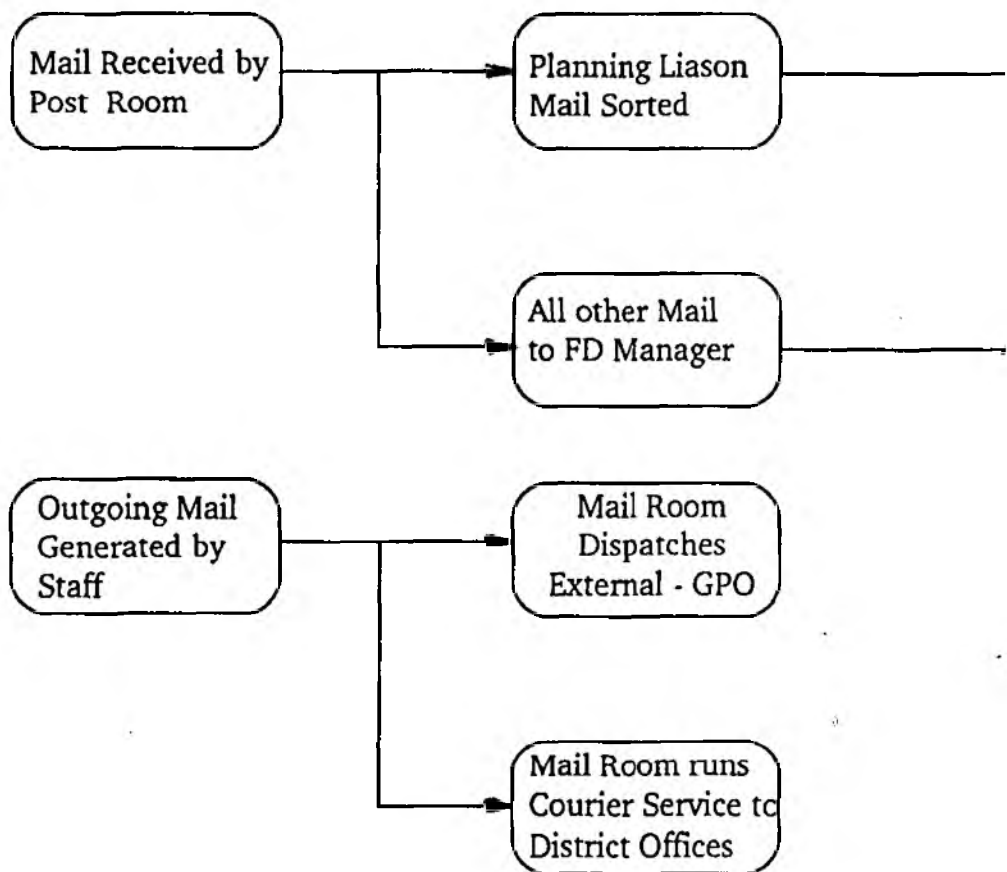
PLANNING LIAISON

- Plans - County Structure
- Local
- *- Planning Applications
- Consents
- Photographs
- Microfiche

CORPORATE PLANNING

- Reports

DOCUMENT: MAIL - INCOMING - OUTGOING



Registered

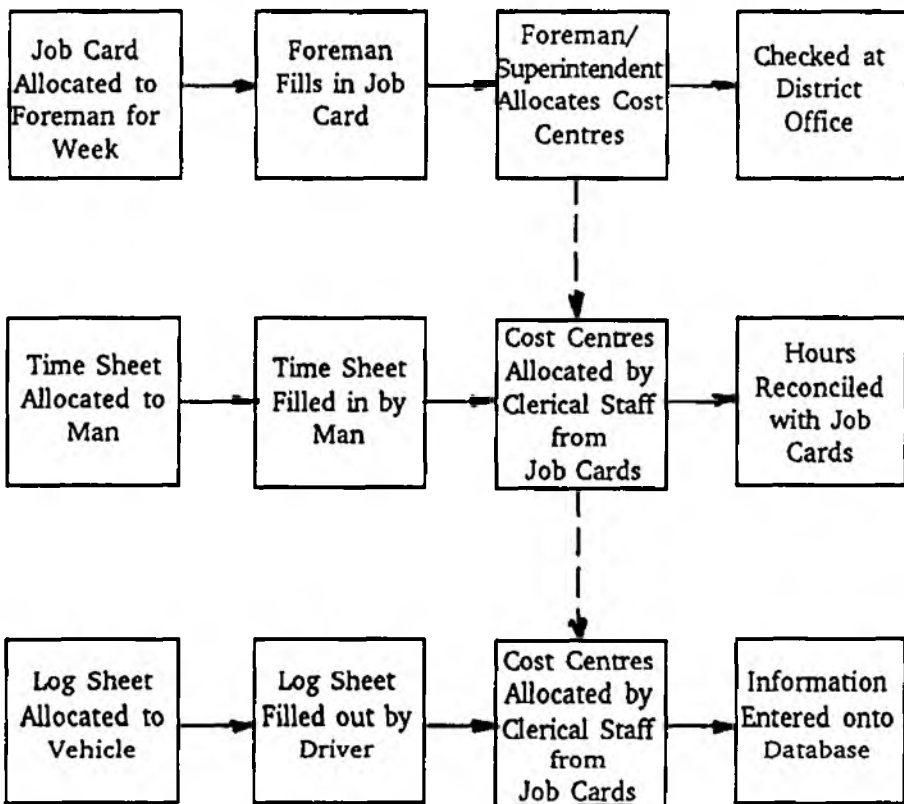
Distributed

Manager
Sorts Mail

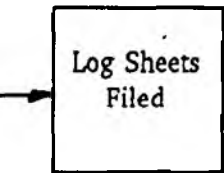
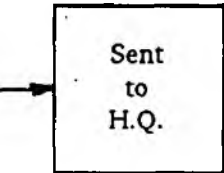
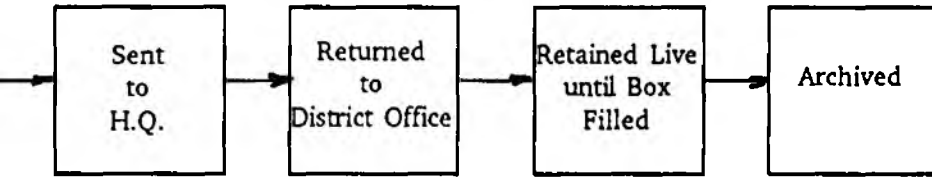
Distributed

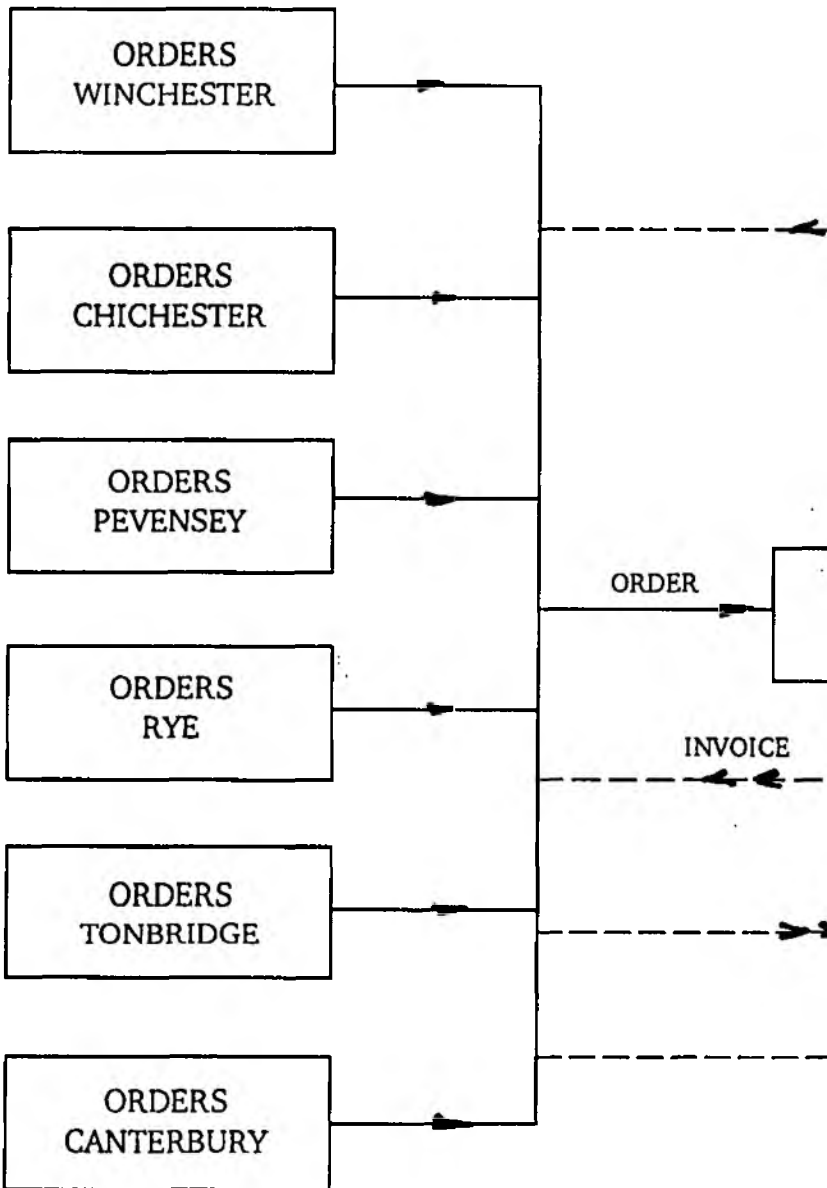


DOCUMENTS: JOB CARDS - TIMESHEETS

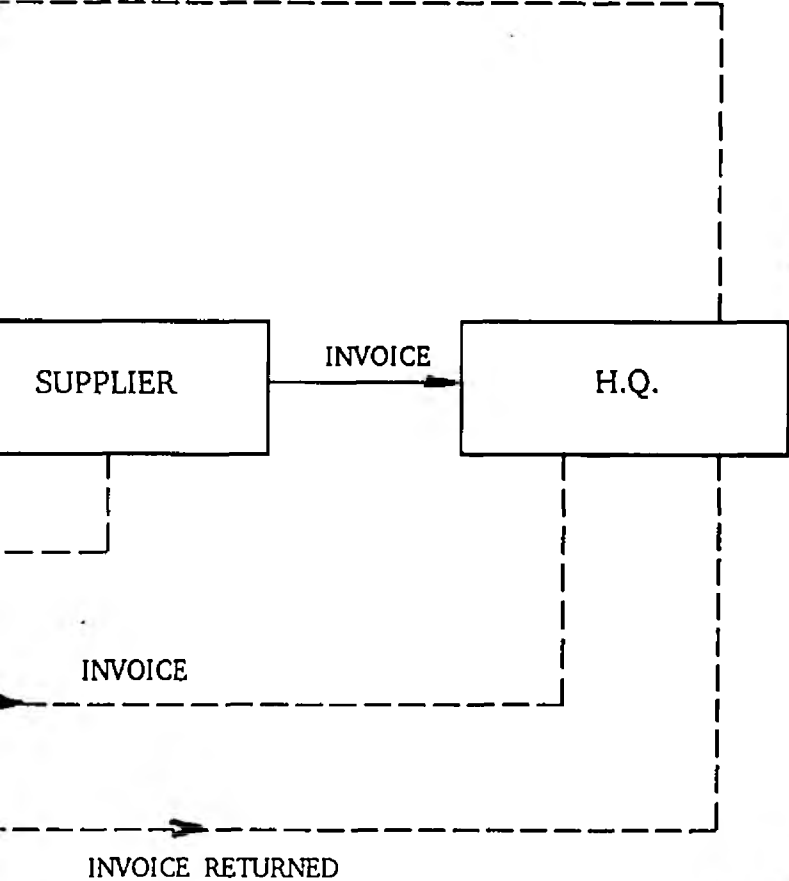


- VEHICLE LOGS.





