

SMP2 Meeting of Client Steering Group (#31)
At Bournemouth Town Hall - Tregonwell Room
Monday 1st November 2010;
1300 lunch for 1330 start

AGENDA v3

1. Apologies

Neil Watson

2. To approve the minutes of the last meeting

CSG Minutes 30 - 06 09 10

3. Action Items arising from minutes

4. Matters arising

Progress of formation of contract, BBC/RH

My email of 21 September; completion certificate

My email of 30 September; FOI re Personal data

Date of adoption of SMP2 by various authorities.

DH to create a new Appendix N as agreed in item 7.5, with a copy to be added to the Website

Swanage Town Council meeting, 1st Nov 7.00pm -attendees Mike Goater, Henry Aron, Dave Harlow

IROPI letter. Meeting in Bristol, 2 November, Dave Harlow, Graig Lee, xxx

Website future - SCG or EA?

Tara to update on RH activities.

Partners to bill Bournemouth for any outstanding work immediately, so that the Project can be closed down.

5. Distribution of Printed SMP2 and CD.

In view of the cost of postage, please attend the meeting to collect your organisations copy of the SMP2!

ONE copy per organisation only - EA please note!!

Please let me know if you are not attending on Monday, so that I do not have to transport the extra copies from the Annexe to the Town Hall.....

6. PR Team to design completion leaflet

7. AOB

8. Dates of next meetings

CSG#32 ???- Date and Location to be confirmed

PR Team meeting?

**MINUTES OF DURLSTON HEAD TO HURST SPIT SMP2
CLIENT STEERING GROUP MEETING #31
BOURNEMOUTH TOWN HALL - MONDAY 1st NOVEMBER 2010**

Present:

Dave Harlow (DH)	Bournemouth Borough Council (Chair)
Geoff Tyler (GTy)	Bournemouth Borough Council (Minutes)
Peter Ferguson (PF)	New Forest District Council
Dave Robson (DR)	Borough of Poole Council
Sarah Austin (SA)	Borough of Poole Council
Mike Goater (MG)	Purbeck District Council
Steve Woolard (SW)	Christchurch Borough Council
Tim Kermodé (TK)	Environment Agency (South East)
Simon Hill (SH)	Environment Agency
Tony Flux (TF)	National Trust
Richard Edmonds (RE)	Dorset County Council
Tara-Leigh Eggiman (TE)	Royal Haskoning

Apologies:

Geoff Turnbull (GT)	Bournemouth Borough Council
Andy Bradbury (AB)	New Forest District Council
Steve Cook (SC)	New Forest District Council
Neal Watson (NW)	Environment Agency
Sue Burton (SB)	Natural England
Vanessa Straker (VS)	English Heritage
Andrew Ramsbottom (AR)	Poole Harbour Commissioners

Item No.	Action
1	Minutes of Meeting on 6th September 2010
1.1	The minutes of the meeting on 6 th September 2010 were agreed with the following amendments:
1.2	3.11 In the first line, the words 'Flats defences' were inserted after the word 'Durlston'.
1.3	7.6 The item was reworded to read 'The document will say Version 3 rather than Final and will feature a picture of 'Old Harry Rocks' on the front cover.'
2	Action Items Arising from Last Meeting on 6th September 2010
2.1	2.1 NW had sent the email concerning the NCERM policy but it was still not known when the information would be published.
2.2	2.4 It was confirmed that the working arrangements for the Strategy Study had been circulated.
2.3	3.1 The CSG members had considered the comments received in respect of the re-issued SEA.
2.4	3.2 DH had written twice to the National Trust but had received no response.

