

HAVANT BOROUGH COUNCIL

Minutes of the Southern Coastal Group and SCOPAC meeting, 10:00am, 8th October 2021 on MS Teams

Attendees:

Lyll Cairns [LC]	SCG Chair (Coastal Partners)
Matt Hosey [MH]	SCG Vice-chair (BCP Council)
Dr Samantha Cope [SC]	SCOPAC Research Chair (Coastal Partners)
Alan Frampton [AF]	BCP Council
Amy Stevens [AS]	Coastal Partners
Dr Andy Pearce [AP]	Coastal Partners
Bryan Curtis [BC]	Chair, Coastal Group Network
Dr Charlie Thompson [CT]	Chanel Coastal Observatory
Clare Newton [CN]	Coastal Partners (minute taker)
Dave Picksley [DP]	Environment Agency
Dave Robson [DR]	New Forest District Council
Dominic Henly [DH]	Chichester District Council
Emma Stainer [ES]	Coastal Partners
Jane Ryan [JR]	Coastal Partners
Jenny Jakeways [JJ]	Isle of Wight Council
Karen McHugh [KM]	Solent Forum
Lauren James [LJ]	MMO
Lorraine Horsted [LH]	Coastal Finance Business Partner
Lucy Taylor [LT]	Coastal Partners
Mark Stratton [MS]	Coastal Partners
Martin Hurst [MHu]	Southern RFCC
Matt Penney [MP]	Dorset Council
Matt Wadey [MW]	BCP Council
Mike Jones [MJ]	Environment Agency
Rhian Edwards [RE]	Environment Agency
Samantha Box [SB]	Coastal Partners
Simon Cramp (SCramp)	Hampshire County Council
Steve Fitzmaurice [SF]	Coastal Partners
Vicky Farwig [VF]	Wessex Water
Kim Catt	Gosport Borough Council
Mike Greenslade	National Trust
Nick Everington	The Crown Estate
Steve Woolard	Coastal Partners

1. Apologies

Dr Uwe Dornbusch [UD]	Environment Agency
Dr Charlie Thompson [CT]	Chanel Coastal Observatory
Stevyn Ricketts [ST]	Gosport Borough Council

Keith Nursey – Environment Agency
Tim Adams – Yarmouth Harbour

2. Election of Office Bearers for the Group

Election of the Chairman was the first vote. Lyall Cairns from Coastal Partners was nominated and seconded by Matt Hosey from BCP Council. No further nominations were received and Lyall was re-elected by a show of hands from the members.

Election of the 2 Vice-Chair roles followed. Two nominations were received from Matt Hosey of BCP Council and Dave Picksley of the Environment Agency. Both nominations were seconded by Matt Penny of Dorset Council. No further nominations were received, and Matt Hosey and Dave Picksley were voted in as Vice-Chairs by a show of hands from the members.

Election of the Research Chair was the final role for election. Dr Samantha Cope of Coastal Partners was the only nominee, seconded by Mark Stratton of Coastal Partners. Sam was re-elected by a show of hands from the members.

The Chair and the rest of SCG expressed thanks to previous Vice-Chair Neil Watson for his wisdom, experience and contribution to the Southern Coastal Group.

3. Minutes of Previous SCG and SCOPAC Meeting 11th June 2021, Actions and Matters Arising Lyall Cairns

The Chair asked that the group send any minor amendments to Coastal Assurance, but no significant errors were noted.

The Chair asked if the minutes of the meeting were confirmed as a true record of the meeting, this was seconded by Matt Hosey. There were no matters arising. The Chair suggested that action holders from the previous meeting liaise with Coastal Assurance to ensure they are closed off. **Action CA**

Agenda Item	Action Owner	Action	Status
4	LC	Climate Change and Carbon to become a rolling item on the SCG Agenda	Closed
4	SF	Slides to be shared with MHu explaining our approach on an audit of what we believe is good practice to avoid 'reinventing the wheel'	Closed
4	LC	Call to Arms – Chair to circulate Call to Arms documents via MHu to the RFCC Chairs.	Closed