INVOICE CHECK



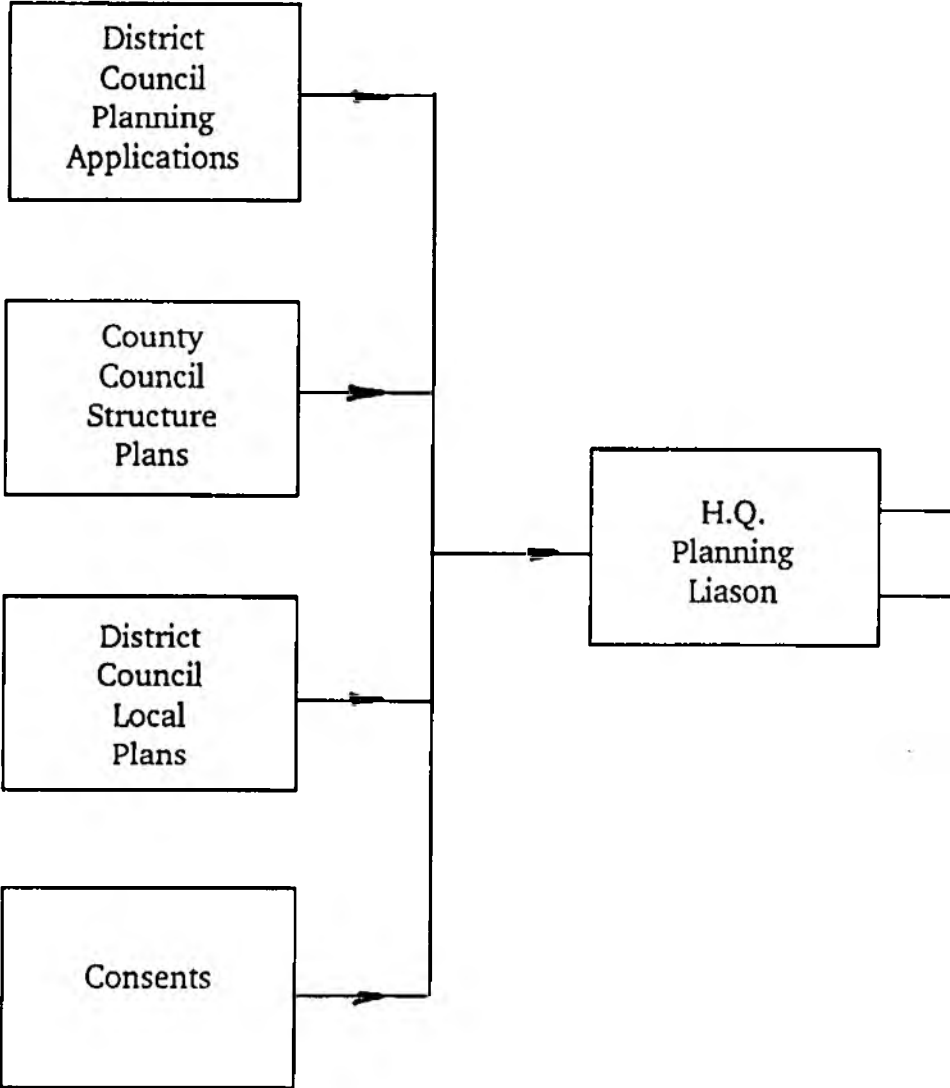
District
Council
Planning
Applications

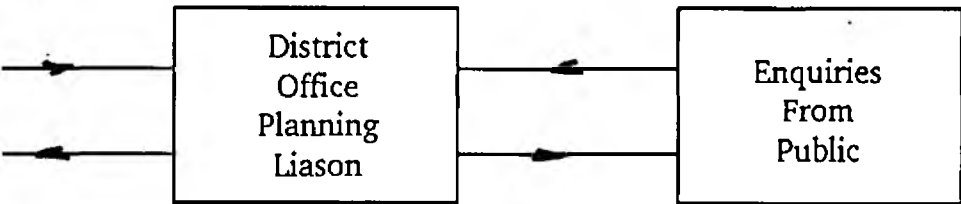
County
Council
Structure
Plans

District
Council
Local
Plans

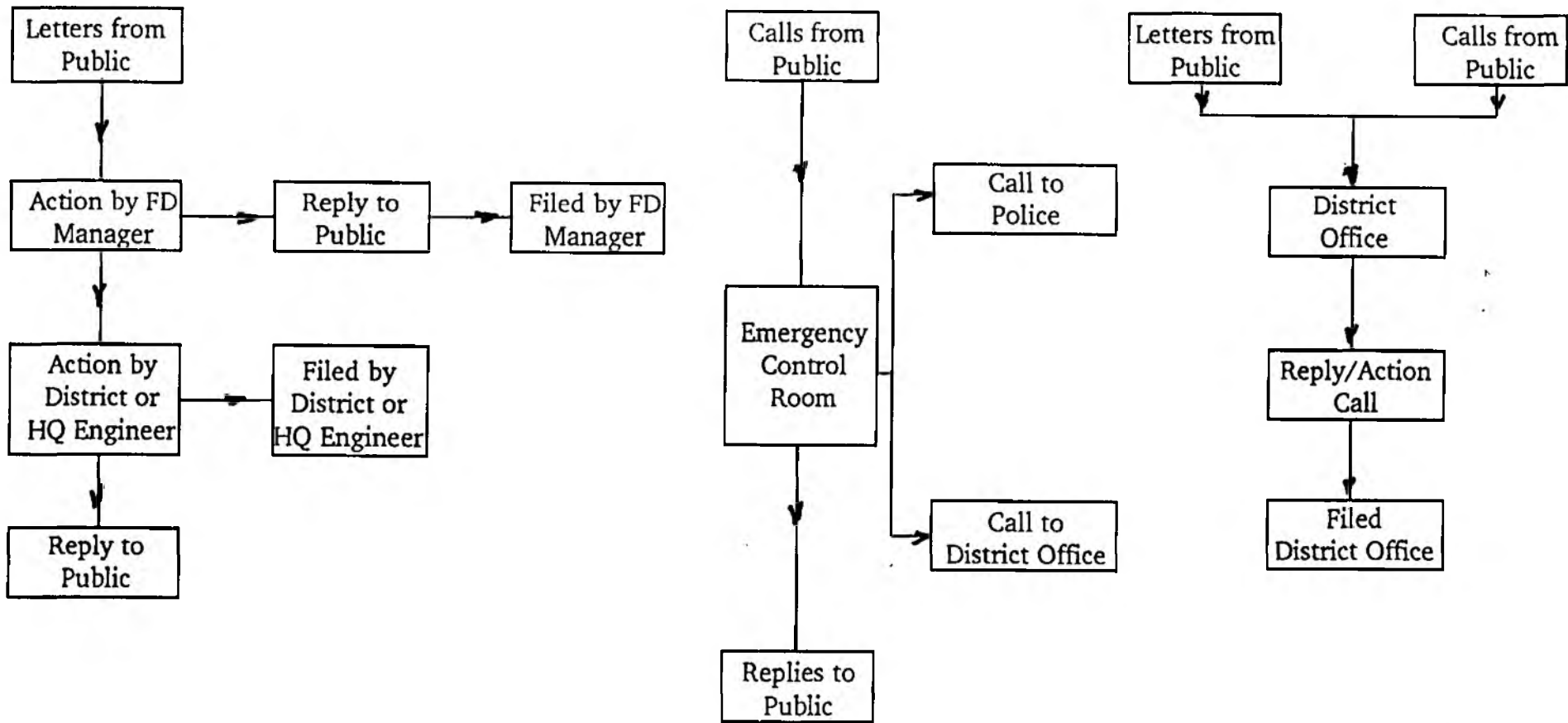
Consents

H.Q.
Planning
Liason





"INCIDENTS"



CANTERBURY POST

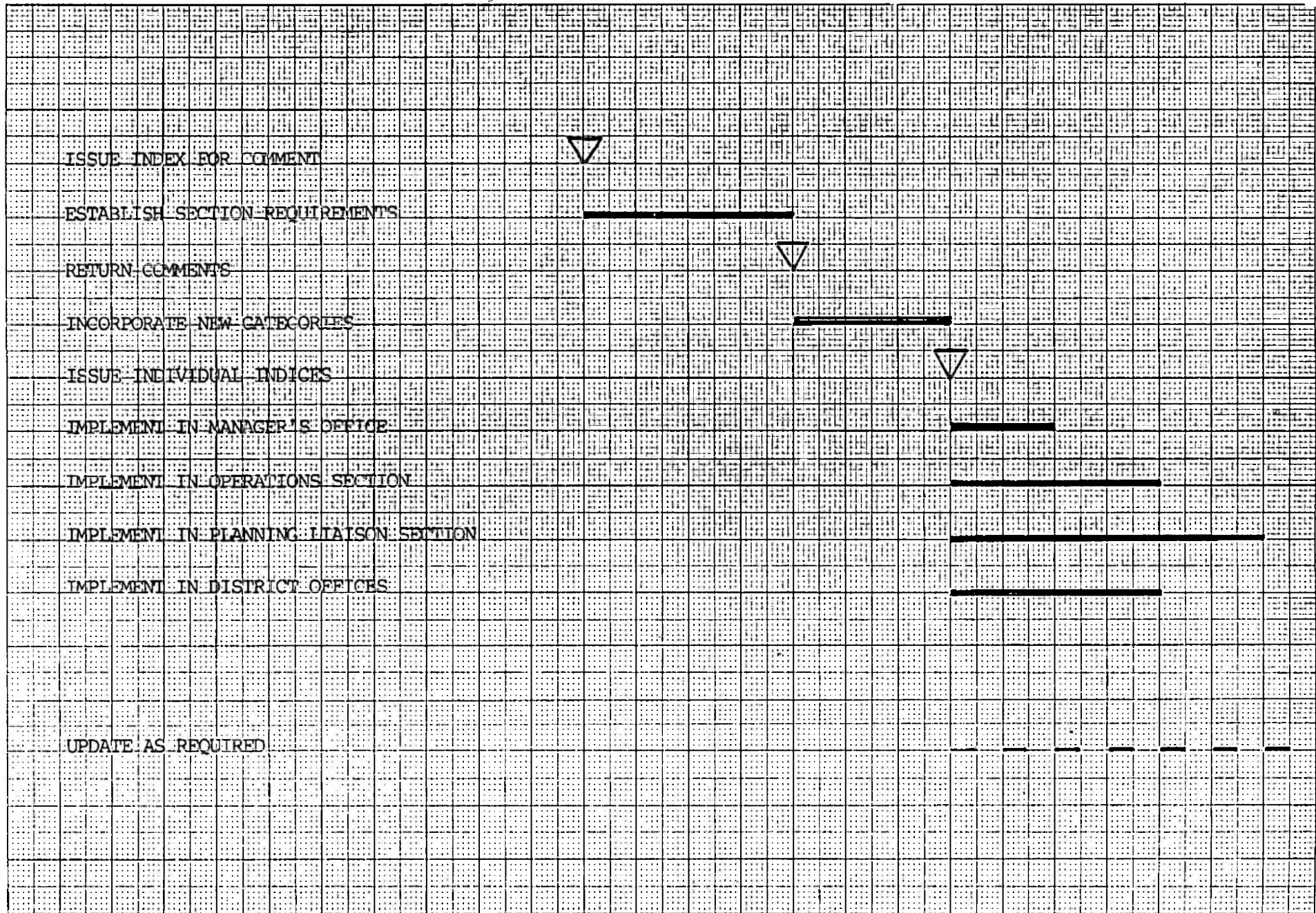
		AVERAGE PER DAY
INCOMING EXTERNAL POST	164	16
INCOMING INTERNAL POST	147	15
OUTGOING EXTERNAL POST	44	4
OUTGOING INTERNAL POST	110	11