2.5	3.4 & 3.5 TE had received no feedback and therefore had dealt with both matters.	
2.6	3.11 & 3.13 TE said that the options for decommissioning the defences at Durlston Flats had not been put into the Action Plan. Clarification was required as the policy was to cease maintaining the defences rather than removing them. It was agreed that all the issues should go into the Shadow Action Plan which would develop as other issues are identified.	TE
2.7	4.2 TE had chased the NQRG concerning the outstanding issues.	
2.8	7.5 TE had not drafted the front page. DH said that he would compile it and asked the other authorities to send him the information when their Councils had adopted the SMP.	All
2.9	9.7 DH confirmed that he had sent the information to Charlotte Millerchip as requested.	
	Matters Arising	
3	Formation of the Contract	
3.1	DH was pleased to announce that the contract had been signed and that the over-arching agreement was now no longer required.	
4	Completion Certificate	
4.1	DH said that he had submitted the draft completion certificate to Jenny Buffrey with four amplifications: <ul style="list-style-type: none"> • Quarterly meetings of the CSG to regularly update the Action Plan. • Listing the amended policy options. • Erosion maps used for the SMP similar to those produced by the EA. • Maintaining the dedicated website after formal closure of the SMP contract. 	
5	Freedom of Information Request	
5.1	DH referred to his email of 30/09/10 concerning a recently received Freedom of Information request about personal data held by consultants. DH asked that any such information held by Royal Haskoning or the operating authorities either be returned to DH or destroyed.	All
6	Adoption by Operating Authorities	
6.1	It had been agreed to create a new Appendix N containing the operating authorities' letters of approval and for this to be placed on the website.	DH/TE/ SA
6.2	DR confirmed that the SMP would be going for adoption to Poole Council's Overview and Scrutiny Panel on 18/11/10 and to Cabinet on 07/12/10.	

6.3	<p>MG said that the item had arisen on Swanage Town Council's agenda for tonight's meeting and that they had asked that officers attend to talk about both the SMP for Swanage and the Pathfinder project. MG said that the only contentious issue was likely to be the HTL policy in Swanage.</p>	
7	<p>Meeting in Bristol regarding IROPI Letter</p>	
7.1	<p>DH said that he would be going to Defra tomorrow with Lyn Jenkins and Keith Nurse to talk to Craig Lee about the Defra response on compensatory habitat. TK said it was important to ensure that adjoining regional habitat strategies and boundaries matched.</p>	
8	<p>Website Future</p>	
8.1	<p>DH said that the Southern Coastal Group were unlikely to take over the 'Two Bay' website.</p>	
8.2	<p>It was noted that the cost of maintaining the website is relatively low and that Poole Council could pay Sarah Austin to undertake the necessary work and then recover the costs from Bournemouth Council.</p>	
8.3	<p>TK pointed out that the Defra SMP guidance requires the website to be maintained for the foreseeable future.</p>	
8.4	<p>DH asked that Poole and the other operating authorities invoice Bournemouth for any outstanding costs so that the finances can be closed down by Christmas. The future bill submitted to the Environment Agency should include all the items.</p>	
9	<p>Action Plan</p>	
9.1	<p>A shadow Action Plan is to be maintained by Bournemouth as lead authority and include any items that arise by January 2011.</p>	
9.2	<p>The information should be put into the NQRG template which was introduced about 10 months ago. TK suggested allowing time for the issues to settle down rather than rushing to include them in the Action Plan straightaway.</p>	
9.3	<p>In addition to the Action Plan, Bournemouth are also to co-ordinate any changes or corrections to the SMP.</p>	
10	<p>Distribution of the SMP</p>	
10.1	<p>It was noted that the SMP is still in draft form on the website. Poole have Version 1, Bournemouth have Version 2 and the printed version, which is now available, is Version 3. Version 4 is to be started immediately and include any subsequent changes.</p>	
10.2	<p>It was agreed that Version 3 should be uploaded by Poole to the website and that Versions 1 and 2 should be destroyed.</p>	DR/SA

