

**STRATEGIC REGIONAL COASTAL MONITORING PROGRAMME FOR THE
SOUTH WEST (SWRSCMP) – PHASE 2**

**Notes of Meeting No 10 of the Project Board, held at 1030 hrs on Friday 11
July 2014, at the EA Sub-office at Penryn Depot, Unit 26 Penryn
Industrial Estate, LAUNCESTON, Cornwall PL15 7ED**

Present:

John Cocker [JC] (Chair)
Gordon Trapmore [GT]
Phil Rees [PR]
Andy Bradbury [AB]
Simon Humphry [SH]
Emerald Siggery [ES]
Keith Cole [KC]

Teignbridge DC
EA Area FCRM Manager (Devon & Cornwall)
Chair SW Coastal Group
New Forest DC (CCO Partners)
Teignbridge DC
PCO
Project Technical Secretary (CCPL)

1.	<u>Apologies for Absence</u>	
1.1	Dave Harris [DH] Monmouthshire CC (Chair Severn Estuary CAG) Nick Lyness [NL] EA Area FCRM Manager (Wessex)	
2.	<u>Approval of Notes of the Previous Meeting No 9 – (Any Corrections?)</u>	
2.1	There were no corrections and the notes of the previous meeting were approved.	
2.2	2.3 KC did email Alison Baptiste immediately following the last meeting and asked her whether she wished to now become the silent attendee for EA National and receive the Notes etc for information. He has now sent a follow up email and is awaiting her reply. It was agreed that he should copy her in on the Notes until advised otherwise.	KC
3.	<u>Notes of the Previous Meeting No 9 – Matters Arising and Actions Log Outcomes</u>	
3.1	The following action outcomes were noted: BAR23 – Action Complete. As per paper tabled by SH at last meeting. BAR24 – Action Complete. See update on Habitat Mapping below. BAR26 – Action Complete. BAR27 – Action Complete. BAR28 – Ongoing – Project Team has requested CAG chairs to discuss with their LA reps BAR29 – Action Complete. BAR30 – Action Complete.	Project Team/ CAG Chairs

<i>Item</i>	<i>Description</i>	<i>Action By</i>
	<p>BAR31– Action Complete – see Agenda 5 below.</p> <p>BAR32 – Ongoing – a paper will be presented to the next meeting.</p> <p>BAR33 – Ongoing – a paper will be presented to the next meeting.</p> <p>BAR34 – Action Complete. This had been noted by PCO and would be included in this Year’s Partners’ Day Programme.</p> <p>BAR35 – Ongoing – there had been no update received from NL on this action.</p>	<p>NB/SH</p> <p>NB/SH</p> <p>NL</p>
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p><u>Current Status of SW Monitoring Programme</u></p> <p><u>Resolutions Log</u></p> <p>The Board noted that one Resolution was added from PBM9 and KC confirmed that the Board’s thanks and best wishes were given to Nathan Sykes for his work on the Programme – as he now leaves for New Zealand.</p> <p><u>Actions Request Log</u></p> <p>KC explained that 5 No new actions (BAR30 to 35) had been added to the log, the outcomes/status of which are detailed above and they are recorded in the Actions Request Log.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Review of South West Coast Beach Response to Wave Conditions During the Winter of 2013-2014</u></p> <p>ES explained that the above report was emailed to Board reps prior to the meeting so that they could read through it.</p> <p>The report had been deliberately written in the same format as the (CCO) Report for the South Coast and was presented in 3 sections, as follows:</p> <ol style="list-style-type: none"> 1. Beach Change 2. Coastal Wave Network Storm Report 3. Beach Change Monitoring <p>The report examines wave conditions and changes to the beaches within the South West Coastal Group and draws on data collected by and on behalf of the SW Monitoring Programme. The intention is that further analysis will be carried out on beaches with issues highlighted in the report.</p> <p>GT asked if Nick Ely had seen the report and ES said that he had been sent an advance draft and had given back comments before finalisation (- as had CCO who had assisted with the report).</p>	<p>2</p>