FLOOD DEFENCE INCOMING MAIL

	DAILY TOTAL
25.02.91	154
26.02.91	138
27.02.91	129
28.02.91	121
01.03.91	102
04.03.91	168
05.03.91	96
06.03.91	130
07.03.91	51
08.03.91	116
	TOTAL
	1205

Handwritten notes:
In the
100

IMPLEMENTATION OF FLOOD DEFENCE FILING SYSTEM



JS 23/03/91

0 1 2 3 4 5 6 7 8 9 10 11 12 13

WEEK

NATIONAL RIVERS AUTHORITY

SOUTHERN REGION

FLOOD DEFENCE FILING INDEX

NRA FLOOD DEFENCE DEPARTMENT FILING

CONTENTS

1.0 INTRODUCTION

2.0 PROCEDURE

3.0 FILING INDEX

NRA FLOOD DEFENCE DEPARTMENT FILING

1.0 INTRODUCTION

All documents used by the National Rivers Authority during the conduct of the Authority's business must be managed. The following filing index has been produced to allow the Flood Defence Department to reference and file their documents in a standard manner.

In order that documents may be found easily by all personnel it is important that they are filed in a way that reflects the nature of the business of the NRA. Consequently this system is based on geographical location and subject matter.

This means that all documents concerning, for example, a District or a river or a pumping station are all filed together. Depending on the quantity of information, there can be many files on different subjects for that location or one file which covers all documents because there are so few of them. Each section should create only the files they need for the work they do. There is no need to create files which will not be used. Thus each section will have an index specific to them which can be updated at any time.

This reference system is structured to enable the archiving of documents and files without additional indexing.

Care should be taken to ensure that documents are physically administered in accordance with their security classification. eg "Confidential/Personnel" files should be in a secure cabinet.

NRA FLOOD DEFENCE DEPARTMENT FILING

2.0 PROCEDURE FOR USE OF THE FILING INDEX

The index is based on an hierarchical structure with three levels. The levels are:

LEVEL 1	DEPARTMENT AND SECTION
LEVEL 2	SUBJECT/DISTRICT/COUNTY/CATCHMENT/COUNCILS
LEVEL 3	SUB-SUBJECT/PROJECT/SUB-CATCHMENT/DOCUMENT TYPES/PROPERTIES

Level 1 is used to describe the section of the Flood Defence Department which has created the file. It is very important when the file is archived. It precludes the need to index again once the useful life of the information is over. It is not essential if a file only has a limited life span. It is standard across the section and can be pre-printed if required.

DEPARTMENT/SECTION - AAAA - FLOOD DEFENCE + SECTION

Level 2 can be derived from various sources. Two level 2s can be used in conjunction with each other if appropriate:

SUBJECT - AANN - WIDE VARIETY OF SUBJECTS

DISTRICT - AA - REFERS TO NRA DISTRICTS

COUNTY - AA - COUNTIES IN REGION

CATCHMENT - AAA - MAIN RIVER CATCHMENTS

COUNCIL - AA - DISTRICT COUNCILS IN REGION

Level 3 can also be derived from various sources. These are all sub-sections of level 2 and all are numeric.

DOCUMENT TYPES - NNN - USED WITH ALL TYPES

PROJECT - NNNN - COST CENTRES AS CURRENTLY USED

SUB-CATCHMENT - NNN or NNNN - STREAMS & IDB DITCHES

SUB-SUBJECT - NNN - USED IN CONJUNCTION WITH SUBJECTS UNIQUE TO SECTION

PROPERTIES - NNN - USED WITH BUILDING SUBJECT FILE

NRA FLOOD DEFENCE DEPARTMENT FILING

The custodianship of the Flood Defence filing index lies with the Secretary to the Flood Defence Manager. It is her responsibility to assist any section in the creation of their filing index and to keep a record of any new categories which might be required. If these are created at the direct request of any specific section, the other sections in the department should be informed in case they have a similar requirement. It is the responsibility of each section to keep her informed of any categories they may add or any problems they may have.

EXAMPLES OF FILE INDICES

1. Flood Defence Manager's file for Hampshire Flood Defence Committee

FDOO-HC-EB13

2. Pevensey District Engineer's file on Flat 2, 67 Coast Road, Pevensey

FDDP-BD06-029

3. Operations Engineering file on tyres

FDOE-TR14

Capital Investment section's file on Moorgreen stream improvement

FDCI-PJ02-HC-9105

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 1

REGIONAL

SOUTHERN REGION

GENERAL MANAGER	GMOO
FLOOD DEFENCE	FDOO
ENVIRONMENTAL PROTECTION	EPOO
RESOURCES	PSOO
FINANCE	FIOO
SECRETARY	SYOO

FLOOD DEFENCE

FDOO

low

OPERATIONS ENGINEERING	FDOE
WINCHESTER DISTRICT OFFICE	FDDW
CHICHESTER DISTRICT OFFICE	FDDC
PEVENSEY DISTRICT OFFICE	FDDP
RYE DISTRICT OFFICE	FDDR
TONBRIDGE DISTRICT OFFICE	FDDT
CANTERBURY DISTRICT OFFICE	FDDY
EMERGENCY CONTROL	FDEC
MANAGEMENT SERVICES	FDMS
STORES	FDST
PLANNING	FDPL
PLANNING LIAISON	FDPG
CAPITAL INVESTMENT	FDCI
CORPORATE PLANNING	FDCP

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2

COUNTIES

BERKSHIRE	BC
DORSET	DS
EAST SUSSEX	ES
HAMPSHIRE	HC
KENT	KC
LONDON	LN
SURREY	SC
WEST SUSSEX	WC
WILTSHIRE	WS

NATIONAL NRA

SOUTHERN REGION	SR
NORTH WEST REGION	NW
WELSH REGION	WR
SEVERN TRENT REGION	ST
NORTHUMBRIAN REGION	NR
YORKSHIRE REGION	YR
ANGLIAN REGION	AG
SOUTH WEST REGION	SW
WESSEX REGION	WR
THAMES REGION	TR

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2

SEA DEFENCES - MAIN AREAS

HAMPSHIRE

HAYLING ISLAND	DHI
SOUTHMORE	DSM
FARLINGTON	DFL
PORCHESTER	DPT
HILL HEAD	DHH
WARSASH	DWH
PENNINGTON	DPN
HANTS GENERAL	DHA

SUSSEX

SELSEY/BACKLESHAM	DSB
PAGHAM	DPG
FELPHAM	DFM
ELMER/POOLE PLACE	DEM
CLIMPING	DLL
FERRING	DFR
LANCING/SHOREHAM	DLS
NEWHAVEN/SEAFORD	DNS
CUCKMERE HAVEN	DCH
CRUMBLES	DCR
EASTBOURNE (PRINCES PARK)	DEB
LANGNEY/PEVENSEY/NORMANS BAY/ COODEN	DLP
BULVERHYTHE	DBH
SUSSEX GENERAL	DSU

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2

MAIN CATCHMENT AREAS

Could be expanded to include all our projected REMP areas

DARENT & CRAY	CDC
SWALE	CSW
MEDWAY	CME
STOUR	CST
ROMNEY MARSH	CFM
ROTHER	CRR
CUCKMERE & SUSSEX HAVENS	OCH
OUSE	OOU
ADUR	CAD
ARUN	CAR
SUSSEX RIFES	CSR
SE HAMPSHIRE	CSH
ITCHEN	CIT
TEST	CTV
NEW FOREST	CNF
ISLE OF WIGHT	CIC

LEVEL 2

INTERNAL DRAINAGE BOARDS

MEDWAY INTERNAL DRAINAGE BOARD	MID
RIVER STOUR (KENT) IDB	SID
CHICHESTER	CID
ROMNEY MARSH LEVELS	YID
DENGE & SOUTHBROOKS	DID
ROTHER	RID
PETT	PID
WALLAND MARSH	WID

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2

SUBJECTS

ADMINISTRATION	AD00
DISTRICT ADMINISTRATORS	AD01
OFFICE FURNITURE	AD02
BRIDGES	BR00
SOUTHEASE	BR01
SHEEPWASH	BR02
BUDGETS	BG00
MONITORING	BG01
REVENUE ITEMS	BG02
ESTIMATING	BG03
BUILDINGS	BD00
STRUCTURE	BD01
PUMPING STATIONS	BD02
GUAGING STATIONS	BD03
FENCING/HANDRAILING/COVERS & GRILLES	BD04
DEPOTS	BD05
COTTAGES	BD06
LABORATORY	BD07
UTILITIES	BD08
WORKSHOPS	BD09
ELECTRICAL	EL00
EQUIPMENT	EL01
GENERATORS	EL02
SWITCHGEAR	EL03
CABLES	EL04
MOTOR CONTROL EQUIPMENT	EL05
DYNAMIC LOGIC 'TRAP' SYSTEM	EL06
HVAC	EL07
EMERGENCY	EM00
FLOOD WARNING	EM01
TIDAL WARNING	EM02
PROCEDURES	EM03

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2 - SUBJECTS

EXTERNAL BODIES	EB00
SOUTHERN WATER AUTHORITY	EB01
MAFF	EB02
LFDC	EB03
CHANNEL TUNNEL LIAISON	EB04
DOE	EB05
COSTAL LIAISON	EB06
SCOPAC	EB07
LGTB	EB08
NALGO	EB09
NATURE CONSERVANCY COUNCIL	EB10
WATER RESEARCH ASSOCIATION	EB11
MEDWAY RIVERS USERS ASSOCIATION	EB12
LOCAL FLOOD DEFENCE COMMITTEE	EB13
REGIONAL RIVERS ADVISORY COMMITTEE	EB14
NFU	EB15
COMMISSIONERS	EB16
WILTSHIRE LAND DRAINAGE WORKING PARTY	EB17
DORSET LAND DRAINAGE WORKING PARTY	EB18
HARBOURS	HA00
RYE	HA01
PAGHAM	HA02
CHICHESTER	HA03
NEWHAVEN	HA04
LITTLEHAMPTON	HA05
PORTSMOUTH	HA06
SOUTHAMPTON DOCKS	HA07
HEALTH AND SAFETY	HS00
CLOTHING	HS01
COSHH	HS02
HSE	HS03
COMMITTEES	HS04
ACCIDENTS	HS05
INFORMATION TECHNOLOGY	IT00
SOFTWARE	IT01
HARDWARE	IT02
SYSTEMS	IT03
INSTRUMENTATION	IR00

