

SMP2 Meeting of Client Steering Group (10)

At Bournemouth Learning Centre

Monday 21st July 2008, 1400

AGENDA

1. Apologies
2. To approve minutes of the last meeting, 16th June 2008
3. Action Items arising from previous minutes
4. Approve the Tender Document
5. Approve the Instructions for Tendering
6. Approve the Scoping Report
7. BoP - www.twobays.net website - content & hits
8. AOB
9. Date of Next Meeting - 15th September 2008

**MINUTES OF DURLSTON HEAD TO HURST SPIT SMP2
CLIENT STEERING GROUP MEETING
BOURNEMOUTH LEARNING CENTRE - MONDAY 21ST JULY 2008**

Present:

Steve Cook (SC)	New Forest District Council
Dave Harlow (DH)	Bournemouth Borough Council (Chair)
Geoff Turnbull (GT)	Bournemouth Borough Council
Neil Watson (NW)	Environment Agency (South West)
Steve Woolard (SW)	Christchurch Borough Council
Sarah Austin (SA)	Borough of Poole
David Robson (DR)	Borough of Poole
Mike Goater (MG)	Purbeck District Council
Tony Flux (TF)	National Trust
Richard Edmonds (RE)	Dorset County Council (Jurassic Coast)

Apologies:

Andrew Bradbury (AB)	New Forest District Council
Peter Ferguson (PF)	New Forest District Council
Richard Caldow (RC)	Natural England
Andrew Ramsbottom (AR)	Poole Harbour Commissioners
Rachael Gallagher (RG)	Hampshire County Council
Ian Tripp (IT)	Environment Agency (Southern)

**Item
No.**

Action

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| 1 | Minutes of Last Meeting on 16th June 2008 | |
| 1.1 | The minutes of the last meeting were agreed | |
| 2 | Matters Arising | |
| 2.1 | (Item 1.6) The name of the weir north of the A35 to be confirmed. | SW |
| 2.2 | (Item 1.7) Despite the previous agreement that Poole Harbour and Poole Bay strategies should be integrated, NW suggested they need to be considered separately and DH agreed. | |
| 2.3 | (Item 3.1) DW welcomed RE to the group. | |
| 2.4 | (Item 3.2) Not yet actioned. | SA |
| 2.5 | (Item 3.4) Not yet actioned. | DH |
| 2.6 | (Item 4) It is agreed that the Channel Coast Observatory (CCO) will carry out the Erosion Risk Mapping work. | |
| 3 | The Tender Documents | |
| 3.1 | DH explained that the Tender has been divided into three parts, the Tender Document, Instructions for Tendering and the Scoping Report. | |

3.2	Invitations to Tender will be sent by 28 th July with responses due by 8 th September, for the CSG to consider at a meeting on the 15 th September.	
4	Approve the Tender Document	
4.1	(Conditions of Contract, item Z14.1 and Z14.2) It was pointed out that grant aid is being paid by Defra and the EA.	
4.2	It was agreed that DH is the Employer's Representative and is named as such in the Tender Document (page 12).	SC
4.3	It was agreed that a Strategic Environmental Assessment (SEA, Task 1.5.1) and Appropriate Assessment (AA, Task 1.5.2) are provisional items; Consultants will be asked to include a cost for them on the understanding that one or both may not be required. Further guidance is required.	SC
4.4	It was suggested that should the AA be required it could be undertaken by another agency such as Natural England or the CCO.	
4.5	RE commented that the process will require an assessment where there is likely to be an impact on an SAC.	
4.6	(Stage 4, page 17) It was agreed that the CSG (rather than the Consultant) will consult with local stakeholders, and it was pointed out that members should be prepared for the additional work involved. The Consultants will be required to attend any stakeholder meetings.	SC
4.7	(Activity Schedule, Stage 7.1, page 22) SC advised that the proposal is to hold 5 public meetings (one in each Council's area) within a period of 2/3 weeks, but at a much later stage in the overall process following CSG approval of the Draft SMP2.	
4.8	(Task 4.1.1, page 18) It was agreed that 11, rather than 10, hard copies of the Draft SMP2 would be requested of the Consultant.	SC
4.9	(Task 4.3.1, page 18) It was agreed that a quantity of 5,000 consultation leaflets would be requested of the Consultant.	SC
4.10	(Task 4.4.1, page 19) SC stressed that the public consultation process will need to be well publicised in 2009. The stakeholder list now stands at about 550 names.	
4.11	(Activity Schedule, Stage 2.1.4, page 21) DH advised BBC will carry out an in-house Walk-over Survey. MG & DR agreed that Purbeck & Poole councils will do the same. The surveys will look at existing defences and link this work with the National Flood and Coast Defence Database (NFCDD). Surveys to be completed by 1 st October 2008. SC advised that PF has already set up a spreadsheet to accommodate this data.	MG/DR
4.12	<i>Action note:</i> PF to contact all those carrying out Walk-over Surveys	PF
4.13	The Tender Document was approved subject to the amendments discussed above.	
4.14	<i>Note:</i> Neither BBC nor NFDC Legal teams have examined the Tender Documents.	