<i>Item</i>	<i>Description</i>	<i>Action By</i>
5.5	JC said that, to provide support to the report, further surveys (topo and LiDAR flights) are under way at present.	
5.6	GT said that the EA has raised the concern of beach loss in the SW and representatives from EA National have visited the SW and viewed the problems on the coast. He said he had followed this visit up with a teleconference, so as to ensure that the SW is not forgotten in the spending plans envisaged for this current year and beyond.	
5.7	GT said that he is determined to ensure that, by the start of this winter, those communities in locations that remain at high risk have been made aware of this situation. Also, how those locations (say 30 No in Devon and Cornwall) can have their high risks either removed or reduced by providing what he termed a “helping hand.” (Particularly to beaches where the material is shown to lie not too far offshore and is likely to come back – but not by this winter.)	
5.8	Given the data now available from the PCO (and the CCO) report, it was agreed that there should be a case for requesting £5 to £10 million in the SW from the Government’s Recovery Budget (GRB) for this year – which is supposed to be spent by this October.	
5.9	<p>The following comments on the report and its further use are of note:</p> <ul style="list-style-type: none"> • KC asked why in Section 3 there was no reference in Beach Monitoring to any of the beaches (say West Bay, Lyme Regis etc) between Chesil and Sidmouth. ES said this was because they were monitored by the local authority direct, not PCO. It was agreed that the report should explain this in a note (as otherwise it may appear to the reader that they were not monitored at all (which would be incorrect) or obtain the data from the LA and include it suitably referenced within the report. • NB said that TDC were meeting with Phil Roderick of Network Rail next week to discuss how they can agree on the further defence work required at Dawlish and how the monitoring can assist. GT said he has asked Network Rail the question “will the temporary wall stand and for how long?” It would be helpful if NB could ask them to provide a draft programme of their planned works to defend the railway at Dawlish and its surrounds, including the likely life of the temporary wall. • GT said that at Dawlish Warren, options were needed to be put forward to consider how some of the displaced sediment can be re-profiled using the GRB. • NB said that there may be a need to ensure that East Devon have requested monies from the GRB to cover the costs of dealing with displaced sediment on their frontages – particularly at The Mare, at Exmouth. • Both Torridge and North Devon, it was believed, had dealt with any beach loss within their districts. ES has set up a meeting with Torridge and PCO for next week and will firm up on this. • It was agreed that SH would contact Martin Clemo (Cornwall 	

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	<p>Council) today, to set up a meeting to ensure that he is aware of this report and that it can be used to back up an application to the EA for a share of the GRB.</p> <ul style="list-style-type: none"> • There is a need to speak with South Hams to ensure that they are submitting a request for any monies from the GRB to assist with repair of their various beaches affected by the winter storms. • It was known that Torbay already had in hand repairs following the winter storms and had made application to EA for financial assistance. • It was also known that the West Dorset/Weymouth beaches (in collaboration with the EA) were managed by the council in the aftermath of each storm. • Enhanced Monitoring Proposals, particularly for this coming winter, need to be considered and, if considered to be desirable, a request for monies from the GRB made to the EA. • GT, JC and PR discussed the various methods (who, what when) of contacting local authorities with regard to ensuring that as many bids as possible are made from the SW for a share of the GRB and using this report as evidence for the need. • It was agreed that the best approach was for JC (TDC/PCO) in liaison with the appropriate Area Coastal Engineers to make contact with the technical officers of local authorities in this regard. • GT said he will speak with the Area Coastal Engineers, to ensure that they are aware of the need to feed back any information on bids/request being made in the SW to the EA from the GRB. • It was further agreed that GT would write to the Chief Execs of local authorities to explain why their technical officers are being contacted and requesting their support in ensuring that bids are made to the EA for a share of the GRB. 	
5.10	<p>Further to the above discussions and comments, the following actions were agreed:</p> <p>New Action Request BAR36 – PCO to include a note within the report to explain that beaches between Chesil and Sidmouth (West Bay and Lyme Regis – and any others?) are monitored by the local authority, so no data is included in the report. Or, obtain the data from the LA and include it suitably referenced within the report.</p> <p>New Action Request BAR37 – Project Board reps to read through the PCO Review Report again and advise ES direct of any further comments/additions (to the above), particularly with regard to any recovery issues that could be included.</p> <p>New Action Request BAR38 – GT to draft and send a letter to the CX of local authorities, explaining why technical meetings are being set up with their coastal officers and asking hem to provide support to ensure that a programme of required works can be established by the end of August, so that requests can be made to the EA for a share of the Government Recovery Budget (GRB).</p>	<p>PCO</p> <p>ALL</p> <p>GT</p>