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2 - SUBJECTS

INSURANCE	IN00
LEGISLATION	LG00
BYELAWS	LG01
STATUTORY INSTRUMENTS	LG02
ROAD TRAFFIC ACT	LG03
RESERVOIRS ACT 1975	LG04
LICENCES	LI00
DRIVING	LI01
FISHING	LI02
EXTRACTION	LI03
NAVIGATION	LI04
GRAZING	LI05
HGV	LI06
OPERATORS	LI07
MAPS	MP00
MATERIALS	MT00
ORDERS	MT01
STORES	MT02
STATIONERY	MT03
MECHANICAL	ME00
EQUIPMENT	ME01
PUMPS	ME02
PUMPS SEWAGE TREATMENT	ME03
PUMPS WATER SUPPLY	ME04
SEWAGE TREATMENT MACHINERY	ME05
TOOLS	ME06
WATER SUPPLY MACHINERY	ME07
AIR RECEIVERS	ME08
PRESSURE VESSELS	ME09
BOILERS	ME10
CATHODIC PROTECTION	ME11
LIFTING TACKLE & APPLIANCES	ME12
METEROLOGICAL	MG00
WEATHER REPORTS	MG01
SEVERE WEATHER WARNINGS	MG02
DROUGHT	MG03
RAINFALL	MG04

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2 - SUBJECTS

NAVIGATION	NV00
PILOTAGE	NV01
CHARGES	NV02
TRINITY HOUSE	NV03
DREDGING	NR04
DERELICT CRAFT & OBSTRUCTIONS	NR04
PERSONNEL	PL00
TRAINING	PL01
GREEN BOOK STAFF	PL02
BLUE BOOK STAFF	PL03
TIMESHEETS	PL04
JOB CARDS	PL05
JOB DESCRIPTIONS	PL06
BONUS SCHEMES	PL07
INDUSTRIAL RELATIONS	PL08
PENSIONS	PL09
LICENCES	PL10
CERTIFICATES OF COMPETANCY	PL11
DELEGATED AUTHORITY	PL12
WORKING GROUPS	PL13
EXPENSES	PL14
STANDBY/CALLOUT/OVERTIME	PL15
PLANNING	PN00
APPLICATIONS	PN01
CONSENTS	PN02
CORPORATE PLAN	PN03
PLANT	PT00
COMPACTION MACHINES	PT01
COMPRESSORS	PT02
CONCRETE MIXERS	PT03
CRANES	PT04
FORK LIFT TRUCKS	PT05
DUMPERS	PT06
ELECTRICAL DE-FREEZING EQUIPMENT	PT07
EXCAVATORS	PT08
FREEZ-SEAL EQUIPMENT	PT09
GENERATORS (MOBILE)	PT10
GRASSCUTTING MACHINERY	PT11
HIGH PRESSURE WATER	PT12
JET CLEANERS (PSIMAT)	PT13

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2 - SUBJECTS

PLANT

MAINS BORING EQUIPMENT	PT14
PIPECUTTING MACHINES	PT15
PORTABLE CONCRETE BREAKERS	PT16
PORTACABINS	PT17
TRUST BORERS	PT18
TRACTORS	PT19
TRAFFIC LIGHTS	PT20
TRAILERS	PT21
TRAILERS (PLATED)	PT22
PLANT HIRE	PT23
SMALL POWERED	PT24

PROJECTS

	PJ00
RESEARCH	PJ01
CAPITAL WORKS	PJ02

PUBLIC RELATIONS

	PR00
CONSERVATION	PR01
SCHOOL LIAISON	PR02
TALKS	PR03
VISITS	PR04
INFORMATION REQUESTS	PR05
MEMBERS OF PARLIAMENT	PR06

ROADS

	RD00
MOTORWAYS	RD01
'A' ROADS	RD02
'B' ROADS	RD03
FOOTPATHS & BRIDLEWAYS	RD04

SEA DEFENCES

	SD00
SURVEYS	SD01
SEA WALLS	SD02
TIDAL OUTFALLS	SD03
BEACH MONITORING	SD04

SEWAGE

	SW00
MEASURED CHARGES	SW01

SSSIs

SS00

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2 - SUBJECTS

TELEMETRY	TL00
RADIOS	TL01
TRANSPORT	TR00
BOATS	TR01
LANDROVERS	TR02
DUMPERS	TR03
CARS	TR04
LIGHT TRUCKS	TR05
MEDIUM VANS	TR06
LORIES	TR07
MOTOR CYCLES	TR08
TANKERS	TR09
INSURANCE CLAIMS	TR10
ROAD TAX	TR11
MILEAGE LOGS	TR12
FUEL CARDS	TR13
TYRES	TR14
ELECTRIC	TR15
JETTING MACHINES (SEWER)	TR16
DIESEL	TR17
LUBRICANTS	TR18
PETROLEUM	TR19
WATER	WT00
SUPPLY	WT01
RESERVOIRS	WT02
MAINS	WT03

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2

COUNTY AND DISTRICT COUNCILS

BERKSHIRE		BC
	BERKSHIRE COUNTY COUNCIL	BC
	NEWBURY DISTRICT COUNCIL	NB
DORSET		DS
	DORSET COUNTY COUNCIL	DS
	BOROUGH OF CHRISTCHURCH	CC
EAST SUSSEX		EC
	EAST SUSSEX COUNTY COUNCIL	EC
	BRIGHTON BOROUGH COUNCIL	BN
	EASTBOURNE BOROUGH COUNCIL	EB
	HASTINGS BOROUGH COUNCIL	HS
	HOVE BOROUGH COUNCIL	HV
	LEWES DISTRICT COUNCIL	LW
	ROTHER DISTRICT COUNCIL	RR
	WEALDEN DISTRICT COUNCIL	WD
HAMPSHIRE		HC
	HAMPSHIRE COUNTY COUNCIL	HC
	BASINGSTOKE & DEANE BOROUGH COUNCIL	BD
	EAST HAMPSHIRE DISTRICT COUNCIL	EH
	EASTLEIGH BOROUGH COUNCIL	EL
	FAREHAM BOROUGH COUNCIL	FA
	GOSPORT BOROUGH COUNCIL	GO
	HAVANT BOROUGH COUNCIL	HA
	ISLE OF WIGHT	IC
	NEW FOREST DISTRICT COUNCIL	NF
	PORTSMOUTH & SOUTHAMPTON CITY COUNCIL	SH
	TEST VALLEY BOROUGH COUNCIL	TV
	WINCHESTER CITY COUNCIL	WN

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 2 - COUNTY & DISTRICT COUNCILS

KENT		KC
	KENT COUNTY COUNCIL	KC
	ASHFORD BOROUGH COUNCIL	AS
	LONDON BOROUGH OF BEXLEY	BX
	LONDON BOROUGH OF BROMLEY	BM
	CANTERBURY CITY COUNCIL	CA
	DARTFORD BOROUGH COUNCIL	DA
	DOVER DISTRICT COUNCIL	DO
	GILLINGHAM BOROUGH COUNCIL	GL
	GRAVESHAM BOROUGH COUNCIL	GR
	MAIDSTONE BOROUGH COUNCIL	MA
	ROCHESTER UPON MEDWAY CITY COUNCIL	ME
	SEVENOAKS DISTRICT COUNCIL	SE
	SHEPWAY DISTRICT COUNCIL	SH
	SWALE BOROUGH COUNCIL	SW
	THANET DISTRICT COUNCIL	TH
	TONBRIDGE & MALLING BOROUGH COUNCIL	TM
	TUNBRIDGE WELLS BOROUGH COUNCIL	TW
LONDON		LN
	LONDON BOROUGH OF GREENWICH	GW
SURREY		SC
	SURREY COUNTY COUNCIL	SC
	GUILDFORD BOROUGH COUNCIL	GB
	MOLE VALLEY DISTRICT COUNCIL	MO
	TANDRIDGE DISTRICT COUNCIL	TA
	WAVERLEY BOROUGH COUNCIL	WA
WEST SUSSEX		WC
	WEST SUSSEX COUNTY COUNCIL	WC
	ADUR DISTRICT COUNCIL	AD
	ARUN DISTRICT COUNCIL	AR
	CHICHESTER DISTRICT COUNCIL	CH
	HORSHAM DISTRICT COUNCIL	HO
	MID SUSSEX DISTRICT COUNCIL	MS
	WORTHING BOROUGH COUNCIL	WB
WILTSHIRE		WS
	WILTSHIRE COUNTY COUNCIL	WS
	KENNET DISTRICT COUNCIL	KD
	SALISBURY DISTRICT COUNCIL	SA

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

GENERAL DOCUMENT TYPES COMMON ACROSS ALL

AUDITS	001
MINUTES OF MEETINGS	002
PROGRESS REPORTS	003
REPORTS	004
STATISTICAL REPORTS	005
CIRCULARS	006
NOTICES	007
QUOTATIONS	008
INVITATIONS TO TENDER	009
RATES	010

LEVEL 3

SUB-SUBJECTS DEVELOPED SPECIFICALLY FOR A DEPARTMENT

WEED CUTTING	501
GRASS CUTTING	502
MAINTENANCE	503
TESTING	504
INSPECTIONS	505
REGULATIONS	506
CERTIFICATES	507
COMPLAINTS	508
CONSULTANTS	509
CHEMICAL WEED CONTROL	510

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

CATCHMENT AREAS - STREAMS

CANTERBURY

SWALE

CSW

THE SWALE (TIDAL)	080
SCRAPSGATE DRAIN	081
WARDEN BAY STREAM	082
WINDMILL CREK	083
CAPEL FLEET	084
SWALECLIFFE BROOK (OUTSIDE IDD)	085
WESTBROOK (OUTSIDE IDD)	086
WHITE & NORTH DRAIN ABOVE THE DROPFALL DROPFALL TO PUMPING STATION TO INCLUDE	087
WHITE DRAIN SPUR	088
HAWKINS HILL DRAIN ABOVE DROPFALL	089
RED SLUICE	
PUMPING DRAIN TO WHITEHOUSE DRAIN	090

STOUR

CST

GREAT STOUR

TO CHART COURT	001
CHART COURT TO BROWNMILL	002
BROWNMILL TO WORTEN MILL	003
WARTON MILL TO WATERCRESS FARM	004
WATERCRESS FARM TO JUNCTION BELOW COUNTY BRIDGE	005
COUNTY BRIDGE TO WYE BRIDGE	015
WYE BRIDGE TO GODMERSHAM BRIDGE	016
GODMERSHAM BRIDGE TO CHILHAM MILL	017
CHILHAM MILL TO CHARITHAM DEPOT	018
CHARITHAM DEPOT TO CHARITHAM PAPER MILL	019
CHARITHAM BACK STREAM	020
CHARITHAM PAPER MILL TO 1ST RAILWAY BRIDGE CANTERBURY	021
1ST RAILWAY BRIDGE TO JUNCTION BLACK & WHITE MILL-HEADS	022
BINGLEY ISLAND TO BARTON MILL TAIL	023
MUDDY REACH	024