10.3	DH said all the SMP's background GIS information is available in Appendix K and the second CD marked PMF Viewer - Geodatabase.	
10.4	DH asked that each of the operating authorities take the complete set of three volumes of the printed SMP. The spare set was given to SH for the EA's regional team.	
10.5	CD versions of the SMP are to be forwarded to Jenny Buffrey and English Heritage.	
10.6	The GIS CDs containing the erosion maps are included in the volume given to each of the operating authorities.	
10.7	DH reiterated that the first CD is the same as that available on the website. The final version will be V3 and the corrections version will be V4.	
10.8	DH said that the Action Plan is to be updated without updating the SMP document.	
11	Update on Royal Haskoning Activities	
11.1	TE said that the document was now printed and that the HRA and SRA had been difficult.	
11.2	TE said that DH and NW had presented at the Royal Haskoning conference and that a paper was to be written for the ICE conference for which contributions would be welcomed.	
11.3	TE commended the work of the CSG and offered the group her best wishes for the future.	
12	Meeting with Planning Officers	
12.1	DH said that he had spoken to the Principal Planning Officers Group at Christchurch on 29 September and whilst they did not raise any issues it was possible they would come back with questions at a later date.	
13	Design of Leaflet	
13.1	DH said that the Communications Officers could design the leaflet and that it may be necessary to resurrect the Communication Officers' Group.	
13.2	The two main aspects were the content of the leaflet and its presentation. The CSG could deal with the content but would need SA's assistance with the presentation. The Environment Agency's advice on what to include in the leaflet would also be required.	
13.3	TF said that we should be clear about what the leaflet is trying to achieve.	
13.4	TK said that a simple update of the original leaflet may suffice and that the use of maps would be very helpful.	

13.5	DH asked all the operating authorities not to hand out any of the old version of the Winter 2009 leaflet and to destroy any remaining stocks because the leaflet contained an error on the map.	All
13.6	SW enquired whether individual authorities might want their own leaflet.	
13.7	TK said it was important to think how the leaflet should be titled and also to ensure that it is dated.	
13.8	A new photograph on the front page was suggested to distinguish the new leaflet from the old.	
13.9	<p>The leaflet was discussed at some length and there was general agreement on the use of maps and including an explanation on what an SMP is and where further information could be obtained. The following issues were also highlighted:</p> <ul style="list-style-type: none"> • The link between the SMP, the strategy and the scheme. • The next stage of the process, the Strategy Study and Action Plan. • A financial health warning although one that was not too negative. • The signposting of the Action Plan on the website with its own major page explaining how it is updated each year. • A visual link to the leaflet from the front page of the website. • A contacts section. • An appropriate explanation if the erosion maps are made available. • Summary of what is to be found in the SMP 	
13.10	TF said he had produced a simple guide for elected members that might be of help. PF also had a sample booklet which he said he could bring to the next meeting.	
13.11	DH asked that ideas for the draft be brought back to the next meeting.	All
14	Any Other Business	
14.1	MG thanked TE and DH for all their hard work in helping to deliver the completed SMP.	
14.2	RE outlined progress on the Pathfinder project and explained that the team was about to go out to the community. The feedback received from the public so far was extremely interesting with a wide range of views having been expressed. Three more areas are to be consulted: Charmouth, Preston Beach and Swanage.	
14.3	PF had been in contact with Halcrow about structural inspection work and explained that all the data collected could be put into the SANDS coastal data management system rather than NFCCD. PF said that SANDS links into both beach condition and structures and that he was developing a form tailored to what New Forest District Council want to look at. Any authority can however access the data, update it and use it. PF said that he is to present to the SANDS user group in December and that the system could prove a useful tool in the future.	

14.4	TK said that the NFCCD is still the preferred system of the Environment Agency and that this was unlikely to change in the near future. DH mentioned that the data had not been updated for Bournemouth.	
14.5	TF drew attention to a visualisations facility which used advanced software to show how the coastline is developing in both two and three dimensions.	
14.6	DR is to take down the out of date SMP consultation notices in Poole.	DR
14.7	DH said that under the Poole Bay Safety Strategy, the RNLI would like the numbering of the groynes to be changed as the sequence in Bournemouth runs in the opposite direction to Poole's numbering system. Because of the cost implications, DH said that this was unlikely to be addressed at present as about 50 signs would have to be replaced.	
15	Date of Next Meeting	
15.1	The next meeting is to be held at Bournemouth Town Hall at <u>2.30 pm on Monday 15th November 2010</u> where the main business will be the production of the leaflet. Lyn Park is to be invited to the meeting.	DH