

HAVANT BOROUGH COUNCIL

Minutes of the Southern Coastal Group and SCOPAC meeting, 10:00am, 26 February 2021 on MS Teams

Attendees:

Lyall Cairns [LC]	SCG Chair (Coastal Partners)
Matt Hosey [MH]	SCG Vice-chair (BCP Council)
Neil Watson [NW]	SCG Vice-chair (Environment Agency)
Dr Samantha Cope [SC]	SCOPAC Research Chair (Coastal Partners)
Alan Frampton [AF]	BCP Council
Dr Andy Pearce [AP]	Coastal Partners
Dr Charlie Thompson [CT]	Chanel Coastal Observatory
Lucy Taylor [LT]	Coastal Partners Minute Taker
Dave Picksley [DP]	Environment Agency
Dominic Henly [DH]	Chichester District Council
Emma Stainer [ES]	Coastal Partners
Jane Ryan [JR]	Coastal Partners
Jenny Jakeways [JJ]	Isle of Wight Council
Keith Nursey [KN]	Environment Agency
Kim Catt [KC]	Gosport Borough Council
Alex Powell [APo]	Coastal Partners
Mark Stratton [MS]	Coastal Partners
Martin Hurst [MHu]	Southern RFCC
Mike Jones [MJ]	Environment Agency
Nick Everington [NE]	The Crown Estate
Rhian Edwards [RE]	Environment Agency
Samantha Box [SB]	Coastal Partners
Simon Cramp (SCramp)	Hampshire County Council
Steve Fitzmaurice [SF]	Coastal Partners
Steve Cook [SCook]	New Forest District Council
Stevyn Ricketts [SR]	Gosport Borough Council
Stuart McVey [SMV]	CCO, SE Regional Coastal Monitoring Programme
Vicky Farwig	Wessex Water
Dr Uwe Dornbusch	Environment Agency

1. Apologies

Lauren James	MMO
Mark Stratton	Coastal Partners
Lorraine Horsted	Coastal Partners
Nick Gray	Environment Agency
Tim Adams	Yarmouth Harbour

Stevyn Ricketts	Gosport Borough Council
Richard Jolley	Fareham Borough Council
Mike Greenslade	National Trust
Matt Penney	Dorset Council
Jane Ryan	Coastal Partners
Bryan Curtis	Chair, Coastal Group Network
Peter Ferguson	New Forest District Council

**2. Minutes of Previous SCG and SCOPAC Meeting 2nd October 2020,
Actions and Matters Arising** **Lyall Cairns**

Agenda Item	Action Owner	Action	Status
Item 3	LC	Updated Constitution - on today's agenda.	Open
Item 3	All	Discuss suggestions for Conference and if a field trip should go ahead - on today's agenda.	Open
Item 4	SB	Circulate mapping tool email. Completed	Closed
Item 6	All	Register interest in Climate & Carbon Champions - on today's agenda.	Open
Item 7	All	Circulate Call to Arms TOR. Completed.	Closed
Item 9	LC	Add SCG Procurement Framework to the next agenda. Item 10 of this agenda.	Closed
Item 10	SC	Discuss extending storm analysis work. Agreed	Closed
Item 10	All	Give SC feedback on the website, logo etc.	Closed
Item 11	All	National FCERM draft strategy feedback to LC. Item on agenda today.	Closed
Item 11	MH/MS	Innovative Resilience Programme, share links to the webinars and proposals.	Closed
Item 12	All	Consider ideas to engage Cllrs – on today's agenda.	Open
Item 12	SC	Arrange Storm Analysis webinar. Successful event took place on Friday 15 th January 2021.	Closed

The minutes of the meeting were confirmed as a true record of the meeting.

Two points of accuracy for correction:

- 1. Item 8 on page 6** MH reported BCP secured £228k local levy for the Dorset Coastal Asset Management System, not £23k as recorded.
- 2. Item 9 page 6** MH highlighted that in the last sentence should read 'the lack of asset maintenance budget', not 'maintenance spend' as recorded in the minutes. Both points will be amended in the previous minutes.

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Action: LT

3. Constitution and Attendees Paper 3 Lyall Cairns

The Chair presented the proposed final version of the Constitution, confirming all further comments and suggestions had been incorporated. The SCG Vice-Chairs had reviewed the final version and UD was also happy with the amendments.

DP asked for clarity regarding the geographical boundaries of the region from Portland Bill to Selsey Bill and research opportunities across the SCOPAC area. The Chair reported in 7e of the Constitution it states that a contributing local authority or EA region could have research undertaken within their geographical footprint. It was recommended and agreed the Constitution wording is accepted.