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

CAUSEWAY & DEANS SPILLWAY	025
BUSHY DYKE	026
WHITE MILL STREAM	027
BLACK MILL STREAM TO FORDWICH INCL. BACK STREAM	028
FORDWICH TO GROVE FERRY	029
GROVE FERRY TO PLUCKS GUTTER	030
PLUCKS GUTTER TO PEGWELL BAY	031
EAST STOUR	
TO ALDINGTON LANE BRIDGE	006
ALDINGTON LANE BRIDGE TO FLOOD STREET, MERSHAM	007
FLOOD STREET MERSHAM TO CUTTING DAM	008
CUTTING DAM TO COUNTY BRIDGE JUNCTION	009
AYLESFORD STREAM	010
RUCKINGE DYKE	
ABOVE CHEQUER TREE WOOD (OUTSIDE IDD)	011
CHEQUER TREE WOOD TO CUTTING DAM	012
WHITEWATER DYKE	
HORNASH TO STUBBS CROSS (OUTSIDE IDD)	013
STUBBS CROSS TO EAST STOUR	014
WHITEHALL DYKE	032
LAMPEN STREAM	033
SARRE PENN	
TYLER HILL TO MAYTON LANE (OUTSIDE IDD)	034
MAYTON LANE TO NEITHERGONG	035
NEITHERGONG BRIDGE TO THE ARM	036
SARRE STREAM	037
BOLINGBROKE BRIDGE TO WANTSUM	038
WANTSUM	
TO GREAT STOUR	039
SARRE PENN TO THANET WAY	040

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

NORTH STREAM	
COW BRIDGE TO THANET WAY FEED CHANNEL (INCL SHELVINGFORD BROOK)	042
THANET WAY TO NORTHMOUTH SLUICE (INCL. HOGWELL SEWER)	043
CHISLET PUMPING DRAIN	
SARRE PUMPING STATION TO RECVLVER PUMPING STATION	044
NAILBOURNE PARK TO BEKESBOURNE (OUTSIDE IDD)	045
LITTLE STOUR	
BEKESBOURNE TO WINGHAM RIVER	046
JUNCTION WITH WINGHAM RIVER TO STOURMOUTH PUMPING STATION	048
LITTLE STOUR PUMPING STATION TO PLUCKS GUTTER (TIDAL RIVERS)	050
WINGHAM RIVER	047
GENERAL VALLEY DYKE	049
RICHBOROUGH STREAM	
RICHBOROUGH STREAM OUTFALL TO GOLDSTONE DROVE	051
GOLDSTONE DROVE TO PLUCKS GUTTER PUMPS	052
SOUTH STREAM	
LYDDEN TO NORTHBOURNE	053
LYDDEN TO EASTRY	054
JUNCTION NORTHBOURNE AND EASTRY TO PUMPS	055
SOUTH STREAM PUMPS TO STUARTS FOLLY	056
STUARTS FOLLY TO BREWERY SLUICE (OUTSIDE IDD)	057
NORTH STREAM	
LYDDEN TO NORTHBOURNE	058
(LYDDEN) (EASTRY LENGTH)	059
NORTHBOURNE & EASTRY JUNCTION TO PUMPS	060
SOUTH WALL SEWER ABOVE STOP (JUNCTION WITH 266)	061
LOWER PENFIELD FROM SOUTH WALL SEWER TO PUMPS (INCL. RING WALL SEWER)	062
NEW NORTH STREAM (LYDDEN)	063

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

NORTH STREAM	
NORTH STREAM PUMPS TO SPRONG	064
NORTH STREAM VIGO SPRONG (64 GREEN WALL)	065
NORTH STREAM BLACK SLUICE SPRONG	066
MINSTER MAIN DRAIN	
(WESTERN) SYPHON TO PUMPING STATION JUNCTION	067
(EASTERN) PUMPING STATION TO OUTFALL	068
MONKTON MAIN DRAIN	069
MINSTER STREAM FEED	070
GOSSHALL MAIN DRAIN	071

PEVENSEY

OUSE

OUSE TIDAL REACHES	2601
ISLAND LOOP	2602
GLYNDE REACH	2603
THE COCKSHUT	2604
BULLDOG SEWER & GREEN MAN APUR	2605
HAMSEY CUT	2606
NORIHEND STREAM	2607
PIKE'S BRIDGE STREAM	2608
NEWHAVEN MILL CREEK	2609
WINTERBOURNE STREAM	2610
NORLINGTON STREAM	2611
NEWHAVEN SEWER	2626
TIDE MILLS STREAM	2627
DENION SEWER	2628
SOUTH HEIGHTON SEWER	2629
PIDDINGHOE NO. 1 SEWER	2630
PIDDINGHOE NO. 2 SEWER	2631
SOUTHEASE SOUTH SEWER	2632
SOUTHEASE MIDDLE SEWER	2633
SOUTHEASE NORTH SEWER	2634
CELERY SEWER	2635
NORTH END SEWER	2636
KINGSTON SEWER	2637
RODMELL SEWER	2638
POOL BAR SEWER	2639

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

RISE FARM SEWER	2640
COCKSHUT STREAM	2641
MALLING BROOKS	2642
PAPERMILL CUT	2643
CHALKPIT CUT	2644
PELLBROOK CUT	2645
RANSCOMBE SEWER	2646
RIPE SEWER	2648
SHEEPLANDS SEWER	2649
LAUGHTON PLACE SEWER	2650
LANGTYE SEWER	2651
BROYLE PLACE SEWER	2652
CLEAVERS BRIDGE SEWER	2653
GLYNDEBOURNE SEWER	2654
RISE FARM EAST SEWER	2657
HEADLEE SEWER	2658
HAM SEWER	2659
RANSCOMBE SPUR	2660
SWALE BROOK	2661
WEST FIRLE STREAM	2662
WILLOW SHAW SEWER	2663
NEVILLE BROOK	2664
STONEHAM SEWER	2665
NEWBARN SEWER	2666
MIDDLE OUSE	2701
IRON RIVER	2702
BEVERN BRIDGE STREAM	2703
PLUMPTON MILL STREAM	2704
LONGFORD STREAM	2705
SHORTBRIDGE STREAM	2706
BATTS BRIDGE STREAM	2707
CLAY HILL STREAM	2726
PLASHEIT PARK STREAM	2727
UPPER OUSE	2801
PELLINGFORD BROOK	2802
COCKHAISE BROOK	2803
SCRASE BRIDGE STREAM	2804
WEST COMON STREAM	2805
SHELL BROOK	2806
GREAT BENTLEY STREAM	2807
HIGH WOOD STREAM	2808
HORSTED KEYNES STREAM	2809
CANAL CUT, FRESHFIELD	2810
NORTHLANDS WOOD STREAM	2811

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

RIVER UCK	2901
ISFIELD MILL STREAM	2902
LITTLE HORSTED STREAM	2903
RIDGEWOOD STREAM	2904
FRAMFIELD STREAM	2905
TICKERAGE STREAM	2906
HIGH HURSTWOOD STREAM	2907
PEVENSEY	
COMBE HAVEN	1101
PEBSHAM STREAM	1102
SPRING DITCH	1103
DECOY POND STREAM	1104
POWDERMILL STREAM	1105
WATERMILL STREAM	1106
HOLLINGTON STREAM	1107
EGERTON PARK STREAM	1108
GORRINGE STREAM	1126
RUSSELL STREAM	1127
RACKWELL STREAM	1129
EAST STREAM (INCL WHYDOWN)	1201
COLE STREAM	1202
PICKNILL GREEN STREAM	1204
WALLERS HAVEN	1205
COMMON STREAM	1207
NINFIELD STREAM	1208
NEW ASHBOURNE	1209
OLD ASHBOURNE	1210
ASHBOURNE	1211
NUNNINGHAM STREAM	1212
HUGLETT'S STREAM	1213
HOOE SEWER	1214
STREAM DITCH	1226
FOUL DITCH	1227
OLD EAST STREAM	1228
WATERLOT STREAM	1229
CHENEY STREAM	1230
PINNOCK STREAM	1231
GUY STREAM & NEW GUY STREAM	1232
INN STREAM	1233
DODSON'S DITCH	1234
BOREHAM POND STREAM	1235
NUNNINGHAM SEWER	1236

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

WATERHOUSE STREAM	1238
LAMB INN STREAM	1239
BARNHORN PONDS STREAM	1240
SALTHAVEN	1301
PEVENSEY HAVEN	1302
YOTHAM	1303
HURST HAVEN	1304
CHILLEY STREAM	1305
KENTLAND FLEET	1306
IRON STREAM	1307
PEVENSEY MILL STREAM	1308
PUCKERIDGE STREAM	1309
GLYNLEIGH STREAM	1310
SALIMARSH SEWER	1311
HOLM SEWER	1312
WHELPLEY SEWER	1313
HAREBEATING STREAM	1314
OLD HAVEN	1315
WRENHAM STREAM & BILL GUT	1326
NEW MOUNINEY SEWER	1327
TOWER DITCH	1328
MANKEY SEWER	1330
DOWLE STREAM	1331
BURGH FLEET & MONKHAM SEWER	1332
MARK DYKE	1333
SEW DITCH	1334
CALLOWS STREAM	1335
CURTEIS DITCH	1337
CHURCH FARM FEED DITCH	1338
CHURCH FARM DITCH	1339
MARTINS DITCH & GUT	1341
HANKHAM SEWER	1342
SACKVILLE SEWER	1343
BOWLEY SEWER	1344
MAGHAM SEWER	1345
DROCKMILL HILL GUT	1346
MARLAND SEWER	1347
DUCK PUDDLE	1348
DOWN SEWER	1349
HORSE EYE SEWER	1351
SNAPSONS SEWER	1353
LEWENS SEWER	1355
CROSSING SEWER	1356
DROVE SEWER	1357
RICKNEY SEWER	1358

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

DOWNASH DITCH	1359
WINTERS CUT	1361
OITHAM FEED	1362
OITHAM COURT DITCH	1363
WADHAM NEW CUT	1364
SHEPHAM SEWER	1365
UPPER DOWLE STREAM	1366
KENTLAND SEWER	1367
CRUMBLES SEWER	1401
WILLINGDON SEWER	1402
WILLINGDON UPPER SEWER	1403
WANNOCK MILL STREAM & MILL DITCH	1404
HORSEY SEWER	1405
LANGNEY SEWER	1406
MOUNINEY SEWER	1407
RATTLE SEWER	1408
WESTHAM MILL DITCH	1409
BRICKFIELD DITCH	1410
PERCIVAL ROAD SEWER	1411
NEW STREAM DITCH	1412
MORNINGS MILL STREAM	1413
POLEGATE BROOK STRET STREAM	1414
LOTBRIDGE SEWER	1415
DECOY STREAM	1416
LOTBRIDGE LOW LEVEL SEWER	1426
MIDDLE SEWER	1427
WILLINGDON & WEST LANGNEY SEWER	1428
EAST LANGNEY SEWER	1429
SPRINGFIELD FARM DITCH	1430
CUCKMERE TIDAL REACH	1501
CUCKMERE UPPER REACHES	1502
SESSINGHAM STREAM	1503
WICK STRET STREAM	1504
BULL RIVER	1505
CHIDDINGLY STREAM	1506
LITTLE LONDON STREAM	1507
SUMMERS BROOK	1508
WALDRON GHYLL	1509
VINES CROSS STREAM	1510
HANGING CAMP STREAM	1511
KNOCKHATCH STREAM	1512
HORSEBRIDGE STREAM	1513
FRESHWATER STREAM	1526
MILTON HIDE STREAM	1527

