

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

Notes of Project Team Meeting No 12 held at 1030 hours, on Thursday 18 September 2014, at the Riviera Café, 4 Den Crescent, Teignmouth, Devon TQ14 8BG

Present:

Simon Humphry [SH]	Teignbridge DC
Nick Ely [NE]	EA Area Coastal Engineer
John Buttivant [JB]	EA Area Coastal Engineer
Chris Hayes [CH]	EA Technical Specialist
Leo Peach [LP]	EA Technical Specialist
Emerald Siggery [ES]	PCO
Travis Mason [TM]	CCO
Keith Cole [KC] (Tech Secretary)	CCPL

1.	<p><u>Apologies/Absent</u></p> <p>Phil Perkins, Chair NDASCAG Neil Baglow, Teignbridge DC Graeme Smith, Chair SDADCAG Dave Harris, Chair SECAG Steve Schotel, Chair CISCAG David Senior, Council of IoS Martin Davies, Tech Specialist, EA Neil Watson, Area Coastal Engineer EA</p>	
2.	<p><u>Notes of Last Project Team Meeting (No 11 - 12 June 2014)</u></p> <p><u>Corrections</u></p> <p>2.1 There were no corrections to the notes of the last meeting.</p> <p><u>Matters Arising and Actions Log Progress</u></p> <p>2.2 The following outcomes were noted from the Project Team Actions (also summarised in Actions Log):</p> <p><i>Actions PTA 96</i> – Complete.</p> <p><i>Action PTA 97</i> – Complete.</p> <p><i>Action PTA 98</i> – Complete – a meeting has been arranged for 14 October 2014.</p> <p><i>Action PTA 99</i> – Superseded.</p> <p><i>Action PTA 100</i> – Superseded.</p>	

<p>Action PTA 101 – Ongoing - and there were no CAG chairs in attendance again for this meeting. Also it was reported that 2 chairs (Phil Perkins of NDASCAG and Steve Schotel of CISCAG) would no longer be in post as they were leaving their council employers shortly.</p> <p><i>N.B. The CAG autumn meetings were scheduled as follows CISCAG 7th November; NDASCAG 11th November; and SDADCAG 14th November.</i></p> <p>New Action PTA 102 – Ongoing.</p> <p>New Action PTA 103 – Ongoing.</p> <p>New Action PTA 104 – Complete.</p> <p>New Action PTA 105 – Complete.</p> <p>New Action PTA 106 – Superseded. (MD not believed to now be compiling and supply to PCO, a list of report files being considered for recording and storage by PCO.)</p> <p>Action PTA 107 – Complete.</p> <p>Action PTA 108 – Complete.</p> <p>Action PTA 109 – Complete.</p> <p>Action PTA 110 – Complete – and contract awarded by SH.</p> <p>Action PTA 111 – Complete – NE forwarded an email at the meeting to the Project Team on the Met Office report on winter storms.</p> <p>Action PTA 112 – Complete – NE forwarded an email at the meeting to the Project Team on the contact details of the principal lead for DCLG on the Military inspections.</p> <p>Action PTA 113 – Complete – NE forwarded an email at the meeting to the Project Team on his paper “Quantified Risk to Beaches in the SW.”</p> <p>Action PTA 114 – Complete.</p> <p>Action PTA 115 – Complete.</p> <p>Action PTA 116 – Complete.</p> <p>Action PTA 117 – Ongoing - as Pelydryn are to re-fly parts of its survey (at its cost).</p> <p>Action PTA 118 – Complete</p> <p>Action PTA 119 – Complete- did consider an IoS opening ceremony, but no real local interest to do so received.</p> <p>Action PTA 120 – Ongoing – but NE now has all the details to hand and will send on the SoN/data sheet by the end of next week.</p>	<p>CH/JB</p> <p>MD/TM</p>
	<p>PCO</p>
	<p>NE</p>

	<p>Action PTA 121 – Ongoing – The first draft is well under way and SH will liaise with NE on options for change e.g. post-storm contingencies at expense of some regular surveys.</p> <p>Action PTA 122 – Complete. All authorities were either visited or telephoned by PCO.</p> <p>Action PTA 123 – Complete. All suggestions included in Programme for Partners’ Day.</p> <p>Action PTA 124 – Complete.</p>	SH/NE
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p><u>Update On Post-storm Response Report to 2013-14 Winter Storms</u></p> <p>ES advised that she had received positive responses on the report and it was confirmed that an addendum had been produced to bring it up to date and this was presented at the recent South West Coastal Group.</p> <p>It was clear that there was a need to understand that on many occasions the PCO Team were the first (and sometimes the only) surveyors able to respond immediately following an incident. Also, CCO surveyors had assisted with attending and surveying (e.g. Chiswell). In this regard, the purchase of a laser scanner and/or UVA would be helpful and make some of the post storm surveying a safer exercise.</p> <p>TM said that she believed there would be a benefit in developing an (emergency) incident response template (possibly with reference to SANDS?) for discussion. NE agreed and said that perhaps the paper to take the form of a matrix which can be used as a first reference for informing RMA managers, media MPs etc on outcomes of say recent storms.</p> <p>As a result of the above the following new actions were agreed:</p> <p>New Action PTA 125 – SH to prepare a bid to the EA (from the Government Recovery Budget) for a laser scanner and/or a UAV - in liaison with NE.</p> <p>New Action PTA 126 – PCO (in liaison with CCO) to develop an (emergency) incident response template (possibly with reference to SANDS?) for discussion. The paper to take the form of a matrix which can be used as a first reference for informing RMA managers, media MPs etc on outcomes of say recent storms.</p> <p>New Action PTA 127 – SH to prepare a bid to the EA (from the Government Recovery Budget) for the purchase of replacement spares, wave buoy etc following the winter storms (current estimate circa £95K).</p>	<p>SH</p> <p>SH</p> <p>PCO/ CCO</p> <p>SH</p>

