

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

Notes of Project Team Meeting No 11 to be held at 1030 hours, on Thursday 12 June 2014, at the Riviera Café, 4 Den Crescent, Teignmouth, Devon TQ14 8BG

Present:

Neil Baglow [NB] (Chair)	Teignbridge DC
Simon Humphry [SH]	Teignbridge DC
Nick Ely [NE]	EA Area Coastal Engineer
John Buttivant [JB]	EA Area Coastal Engineer
Leo Peach [LP]	Tech Specialist, EA
Nathan Sykes [NS]	PCO
Emerald Siggery [ES]	PCO
Mark Wiggins [MW]	PCO
Travis Mason [TM]	CCO
Keith Cole [KC] (Tech Secretary)	CCPL

1.	<p><u>Apologies/Absent</u></p> <p>Phil Perkins, Chair NDASCAG Graeme Smith, Chair SDADCAG Dave Harris, Chair SECAG Steve Schotel, Chair CISCAG David Senior, Council of IoS Chris Hayes, Tech Specialist EA Martin Davies, Tech Specialist, EA Neil Watson, Area Coastal Engineer EA Dave Mckeown, Tech Specialist, EA [job change, so to be replaced on contacts list by Leo Peach]</p>	
2.	<p><u>Notes of Last Project Team Meeting</u></p> <p><u>Corrections</u></p> <p>2.1 In para 2.2 Action PTA 81 - Replace wording “It is believed that SS and NS (both absent today) have” by new wording “SS and NS have”</p> <p>2.2 ES said that in para 10.9 a change should be made to the incorrect spelling of “Pelogen” to “Pelydryn”</p>	

2.3	<p>TM said that Horizontal LiDAR surveys are better described in future as Laser surveys.</p> <p><u>Matters Arising and Actions Log Progress</u></p>	
2.4	<p>The following outcomes were noted from the Project Team Actions (also summarised in Actions Log):</p> <p>Action PTA 90 – Superseded. PCO still aim to contact and visit LA officers to discuss annual reports and future needs, but have noted that John Cocker and Phil Rees intend to visit LA Senior Officers and Portfolio Holder members. A new action has now been added below.</p> <p>Action PTA 91 – Complete.</p> <p>Action PTA 92 – Complete. TM says she has concluded her work on this.</p> <p>Action PTA 93 – Complete. No suggestions for new areas received. See new action 110 below.</p> <p>Action PTA 95 - Complete.</p> <p>Action PTA 96 – Complete. PCO have completed the list/table of post-storm surveys and will complete this action by distributing to the Project Team.</p> <p>Action PTA 97 – Ongoing. PCO are yet to liaise with CCO and consider a process which would indicate how the recording of post-storm survey information can be used. [Following the Project Board Request to now produce this ASAP – see Agenda Item 3 on outcomes, this is also now linked to a New Action – see PTA 115 below]</p> <p>Action PTA 98 – Ongoing. NB has tried to contact Bryan Curtis without success as yet. (to establish the date for the next National Meeting of the Regional Co-ordinators).</p> <p>Action PTA 99 – Superseded. TM was to establish ways/methods to justify the current and continuing deployment of the SW wave buoys in their current locations, but the benefits (and reliance) of the buoys during the winter storms has removed the need for this action at present.</p>	<p>PCO</p> <p>PCO</p> <p>NB</p>

2.5	<p>Action PTA 100 – Superseded (as per Action 99 above).</p>	
	<p>Action PTA 101 – Ongoing. No CAG chairs in attendance at this meeting, but it was believed that they had in mind the need to explain to their local authority and EA reps that a reduction in costs is certain to be sought for Phase 3, so suggestions for ways of either reducing or preferably refocusing monitoring within their CAGs for the future, were required.</p>	CAG Chairs
	<p>Action PTA 102 – Ongoing. JB would check to see how CH had progressed with obtaining approval to distribute a copy of the 'scope' for the EDF/CEFAS 'drone' flight survey for informing their local sedimentation survey.</p>	JB/CH
	<p>Action PTA 103 – Ongoing. (MD and TM to liaise on a new Tide Gauge for the Exe, with regard to model, specification, estimated costs etc.)</p>	MD/ TM
	<p>Action PTA 104 – Complete.</p>	
	<p>Action PTA 105 – Complete.</p>	
	<p>Action PTA 106 – Ongoing. (MD to compile and supply to PCO, a list of report files being considered for recording and storage by PCO.)</p>	MD
	<p>Action PTA 107 – Ongoing. (MD and SH to liaise with regard to details, for the possible commissioning of rapid Bathymetry LiDAR surveys at 4 No sites in the SW.)</p>	MD/ SH
	<p>Action PTA 108 – Complete. KC did produce a calendar of meeting dates for the SWRSCMP2 Project Board and Project Team for 2014 (and also sent out an Itinerary of Dates of other coastal meetings in the SW.)</p>	
	<p>Action PTA 109 – Complete.</p>	
<p>Following discussion on the above live actions, the following new action was agreed:</p>		
<p>New Action PTA 110 - TM to proceed with preparing the polygon for the remaining length of coastline (St Austell to Plymouth) and obtain a price for the Swath/Bathymetry work.</p>	TM	