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

CHICHESTER

EMS

EMSWORTH CHANNEL	5101
RIVER EMS	5102
RIVER EMS - HIGH LVL CHAN ABOVE LUMLEY MILL	5103
CHICHESTER CHANNEL	5201
RIVER LEVANT INCLUDING LOOPS	5202
BOSHAM CHANNEL	5203
BOSHAM STREAM LOOP THROUGH BOSHAM VILLAGE	5204
THORNEY CHANNEL	5206
EARNLEY RIFE (MEDMERRY SLUICE)	5301
EASTON RIFE AND BRANCE	5302
PAGHAM HARBOUR CHANNELS	5303
BROAD RIFE	5304
KEYNOR RIFE	5305
SELSEY RIFE	5306
BREMERE RIFE	5307
PAGHAM RIFE	5308
FOREBRIDGE RIFE	5309
ALDINGBOURNE RIFE	5401
ELBRIDGE RIFE	5402
OVING RIFE	5403
LIDSEY RIFE	5404
BARNHAM RIFE	5405
YAPTON RIFE	5406
RYEBANK RIFE	5407
ELMER RIFE	5408

ARUN

RIVER ARUN LOWER	4101
RYEBANK RIFE	4102
LITTLE TORTINGTON DITCH	
LITTLE TORTINGTONSTREAM TO BINSTED	
CHURCH FARM	4103
BRANCH TO YAPTON ROAD	4104
BRANCH TO BINSTED HOUSE	4105

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

BLACK DITCH

BLACK DITCH TO ANGMERING	4106
BRANCH NORTHEAST TO DECOY PONDS	4107
BRANCH TO RUSTINGTON	4108

MILL STREAM ARUNDEL	4109
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ARUN

BURPHAM LOOP	4110
SOUTH STOKE LOOP	4111
STOR	4112
CHILT	4113
WILD BROOK STREAM	4114
ARUN UPPER	4201
KIRD	4202
LOXWOOD STREAM	4203
HAMELEDON STREAM	4204
NORTH RIVER	4205
BOLDINGS BROOK & RED RIVER	4206
CHENNELLS BROOK	4207
PAR BROOK	4208
CEDAR BROOK	4209
RIVER ROTHER	4301
RIVER LOD	4302
HARTING STREAM	4303
STANERIDGE STREAM	4304
PETERSFIELD STREAM	4305
RIVER ADUR FROM FORK TO MOUTH	3101
WOODS MILL STREAM	3102
WOODS MILL OLD COURSE	3103
FERRING RIFE	3104
BLACK SEWER	3105
WYCKHAM FARM STREAM	3106
NORTHOVER SEWER	3107
TANYARD STREAM	3108
ADUR - EAST BRANCH	3201
CHESS STREAM	3202
BETLEY BRIDGE LOOP	3203
OLD COWFOLD STREAM	3204
COWFOLD STREAM	3205
SAKERIDGE LOP	3206

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

SHERMANBURY MILL STREAM	3207
HERRINGS STREAM	3208
POOK BOURNE STREAM	3209
WORLDS END STREAM	3210
ADUR - WEST BRANCH	3301
HONEY BRIDGE STREAM	3302
NUIHURST STREAM	3303

WINCHESTER

WALKFORD BROOK	001
LYMINGTON RIVER	002
OBER WATER	003
MILL LAWN BROOK	004
BLACK WATER	005
BLACK BROOK	006
HIGHLAND WATER	007
SOWLEY STREAM	008
SOWLEY POND & PLUMMERS WATER	009
SOWLEY POND UPPER REACHES	010
BEALIEU RIVER	011
DARK WATER	012
BARILEY WATER	013
CALMORE CANAL	014
TESTWOOD STREAM	015
CADNAM RIVER	016
RIVER BLACKWATER	017
RIVER TEST	
LOWER REACHES	018
UPPER REACHES	019
RIVER DEAN	020
TADBURN LAKE	021
OLD CANAL ROMSEY	022
BOATHOLE AT GREATERIDGE	023
PLAZA CINEMA CULVERT	024
BOURNE RIVULET	025
CADDLERS MILL	026
RIVER DUN	027
MONKS BROOK	028
RIVER ITCHEN	
LOWER REACHES	029
UPPER REACHES	030
BOW LAKE	031
ABBINGTON LAKE	032
NAVIGATION CANAL	033

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - STREAMS

FISHERS POND	034
OTTERBOURNE STREAM	035
RIVER HAMBLE	
FORD LAKE	036
WALTHAM STREAM	037
REDHILL BROOK & CURBRIDGE CREEK	038
HOOK LAKE	039
BROWNWICH STREAM	040
HUNGERFORD STREAM/BADNAM CREEK	041
SPEAR POND GULLEY & BUTLOCKS HEATH STREAM	042
RIVER MEON	043
RIVER WALLINGTON	044
FAREHAM CREEK	045
LANGSTONE CHANNEL, HAVANT MILL STREAM	046
HERMITAGE STREAM	047
LYMBOURNE STREAM	048
RIVER ALVER	049
TRIBUTARY	050
RIVER DEVER	051
RIVER ANTON	052
PILLHILL BROOK	053
DANES STREAM	054
AVON WATER	055
TANNERS BROOK	056
WALLOP BROOK	057
PENNINGTON LAKE	058
SOUTHAMPTON WATER	059
MARCHWOOD TRIBUTARIES	060
FAIRBOURNE STREAM	061
PENNINGTON MARSHES	062
WALKFORD BROOK	063
BECTION BUNNY	064
DANES STREAM	064
AVON WATER	065
PLUMMERS WATER	066
THORNES STREAM	067
STONE STREAM	068
STANSWOOOOD STREAM	069
CADLAND STREAM	070
HYTHE STREAMS	071
JACOBS GUTTIER	072
TANNER BROOK	073
NETLEY STREAM	074
BROWNWICH STREAM	075
SHEDFIELD STREAM	076
HERMITAGE STREAM	077
LAVANT STREAM	078

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

INTERNAL DRAINAGE DITCHES

CANTERBURY

RIVER STOUR (KENT) IDB	SID
HART DYKE	001
PUMPING STATION DYKE	002
SWALLOW MILL STREAM	003
CHARING HEATH DYKE	004
BARNFIELD DYKE	005
NEWLAND DYKE	006
WHITFIELD ROAD DYKE	008
KIMBERLEY DYKE	009
COWLEES DYKE	010
BROWN MILL DYKE	011
COURT LODGE	012
WILLOWBED DYKE	013
ALDINGTON DYKE	014
PLEASUANCE DYKE	015
PENLEE STREAM	016
HORTON PRIORY DYKE	017
WESTENHANGER DYKE	018
BOCKHANGER DYKE	019
BOURNE DYKE	020
SPIDERS CASTLE DYKE	021
WITHERSDANE DYKE	022
PARK FARM DYKE	023
GOLDEN BALL DYKE	024
BUXFORD DYKE	025
BLIBY WOOD	026
WATERBROOK DYKE	027
FLOOD STREET DYKE	028
SWANTON MILL DYKE	029
LONG REACHES	030
SHALMSFORD STREET DYKE (PICKLEDEN)	031
AIR MINISTRY DYKE	032
STURRY ROAD	034
FORDWICH MAIN STREAM	038
WICKHAM MAIN STREAM	047
UPPER WICKHAM STREAM	048
MONKTON MAIN STREAM	050
MONKTON VALLEY STREAM	051
PRESTON & DEERSON MAIN STREAM	052
NEWNHAM MAIN STREAM	053
OLD PARK DYKE	054
TOP WICKHAM VALLEY	061
COLMAN'S DYKE	065

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - INTERNAL DRAINAGE DITCHES

MONKTON L/D	079
MONKTON L/D (HATFIELDS)	081
WICKHAM VALLEY FEED	082
STOURMOUTH VALLEY L/D	083
STOURMOUTH VALLEY DYKE	084
LOWER NEWHAM STREAM	085
SUPPERTON DYKE	086
THE LOPE DYKE	088
DEERSON L/D	089
PRESTON STREAM	090
CUCKOLDS L/D	091
SEATON L/D	106
UPPER DAMBRIDGE STREAM	107
WINGHAM WELL L/D	108
SILVER DYKE	109
BLACKHOLE DYKE	110
PORT RILL	111
RINGLETON DYKE	112
DECOY POND	113
WADEMARSH	114
BROOKSEND	115
WALMERS HILL STREAM	116
WANTSUM SYPHON LINK DYKE	117
PEAK STREAM	118
CHITTY L/D	119
TIPPER DROVE L/D	122
MAY DROVE	123
MARSHSIDE	124
TIPPER DROVE TO NORTH STREAM	125
SNAKE DROVE L/D	126
REDROW	127
HOG AND DONKEY	128
GRAYS L/D	130
DECOY L/D	131
RECVLVER L/D	133
RUSHBOURNE WALL L/D	134
12FT DYKE	136
ISLAND ROAD DYKE	137
SHUART L/D	142
FOWLERS DYKE	143
BROOKSEND FEED	145
NORTH POULDERS M/S	169
SOUTH POULDERS M/S	170
GOSSHALL M/S	171
ELMSTONE STREAM	172
STONELEES M/S	173

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - INTERNAL DRAINAGE DITCHES

STOURMOUTH STREAM	175
GRIP SEWER	177
COOPER ST L/D	185
GOSSHALL L/D	186
COOPER ST	188
BUTTERFLY COTTAGE L/D	189
WANTSUM LEES DYKE	190
WOODNESBOROUGH ROAD DYKE	191
RICHBOROUGH L/D	192
RUBERY DROVE L/D	193
VALLEY WALL L/D	194
SNIPE DYKE	195
WARE LEAD DYKE	196
SHEERWATER L/D	197
ELMSTONE L/D	198
SANTON L/D	199
STOURMOUTH L/D	200
WESTMARSH DROVE L/D	202
CORNER DROVE L/D	204
GOLDSTONE DROVE L/D	205
ASH LEVEL FEED DYKE	207
GOLDSTONE L/D	208
GUSTON FARM	209
CHANDLERS DYKE	210
POTTS FARM DROVE L/D	211
HORSESHOE L/D (W)	212
HORSESHOE L/D (E)	213
WATCHESTER DROVE L/D	214
MINSTER VALLEY WALL	216
MINSTER STREAM L/D	217
MINSTER STATION L/D	218
NEW WATCHESTER L/D	219
SHERRIFFS COURT NORTH	220
SHERRIFFS COURT SOUTH	221
CLAPPPER HILL L/D	222
BROOK LANE L/D	223
UPPER PENFIELD SEWER	266
ST. JOHNS SEWER	267
RING SEWER	268
WORTH MINNIS SEWER	270
FRY DYKE	271
SANDHILLS SEWER	272
POLE BAY DYKE	273
WORTH DROVE SEWER	274
POLE BAY L/D	276
POLE BAY L/D	277
SANDHILLS L/D	279