4	SB	Call to Arms – SB to circulate invitation to SCG to Coastal SIG Virtual Coastal Adaptation Workshop at the Flood and Coast Conference.	Closed
4	JJ	Call to Arms – JJ to contact IOW Environmental Health for details of the coastal contaminated land issues on the IOW	Closed
4	LC/BC/MS	Call to Arms – Discuss framework for action for Landfill/Contaminated Land	Closed
5	DP	Share Wessex Opportunities Mapper with AS/MW so they can overlay with SCG work.	Closed
5	RE	Liaise with the EA programming team regarding running a suitable report to assist AS and MW	Closed
5	AS/MW All	Circulate spreadsheet and maps Consider ways to get maximum value from the tool and send ideas to Coastal Assurance.	Closed
7	LJ	Report back on which sections of the MMO areas such as oil spills fall under	Closed
7	CA	Coastal Assurance to add LJ to distribution list	Closed
8	SC	Arrange uploading of new projects onto website	Closed
8	SC	Send standard text to SB/AF/JJ for Action Plans	Closed
9	All	All business cases to EA for GIA funding reference the use of regional monitoring data	Closed
10	All	Email Webinars ideas to Coastal Assurance.	Closed

4. Finance Report

Paper B

Lorraine Horsted

2022/23 position is being developed and LH will circulate to the group once ready. LH reminded the group that as per the Constitution, the level of fees needs to be fixed before the end of the calendar year for implementation the following April and recommended maintaining the current level of fees as set out in the approved Financial Protocol.

The Chair proposed in principle to keep fees as they are, MH seconded and the group voted. Motion carried to retain 2021/22 fees for 2022/23.

LH to circulate the budget to the group before the end of the year. **Action LH**

Mid-year position on the 2021/22 accounts forecasts a surplus of £62k, largely due to securing £82k from the EA for the SMP. Of the surplus, £16k is earmarked for specific research projects being brought forward and £55k has been requested carried forward for SMP. If all streams spend to the budget a £9k overspend is forecasted.

Coastal landfill is expected to overspend by £3k which will have to be subsumed into other workstreams as it wasn't accounted for but is included in £9k deficit above. The report recommends working towards 10% reserve to safeguard overspend but this could prove challenging. The budget will need to be tightly controlled this year. Recommendation to support proposed budget position.

In response to a query raised at the last meeting, LH reported a saving of £5,300 per year to Accountancy and Secretariat from the merger of SCOPAC and SCG.

MH queried the top table for income of £63k carried forward from last year and £82k funding, suggesting minor changes to wording and formatting to make it easier to read. LH agreed to the amendments. **Action LH**

There were no further questions on the in-year budget position 2021/22. Spend needs to be monitored and the Chair urged leads to liaise with him if underspend or over-spend is identified anywhere, so the programme to be realigned if required.

LH was thanked for the clear financial report.

- 5. Service Plan/'Call to Arms'** **Paper C** **Mark Stratton**
Service Plan is used to oversee the work activities of the group and linked closely to finance. General progress is good but plenty of budget remains, but the next six months will give a more realistic picture as the plan is currently over programmed. MS invited the Call to Arms leads to update and started with Place and Funding.

Place and Funding Lead - MS

Funding workshop with the national EA team was held. It was a successful and productive meeting with good attendance. Aspiration to do more during the rest of the year.

Landfill Lead - MS

Budget of £3k spent, an additional £3k is required to continue the work at the same pace. Significant progress has been made, MS has presented to Northumbrian RFCC, CIRIA and Devon Taw and Torridge Working Group and recently helped to run a Northumbria and Southern RFCC joint workshop. The latter was very successful and there is an agreed collective approach on a national level. MS is developing a position statement and national questionnaire. Significant amount of work and successful outcomes.

The Chair proposed adding a further £3k for MS to continue the work. A show of hands indicated support. **Motion Carried**

Adaptation – Lead Sam Box & Alan Frampton

Both are part of the Coastal SIG and Coastal Adaptation Working Group and aim to merge the groups in order not to duplicate effort. Since the last SCG meeting, an

email went out to recruit to task and finish groups. LGA Coastal SIG virtual Coastal Adaptation workshop over the summer which went very well. AF and SB meeting with the group next week to discuss next steps.

Procurement – Lead Andy Pearce

AP oversees the minor works framework and the Asset Management group and gave a Professional Services Contract (PSC) update from Marc Bryan

- Sifting exercise on the new framework took place and has gone out to 7 shortlisted suppliers, with invitation to tender by mid-October.
- An evaluation will take place with a primary tier of 4 suppliers selected with a secondary back up tier of 2-3 suppliers.
- Contract award early December with the expectation to go live January.