3.	<p><u>Consider Request from Project Board - for reporting back by 11 July 2014. On Post-storm Responses and Reporting in light of Winter 2014 Storms</u></p>	
3.1	<p>The Project Team considered the Project Board's Action Request No 31 (see copy of PB Actions Log which had been sent out prior to the meeting) which reads as follows:</p> <p><i>“PCO, in discussion with CCO, consider producing a Paper summarising the outcomes from the 2013/14 storms on locations within the SW Programme, for presentation to the next Project Board.”</i></p> <p><u>Discussion</u></p>	
3.2	<p>It was explained that, at its last meeting, the Project Board had been very impressed with the quality and speed in delivery of the Paper produced by CCO on the storms experienced in Dorset and the South Coast. Particularly, as it was explained, that the Executive Summary was able to be used as reliable (factual) data for informing Government on outcomes and the EA needs. The Paper was able to be used by the EA as part of its build up to justify receiving at that time a share of the emergency budget made available by Treasury.</p>	
3.3	<p>NE explained that unfortunately he was not able at that time to provide the same information to the EA on the outcomes of the storms in the SW because, although there had been early response by PCO in setting up (or undertaking themselves) post storm surveys, the interpretation, quantifying and number crunching on beach losses was not to hand.</p>	
3.4	<p>The PCO Team explained that that report details had been provided on specific locations when requested (e.g. Dawlish/Dawlish Warren) and more reports could have been done generically or specific, but PCO had not been asked to do so.</p>	
3.5	<p>TM said that CCO had decided to take a proactive approach and produced much of the information and data for its Paper (including interpretation/predictions) without/before being asked. This was probably because AB knew from experience that CCO would be requested eventually - so</p>	

	best to proceed anyway.	
3.6	NE said what he had been able to use partly was some information within a report on the winter storms produced by the Met Office and he would forward a copy of this report to the Project Team. There were 12 storms in the SW, which were not in themselves exceptional, except for having long period waves.	
3.7	NE was working on a Paper “Quantified Risk to Beaches in the SW” and would send a first draft to the Project Team once completed.	
3.8	Defra has led on flood issues (because the EA is an Agency within its remit) and have arranged for assistance from the Military. Their operatives had received fast track training on carrying out AIMS inspections on flood defences and had now concluded their work. <u>The Military have only carried out AIMS inspections on EA flood defence assets.</u>	
3.9	The Military have not carried out AIMS inspections on coast protection assets, but it is hoped that DCLG (who have local authorities within their remit) will lead on requesting the Government to instruct the Military to carry out similar inspections on coast protection assets. NE said there was a principal lead for this work and he would send on his contact details to the project team.	
3.10	NE said that Oliver Letwin has been appointed by the Government as the Lead Minister, (particularly on Dorset and Devon) and is producing a report with the assistance of the EA (entitled “The Learning Report”), with a target delivery date of 1 October 2014.	
3.11	It was agreed that PCO should proceed with producing an identical Paper to that produced by CCO as a matter of urgency - for submission to the next Project Board on 11 July 2014. TM said that she and the CCO Team would be happy to work with the PCO Team on this (including working at Plymouth), to show the way in which CCO had produced the document from surveys taken and data to hand. This was agreed.	
3.12	NE said that whilst there would be an element of the number crunching that needs to be shown in the paper, the focus needs to be on what is really needed for reporting upwards	