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - INTERNAL DRAINAGE DITCHES

WORTH MINNIS L/D	281
WEST STREET DYKE	284
MAISON DIEU	287
SAFFREY SEWER	289
KENNEL'S FARM L/D	291
RED HOUSE WALL L/D	292
COTTINGTON L/D	294
OLD NORTH STREAM	295
DEAL TOWN DYKE (LOWER)	296
DEAL TOWN DYKE (UPPER)	297
REDSSELLS DYKE	300

CHICHESTER

RIVER EMS SUB-AREA

EMSWORTH HERMITAGE DITCH	5120
LUMLEY MILL DITCH	5121

CHICHESTER HARBOUR SUB-AREA

OLD BOSHAM DITCH	5220
CHURCHFIELD STREAM	5221
APULDRAM LANE DITCH	5222

SELSEY & PAGHAM SUB-AREA

DONNINGTON DITCHES	5320
ITCHENOR DITCH	5321
CAKEHAM GREEN DITCH	5322
HALE FARM DITCH	5323
PIGGERY HALL FARM DITCH	5324
NEW BEACH HOLIDAY CAMP DITCH	5325
MARSH BARN DITCH	5326
GRENWOOD'S FARM DITCH	5327
GREATHAM FARM DITCH	5328
PORIHOLE FARM DITCH	5329
OAKHURST FARM DITCH	5330
CRABLAND FARM DITCH	5331
CLUB HOUSE DITCH	5332
GOLF COURSE DITCH	5333
FERRY FARM DITCH	5334
WOOLDHOUSE BARN DITCH	5340
HIGHLEIGH DITCH	5335
RED BARN DITCH	5336
SIDLESHAM MILL STREAM	5337
MARSH FARM DITCH	5338
ROOKERY FARM DITCH	5339

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 -- INTERNAL DRAINAGE DITCHES

FELPHAM SUB-AREA

ELBRIDGE DITCH	5420
NORRUPS BARN DITCH	5421
NEW BARN DITCH	5422
BARTON'S LANE DITCH	5423
HOMELANDS DITCH	5424
POPLAR'S BARN DITCH	5425
SHRIPNEY DITCH	5426
SHRIPNEY MANOR DITCH	5427
GASOMETER DITCH	5427
LIDSEY LODGE DITCHES	5429
OLDLANDS FARM DITCH	5430
BOGNOR GOLF COURSE DITCH	5431
STANOVER LANE DITCH	5432
HOE LANE DITCH	5433
HOE FARM DITCH	5434
FLANSHAM DITCH	5435
SHEEPWASH BARN DITCH	5436
WORMS LANE DITCH	5437
WORMS HOVEL DITCH	5438
ANCTON LANE DITCH	5439
ELMER RIFE DITCH	5440
BILSHAM LANE DITCH	5442
BILSHAM DITCH	5443
GREVATT'S LANE DITCH	5444
WESTGROUND BARN DITCH	5445
ELMER SANDS ESTATE DITCH	5446
UPPER BARNHAM RIFE	5447

LOWER & MIDDLE ARUN

ROPE WALK DITCH	4120
CHURCH FARM DITCH	4121
FORD CHURCH DITCH	4122
MANOR FARM DITCH	4123
TORTINGTON UPPER DITCH	4124
SPRING DITCH	4125
CASTLE DITCH	4126
CORPORATION DITCH	4127
SWANBOURNE LODGE DITCH	4128
FOX'S OVEN DITCH	4129
HOUGHTON CAUSEWAY DITCH	4130
BURY MEAD DITCH	4131
WIDE MEAD DITCH	4132
TIMBERLEY FARM DITCH	4133
BURY COMMON DITCH	4134

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - INTERNAL DRAINAGE DITCHES

THORNDALL LOWER DITCH	4135
THORNDALL UPPER DITCH	4136
COLDWALTHAM LOCK DITCH	4137
BROOK DITCH	4138
GREATHAM BRIDGE DITCH	4139
HARDHAM PRIORY DITCH	4140
GREATHAM BROOK DITCH	4141
SPINNEY DITCH	4142
HARDHAM CHURCH FARM DITCH WEST	4174
HARDHAM CHURCH FARM DITCH EAST	4175
VIADUCT DITCH	4144
SICKLE DITCH	4145
NORTH BROOK DITCH	4146
WIGGONHOLT DITCH	4147
SMITH'S DITCH	4148
LOW BROOK DITCH WEST	4149
LOW BROOK DITCH	4150
POUND PIECE DITCH	4151
SMOOTH DITCH	4152
MIDDLE GUTTER DITCH	4153
AMBERLEY CASTLE DITCH	4154
AMBERLEY LOWER DITCH	4155
LIME KILN DITCH	4156
NORTH STOKE DITCH	4157
SOUTH STOKE DITCH	4158
PEPPERING FARM DITCH	4159
PEPPERING FARM DITCH WEST	4160
OFFHAM ISLAND DITCH	4161
BOUNDARY DITCH	4162
WOODLEIGH STREAM	4163
BRICKYARD DITCH	4164
WARNINGCAMP DITCH	4165
STATION DITCH	4166
BROOKFIELD DITCH	4167
CROOKED DITCH	4168
EEL SPRINGS DITCH	4169
TODDINGTON DITCH	4170
NORWAY DITCH	4171
WEEK OLD MARSH DITCH	4172
WICK FARM DITCH	4173

UPPER ARUN

STOPHAM DITCH	4220
HARDHAM MILL DITCH	4221
FITTLEWORTH STREAM	4222

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - INTERNAL DRAINAGE DITCHES

LOWER ADUR

LADYWELL STREAM	3120
COMBES SEWER	3121
ANNINGTON SEWER	3122
ANNINGTON MERES SLUICE DITCH	3123
BOTOLPHS DITCH	3124
ST MARY'S DITCH	3125
MAUDLIN DITCH	3126
CASTLE SEWER	3127
STEYNING SEWER	3129
WYCKHAM DITCH	3130
WYCKHAM SEWER	3131
WYCKHAM SEWER OLD COURSE	3132
BOTANY WOOD DITCH	3133
SCOTLAND FARM DITCH	3134
BLAKE'S SEWER	3136
WATERWORKS SEWER	3137
BEEDING COURT SEWER	3138
BEEDING SEWER	3139
BEEDING SEWER (S)	3140
LADYBROOKES SEWER	3141
HORTON SEWER	3142
MIDDLE SLUICE DITCH	3143
POCCA LEA SEWER (NORTH OF WOODS MILL STREAM OLD COURSE)	3144
BROOKSIDE SEWER	3145
HOLLAND SEWER	3146
NEW INN SEWER	3147
GODSONS SEWER	3148
CATSFOLD SEWER	3149
BLUNDEN'S SEWER	3150
GRAY'S SEWER	3151
LASHMAR'S SEWER	3152
PAD STREAM	3153
APPLESHAM SEWER	3154
RAILWAY DITCH	3155
WYCKHAM WOOD STREAM	3156
SOUTH BRANCH STREAM	3157
ST MARY'S SPUR DITCH	3158
NORIHOWER SEWER	3135
BLACK DITCH	3128

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - INTERNAL DRAINAGE DITCHES

EAST ADUR

HOMELANDS SEWER	3220
SHERMANBURY SEWER	3221
CHATES SEWER	3222
BETLEY SEWER	3223
TURNHAM'S GILL SEWER	3224
SAKERSIDE SEWER	3225
BOLNEY SEWER	3226
COWFOLD SEWER	3227

WESTERN ADUR

CLAYLANDS SEWER	3320
POSEBROOK'S SEWER	3321
HONEY BRIDGE SEWER	3322
ROOK CROSS SEWER	3323
NEW BARN SEWER	3324
JOE HAMPSHIRE'S SEWER	3325
JOLESFIELD SEWER	3326
NEEDS SEWER	3327

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

INFORMATION TECHNOLOGY

WORDPERFECT	001
DATAEASE	002
Q&A	003
PCs	004
PRINTERS	004
FILE SERVERS	006
FINANCE	007
GIS	008

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

COTTAGES

1 BALSDEAN COTTAGE	001
2 BALSDEAN COTTAGE	002
FALMER PUMPING STATION HOUSE	003
BRIGDEN HOUSE	004
NO 2 BUNGALOW LANGLEY POINT	005
86 PRIORY ROAD HASTINGS	006
2 BUCKSHOLE COTTAGE	007
1 GOLDSTONE COTTAGE	008
2 GOLDSTONE COTTAGE	009
3 GOLDSTONE COTTAGE	010
4 GOLDSTONE COTTAGE	011
481 MILE OAK ROAD, PORTSLADE	012
1 HAM LANE, LEWES	013
2 HAM LANE, LEWES	014
PORTOBELLO COTTAGE	015
1 & 2 PORTOBELLO COTTAGE	016
2 NAVIGATION COTTAGE, RODMELL	017
POWDERMILL COTTAGE	018
1 PARKPALE FARM COTTAGE	019
2 PARKPALE FARM COTTAGE	020
1 WATERWORKS COTTAGE, BREDE	021
2 WATERWORKS COTTAGE, BREDE	022
3 WATERWORKS COTTAGE, BREDE	023
4 WATERWORKS COTTAGE, BREDE	024
1 WEIR WOOD COTTAGE, FOREST ROW	025
2 WEIR WOOD COTTAGE, FOREST ROW	026
4 WEIR WOOD COTTAGE, FOREST ROW	027
5 WEIR WOOD COTTAGE, FOREST ROW	028
FLAT 2, 67 COAST ROAD, PEVENSEY	029
FOREST ROW PUMPING STATION HOUSE	030
SHOREHAM PUMPING STATION COTTAGE	031
BURPHAM PUMPING STATION COTTAGE	032
THE LODGE, APPLIEDRAM LANE, CHICHESTER	033
66 LANGLEY DRIVE, CRAWLEY	034
2 COPSE VIEW, SMOCK VALLEY	035
3 WEST VIEW, SMOCK VALLEY	036
99 SWINDON ROAD, HORSHAM	037
STAR BUNGALO, HORSHAM	038
2 PONDTAILS CLOSE, HORSHAM	039
61 UNDERMILL ROAD, UPPER BEEDING	040
1 BLACKBRIDGE LANE COTTAGE, HORSHAM	041
23 ROWLANDS ROAD, HORSHAM	042
6 CONEYCROFT, HORSHAM	043
6 TIMBERMILL, SOUTHWATER	044
1 RAILWAY COTTAGE, HARDHAM	045

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - COTTAGES

37 JUNCTION COTTAGE, HARDHAM	046
38 JUNCTION COTTAGE, HARDHAM	047
1 PUMPING STATION COTTAGE, ARUNDEL ROAD, WORTHING	048
2 PUMPING STATION COTTAGE, ARUNDEL ROAD, WORTHING	049
THE BUNGALOW, ARUNDEL ROAD, WORTHING	050
3 WATERWORKS COTTAGE, WORTHING	051
139 MEADOW ROAD, WORTHING	052
141 MEADOW ROAD, WORTHING	053