The Research Sub-group and the SCOPAC area of the website will reflect that research can go beyond these boundaries. To clarify this SC and the Research Sub-group will compile suitable text for the SCOPAC area of the website and link with Sarah at Vivid Websites to incorporate it.

Action SC

Motion Approved: The Chair presented the motion to approve the updated and circulated SCG and SCOPAC Constitution, which was seconded by NW and approved by the Group.

4. Finances Paper 4a Lyall Cairns

In LH's absence, the Chair presented the SCG and SCOPAC Interim Financial Report of 8th February 2021.

Covid-19 has had a significant impact on the delivery of many service plan items this year but there has still been good progress. As a result, there is a significant underspend across many of the local levy funded items. The intention is to roll over funding on some items and do more activities next year. Spend to date includes up to 8th February 2021.

2020/21 Coastal Group:

Income	£146,899.36
Expenditure	£85,458,94
Net Surplus	£61,440.42

The Executive Summary showed that the budget for 2020/21 will show a surplus of £61,440.42. This figure does account for £22k that Keith Nursey is arranging through the SMPR actions. KN has indicated there may be funding available over the next few years to undertake SMPR actions, the allocation will not be known until mid-March.

The Chair and Vice Chair MH both expressed thanks to LH for her work on the accounts and the clear notes provided in the Report.

The Chair also thanked KN for helping to move the SMPR forward.

The proposed budget for 2021/22 currently shows a small deficit for the next financial year. The Climate Change Initiative (agenda item 10) has been included and the budget will be adjusted according to activity. The Chair expressed confidence that once the Grant in Aid for the SMP is clarified, the budget will re-set.

There were no further comments. The Chair summarised the recommendations in the paper:

- To acknowledge and support the 2020/21 budget position.
- To acknowledge and support the proposed 2021/22 budget.
- That a 10% reserve be held to safeguard against over-spend.
- To note that a £2k surplus on the NE Healthy Estuaries tool, will be re-allocated to co-supervise a University of Exeter Masters student.
- Carry forward surplus from this financial year into next financial year.

Motion Approved: Vice-Chair NW, proposed acceptance and approval of the accounts, seconded by Vice-Chair MH and approved by the Group.

NW highlighted that subscriptions remain the same as last year. The Chair proposed a resolution that the subscriptions for different regions remain the same in 2021/22 as 2020/21, seconded by NW and approved by the Group.

Group Financial Protocol Paper 4b Lyall Cairns

LH has drafted a protocol on the approach to finance and governance, to provide transparency and clarity on spending. Questions / comments were invited. NW suggested a bullet point under Budget Setting to state 'as a result of agreeing a budget we set a membership fee' and to add a membership and subscriptions section.

Motion Approved: The Group collectively agreed to delegate the Chair, Vice-Chairs and Treasurer to work on minor amendments to the financial protocol and budget setting as above prior to approving the protocol. Proposed by the Chair, seconded by Vice Chair MH and approved by the Group.

MH also encouraged more members to get involved in delivery, as time can be allocated and charged.

5. Business Plan / 'Call to Arms'

Lyall Cairns

In MS's absence the Chair thanked the group for their feedback on the updated Business Plan. The estimate for the desirable work required next financial year translated into LH's Treasurer reports.

The Chair also thanked MS in his absence for his work on the plan and invited comment. MH added that the plan is for members to identify ways to get involved or add value to the group and encouraged open dialogue with the Chair and Vice-Chairs.

Business Plan drew no further comments.

Call to Arms

RE enquired if the Coastal Adaptation group had met. The first meetings for the Asset Management and Coastal Landfill groups are taking place in the next few weeks. RE was informed that Coastal Adaptation will be arranged once AF and SB have met to discuss a way forward following the next LGA SIG Adaptation meeting.

The Chair added Sub RFCC Chair MHu is talking to DEFRA on Coastal Landfill. He was asked by DEFRA to provide information from SCG was able to forward on our SCOPAC Research on Coastal Landfill and the Call to Arms documents. This work is having influence across the country.

6. National FCERM Strategy / Action Plan

Lyall Cairns

The National FCERM Strategy will result in an action plan. The Chair attends a national group across various sectors reviewing measures and actions from the Strategy. NH and BC are reviewing draft actions and it is hoped that BC will circulate filtered draft national action plan with Coastal Groups. NH has already shared his lead actions related to the coast. National focus for year 1 will be published mid-April and will be a living document that can be added to at any time. Longer term actions will also be developed from the Strategy.