AP encouraged local authorities to engage with the team if there are upcoming procurement activities and timescales.

- If calling off from current (extended) framework, talk to the team if you don't have an extension in place.

Minor Works Framework

- Waiver secured with PCC, who host the Minor Works framework, as current framework expired in September. This is extended to April 2022.
- Due diligence checks have been carried out on all suppliers, all positive bar two, who do not want to enter into the extension. Updated legal agreements with suppliers and authorities who wish to use the extended framework will be instigated.
- The new framework will be similar in structure and an open advert has been approved. The new Minor Works Framework should be ready in April 2022.

Asset Management – Lead Andy Pearce

- Discussions with the EA regarding strategy action group
- Attendance at Asset Steering Group meeting and technical asset forum. Using national contacts to set best practice and data, but it is a challenge. Thanks to Bryan Curtis for support.
- Regional monitoring programme asset systems and data gathering exercise looks very positive.
- Invitation to join annual coastal partners meeting on 13th for update on assets in workshop

The two contractors on the minor works framework who no longer wish to continue are Graham Attrill Ltd and K. Coghlan Plant.

Theme leads to liaise with MS and LH regarding funding over or underspend for monitoring and to review progress and budget commitment. **Action CtA Leads**

Bryan Curtis thanked Lyall and the Call to Arms leads for the work and progress achieved so far for these groups.

6. Programme Management Tool / Wessex Opportunities Mapper Tool **Dave Picksley**

Overview: At the last SCG meeting programme DP had an action to review the EA Wessex Opportunities Mapper Tool (WOMT) as he had highlighted similarities to it and the SCG PMT and possible synergies between the two. DP showed slides to the group to explain the function of the WOMT and why it was developed. It was a 2- year project for the Wessex area which ends this month and discussions are taking place to decide how to go forward. Initially developed by Jacobs with DEFRA it provides an overview of projects in the pipeline, running now and into the future. Dashboard displayed with time, costs, filter by LA identifying funding gaps. DP showed various functionality of the tool.

DP asked the group for their views of how to go forward with the SCG PMT. Options included: continuing to use as it is; call an end to the PMT if it isn't used or of value; develop the PMT further and include ideas from WOMT etc. MW has already suggested using SCG £2k funding to do a summary finding or report with questionnaires to understand the views and requirements of the group more clearly.

Although the current SCG PMT is fairly basic MS did not believe SCG had the resource to run a tool as sophisticated as WOMT. DP added the tool has been adopted by some other areas, but other tools have superseded it.

The Chair proposed DP, MW and Amy Adams look to how the current tool can be improved to incorporate some of the best practice from the WOMT. **Action DP, MW, AA**

7. Procurement Frameworks **Andrew Pearce**

Update in Item 5 above. AP will provide a summary note round to the group.

Action AP

8. SMP Refresh **Sam Box**

Technical phase has been completed and now moved into Phase 2 of SMP refresh for the next 2 years including work packages 6, 7, 8 9 and 10. Over £22k funding approved and claimed for completion of WP 6 and reinvigorating SMP management groups. All 3 groups have met at least once and completed the WP by the deadline. A further £82k of funding has been approved by the EA to be shared between the SCG three SMPs for WP 7 and 8. In the process of claiming the funds up front before deciding how and where to spend the money.

Part of national monthly SMP meetings to share experience, issues and progress. AF, JJ and SB have regular catch ups to co-ordinate approaches.

JJ Updated: First management group meeting for the IOW has taken place. This was a chance to reflect on the health check, progress to date and set the tasks going forward. Getting better national guidance on funding for adaptation plans will be a priority.

AF: SMP 15 Bournemouth & Christchurch Bay status tracker complete and

submitted. Work has started on new SMP action plan template, which highlighted a few issues. Next SMP management group meeting in a few weeks and programme of works has evolved to target priorities for funding.

AF added that SMP 16 to the west of the SCG region are about to start work on the status tracker and AF is helping out the South-West Coastal Group SMP leads.

BC: Added that South-East Coastal group has submitted their four status trackers, so the south each especially the Southern RFCC area is well covered by the status tracker. Offered if the SMP leads want to join up with SE group SMP leads to liaise and share knowledge. **Action** BC share details with SB.

