



South East Coastal Group

Annual Progress Report September 2009 to March 2011

1.0 Summary

- 1.1 This Progress report prepared for the South East Coastal Group (SECG) summarises the background, progress, training, workshops, meetings, terms of reference, website, budget, links, monitoring, business, Elected Member involvement, research and development, partnership working, skills, input into strategic and national projects, performance, Regional Habitat Creation Programme, status of Shoreline Management Plans (SMP) and Strategies, issues and future of the group for the period between September 2009 and March 2011. It has prepared to align with the agreed format of the Coastal Group Annual Reports but spans a period longer than an annual report, which is reflected in its length, but also brings the reporting process into line with the other Groups.

2.0 Background

- 2.1 The SECG, covers the South east region of England between the Thames Barrier and Selsey Bill (over 380 miles) and was formally established on 13th October 2008.
- 2.2 The Group, which amalgamated the previous coastal groups known as the South Eastern Coastal Group and the South Downs Coastal Group now forms a single strategic overarching body. The SECG provides advice and has a strong influence in optimising strategic and sustainable policies, plans and programmes to best manage the risk from sea flooding and coastal erosion (including sea cliff instability). It is also a natural forum for coastal practitioners to discuss issues, problems, solutions and to share best practice.
- 2.3 The formation of the SECG arose following the publication of the Department for Environment, Food and Rural Affairs (Defra) response to the extensive consultation on "Making Space for Water", which took place between 2004 and 2008. The results of this consultation led to the recommendation that the existing arrangement of 16 coastal groups should be reduced in number to 7 or 8 and be streamlined in

their activities to provide a more standardised consistent approach around the coast of England.

- 2.4 In April 2008, the EA was given a 'Strategic overview for flood and coastal risk management' by Defra, which essentially provided us with a new way of working between Government, the Agency, Local Authorities and Coastal Groups. Its primary objective was aimed at improving the sustainability, prioritisation and management of all work (including studies) on the coast.
- 2.5 Since the Environment Agency assumed the overview role they have developed much closer collaborative working with Local Authorities on the coast. This is recognised by the group as being essential to ensure that vital skills, expertise and knowledge are used most beneficially for coastal communities in the future. Following extensive consultation, workshops and discussions with the Coastal Groups including the SECG Royal Assent of the Floods and Water Management Act was given on 8th April 2010, shortly before the Parliamentary elections in May. Since, guidance and enactment of sections of the Act has progressed in a bid to reduce potentially confusing powers and responsibilities and clarify legislation for the public. This has provided the Agency with coast protection powers, alongside those already vested in local Maritime Councils to further improve the co-ordination and effective working that is progressively being developed between the Agency, Coastal Groups and Local Authorities. The Act also introduced in commencement Orders early in 2011; a new level of responsibility for first tier and Unitary Authorities as Lead Local Flood Authorities (LLFA). The role of members of the group and the juxta levels of responsibility with respect to coastal erosion is still a matter that the group needs to address. Clarity on the new LLFA roles with respect to erosion risk management has yet to be determined.
- 2.6 The SECG works with the Agency and the Southern Regional Flood Defence Committee which has now become the transitional Southern Regional Flood and Coast Committee (tRFCC) in planning and delivery of the management of coastal flood and erosion risks, including both long term plans and the delivery of annual programmes of studies, works and maintenance relating to coastal flood and erosion defence assets.

3.0 Progress since September 2009

3.1 Meetings, training and workshops held

Since September 2009, the Group have formerly met on the following dates for both member and Elected Member meetings:

- 11th November 2009 (1st Elected Member Forum)
- 8th December 2009 (Officer Meeting)
- 11th March 2010 (Officer Meeting)
- 10th June 2010 (Officer Meeting)
- 19th August 2010 (Officer Meeting)
- 16th September 2010 (Elected Member Forum Postponed)
- 9th December 2010 (Officer Meeting)
- 16th February 2011 (2nd Elected Member Forum rescheduled from 16/09/10)
- 10th March 2011 (Officer Meeting)

All meetings have been well attended and have dealt with a wide range of diverse issues.

Due the shape and size of the region we have tended to use a central inland location near Maidstone for our meetings but have agreed that when members wish to host a meeting or if works are being undertaken and a site visit is possible we will take the opportunity and have the meeting at that location.

So far we have dealt with the important business of getting the group off the ground with basic governance, Terms of reference, Communication and Action Plans together with establishing the 4 pillars of our core business (SMPs, Flood and Coastal Erosion Risk Management Strategies, Work Programming/forecasting and Monitoring) which have been dealt with as a matter of priority at each meeting. However, in recent meetings it has become apparent that these 4 pillars should be broader and fall into the following headings:

- SMP's and Strategies
- Coastal Monitoring (National and regional)
- Effective Investment planning (LTIS, MTP and new Strategic Coastal Initiative)
- Partnership working, engagement, information-sharing, training and research and development

In addition to the routine meetings we have staged two Elected Member Forums. The last held in February attended by 44 delegates from local Authorities, EA, Defra, Marine Management Organisation and many other partners involved a lively debate and positive feedback on the issues of the day. A full report of the day and issues has been

produced together with a copy of the presentation slides on compact disc for easy future reference.