<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>ES and SH spoke to the Progress Report that was tabled at the meeting, 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 all been submitted, quality checked and sent to the website. • 2013 repeat baseline data for TSW01 and TSW02 has been submitted and all but two units have been processed and checked by PCO. The remaining units require further processing. • 2014 repeat baseline surveys for the five most easterly survey units in TSW01 (Burton Freshwater to Exmouth), were completed by Network Mapping. Data has so far been submitted for two of the five survey units. • The 2014 repeat baseline survey for 6bSU16-3 (Dawlish Warren) was carried out by CCO, with additional resource provided by PCO and TDC. Data is currently being processed. • The 2014 repeat baseline surveys for the remainder of TSW01 and all of TSW02 were awarded to Longdin and Browning due to concerns about Network Mapping’s ability to resource the surveys. Surveys were all completed on time and have been submitted, checked and sent for upload to the website. • Repeat baseline surveys for TSW03 and TSW04 were completed on time, accepted and sent for upload to the website. • Autumn interim surveys are underway. • Additional surveys were carried out at a number of locations over the summer, to inform PCO’s beach recovery report. • Isles of Scilly topographic surveys took place between the 6th and 13th of September. <p>Bathy Contracts</p> <ul style="list-style-type: none"> • Bathymetric LiDAR was flown by Pelydryn in June. An initial test area was captured between Teignmouth and Sidmouth, however turbidity issues caused by landslide mitigation near Teignmouth precluded meaningful data capture. A further flight of the test area is scheduled for September. • The contract to carry out bathymetric surveys between Menabilly and Plymouth has been awarded to EGS International Ltd. and surveys are due to commence soon. <p>LiDAR Contracts</p> <ul style="list-style-type: none"> • LSW01 and LSW02 were completed in June 2014 and data has been sent for upload to the website. • LSW03 is complete. Final deliverables for LSW03-02 are undergoing quality checks. • Aadditional LiDAR for the Isles of Scilly and the area between Land’s End and Harlyn was flown by EA Geomatics in July and August. Data from these flights was used to inform PCO’s beach recovery report. 	
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4.4	<p>Aerial Photography Contracts</p> <ul style="list-style-type: none"> ASW03 is now complete. Data for the Isles of Scilly was sent for upload to the website in July and should be available shortly. The remaining section of ASW04 (Weston-Super-Mare to Beachley) and the extension from Sharpness to Maisemore have been provisionally completed. Data is under review and preliminary deliverables will be submitted in due course. 	
4.5	<p>Habitat Mapping Contracts</p> <ul style="list-style-type: none"> Tenders have been returned. Further investigation into methodology needs to take place before the tenders are awarded. 	
4.6	<p>PCO Office</p> <ul style="list-style-type: none"> Josie-Alice Kirby joined PCO at the beginning of August 2014. PCO issued a report detailing changes to beaches in the South West following the winter 2013/2013 storms. An addendum showing rates of beach recovery was issued at the beginning of September 2014. <p><i>TM spoke to the progress report below that had been sent out in advance of the meeting, from which the following points were highlighted:</i></p>	
4.7	<p>Wave, Tide and Met Stations</p> <ul style="list-style-type: none"> The Minehead Waverider came adrift on 13 August and was recovered by a local vessel the following day. It was serviced and re-deployed on 22 August. The Tor Bay Waverider came adrift on 2 September, it was recovered serviced and re-deployed on the same day. Weston Bay DWR came adrift on 10 September. Although sea conditions were fairly calm, recovery operations were hampered by poor visibility. The buoy was eventually recovered near Penarth and is now undergoing checks. 	
4.8	<p>CCO Website</p> <ul style="list-style-type: none"> Some modest updating of the website is planned for the next few months; please send your suggestions for improvements to Sarah.Geijsels@noc.soton.ac.uk. They will be combined with suggestions from all regions and, if budgets permit, will be incorporated into the next website update. A new logo is being sought to represent the National Network of Regional Coastal Monitoring Programmes (for the top left hand corner of the website). Any rough sketches/ideas/suggestions welcome? A graph (histogram) showing the quarterly download figures was displayed. (Indicating that Topo and LiDAR were the principal interests.) 	
4.9	<p>Following discussions on the above items, the following New Actions were agreed:</p> <p>New Action PTA 128 - MD to provide TM with feedback on her advice and options given to him on a way forward for installing/recording</p>	MD