9. NCERM2

Ben Meredith

BM works in the EA FCRM Directorate as a Coastal Risk Senior Advisor and encouraged contact from the group to feed back or ask questions.

BM showed slides on the NCERM2 Aims, progress on Strategic Outline Business Case, procurement strategy and TAG approval. NCERM TAG = Technical Advisory Group who discuss and approve project ideas. BM outlined the next steps and input from members of the group. AF has volunteered to be SCG/SCOPAC nominated representative on the NCERM TAG.

10. Climate Change and Carbon

Steve Fitzmaurice

SF showed slides to the group with a recap of the proposal, in two stages, Stage 1 the Discovery Phase and Stage 2 Achieving Net Zero Collaborative Workshop. SF showed the tool used for objectives and operational activities to ensure strategic objectives will be met and how they will be achieved. It will be linked to the budget. Currently in Stage 1 Discovery Phase. A timeline has been established for activity. The next steps include a questionnaire and further details on the workshop themes. SF asked members to keep in touch with helping to develop the initiative.

BC highlighted the benefit to staff of enhancing their CPD through getting involved. MH asked if EA will be looking at commonalities in reducing carbon across FCERM schemes and provide underpinning information on how to go about it.

MS asked if the EA could share some of their work on achieving Net Zero so work isn't duplicated. Mike Jones agreed to investigate appropriate EA contact.

Action MJ

DP suggested Carbon Team at EA carbonplanningtool@environment-agency.gov.uk

Simon Cramp signposted the Current Magazine

<https://indd.adobe.com/view/1a6e72fd-15c3-4fe2-9516-4d88d3bdb474>

SF to share the slides after the meeting.

Action SF

11. Research Programme

Sam Cope

The Research Chair gave an overview of the previous 5-year programme:

- The historical photography scanning project is coming to a close, CCO are uploading these to their website and the group will be notified when this is complete.
- Dave Picksley's Preston Beach tracer study has come to a close, SC is reviewing the final report which will be uploaded to the website and disseminated.

The current 5-year research programme is now in year 2. A number of projects have been carried over to this financial year and are ongoing. New projects include West Bay sediment tracer study and the Protecting Heritage project.

Highlights from the RAG included:

- Research Sub-group meetings in April and October 2021, where project leads gave updates on progress and detailed discussions took place. An action from the last meeting was for SC to pass on a note for the update of the SCOPAC sediment transport study to be included in the action plans of the SMPs, which has been done.
- Bradbury Bursary: 3 submissions being reviewed by Ivan Haigh (IH) and SC, who will announce the award recipient at the next meeting.
- Surge Watch: IH will give update in January and has offered to update on general sea level rise and storms.
- Improved Utilisation of Data: 2 studies over the last two financial years.
- Sand Dune Study in Poole Bay by Leah Bennett is complete, report on the website.
- Remote Sensing Study by Charlie Thomson is ongoing. One of the findings has been that satellite imagery cannot be used in place of bathymetry monitoring.
- Bibliographic Database Scanning has been on hold due to difficulty accessing University of Portsmouth (UoP) during restrictions. Looking for ways to move this forward.
- Protecting Heritage: Martin Hurst's suggestion for a coastal group wide, joint levy bid that SN putting together in liaison with AF from BCP. Looking to bid Jan 22 with Southern RFCC.
- Minor fund projects, 3 projects one of which was 1) Poole Harbour tide gage digitisation led by IH. SC is reviewing the final report. 2) Langstone Harbour tracer study by Alex Hillawi now complete and SC is reviewing final report. 3) Healthy Estuaries Report – Agenda Item 13. All reports will be uploaded to the website.
- Ebb Delta Scoping Study: Liaising with MW to possibly use SCG money to extend the BCP 21 numerical model to cover a SCG/SCOPAC wide model.
- Cathodic Protection (AF), Acoustic Tags (SN) ongoing.
- West Bay sediment study. SCOPAC contributing £4k. Tracer pebbles being prepped for deployment late spring / early summer 2022.

Members to send SC potential coastal heritage site for case studies for a local levy bid.

