

SMP2 Meeting of Client Steering Group (08)
At Bournemouth Learning Centre.
Tuesday 6th May 2008, 1400

AGENDA

1. Apologies
2. To approve minutes of the last meeting, 25th February 2008
3. Action Items arising from previous minutes
4. Dr Samantha Cope: - CCO's Solent Dynamic Coast project equivalent in Poole & Christchurch harbours
5. Stakeholder Questionnaire
6. Consultation letters x3
7. Draft Tender Document
8. Financial assessments: completed for 3 consultants
9. Invitations to Tender to 3
10. Regrets to 3
11. Leaflet - content
12. Leaflet - printing
13. Reminder: Obligation to send a contract award notice (after contract awarded)
14. Scoping Report - Management Plans list
15. Scoping Report - Description of coastline
16. Frome & Piddle CFMP - extend boundary to Wareham Bypass
17. Press release
18. Invitation to County Councils
19. Elected Members Group - proposed date for first meeting -
20. Website - www.twobays.net
21. AOB
22. Date of next Meeting

**MINUTES OF DURLSTON HEAD TO HURST SPIT SMP2
CLIENT STEERING GROUP MEETING
BOURNEMOUTH LEARNING CENTRE - TUESDAY 6TH MAY 2008**

Present:	Andrew Bradbury (AB) Steve Cook (SC) Peter Ferguson (PF) Dave Harlow (DH) Geoff Tyler (GTy) Andrew Gill (AG) Steve Woolard (SW) Tony Flux (TF) Helen Powell (HP) Sarah Austin (SA) David Robson (DR) Helen Harris Andrew Ramsbottom Mike Goater (MG) Samantha Cope	New Forest District Council New Forest District Council New Forest District Council Bournemouth Borough Council (Chair) Bournemouth Borough Council (Minutes) Environment Agency (South West) Christchurch Borough Council National Trust Natural England Poole Borough Council Poole Borough Council Poole Borough Council Poole Harbour Commissioners Purbeck District Council Channel Coastal Observatory
Apologies:	Ian Tripp Richard Caldwell	Environment Agency (South) Natural England

Item No.	Action
1	Solent Dynamic Coast Project
1.1	The Group received a presentation on the Solent Dynamic Coast Project from Dr Samantha Cope who provided a brief overview of the work undertaken and explained how it had informed the North Solent SMP. Dr Cope pointed out that sea defences resulted in a loss of inter-tidal habitat and compensation sites therefore have to be found. The EU Habitats and Birds directive is the main driver and has to be taken into account in formulating the SMP.
1.2	Dr Cope said she was gathering data for the Poole and Christchurch Bays Dynamic Coast Project. The project was expected to take 12 months with Poole Bay being completed in the summer and Christchurch Bay in late autumn.
1.3	Dr Cope said she would keep CSG members updated on progress through the CSG meetings.
2	Minutes of Last Meeting on 25th February 2008
2.1	The minutes of the previous meeting were agreed.
3	Matters Arising
3.1	TF said that the Dorset Coast Forum had been given limited rights for their own

	website (Item 2.2).	
3.2	DH said that the invitation to the County Councils and the press release had not yet been done (Item 2.1) but that he intended basing the press release on the North Devon statement. In regard to the invitations to the County Councils, it was agreed that DH would write to Ken Buchan, who covered both Dorset County Council and the Dorset Coast Forum, and Karen McHugh at Hampshire County Council. The Environment Agency's Southern Region representative, Ian Tripp, would also be added to the circulation list.	DH
3.3	It was noted that Councillor Peter Adams from Poole and Councillor Robert Lawton from Bournemouth had agreed to join the Elected Members Group (Item 5.1).	
3.4	AG said that he would send the CD containing the conservation maps to SA (Item 7.2).	AG
4	Consultation	
4.1	SC reported that the stakeholder questionnaire had been completed and was now on the website.	
4.2	SC said that the leaflet would be printed and ready for delivery on 12/05/08. It was agreed that 10,000 copies would be required with an initial consignment of 500 leaflets to each authority, with 1500 to New Forest District Council and the balance retained by Poole Council. The Environment Agency and Natural England required only a small supply of 20 copies each.	
4.3	SC said that three versions of the consultation letter had been produced based on the guidance: one for the organisations involved previously, one for new organisations and the other for private individuals and landowners, etc.	
5	Tender Process	
5.1	The draft tender document, which was based on the South Devon document, was circulated in late March. Comments had been received and a revised document is to be re-circulated.	
5.2	The scoping documents will be circulated after the consultation so that the issues and concerns identified can be fed into the scoping report. The details obtained would also be included in the tender document in order to give the consultants as much information as possible.	
5.3	All members of the CSG are to provide PF with a complete list of reports, studies, photographs and other data for inclusion in the 'Management Plans' document as requested in his email of 25/04/08. TF said he had given PF a coastal risk assessment spreadsheet for Brownsea Island and Studland and agreed to send a copy to MG.	ALL
5.4	DH reported that the financial assessments had been completed for the three consultants who had passed the evaluation. Letters had been sent to the companies inviting them to tender. Letters had also been sent to the three unsuccessful applicants one of whom had requested feedback on their submission.	PF