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

PROJECTS

ISLE OF WIGHT

BEMBRIDGE TIDAL SLUICES	9013
YARMOUTH TIDAL DEFENCES	9002
COWES TIDAL DEFENCES	9005
I OF W ENHANCEMENT OF SEA/TIDAL DEFENCES	9003
MINOR WORKS	9011
NATIONAL SEA DEFENCE SURVEY PHASE 1	9006
NATIONAL SEA DEFENCE SURVEY PHASE 2 & 3	9007
NATIONAL SEA DEFENCE SURVEY PHASE 4	9008
VEHICLES MOBILE PLANT & SHIPS	9010

HAMPSHIRE

PORCHESTER SEA DEFENCE (WALL INSP SCHEME)	9298
PENNINGTON SEA WALL RECONSTRUCTION	9134
LYMINGTON TIDAL DEFENCE	9103
HAYLING ISLAND - ENHANCEMENT OF DEFENCES	9112
BROCKENHURST FLOOD RELIEF SCHEME	9270
WINCHESTER DISTRICT: RESTN OF SEA/TIDAL DEFENCES	9107
HAVANT STREAMS	9287
HEDGE END STREAMS	9271
LYMINGTON TIDAL DEF (S22 CONTRIB)	9004
LYMINGTON TOLL BRIDGE:REFURB OF T/FLAPS	9106
MISCELLANEOUS MINOR WORKS	9111
MOORGREEN STREAM IMPROVEMENT	9105
NATIONAL SEA DEFENCE SURVEY PHASE 1	9108
NATIONAL SEA DEFENCE SURVEY PHASES 2 & 3	9109
NATIONAL SEA DEFENCE SURVEY PHASE 4	9110
SOUTHAMPTON:TANNERS BROOK F.R. SCHEME	9288
TADBURN LAKE IMPROVEMENT SCHEME	9266
VEHICLES, MOBILE PLANT & SHIPS	9100
WHITELEY BALANCING LAKE EXTENSION	9290
WHITELEY STREAM IMPROVEMENT	9269

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - PROJECTS

SUSSEX

CHICHESTER

R. ADUR CATCHMENT STUDY	9312
R. ARUN REVEIMENT: TOE PROTECTION	9462
LANCING GROVNE REPLACEMENT	9461
LANCING/S'HAM ENHANCEMENT OF SEA DEFENCES PHASE 1	9203
FELPHAM SEA DEFENCES FRONTAGE	9444
BOGNOR: ELMER SEA DEFENCE FRONTAGE	9469
LANCING/S'HAM ENHANCEMENT OF SEA DEF PHASES 2,3	9213
ELMER: ENHANCEMENT OF SEA DEF PHASES 2,3	0212
PAGHAM H'BOUR: RECNSTIN OF INNER TRG. WALL	9205
SELSEY/BRACKLSHM S.D.F. ENHOMNT OF PROTECTION	9204
R. ADUR TIDAL REACHES: IMPROVEMENT SCHEME	9214
UPPER BEEDING: TOTTINGTON WOOD STREAM	9389
SHOREHAM R. ADUR TIDAL WALLS	9439
SOUTH STOKE BRIDGE REFURBISHMENT	9472
R.ARUN: L'TON E.HARBOUR WALL PHASE 2	9207
MISCELLANEOUS MINOR WORKS	9210
VEHICLES, MOBILE PLANT & SHIPS	9200
NATIONAL SEA DEFENCE SURVEY PHASE 1	9208
NATIONAL SEA DEFENCE SURVEY PHASES 2 & 3	9209
NATIONAL SEA DEFENCE SURVEY PHASE 4	9211

PEVENSEY

R.OUSE: BANK SLIPS - REMEDIAL WORKS	9320
BULVERHYTHE FLOOD RELIEF SCHEME	9323
SEAFORD: BULK SHINGLE RECYCLING	9308
EASTBOURNE TO COODEN SEA DEFENCE STUDY	9455
HAYWARDS HEATH: SCRASE BRIDGE STREAM	9468
PEVENSEY: WHITEHORSES SHINGLE RENRSHMNT	9314
BULVERHYTHE FRONTAGE: SHINGLE RNRSHMNT	9305
NEWHAVEN H'BOUR: WEST BANK FLOOD DEFENCE	9315
EASTBOURNE TO COODEN SEA DEFENCE IMPROVEMENT	9470
BULVERHYTHE FRIGE: ENHNCMNT OF PROTECTION	9319
R.OUSE: SOUTHEASE-LEFT TIDAL BANKS	9321
LEWES: R.OUSE EAST BANK WAL	9432
EASTBOURNE: CRUMBLES SEA DEFENCE FRONTAGE	9458
CUCKMERE HAVEN SEA DEFENCES	9322

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - PROJECTS

MISCELLANEOUS MINOR WORKS	9313
VEHICLES, MOBILE PLANT & SHIPS	9310
BULVERHYTHE: SHEEPWASH BRIDGE REFUREMT	9471
NATIONAL SEA DEFENCE SURVEY PHASE 1	9316
NATIONAL SEA DEFENCE SURVEY PHASES 2 & 3	9317
NATIONAL SEA DEFENCE SURVEY PHASE 4	9318

RYE

DYMCHURCH, LITTLESTONE & PETT S.D.F. STUDY	9510
RYE HARBOUR-WESTERN ARM BANK IMPROVEMENTS	9763
RYE HARBOUR EASTERN ARM BANK IMPROVEMENTS	9693
DENGE MARSH OUTFALL: STAGE 1	9778
DENGE MARSH OUTFALL: STAGE 2	9612
JURY'S CAP: SOUTHROOKS SEA DEF FRONTAGE	9764
DYMCHURCH:WILLOP - RECON OF R.C. CREST SLAB	9511
DYMCHURCH, LITTLESTONE & PETT S.D.F. PHASE 1	9513
DYMCHURCH SEA WALL - REMEDIAL WORKS	9506
DYMCHURCH, L' STONE & PETT S.D.F. PHASE 2,3	9514
W.HYTHE DAM-RECON OF WATER CONTROL GATES	9613
MISCELLANEOUS MINOR WORKS	9502
TILLINGHAM SLUICE AUTOMATION	9503
PONTOON PAINTING/RENEWAL OF WINCHES	9504
VEHICLES, MOBILE PLANT & SHIPS	9505
NATIONAL SEA DEFENCE SURVEY PHASE 1	9507
NATIONAL SEA DEFENCE SURVEY PHASES 2 & 3	9508
NATIONAL SEA DEFENCE SURVEY PHASE 4	9509
RYE HARBOUR EASTERN AREA	9728
DYMCHURCH SEA WALL GROUTING	9729
EARTH FLOOD DEFENCE WALLS	9742
JESSON OUTFALL REPAIRS	9851

TONBRIDGE

R.CRAY:RUXLEY PITTS - ORPINGTON BY-PASS	9761
R.MEDWAY: PRELIMINARY INVESTIGATIONS	9754
R.MEDWAY AREA 5 - AYLSFORD VILLAGE	9403
R.MEDWAY: BANK PROTECTION AYLESFORD FRIARS	9409
R.MEDWAY: BANK STABILISATION AYLESFORD P/MILLS	9422
R.MEDWAY AREA 1: SNODLAND TO MILLHALL	9402
R.MEDWAY-ISL SITE/WASTE WATER TREATMENT	
WKS AREA 6A	9415
R.MEDWAY - AYLESFORD FRIARS AREA 6B	9420
R.DARENT - LONGFORD LAKE	9676

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3 - PROJECTS

R.DARENT - WESTERHAM-BRASTED F.R.S	9785
R.MEDWAY - A'SFORD S./LILE PRESTON AREA 3	9421
R.CRAY - RUXLEY PITS TO FOOT'S CRAY	9423
T.T.F.D. CONCRETE WALL JOINTS	0408
MISCELLANEOUS MINOR WORKS	9406
VEHICLES, MOBILE PLANT & SHIPS	9410
R.EDEN RETENTION STOPS - BANK PROTECTION WORKS	9411
LEIGH BARRIER - PAINT S/GATES & STEELWORK	9413
R.MEDWAY FORD GN. BRIDGE: BANK PROTECTION WORK	9414
NATIONAL SEA DEFENCE SURVEY PHASE 1	9416
NATIONAL SEA DEFENCE SURVEY PHASES 2 & 3	9417
NATIONAL SEA DEFENCE SURVEY PHASE 4	9418
R.MEDWAY : SHOT BLAST & PAINT SLUICES	9644
MARDEN MILL SLUICE - MOTORISE	9645
DARTFORD CREK - DREDGING OPERATIONS	9646
EARTH FLOOD DEFENCE WALLS	9743

CANTERBURY

ASHFORD (EAST STOUR, ALDINGTON) FLOOD RELIEF	9773
ASHFORD (GT.STOUR, HOIHFIELD) FLOOD RELIEF	9783
EAST SHEPPY SEA DEFENCES STAGE 1	9762
BLACK SLUICE (BETTESHANGER) PUMPING STATION IMPROVEMENT SCHEME NORTHERN (RECVLVER) S.D.F.	9757
EAST SHEPPY SEA DEFENCES STAGES 2 & 3	9604
NAILBOURNE STREAM (BRIDGE) IMPROVEMENT SCHEMES	9674
ASHFORD - AYLSFORD STREAM FLOOD RELIEF	9784
CAPEL FLEET - MCKETTS PUMPING STATION	9780
SANDWICH - TOWN TIDAL DEFENCES	9614
SANDWICH - STONAR LOOP TIDAL DEFENCE	9615
ASH LEVELS PUMPING STATION REFURBISHMENT	9616
VEHICLES, MOBILE PLANT & SHIPS	9600
MISCELLANEOUS MINOR WORKS	9602
NORTHERN (RECVLVER) FRONTAGE - SEA WALL REPAIRS	9603
NATIONAL SEA DEFENCE SURVEY PHASE 1	9606
NATIONAL SEA DEFENCE SURVEY PHASES 2 & 3	9607
NATIONAL SEA DEFENCE SURVEY PHASE 4	9608
PLUCKS GUTTER DEPOT	9619
EARTH FLOOD DEFENCE WALLS	9741
NORTHERN (RECVLVER) FRONTAGE - SHINGLE RECHARGE	9744

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

DEPOTS

FALMER	001
PORTFIELD	002
HORSHAM	003
THE RIDGE	004

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

PUMPING STATIONS

PEVENSEY

BARNHAM	001
BEDDINGHAM	002
DROCKMILL	003
HONEYCROCK	004
HORSEBRIDGE	005
LOTTBRIDGE	006
MALLING	007
MANKEY	008
NEWBRIDGE	009
NEWHAVEN	010
OFFHAM	011
RANSCOMBE	012
RICKNEY	013
RODMELL	014
STAR INN	015
STONEHAM	016

NRA FLOOD DEFENCE DEPARTMENT FILING

LEVEL 3

GAUGING STATIONS

LONGBRIDGE	001
FULLERTON	002
ALLBROK	003
FROGMILL	004
LOWER RIVER TEST	005
RIVER TEST - MAIN	006