	to Government. i.e. Must include a 1-2 page Executive Summary that says for instance, this is the change in beach levels from before to afterwards, with quantities as a bonus.	
3.13	If time was limited, NE said he would be happy to see the Paper concentrate on, say 6 locations in Cornwall and 1 or 2 in Devon, but TM said she believed that if they all worked together on this then there should be sufficient time to produce a Paper which includes all identified locations.	
3.14	It was agreed that the target date for completing this paper was 4 July (one week before the next Project Board meeting) and that a Draft copy of the Paper should be circulated to NE, JB, NB and the PB Chair John Cocker (JC), for comments, prior to completing the final version.	
3.15	As a result of the above detailed discussion the following actions were noted/agreed:	
	New Action PTA 111 - NE to forward a copy of the Met Office report on the winter storms to the Project Team.	NE
	New Action PTA 112 - NE to forward to the Project Team the contact details of the principal lead working with DCLG on arranging for the Military to carry out AIMS inspections on coast protection assets.	NE
	New Action PTA 113 - NE to forward a first draft of his Paper "Quantified Risk to Beaches in the SW" to the Project Team for comments, when available.	NE
	New Action PTA 114 - PCO to proceed with producing a similar Paper to that produced by CCO on the outcomes of the Winter Storms, as a matter of urgency - for submission to the next Project Board on 11 July 2014.	PCO
	New Action PTA 115 - PCO and TM liaise and CCO to assist, as required, in producing the Paper detailed in Action 114 above.	PCO/ TM/ CCO
	New Action PTA 116 - PCO to circulate (by say 1 July) a Draft of the above Paper to NE, JB, NB and JC, for comment, prior to its target completion of 4 July 2104.	PCO

<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>SW Programme – Phase 2 Progress</u></p> <p><i>SH, NS and TM spoke to the progress reports that had been sent out with the Agenda papers, from which the following points were highlighted:</i></p> <p>Topo Contracts</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. Three survey units are still to be submitted for TSW01, with 24 still to be submitted for TSW02. • 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. • Isles of Scilly topographic surveys have been scheduled for September as normal. • Repeat baseline surveys are underway. <p>Bathy Contracts</p> <ul style="list-style-type: none"> • Bathymetric LiDAR is currently being flown by Pelydryn. An initial (pilot) test area is being captured between Teignmouth and Sidmouth before decisions are made about further use of the technology. <p>LiDAR Contracts</p> <ul style="list-style-type: none"> • The LiDAR flying season has been extended until the end of June 2014 due to weather delays hindering capture at the beginning of the year. • Two areas remain to be captured in LSW01 and LSW02; the Exe Estuary and the Fal Estuary. • Approximately 80% of LSW03-02 (Woolacombe to Brean Down) is still to be captured • A meeting on LiDAR is being held with Geomatics, at Twerton on 4 July 2014, to discuss performance etc. 	
--------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

4.4	<p>Aerial Photography Contracts</p> <ul style="list-style-type: none"> • The Isles of Scilly has been flown and preliminary data submitted and accepted by PCO. Final deliverables are due at the end of June. This completes work package ASW03. • The remaining section of ASW04, Weston-Super-Mare to Beachley, is scheduled to be collected over the summer. 	
4.5	<p>Habitat Mapping Contracts</p> <ul style="list-style-type: none"> • Research is currently taking place into the best method of completing the habitat mapping without the use of MasterMap to ensure the final deliverables can be made freely available. 	
4.6	<p>PCO Office</p> <ul style="list-style-type: none"> • Nathan Sykes is leaving PCO in June 2014. Emerald Siggery will take over as office manager and PCO are currently advertising for a new team member. 	
4.7	<p>Wave, Tide and Met Stations</p> <ul style="list-style-type: none"> • The Isles of Scilly Waverider buoy (St Mary's Sound) was deployed on 15 May 2014 and all realtime data are viewable on the website, including the wave spectra and 1Hz measurements. • Due to the interesting quality-controlled data over the winter season, monthly wave files for January, February and March 2014 have been uploaded to the website. • Summary storm reports for the wavebuoys were produced following the storm season, and can be found in the review report on the website. 	
4.8	<p>CCO Website</p> <ul style="list-style-type: none"> • Hits to the website increased, reaching their highest ever during the storms in February 2014, exceeding 1 million per day on 14 February. It was notable that 70% of the hits were to the real-time pages. • Recent minor developments to the website include; <ul style="list-style-type: none"> - By default, the Map Viewer switches on only sufficient years to show the latest aerals for all Regions - Documents on the website's Data Catalogue are now covered by the Open Government Licence - Metadata rows are automatically expanded to show all information 	