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	<p>New Action Request BAR39 – JC to liaise with ES and SH (and the appropriate EA Area Coastal Engineers) and lead on the setting up of urgent technical meetings (or telecons) with local authority coastal officers, to ensure that they have all the data they require from PCO to assist them in making a request to the EA for a share of the GRB for any repairs to their defences.</p> <p>New Action Request BAR40 – SH (TDC) to contact Martin Clemo at Cornwall Council to set up a meeting to ensure that he is aware of this report and that it can be used to back up an application from Cornwall to the EA for a share of the GRB.</p> <p>New Action Request BAR41 – PCO to advise JC/SH of any meetings with local authorities that have already been set up to consider current/future monitoring issues, to see whether the meeting can be “piggy backed” to also include discussions on the urgent GRB applications mentioned in Action BAR39.</p> <p>New Action Request BAR42 – NB (TDC) to ask Network Rail (at his scheduled meeting with them) to provide a draft programme of their planned works to defend the railway at Dawlish, including the likely life of the temporary wall.</p>	<p>TDC/ PCO</p> <p>SH/ TDC</p> <p>PCO</p> <p>NB/ TDC</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p><u>TDC/PCO Progress Reports to the Project Board</u></p> <p><i>SH and ES presented the progress report on tasks carried out since the last Board Meeting (see paper attached with the Agenda papers) – the highlights of which are as follows:</i></p> <p><u>1. Topo Contracts</u></p> <ul style="list-style-type: none"> • Spring 2014 interim surveys for TSW01 (Portland Bill to Start Point) and TSW02 (Gribbin Head to Land’s End) have now been captured, with the exception of 6aSU18-1 (Dawlish) which could not take place due to works obstructions. • Repeat Baseline data for TSW01 and TSW02 is being submitted from 2013 and will be processed by PCO once all raw data has been received. • Spring 2014 interim surveys for TSW03 (Land’s End to Hartland Point) and TSW04 (Hartland Point to Beachley) are complete and have been submitted, accepted and sent for upload to the website. • In response to the recent storms over the New Year, 30+ post storm surveys were completed by PCO and the Programme’s contractors. The report of these finding will be tabled. • Isles of Scilly topographic surveys have been scheduled for September as normal. • Repeat baseline surveys are underway. <p><u>2. Bathy Contracts</u></p>	

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	<ul style="list-style-type: none"> • Bathymetric LiDAR is currently being flown by Pelydryn. An initial test area is being captured between Teignmouth and Sidmouth before decisions are made about further use of the technology. • The area from Par Sands to Harland Point is currently being tendered to be completed using traditional multi bathymetric surveys techniques. 	
6.3	<u>3. LiDAR Contracts</u>	
	<ul style="list-style-type: none"> • The LiDAR flying season was extended until the end of June 2014 due to weather delays hindering capture at the beginning of the year. • All LiDAR has been captured and is currently being processed. 	
6.4	<u>4. Aerial Photography Contracts</u>	
	<ul style="list-style-type: none"> • The Isles of Scilly has been flown and preliminary data submitted and accepted by PCO. Final deliverables have been delivered and being approved. This completes work package ASW03. • The remaining section of ASW04, Weston-Super-Mare to Beachley, is scheduled to be collected over the summer. 	
6.5	<u>5. Waves and Tides</u>	
	<ul style="list-style-type: none"> • The Isles of Scilly Waverider buoy (St Mary's Sound) was deployed on 15 May 2014 and all real-time data is viewable on the website. 	
6.6	<u>6. Ecological Mapping</u>	
	<ul style="list-style-type: none"> • Habitat Mapping contracts are currently being let with a number of options. One option will be to complete the mapping without the use of master map to avoid the copyright issue. 	
6.7	<u>7. PCO Office</u>	
	<ul style="list-style-type: none"> • Nathan Sykes has left PCO. Emerald Siggery will take over as office manager. TDC/PCO have advertised the post, shortlisted the candidates and will interviewing shortly. 	
6.8	<u>8. Finance</u>	
	<ul style="list-style-type: none"> • The financial management of the Programme is currently working within this year's approved budget (2014/15). See financial spreadsheet for details. 	
6.9	<p>There followed considerable discussion, prompted by the above reported items, of which the following points are of note:</p> <ul style="list-style-type: none"> • AB advised that the CCO website now receives over 100 million hits per year. • As there had clearly been additional post storms' topo survey work carried out (on many occasions) since last October, it was agreed that a bid/justification paper requesting circa £30K should be drawn 	