5	Approve the Instructions for Tendering	
5.1	DH advised that the list of abbreviations & acronyms (pages 11 & 12) appears as an appendix in the Scoping Report and is not therefore required in the Instructions for Tendering	SC
5.2	Page 4, Submission of Tenders, item 2 - amend "Section 14" to read "Section 11".	SC
5.3	Page 5, Submission of Tenders, item 11 - the name of the Employer's Representative to be included in the Tender Document (page 12).	SC
5.4	Page 5, Submission of Tenders, item 16 - the name of the Consultant's nominated contact person also to be included in the Tender Document (item 1).	SC
5.5	Page 8, Process for the Award of Contract - after some discussion it was agreed that a presentation by each tenderer would form part of the quality evaluation, with a weighting of 12. The existing quality criteria & weighting is to be adjusted to take account of it.	SC
5.6	A 15-minute presentation will be requested of each tenderer, to be made to the CSG on Monday 15 th September by a maximum of two lead members of the tenderer's SMP2 consulting team.	SC
5.7	Each member of the CSG to score various aspects of it using a pre-printed quality scoring sheet yet to be prepared. A 15-minute discussion period (CSG members only) to follow each presentation.	
5.8	It was agreed that a two-envelope tender process will be utilised to ensure that CSG members are completely unaware of the tendered prices until after the presentations have been made & scored, i.e. the Priced Activity Schedule is to be returned in a separate sealed envelope.	SC/DH
5.9	Final timings and venue for the 15 th September presentations yet to be agreed, but an all-day meeting is anticipated. Room availability lacking in Bournemouth; SA offered to check availability at Upton House, Poole and report back as a matter of urgency.	SA
5.10	NW raised the issue of 'risk' and it was agreed that a paragraph could be incorporated into the Tender Document. NW to email the standard EA form of words to CSG members for approval.	NW
5.11	The Instructions to Tender were approved subject to the amendments discussed above.	
6	Approve the Scoping Report	
6.1	The Scoping Report is to be included in the tendering pack but does not form part of the Tendering Document.	
6.2	(Table 1, page 7) It was agreed that Dorset and Hampshire C.C. will be added to the list of CSG Associate Partners.	SC
6.3	It was agreed that the six Flood and Coast Protection Operating Authorities, but not the five Associate Partners, will vote on the final choice of SMP2 Consultant.	

6.4	(Item 4.2.5, page 15) DR advised that the aquarium no longer exists on Poole Quay and should be removed from the description.	SC
6.5	(Table 3, page 19) River estuaries and lagoons data, to be checked by each LA.	ALL
6.6	(Table 3, page 19) DH queried the status of the Bourne Stream, but NW advised that it discharges at Bournemouth Pier and should be included in the table. BBC to investigate the route of the Kinson stream, and notify SC if necessary.	DH/GT
6.7	CSG members were requested to advise of any other small streams that may discharge to the coast.	ALL
6.8	Should any further Management Plans be discovered the information should be submitted for inclusion in a supplement to Table 4 (page 21).	
6.9	RE suggested the Peveril Point Options Appraisal Report for inclusion in Table 4; it was agreed that such documents should also be included in downloadable format on the website under a new page/button entitled 'Other Documents'. RE to supply in electronic format.	SC SA/RE
6.10	(Table 5, page 24) After some discussion about the list of Sensitive or contentious areas within the Poole & Christchurch Bays, it was agreed that the several additions suggested by Natural England be removed and that a shorter list must highlight only the most contentious of them. It was finally agreed that the list would comprise Hengistbury Head, the Wareham Tidal Banks (Arne Reedbeds & Bestwall) and Poole Harbour Entrance (Studland, Brownsea Island and Sandbanks Peninsular).	SC
6.11	(Appendix H) All are requested to check the accuracy of their contact details.	ALL
6.12	(Appendix I) All are requested to check for omissions from the list of stakeholders.	ALL
6.13	The Scoping Report was approved subject to the amendments discussed above.	
6.14	It was agreed that the Scoping Report will be published in a downloadable format on the website.	SC/SA
7	Website Update	
7.1	SA reported that both the Stakeholder List and the Database are now published at the website.	
7.2	The site has received 2,248 unique visitors, "Our Shoreline" currently being the most widely visited page.	
8	Any Other Business	
8.1	MG suggested that the National Coastal Erosion Mapping assessment of erosion rates seem very impressive but RE felt that they were exaggerated.	
8.2	TF raised the issue of an SMP1 column title raised by Prof. Vincent May, which might lead to confusion; the group agreed to take note and incorporate a change.	
8.3	DH requested that NFDC and BoP invoice BBC by the end of September for work carried out to date.	SC/DR

9	Date of Next Meeting	
9.1	Monday, 15 th September 2008, with duration and venue to be agreed as discussed in 5.9 above.	