4.9	<ul style="list-style-type: none"> - Reports up to 150MB can now be updated - Survey-grade metadata for data loaded to the website's Data Catalogue are now sent quarterly to the MEDIN website, thus fulfilling INSPIRE requirements. • A (Histogram) graph was included in the report which showed quarterly download figures for the SW Region. (This was for the following activities: Bathy; LiDAR; Orthos; Topo; Waves/Tides; Seabed Mapping; and Reports.) <p>Following discussions on the above items, NB said that it would be good if PCO/CCO could produce a briefing paper on the outcomes of the pilot bathymetric LiDAR being flown by Pelydryn between Teignmouth and Sidmouth, so that decisions can be considered on further use of the technology.</p> <p>New Action PTA 117 – PCO to produce a briefing paper on the outcomes of the pilot bathymetric LiDAR being flown by Pelydryn between Teignmouth and Sidmouth, so that decisions can be considered on further use of the technology.</p>	PCO
5.	<p><u>Finance Report</u></p> <p>5.1 See Finance Report attached with Agenda papers for full details.</p> <p>5.2 SH advised that the finances for last year closed within budget and produced a £150K carry forward into this year. There was a glitch on the report paper tabled, such that the £150K was not indicated and SH agreed to send out a revised paper with this shown.</p> <p>New Action PTA 118 - SH to distribute to the Project Team a corrected version of the Finance Report.</p>	SH
6.	<p><u>Isles of Scilly Wave Buoy</u></p> <p>6.1 TM advised that all licences are now in place and that the wave buoy was installed on 15 May 2014.</p>	

6.2	<p>The PCO team to consider instigating or taking part in a brief opening ceremony (as suggested by the Project Board - to promote the Monitoring Programme) when they are on the loS in September for their planned survey works.</p> <p><i>New Action PTA 119</i> - PCO to consider liaising with the loS on a brief opening ceremony, to coincide when they are on the loS in September for their planned survey works.</p>	PCO
6.3	<p>TM handed NE a copy of the new standard wave buoy SoN/data sheet, which he agreed to complete in liaison with the loS and return to TM.</p> <p><i>New Action PTA 120</i> - NE to complete the details for the standard wave buoy SoN/data sheet, in liaison with the loS and return to TM.</p>	NE
7.	<p><u>Consider Requests from Project Board – for reporting back by 11 November 2014</u></p>	
7.1	<p>The Project Team considered the Project Board’s Action Request No 32 (see copy of PB Actions Log which had been sent out prior to the meeting) which reads as follows:</p> <p><i>“PCO, in discussion with CCO consider and report back to the Board on ways in which the monitoring data can be developed educationally and/or marketed, so as to demonstrate the benefits of the Programme, both locally and to the Nation.”</i></p>	
7.2	<p>NB said that he was already focused on the earlier Project Board request (see copy of PB Actions Log Action 28 which had been sent out earlier) with regard to aiming for a 20% reduction for Phase 3.</p>	
7.3	<p>KC said that reference to the Notes from the recent Project Board meeting will confirm that JB did advise the Board that NB was on the case and would be meeting with him shortly, to discuss NB’s plans to be for returning to the Board with an Options Report for consideration.</p>	
7.4	<p>NB said this will now also consider changes that he has in mind, now that NS was leaving and ES taking over as Office Manager. Her old post is to be replaced and being advertised, but he would also consider other staffing needs if</p>	