Action All Members

12. South East Regional Coastal Monitoring Programme **Stuart McVey**

SMV gave an overview of activity over the area including:

- Hydro dynamic network – Bracklesham Bay wave buoys had issues at the beginning of the year.
- Worthing met station has some broken sensors broken to be replaced shortly.
- Topographic surveys have been completed at various locations Rockley, Hamworthy to Sandown etc over the summer. Well underway with the Autumn surveys which will continue into next November.
- Bathymetry: Norbit lent CCO multibeam equipment in June/July to collect data.
- Aerials: Tender for 2022 live until today and EOI from 3 contractors.
- Lidar 2019-20 completed. 2020-21 data currently being worked on and 2021-22 capture due to begin on 4th October.
- Website 3rd quarter data shows high activity levels. Updates made to websites with links to tide gages.
- Annual partners meeting on 13th October.
- SMV thanked BCP who came in September to demonstrate DGI drone system. Lidar sensor on drone, initial look at data is promising.

13. Chichester Harbour Condition Assessment **Angela Marlow**

Presentation on Intertidal Feature Condition Review

AM thanked the Research Chair and SCOPAC for funding the work on what a healthy estuary looked like and applying it to Chichester Harbour. The funding raised the profile of this as a priority locally. The project snowballed into a more wide-ranging report that was published in February 2021.

Chichester Harbour is one of the largest SSSI sites 3,695Ha and overlays with international designated sites. The report looked at the inter-tidal habitats and species that use them and how coastal management impacted features. This important site has suffered a large decline of saltmarsh.

Action LT to send link to report to group that AM sent yesterday & Slides.

14. Delivering Nature Recovery in Partnership, on the Ground **Angela Marlow**

AM presented to the group on a piece of work on society as a whole to deliver on nature recovery, as part of the government's 25-year Environmental Plan. Nature Recovery Networks are part of the Environment Bill and expands upon the designated areas, implement local networks through local authorities and enable better access to nature for all.

AM asked group members to consider their own role in identifying opportunities for restoring nature at the coast. The Chair confirmed that the group is very keen to be part of the solution. The slides will be shared. **Action LT**

15. Field Visit, Webinars, Conference

Chair

The Chair informed the group that the SCOPAC Chair Cllr Mary Penfold has requested a SCOPAC meeting before the end of the year. A doodle poll has been sent to get the best date for all.

- Webinars: Please contact Coastal.Assurance@havant.gov.uk if you have any ideas for webinars.
- SC proposed a research webinar in January webinar. UD has offered to present on the Medmerry and IH will update on Surge Watch and digitising the Poole Harbour tide gage.
- Aggregate dredging brochure has been produced and will be discussed at next SCG.
- Spring/summer webinar will be organised May/June with a focus on tracer studies. There are two tracer studies coming to an end in the SOCPAC region. SN can also update on acoustic tag work.
- SC's slides will be circulated to the group.
- MJ added that there is an EA and RSBP joint event at COP 26 on coastal wetlands. A short film has been made, which includes the Medmerry. MJ will contact UD. EA will be launching at COP 26 suite of habitat restoration handbooks on Saltmarsh restoration, Seagrass and Native Oysters, which can be presented at later meetings.
- The Chair suggested that each authority send a slide in on key projects in each area for presentation at the SCOPAC meeting, to showcase the great work being delivered.

Action All Members. BC supported and suggested use as case studies for the website so members can see after the meeting.

16. AoB

Chair

The Chair asked the group for their opinion on the breadth and timing of the meetings. MS and MH both agreed that the meetings are good as they are and backed up by more in-depth meetings and webinars where required.

17. Date of Next Meeting

SCOPAC Friday 19th November 2021

SCG Friday 4 March 2022, 10am via MS Teams.

Summary of Meeting Actions

Agenda Item	Action Owner	Action	Status
3	CA	Coastal Assurance follow up on closing actions	In progress
4	LH	<ul style="list-style-type: none"> • Send Finance Budget to the Group • Re-format/re-word spreadsheet headings 	In progress Complete
5	CtA Leads	Call to Action Leads report under / overspend to LH.	In progress

6	DP/MW /AA	Use WOMT to improve SCG PMT	
7	AP	Provide Procurement Framework Summary	
8	BC	Share SE Coastal Group SMP lead contact details with SB	
10	MJ	Provide EA Carbon Net Zero contact to SF	
10	SF	Share Climate Change presentation slides	Closed
11	All	Send SC ideas for heritage site case studies	
13 &14	LT	Send link to AM report and share slides	Closed
15	Local Authorit ies	Send CA slide for SCOPAC meeting in November.	Closed