Coastal Group Network (CGN) were asked by NH to give opinion on SMPR related actions from Action Plan. Wording has been tweaked slightly and CGN are agreeable to these. The Coastal Action plan is pending and will be circulated shortly.

MJ added that EA colleague Kelly Fisher is leading on the Adaptation element and a workshop was held at the end of January.

KN there are three key measures related to SMPs 1. Technical guidance being put together; 2. Review SMP; 3. Advising planning authorities on how SMP can better inform planning activities.

7. SMP Refresh

Samantha Box

SB, JJ and AF met with KN and Sam Slater (the SMPR PM) prior to the SCG

meeting for a SMP catch up. SB gave an update on the SMPR refresh project:

- SMP health checks and supplementary guidance received end of last year and have now moved on to phase 2 with the £22k awarded for phase 2 work packages. This includes assigning policy clarifiers (sub-categories to the policy) and to draft short summary policy statements of intent for each of our policy units for the 3 SMPs in this area. This is to be completed by June.
- SMP Management groups are to be reinstated for the 3 SMPs with meetings to take place by July.
- National funding award for each SMP is pending. The award is for the next 2 years and dependent upon individual SMP need.
- EA is moving forwards with SMP Explorer and JJ will be the SCG contact.
- North Solent SMP policy clarifiers are assigned, and statements of intent drafted. North Solent SMP Management Group planning to meet in May, where the policy clarifiers and statements of intent will be discussed.
- JJ Isle of Wight SMP are considering the Health-check, supplementary guidance, and membership of new SMP Management Group. Policy clarification work scheduled for March along with consideration of future work programme.
- AF SMP 15 Poole & Christchurch Bay SMP 2: Reconvened Management Group meeting 9th March. SMP 16 covers western part of area, no news yet on reconvening that Management Group.
- The Chair added that national EA potential for 30k per SMP to take work forward for the next 2 years and asked for ideas on how the money could be utilised. There was agreement that there is 'in-house' expertise to undertake a significant amount of work. If money can be secured, the decision will need to be made as to whether this should be pursued, or the supplier route is followed. There is a capacity issue for 'in-house' work and there could be a balance of utilising expertise within the group and bringing in consultants where necessary.

Action: KN confirm SMP funding allocation when known.

The Group observed a one-minute silence for an Environment Agency colleague Mick Crook who died while carrying out river maintenance the previous week.

8. Research Programme & South East Regional Coastal Monitoring Programme

Paper 8a

Dr Samantha Cope

SC gave an overview of the previous and current 5-year programmes, noting this is a very busy period between the two phases. Completed research is being uploaded on to the website, but some items will be carried over due to delays through COVID restrictions. This has been reflected in the accounts. An overview of the RAG

– Research Chair role has been very busy but very productive with lots of research being finalised and presentations in the Research Sub-group. SC

will set up April Research Group mtg.

- SCOPAC Storm Analysis work (more detail in item 12)
- Bradbury's bursary update, the thesis is uploaded to the website and SC will send out the link.

Action SC

- SC guided the group through project progress. The sand dune project at BCP is complete and uploaded to the website.
- Matt Wadey and Ivan Haigh were thanked for their excellent Storm Analysis webinar, which was also presented to 150 Royal Geographical Society members on 27th January.
- There is a SCOPAC Conference page on the website, and this now includes the Storm Analysis webinar.
- Protecting Heritage initiated MHu. SC has met with the Coastal Partners Environment Team, the EA and BCP regarding a potential joint levy bid. Discussions are continuing.
- 2018/20 minor projects – some are still completing, and final reports being written up.
- Angela Marlow from NE will give a presentation at the coastal group meeting in October on the detailed condition assessment undertaken for Chichester Harbour and possible implications for the PSA target.
- DP added he shared the Storm Analysis webinar link with two local groups and received a lot of positive feedback. SC: Meeting to discuss next steps and possible further work.
- RE asked if there is any intention to bring NE and HE into the Protecting Heritage work? Hurst Castle is a possible case study possible for how they advise on projects of this type. SC confirmed.
- AF noticed a tweet shared by Plymouth Coastal Research Group on the Storm Analysis webinar. AF has also managed to get an HE contact on to the Management Group for SMP15.
- SC suggested utilising LinkedIn more for sharing research.

The SCG want to convey their thanks to Sarah Austin for her hard work on the new website.

