

SMP2 Meeting of Client Steering Group (4)
At Town Hall Annexe, Bournemouth.
Monday 5th November 2007, 1400
Room 1, Town Hall Main Building (Ground Floor)

AGENDA

1. To approve minutes of the last meeting, 10th September 2007

2. Action Items arising from previous minutes
 - Mouchel Parkman were informed they would not be invited to carry out the SMP2 under the partnering agreement
 - Electronic submission of PAR to DEFRA on 11th September
 - Hard copy submission of PAR to DEFRA on 21st September
 - DEFRA issue approval on 8th October
 - Letter of approval outstanding from NFDC
 - Follow up Halcrow SMP1 electronic copy

3. Consider Mouchel Parkman's proposal to carry out Scoping Study.

4. Angela Proctor (EA) to report on North Devon & Somerset review, first briefing paper.

5. AOB

6. Date of next Meeting: Monday 14th January 2008, 1400 at Bournemouth

**MINUTES OF SMP2 CLIENT STEERING GROUP MEETING (4)
BOURNEMOUTH TOWN HALL - MONDAY 5th NOVEMBER 2007**

Present:	Dave Harlow (DH) Dick Appleton (DA) Andrew Bradbury (AB) Steve Cook(SC) Andrew Gill (AG) Mike Goater (MG) Ashley Harman(AH) Helen Powell (HP) Angela Proctor (AP) David Robson (DR) Steve Woolard (SW) Geoff Tyler (GTy)	Bournemouth Borough Council (Chair) Poole Harbour Commissioners New Forest District Council New Forest District Council Environment Agency Purbeck District Council Christchurch Borough Council Natural England Environment Agency Poole Borough Council Christchurch Borough Council Bournemouth Borough Council (Minutes)
	Abby Pulham (APu)	Mouchel Ltd (Items 1.1 to 3.3 only)
Apologies:	Peter Ferguson (PF) Geoff Turnbull (GT)	New Forest District Council Bournemouth Borough Council

1. Minutes of Last Meeting on 10th September 2007

- 1.1 The minutes of the last meeting were agreed with clarification of the funding arrangements referred to in item 4.1.

2. Actions arising from previous minutes

- 2.1 DH said that the Project Appraisal Report was submitted to DEFRA in electronic format on 11th September but as DEFRA required the application in hard copy it was re-sent on 21st September. Approval was received on 8th October 2007.
- 2.2 DH asked for a letter from New Forest District Council confirming their agreement to Bournemouth acting as lead Authority.
- 2.3 Difficulty had been experienced in getting an electronic copy of SMP1. Various suggestions were made including the possibility of obtaining a copy from Lawrence Banyard, DEFRA or New Forest District Council.

3. Consideration of Mouchel's proposal to carry out the Scoping Study

- 3.1 APu outlined her background and explained that Mouchel Ltd could assist with both the pre-award services and post-award work. She detailed the areas in which support could be provided, the resources available and the benefits to be derived from such an arrangement. A schedule of the costs and the

timescales was made available to the Group. APu said the earliest date by which the contract could be awarded was April 2008.

- 3.2 APu confirmed that her team had experience of dealing with EU procurement and that they had fulfilled similar roles for high value highway and transportation contracts. She said that the team would be headed up by Zoë Hutchison and she was confident that they had sufficient resources and expertise to deliver the required services. Mouchels were proposing to open a local office in the area which the coastal team could tap into. APu was of the view that all the work would be grant-aidable.
- 3.3 APu said that Mouchels had taken a decision not to tender for the main contract.
- 3.4 DH said that £255K had been approved for SMP2. The spending profile would need to be re-cast for the next financial year to reflect the expected under-spend in the current year.
- 3.5 In relation to the tender appraisal process, it was pointed out that the five authorities would have to decide the questions and a scoring system that was fair and robust. It was felt that there was likely to be expressions of interest from between 5 to 10 companies.
- 3.6 DH pointed out that unless the work could be undertaken by the Group there would be little option but to enlist the services of an external consultant.
- 3.7 It was felt that the costs quoted by Mouchel appeared high for this type of work and AB said that his team could undertake this commitment.
- 3.8 AB felt that a two-year programme rather than 18 months was more realistic because of gaps in the programme for consultation, etc. AP confirmed that North Devon and Somerset's review covered a similar period with 6 months for scoping and 18 months for the plan.
- 3.9 SC confirmed that a longer programme would be required for the pre-award work than that suggested by Mouchel with the contract unlikely to be awarded until the end of June 2008.
- 3.10 DA saw no reason for engaging Mouchel for the post-award work.
- 3.11 In the circumstances it was agreed that further consideration of Mouchel's bid should be held in abeyance and that New Forest District Council should present their case for undertaking the pre-award work at a further meeting on 19th November 2007. It was also agreed that all the post-award work could be done by the Group.

4. Report on North Devon & Somerset review

- 4.1 AP distributed a briefing paper she had prepared on the North Devon & Somerset SMP, which the EA are project managing, and offered to assist the Group as necessary.

- 4.2 AP explained that the timescales of the North Devon and Somerset SMP were very similar and that they were currently in the early stages and only slightly more advanced than the Poole and Christchurch Bays plan.
- 4.3 AP said that they had set up a website with a registration form for stakeholders and that a leaflet had been produced which was designed to get as many people as possible interested in the project.
- 4.4 DR agreed that the website set up by Poole Council (i.e. 'www.poolebay.net') could be used and that he would bring his website specialist to the next meeting to provide a brief presentation including the costs involved.

5. Any Other Business

- 5.1 DA said he would be retiring next April and agreed to bring Andy Ramsbotham to a meeting in January.

6. Date of Next Meeting

- 6.1 The next meeting is to be held at 2.00 pm on Monday 19th November 2007. Venue to be advised.