

SMP2 Meeting of Client Steering Group (6)
At Dorset House, Bournemouth.
Monday 14th January 2008, 1400

AGENDA

1. To approve minutes of the last meeting, 19th November 2007
2. Action Items arising from previous minutes
3. To receive NFDC's progress report on OJEU advertising procedure; and responses.
4. To receive NFDC's progress report on contract document preparation, tender evaluation & award.
5. To receive NFDC's progress report on the Scoping Report.
6. To receive PBC's report on progress developing the website - www.twobays.net
7. AOB
8. Date of next Meeting: Monday 25th February 2008, 1400 at Bournemouth Town Hall

**MINUTES OF DURLSTON HEAD TO HURST SPIT SMP2
CLIENT STEERING GROUP MEETING
DORSET HOUSE - MONDAY 14th JANUARY 2008**

Present:	Dave Harlow (DH)	Bournemouth Borough Council (Chair)
	Geoff Tyler (GTy)	Bournemouth Borough Council (Minutes)
	Andrew Gill (AG)	Environment Agency
	Steve Woolard (SW)	Christchurch Borough Council
	Tony Flux (TF)	National Trust
	Helen Powell (HP)	Natural England
	Steve Cook(SC)	New Forest District Council
	Sarah Austin	Poole Borough Council
	David Robson (DR)	Poole Borough Council
	Dick Appleton (DA)	Poole Harbour Commissioners
	Andrew Ramsbottom	Poole Harbour Commissioners
	Mike Goater (MG)	Purbeck District Council
Apologies:	Andrew Bradbury (AB)	New Forest District Council
	Peter Ferguson (PF)	New Forest District Council

1. Minutes of Last Meeting on 19th November 2007

- 1.1 The minutes of the last meeting were agreed but the list of attendees was amended to include Mike Goater.

2. Membership of the Client Steering Group

- 2.1 TF was welcomed to the meeting. He explained that the National Trust were heavily engaged in the Lyme Bay SMP and in view of the importance of Brownsea Island and Studland Peninsula they wished to be involved with and contribute to the work of the Client Steering Group. It was unanimously agreed that the National Trust should be accepted as a non-voting member of the CSG.

- 2.2 Further membership of the CSG was discussed and the following agreed:-

(a) Dorset County Council, Hampshire County Council and the RSPB to be invited to join the Key Stakeholder Group.

(b) DEFRA to be invited to join the CSG.

3. Procurement

- 3.1 SC confirmed that the E.U. advertisement went out well before Christmas and was now closed. Applicants had been sent pre-qualification questionnaires for completion and return by 21st January 2008. The evaluation procedures had been resolved and circulated.

- 3.2 It was agreed that NFDC would open and score the pre-qualification questionnaires and that DH would visit NFDC at the end of the month to audit the exercise and agree the final list of a maximum of six companies to be invited to tender. The references and financial qualifications would be available later in the process.

4. Key Stakeholders

- 4.1 SC had circulated the draft stakeholder engagement strategy for comment.
- 4.2 A list of the key stakeholders is to be provided with the questionnaire so that those commenting on omissions would know which groups had already been included.
- 4.3 It was noted that the stakeholder list was based primarily on the Christchurch Bay list. Comments are to be returned to SC by the end of next week so that the list can be revised. DA said that he had a stakeholder list that could be used. The Halcrow list was also thought to be of use even though it was some years out of date. DH said he would contact Halcrow.
- 4.4 It was suggested that an address for the return of the leaflets should be included in the leaflet and that an appropriate data protection statement would be advisable if people were being asked to provide their personal details.
- 4.5 The main stakeholder list will be given to the successful contractor to assist with the important function of data collection.

5. Elected Members Group

- 5.1 The councillor representatives are to be identified for the Elected Members Group. SC said he would email CSG members to request the names. A firm date is to be set for the meeting which has been proposed for April 2008 in the programme.

6. Information Leaflet & Publicity

- 6.1 Comments on the information leaflet are to be provided to SC by the end of the week. It was thought that an initial run of 1,000 would be sufficient as people would also be able to download the leaflet from the website.
- 6.2 It was agreed that Bournemouth as lead authority should investigate the handling of telephone enquiries. Contact details of individual members of the CSG are also to appear on the leaflet for further information as well as on the website. A generic email address is to be used. The various authorities are to be listed in alphabetical order.
- 6.3 Consideration is to be given to including an appropriate statement in the leaflet for persons who might have sight impairment and require the information in a different format.
- 6.4 The importance of looking carefully at the publicity in order to generate the best possible level of interest was noted particularly as this had been identified as a weakness of SMP1.
- 6.5 All the key stakeholders will be sent the leaflet and the questionnaire. The Dorset Coast Forum's e-newsletter could also include an item drawing attention to the website. It was felt that the Forum might be willing to consider putting a link on their website.

- 6.6 HP said that a press release should be prepared which would be circulated to CSG members for agreement before it was issued. The press release should coincide with the availability of the leaflet and the launch of the website in February. DH said he would forward North Devon's press release to NFDC.

7. Website

- 7.1 SA outlined the progress made in developing the website: SMP1 had been uploaded and pages reserved for the review and scoping study. Further information on SMPs and their objectives could be included. A separate button is to be installed for the consultation process which it was felt should be entitled "Have Your Say" or "Register Your Interest" rather than "Stakeholder Engagement". The information from the leaflet is to be used plus more photographs provided by NFDC. Consideration was given to the use of aerial photographs.
- 7.2 The need for a 'soft' approach was considered to be appropriate on the basis that it would be preferred by residents and students and that it supported the DEFRA guidance on the need for as wide a consultation as possible. A separate vault of technical information could be provided for the professionals.
- 7.3 It was pointed out that care needed to be exercised when putting documents on the website in case they contained sensitive information.

8. Any Other Business

- 8.1 HP reported that a new member of staff, Richard Caldwell, would be starting at Natural England whose remit would be shoreline management and whom she might bring to the next meeting.
- 8.2 Attention was drawn to the programme on the Sandbanks Peninsula which was due to be televised this week.

9. Date of Next Meeting

- 9.1 The next meeting is to be held at 2.00 pm on Monday 25th February 2008 at Bournemouth Town Hall.