Paper 8b

Stuart McVey

SMV led the group through the CCO update, highlighting:

- Wave buoys and hydro dynamic network: MMO license granted for Rye wave buoy; Pevensey DWR went adrift was recovered and re-deployed on 26th January; Bracklesham Bay signal failed on 10th January and was recovered and replaced on 15th January; Swanage tidal gage and Met station is still off line following cable failure, Arun rain gage is currently broken.
- Topographic surveys: COVID meant not able to go to loW to survey Ventnor and Reeth Bay. Planned to go back in April, but all other autumn surveys are complete. Spring surveys are underway with Preston beach at

Weymouth completed baseline survey, Bembridge this week and Swanage has been started and will complete week. BCP surveyed Swanage after storm damage which will be used for comparison.

- UAVs on loan from Worthing BC after CCO drone suffered a malfunction. Permissions to operate renewed for 12 months with CAA. Rock replacement at Milford stage one complete which has been recorded and surveyed by Worthing BC.
- Bathymetry licencing between BCP and NF for Christchurch Bay and Poole Bay, completed single beam bathymetric survey of the shingle banks. In March will complete Hayling tidal delta bathymetry survey.
- Aerial: All data received. Western half of the area is on-line and eastern half is undergoing QC. LIDAR: 71% of 2020/21 programme fully captured.
- Website traffic busy in the last quarter. Changing in the method of opening reports impacted on the figures.
- Regional Monitoring Programme has been approved for another 6 years beginning in April.

JJ thanked SMV for the efforts to do the loW surveys.

DR – SMV's survey at Milford have been really useful after the failure of the sea wall and invaluable for producing the business case to give the erosion rates.

AF - BCP have 2 new drones and asked about travel over SSSI and GDPR issues. SMV confirmed landowner permission is required and to always contact NE when flying over SSSI, who will advise on when permissible to fly i.e. not when birds are nesting. GDPR must not invade privacy so don't fly over private property and ensure people are not identifiable. SMV to send further guidance document to AF. CT also offered to share the ascents in the area to show the restrictions.

Action SMV

The Chair thanked SMV for the information and asked the group to consider ways to maximise the expertise within the membership for UAVs as they are powerful tools. SMV is on the EA UAV working group and is happy to run a future SCG item.

MH added there is a lot of interest in drones within the Council as they can support the work of many other departments.

Paper 8c Powerpoint slides

Dr Charlie Thompson

Some points from the slides:

- Rye Bay buoy has been deployed and is sending data as of this morning.
- CT thanked colleagues for help with NaFRA2 data request, now submitted.
- Aerial photography completed and now out to tender for habitat mapping contract, reviewing responses.
- Access to DPS for procurement. Some contracts for phase 3 are being

extended. Phase 2 finishing on budget.

- Engagement with the community very important and virtual annual partners meeting was successful. Hoping to meet in person in the Autumn and offer a mix of virtual and in person meetings going forward.
- Working on end of phase reports (out early next year).
- Trying to ensure involvement in lots of groups to gauge activity and ensure effort is not being duplicated.
- Geospatial Commission mapping project, focus on ensuring all agencies talk to each other, create efficiencies and share plans for next phase of monitoring to potentially share bathymetry and surveys.
- Phase 3 confirmed and signed off for full 6 years from April, so currently in preparation and planning stage. The extra year to Phase 3 is to align with the EA funding schedules.

**9. SCG Procurement Framework Update (Minor Works and PSF) Paper 9
Andy Pearce & Alex Powell**

APo took the group through his presentation outlining:

- The current generation framework with 7 suppliers, hosted through Portsmouth City Council.
- The next generation framework will use the NEC 4 contracts and run from 2021-25 with the option of a 4-year extension.
- The number of suppliers will reduce to 4 in order to be easier to manage and more competitive.
- Opportunities for the new framework include making it easier to work with suppliers and establish better relationships, be more efficient, easier to use and provide better value.
- Options for award will be mini-bid, direct award or cost only bid.
- APo provided his contact details and welcomed feedback from members.

**10. Climate Change Champions and Carbon Champions Paper 10
Steve Fitzmaurice**

SF introduced the paper as a proposal to hold a climate change workshop.

- Aim is to embed net zero carbon challenge into organisational responsibility and actions; currently there is no 'roadmap' and challenging to identify specific actions
- Keeping abreast of what other organisations are doing may inform approaches and to build into a 'holistic' approach.
- New guidance and initiatives are regularly issued and next steps are to consolidate on what is already in place and tap into what is already going on to develop our own roadmap.
- Proposal Stage 1 Discovery – workshop/seminar from industry and stakeholders to tap into existing thinking. Invite speakers and experts, consultants, contractors, other LGA etc. Prior to the event a stakeholder mapping exercise would be undertaken building in a gap analysis possibly

via a questionnaire to give thematic content and focus. Duration of the workshop/seminar could be either one whole day or two half days, with a provisional timing in the next 6-9 months.