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6.10	<p>up in liaison with Nick Ely and submitted to the EA for a share of the Government Recovery budget.</p> <ul style="list-style-type: none"> • Emerald Siggery, in attendance for this meeting, was welcomed and congratulated for being appointed into her new role as PCO Office Manager. She advised that Mark Wiggins (at PCO) had now been appointed to her previous position and that his post has been advertised for replacement. This has resulted in the return of some very high calibre candidates for the post and the list is currently being refined for interview. • JC said that there was an intention to open discussions with Plymouth University with regard to office accommodation, which was a bit cramped, in the lead up to Phase 3. He was looking to prepare a paper on Phase 2 on “Lessons Learned” and this would include the experiences/benefits of sharing facilities at the University. • PR suggested that Neil Watson be asked to include his presentation on the Winter Storms (see 8.1 below) at the Annual Partners’ Day. <p>As a consequence of the above discussions, the following action requests were agreed:</p> <p>New Action Request BAR43 – TDC to prepare a bid/justification paper (in liaison with Nick Ely) for circa £30K, for the additional post storms’ topo survey work carried out (on many occasions) since last October. This to be submitted to the EA to request a share of the Government Recovery budget.</p> <p>New Action Request BAR44 – PCO to request Neil Watson to give his presentation on the Winter storms and the use of Monitoring Programme data, to the Annual Partners’ Meeting in October.</p>	<p>TDC</p> <p>PCO</p>
7.	<p><u>National Coastal Monitoring</u></p> <p>7.1 AB advised that a draft paper had been produced internally by the EA, which was suggesting that in the future the Monitoring Programme should be led by the EA, with central procurement savings being made.</p> <p>7.2 AB will be emphasising the benefits of the Partnership working that is achieved in the South and SW by having the programmes led by local authorities.</p>	
8.	<p><u>Items of SW Coastal/Interest</u></p> <p>8.1 <u>SW Coastal Group</u></p> <p>PR said that the next meeting would be on 17 September 2014. At the last meeting Neil Watson gave a presentation on the use made of the live data from the Programme and explained that, although there would appear to be a benefit to many communities in carrying out a focused study/review, it did not generate sufficient points to get it on to the capital programme. He</p>	

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	also gave an extract of this to the recent Wessex RFCC meeting and there was now an intention to make a more detailed presentation to the 2 RFCCs with a formal request for Local Levy funding to get this study kick started.	
8.2	<u>Coastal Practitioners' Conference and National Coastal Members' Meeting</u> It was explained that following the Conference being held this year at Bridlington on Sea, it is planned that next year's will be held in the SW, probably Blackpool (last year it was held in Sussex). It is hoped that the timing for the National Coastal Members' meeting will be given more time.	
8.3	<u>Capital Programme</u> GT said that all bids received from local authorities had now been submitted and now await consideration. In addition, the RFCCs are holding special meetings to discuss "Local Choices."	
9.	<u>Any Other Business</u>	
9.1	There were no items of AOB.	
10.	<u>Date for Next Meeting</u>	
10.1	The scheduled date for the next meeting (Thursday 13 November 2014) was changed as follows: <u>Next Project Board Meeting</u> Tuesday 7 October 2014 – at EA Sub-office, Launceston New Action Request BAR44 – KC to make contact with the EA re other planned coastal meetings in the SW for next year (to avoid clashes) and then draft a Calendar of meetings for 2015 for the Project Board and Project Teams and circulate for comment.	All to note in diaries KC