<p>7.5</p> <p>7.6</p>	<p>required.</p> <p><i>New Action PTA 121</i> – TDC to prepare the first draft of an Options Report with a view to achieving a 20% reduction in cost for Phase 3 and including a review of the Programme objectives, staffing, use of contractors etc. Target date for final report to Board 13 November 2014.</p> <p>The Project Team considered the Project Board’s Action Request No 33 (see copy of PB Actions Log which had also been sent out prior to the meeting) which reads as follows:</p> <p><i>“The Project Team consider and report back to the Board, on any worthwhile additional items of work that could be included within this Phase 2 Programme (should the unallocated budget continue to be available).”</i></p> <p>It was agreed by the Project Team that this will follow the outcome of discussions by and with CAG chairs and their groups (as per Action PTA 101 above). Unfortunately none of the chairs were able to attend today’s meeting, so their views could not be sought/reflected upon.</p>	<p>TDC</p>
<p>8.</p> <p>8.1</p>	<p><u>Agree Agenda Items for Next Project Board</u></p> <p>The following items were agreed for the Agenda for the next Project Board:</p> <ul style="list-style-type: none"> • Progress Report • Financial Report • Paper on Outcomes from Winter 2013/14 Storms • Others to be determined at a later date 	
<p>9.</p> <p>9.1</p>	<p><u>Any Other Business</u></p> <p><u>Local Authority Engagement</u></p> <p>There was a brief discussion on the input (and interest in) the Programme being shown by local authorities and how improved engagement could be achieved – reflecting upon any assistance to incident management that could be provided in future, bearing in mind the response to the winter storms.</p>	

9.2	<p>ES said that, although it was understood that John Cocker and Phil Rees were to visit councils to speak with their principal officers and councillors (see PTA 90 above), she was of the opinion that a direct visit from PCO to the coastal engineers in the council would also be of mutual benefit and it was agreed that PCO she should proceed with arranging visits at this operational level.</p> <p>New Action PTA 122 – PCO to make contact with local authorities’ coastal engineers, to set up meetings/visits to discuss operational issues, improvements, reductions etc and assistance that could be provided in future with regard to incident management.</p> <p><u>Partners Day 2014 – Wednesday 8 October 2014</u></p>	PCO
9.3	<p>KC explained that there was a view expressed at the last Project Board Meeting that this year’s Partners’ Day should grasp the opportunity of engaging further with local authorities, by spending say 50% of the Day on the Theme of PCO assistance with the winter storms. The team discussed the Project Board’s Action Request No 33 (see copy of PB Actions Log which had also been sent out prior to the meeting) and agreed to adopt the Action for the Project Team, which now reads as follows:</p> <p>New Action PTA 123 - PCO to consider, for part of the Programme for this year’s Partners’ Day (8 October 2014), a proactive presentation with a theme headed, say:</p> <p><i>“The 2013/14 Winter Storms and PCO Assistance</i></p> <ul style="list-style-type: none"> - <i>What did we do right?</i> - <i>What did we do wrong?</i> <p><i>How could we provide better assistance in the future?”</i></p>	PCO
9.4	<p>ES said that now was also a good time to request whether anybody had knowledge of any projects by Partners, consultants, contractors etc, which had gained benefit from the SWRSCMP and could be asked to provide a presentation on the day. It was known that Plymouth Uni were currently involved in at least 2 research projects in the SW on its beaches, so she would make contact with the principal lead.</p>	

<p>9.5</p> <p>9.6</p> <p>9.7</p>	<p><u>Nathan Sykes Leaving</u></p> <p>On behalf of the Project Team, NB wished Nathan and his family all the best as they move to New Zealand over the next few weeks.</p> <p>KC advised that the Project Board had also asked at its last meeting that “thanks be given to Nathan Sykes for his valuable contribution to the PCO Team since its inception & as its Office Manager.”</p> <p>NB said that he had valued Nathan’s contribution as a colleague and as a specialist in his field. He had never ceased to be amazed at how much knowledge Nathan had built up on the SW coastline and was sure that he would excel with his plans for a new life in New Zealand.</p>	
<p>10.</p> <p>10.1</p>	<p><u>Actions Log</u></p> <p>All actions’ outcomes are detailed within Item 2 above and new actions listed in the Actions Log.</p>	
<p>11.</p> <p>11.1</p>	<p><u>Dates and Venues for Future Meetings</u></p> <p>Dates of future meetings were agreed for noting as follows:</p> <p><u>Project Board Meetings</u></p> <p>Friday 11 July 2014 Thursday 13 November 2014</p> <p><u>Project Team Meetings</u></p> <p>Thursday 18 Sept 2014 (N.B. date changed from 11 Sept)</p> <p><i>New Action PTA 124</i> – All Project Team reps to note the forward SWRSCMP meeting dates in their diaries.</p>	<p>All</p>