- Funding budget proposal of £5k, mainly for staff time.

Feedback

NW: Need to expand mechanism for offsetting carbon. Saltmarsh absorbs 4 times the amount of carbon than forests. NW to send over papers and added that the Medmerry is already delivering benefits. **Action: NW**

DR: Highlighted that the latest template for business case submissions includes a section on net zero carbon and a carbon calculator and this is becoming more important. SF added this will probably become mandatory and we should be building this in as good practice.

MJ: Within the EA Roger Proudfoot is leading the Re-memory Initiative to restore meadow, marsh and reef around the UK, working with NGOs. A series of restoration handbooks will be released. SMPR have contributed. Native oyster restoration handbook is written, seagrass handbook is in development and beneficial re-use. MJ to share some links with SF.

Action: MJ

DP informed the group he is an assurer on MPAS and new guidance on the carbon planning tool indicates that will become mandatory for LA later this year for submitting business cases.

Porsche are developing a synthetic petrol with 85% less carbon.

The Chair proposed to accept the offer from SF to take the initiative forward into a proposal, seconded by DP and approved by the Group. **Action: SF**

11. Field Visit / Virtual Conference (No paper)

- The Chair asked members for their views on arranging a face to face meeting. It was agreed that field visits should be deferred until June 2022.

- In place of a field visit/conference, a list of suggested webinar topics has been drafted. Each webinar would last no longer than 2 hours and based upon completed research projects.

- JJ asked after a drone generated virtual field visit. The Chair responded that he has tasked the Southsea project team to produce a virtual field visit and will use that as a test to see how feasible it is.

- MH added that the Bournemouth site is active and offered to capture footage with drones. The Chair also suggested a virtual tour of Milford using rock delivery footage.

- All agreed that a physical site visit is deferred to next year.

- The webinar topics were further discussed along with potential frequency.

MH suggested this year to aim for 2-3 popular topics in the first instance which can be added to if there is sufficient interest. This was agreed and the Chair suggested including slightly less technical content in order to engage

the Councillors. CT also agreed 2-3 a year would enable a good discussion and highlighted avoiding school holidays.

- The Chair agreed to 2 webinars plus SF's workshop on Climate Change.
- The Research Chair, SCG Chair and Vice Chairs will work on the topics and members were encouraged to email in any further ideas.

Action: Members to send in ideas for webinars to Coastal Assurance

Action: SC to liaise with Chair and vice chairs to arrange.

12. Winter Storms – brief verbal update from members on impacts of Storm Bella and 1st February swell waves Paper 12

- The Chair noted this would be a good topic to present to Cllrs.
- CT showed slides with data of the events and thanked Thomas Dhoop (TD) who compiled them and has written a full analysis of the events on 30-31st January and 1st February. (This is available on request.) The analysis and findings will be written up into a paper.
- Neither event was predicted or triggered alert systems but caused over-topping along the coast at Chesil up to Hayling.
- CT asked for members to send in any photos they have of the events.

Action: LT to circulate the latest version of the slides following the meeting.

SC thanked CT and TD for their comprehensive analysis with data that helps support and inform our work.

Further discussions of winter storms to be carried forward to June.

13. AoB – No other business was raised.

14. Dates of next meetings

10.00 am Friday 11th June 2021

10.00 am Friday 8th October 2021

Meetings will be held via MS Teams until further notice.

Summary of new meeting actions

Agenda Item	Action Owner	Action	Status
2	LT	Amend previous minutes for accuracy	Closed
3	SC	Research Sub-group to produce text for website to show research extends beyond SCG geographical area.	Open
4b	LC/LH	The Chair, Vice-Chairs and Treasurer to refine the Finance Protocol and issue.	Open
7	KN	Confirm SMP funding allocation when known.	Open

8a	SC	Send link to Masters thesis on website.	Open
8b	SMV	Send guidance on drone flying to AF	Open
10	NW	Send SF papers on carbon offset mechanisms (saltmarsh)	Open
10	MJ	Share links with SF - EA restoration handbooks.	Open
10	SF	Continue to develop carbon initiative.	Open
11	SC	Liaise with the Chair and Vice Chairs on choosing topics for the webinars	Open
11	All	Email coastal.assurance@havant.gov.uk with suggested webinar topics.	Open
12	LT	CT to send latest slides for circulation.	Closed