	<p>hydrodynamic data for the Exe.</p> <p>New Action PTA 129 – PT to explore, consider and feedback its thoughts on the future needs of a tide gauge at Teignmouth, now that the need for local capital schemes have been approved/delivered.</p> <p>New Action PTA 130 – NE to ask the IoS whether they still desire a live display (at the Harbour Master’s) showing the last hour’s readings etc? and, if so, whether they would wish to take up the PCO offer to produce an explanatory poster?</p> <p>New Action PTA 131 – TM to send PCO a copy of the Draft Spreadsheet prepared for the SE Programme, showing/linking wave buoys to policy units, surveys etc – with the view of justifying (or not) the continuation of monitoring at those locations.</p>	<p>PT</p> <p>NE</p> <p>TM</p>
<p>5.</p> <p>5.1</p>	<p><u>Finance Report</u></p> <p>SH spoke to the Finance Report which he tabled at the meeting - and agreed to forward this electronically, together with a copy of the Progress Report above.</p> <p>New Action PTA 132 - SH to send an electronic copy of the Progress Report and Finance Report, which were tabled at PTM 12.</p>	<p>SH</p>
<p>6.</p> <p>6.1</p>	<p><u>Consideration/Outcomes of Project Board Action Requests (PBAR) to the Project Team</u></p> <p>Outcomes were discussed and can be recorded as follows:</p> <p>Action PBAR28 – Ongoing, the PT is producing a paper on the consideration of options to provide a 20% reduction in the Programme costs, a First Draft of which it is hoped to present to the next Board meeting.</p> <p>Action PBAR32 – Ongoing, the PT is producing a paper on the consideration of developing a marketing/educational strategy, a First Draft of which it is hoped to present to the next Board meeting</p> <p>Action PBAR33 – Ongoing, a paper is being prepared on the consideration of additional items that could be carried out if the unallocated budget remains available for use. This could include developing existing gathered swath/bathymetry data so as to produce more detailed sub strate maps – which can show separate mud, sand etc layers. (Cost circa £100 per square kilometre.</p> <p>Actions PBAR34 to 41 – All now complete.</p> <p>Action PBAR42 – Complete, NB did meet with Network Rail at Dawlish as planned and ES has received a communication from them advising that they will share any data they gather with PCO.</p>	<p>PT</p> <p>PT</p> <p>PT</p>

	<p>Action PBAR43 – Ongoing, it has been agreed by the PT that SH is to prepare a bid to the EA (from the Government Recovery Budget) for the purchase of replacement spares, wave buoy etc following the winter storms (current estimate circa £95K).</p> <p>Action PBAR44 – Complete, Neil Watson has been invited to give his presentation on the winter storms to the Annual Partners’ Meeting.</p> <p>Action PBAR45 – Complete, KC has prepared a suggested Calendar of Meetings (Wednesdays) for 2015, for discussion.</p>	SH
<p>7.</p> <p>7.1</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 consideration of options to provide a 20% reduction in the Programme costs • Paper on the consideration of developing a marketing/educational strategy. • Update on the consideration of additional items that could be carried out if the unallocated budget remains available for use. • Update on preparing a bid to the EA (from the Government Recovery Budget) for the purchase of replacement spares, wave buoy etc. • Paper on suggested Calendar of Meetings (Wednesdays) for 2015. 	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><u>Any Other Business</u></p> <p>The very sad recent loss of Andy Bradbury, not just to the Programme and to the National Coastal Monitoring Network, but also to each individual that had worked with him had been discussed throughout the meeting and his contributions recognised.</p> <p>TM advised that she had now been asked to take the lead on the National Bid for Phase 3 and would also now attend the SW Programme Project Board meetings in the future - as the Senior CCO (partner) representative.</p> <p>KC said that it should be noted that 2 out of the 4 CAG chairs (who were designated to attend the Project Team meetings) either had or were due to leave their positions, as follows:</p> <ul style="list-style-type: none"> • Steve Schotel, Chair of CISCAG – has now left Cornwall Council and a replacement has yet to be determined or advised. • Phil Perkins, Chair of NDASCAG – leaves Sedgemoor DC in October and a replacement has yet to be determined or advised. 	

<p>9.</p> <p>9.1</p>	<p><u>Dates and Venues for Future Meetings</u></p> <p>A paper showing a calendar of dates for future meetings were discussed (one change made) and changes agreed for noting as follows:</p> <p><u>Project Team Meetings</u></p> <p>Wednesday 7 January 2015 Wednesday 20 May 2015 Wednesday 23 September 2015</p> <p><u>Project Board Meetings</u></p> <p>Tuesday 7 October 2014 (EA Sub-office Launceston) Wednesday 11 February 2015 Wednesday 17 June 2015 Wednesday 14 October 2015</p> <p><i>New Action PTA 133</i> – All Project Team reps to note the forward SWRSCMP meeting dates for 2015 in their diaries.</p>	<p>All</p>
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