5.5	PF said his email of 25/04/08 also contained the draft 'Description of the Coastline' document and he would update both this and the 'Management Plans' document and re-circulate them for consideration.	
5.6	The tender period is 40 days and the tender award was likely to be in September /October after allowing time for the consultation. DH is to pre-book a Cabinet date for the approval process.	DH
5.7	It was pointed out that the programme should be updated and re-circulated. DH said he was required to keep DEFRA informed of progress through monthly reports which were needed in order to release funds for the SMP. He said he would write to Jim Hutchinson and send him a copy of the revised timetable.	DH
6	Elected Members Group	
6.1	The CSG discussed the role of the Elected Members Group. It was agreed that the main function would be to report to Councillors on progress in a non-technical format and to highlight relevant issues such as properties affected.	
6.2	It was agreed that Councillors should be accompanied by officers and that representatives of Natural England and the Poole Harbour Commissioners should also be in attendance.	
6.3	The first meeting of the EMG, it was suggested, should take place after an initial meeting with the successful consultants and following the SCOPAC meeting.	
7	Website Update	
7.1	SA reported that the questionnaire was on the website and the leaflet would be put on in PDF format. The coastline plan, when finalised, would replace the current coastline diagram. The full scoping report would also go on in due course and links are to be added for the adjoining SMPs. SA said that there had been more than 6,000 unique visitors to the website.	
8	Erosion Risk Mapping	
8.1	AG said that the EA were carrying out a national ERM exercise and that if CSG members submitted their data the EA would publish it by the end of 2008. If not, the consultants would have to pick this up and a job description would be required.	
8.2	It was noted that the time delay made it impractical for the information to be included in the scoping study. The work should not be held up however and should be completed in parallel to the scoping study. A quotation for the Channel Coastal Observatory to produce the information is required for the next meeting.	AB
8.3	All the mapping is based on assumptions and the blighting of properties is a consideration.	

9	<p>National Flood Coastal Defence Database</p>	
9.1	<p>It was noted that the NFCCD had to be updated in order to produce the ERM. PF said that Hurst Spit to the Long Groyne had been completed and that he had prepared a guide so that the fields could be filled in. Bournemouth, Poole and Purbeck were still to be done.</p>	
9.2	<p>PF said he would circulate what he had done so that members could input their data. The information should be split between defended and undefended areas and indicate third party assets. PF said he would take responsibility to update the information.</p>	PF
10	<p>Aggregate Extraction</p>	
10.1	<p>The matter of aggregate extraction was discussed and TF drew attention to the need to take account of dredging and the extraction of sediment for beach recharge which could affect the coastal processes. AB pointed out that the licensing procedure in fact covered this in detail.</p>	
11	<p>Any Other Business</p>	
11.1	<p>DH raised the question of CSG members invoicing for the cost of the work they had undertaken to date.</p>	
11.2	<p>DH updated the meeting on the surf reef and also mentioned that the local MP, Tobias Ellwood, had proposed the sinking of an artificial diving wreck in Poole Bay.</p>	
12	<p>Date of Next Meeting</p>	
12.1	<p>The next meeting is to be held at 2.00 pm on Monday 16th June 2008.</p>	
	<p>Post Meeting Note</p> <p>Please note that the next meeting will be held in Room 2 at Dorset House.</p>	