There was an overwhelming request for more of the same type of forum and the group are now seeking ways to accommodate this with something similar at the beginning of each year, a joint Coastal Group/Regional Flood and Coast Committee meeting mid term and an invitation for attendance at the Annual Regional Monitoring meeting in the Autumn/Winter.

An annual forward programme of meeting dates for the Group is published and is as follows for the remainder of this year: 15th September 2011 and 8th December 2011. Dates for 2012 will be set soon and will where possible be prior to the RFCC meetings so that we can best assist and input current views of the group. A date for next years Annual Members Forum has yet to be fixed.

The group has run many workshop/training events by both external and internal bodies to meet the needs of the members as follows:

- 11th September 2009 Half Day Workshop Coastal Group Workshop – Strategic Priorities, Brighton.
- 21st September 2009 Presentation by Ted Edwards Canterbury City Council Long Term Investment Strategy and Medium Term Plan/Joint Working, West Malling.
- 25th November 2009 One day Annual Southeast Strategic Regional Coastal Monitoring programme meeting, Worthing.
- 11th March 2010 Presentation by Hannah Gribben/Ruth Jolley EA Coastal Habitat Mapping Project.
- 10th June 2010 Presentation by Christine Wissink, Kent County Council – Downscaling of Coastal Change Projections Potential Impacts within Local Communities – A Case Study for the Kent Coast, Maidstone.
- 5th July 2010 Half day workshop with the Royal Town Planning Institute – Coastal Change for Engineers and Planners.
- July 2010 Co-sponsored of the one day Kent Coastal Conference.
- 21st October 2010 one day Annual Southeast Strategic Regional Coastal Monitoring programme meeting, Worthing.
- 9th December 2010 Alistair Pitcher EA Half day workshop – “Preparing a Quality document”. A Practical guide to the preparation of Project Appraisal Reports. Eastbourne.
- 9th December 2010 Presentation by Ian Thomas and Ian Nunn Pevensey Bay Sea Defence PPP, Eastbourne.
- 24th February 2011 Alistair Pitcher EA Half Day workshop – Successful MTP preparation, (Update of 22/06/09 workshop) Followed up with a second session on 1st April 2011 for those that could not attend the initial workshop.

We work with the Southern Coastal Group (SCG) and share events to avoid duplications and if we do run similar events we have the option of two possible dates to increase flexibility for members of either group to attend.

Where possible we share, assist or present at the two main Professional Institution regional meetings to ensure awareness of the work that we do. Two events in the period of this report are:

- ICE Maritime Group 12th November 2009 - The Coastal Strategic Overview two views, one year on.
- ICE Maritime Group 9th December 2010 - Pevensey PPP

3.2 Terms of Reference, Constitution, Action Plan and Communication Plan

The Terms of reference, Constitution and Action Plan of SECG have been previously prepared, approved and adopted. These have been updated and are attached as **Appendix 1** of this report.

3.3 Communication

Good communication was seen as one of the groups key priorities so we have developed a very simple communication strategy as **Appendix 2**.

3.4 Website

An emerging priority is the establishment of a new website as we have as an interim measure adapted the former South Downs Coastal Group site as a temporary site. With the resignation of the former Webmaster at the last meeting Ted Edwards is considering this position on behalf of Canterbury City Council and it is hoped that formalisation of this can be achieved at this meeting and we can progress a more permanent visible website. Although previously acknowledged, the work of the VC Roger Spencer in dealing with the interim website should be commended and on behalf of the group and more formal vote of thanks goes to him.

The objective of the new site will be to share and provide useful advice and information about policies, work programmes, monitoring and activities in a consistent form with the other national Coastal Groups.

3.5 Budget, Costs and Fee Structure

Following initial interim measures to maintain membership fees we have now established a new fee of £250 per member. We have also

consolidated outstanding budgets from the two former groups into the coffers of the new SECG. Despite these two actions being successfully exercised we still need to review the level of fee appropriate to our needs so that we can set appropriate fee levels in the future.

The EA National team has been assisting in funding the Coastal Groups of England's activities. This is intended principally to help the groups undertake and reflect their new strategic roles in attending:

- Coastal Chairmen meetings
- Coastal Forum meetings
- Regional Flood and Coast Committees (Excluding all sub groups and other associated meetings)
- EA/Defra/CLG Strategic workshops and Forums
- National Coastal Monitoring Steering Group
- Professional Institution FCERM Panels and Groups

Tactical roles such as attending or dealing with the Coastal Groups routine business is not covered by the funding and will need to be addressed at a future meeting so that those attending or dealing with a substantial packages of work for the group can be recouped and hence a single organisation will not unduly be put at financial loss. Ongoing discussions continue with the EA National team on this and will be reported when a more detailed and coherent proposal is understood and ready for the group to consider.

An annual statement of the Group's accounts is attached (**Appendix 3**).

3.6 Links with Regional Flood and Coastal Committees

Unlike many other regions the SECG area covers just part of the newly formed Southern Regional Flood and Coastal Committees' (SRFDC) area. The Old Thames and Southern EA Regions have now been amalgamated into one single region but retain two regional committees.

We have established a very good dialogue with the Chairman and members of the RFCC and there is a standing invitation for the Chairman to attend the group's meetings.

Following the establishment of the new EA Regional arrangements and the transitional RFCC the Chairman has assured the SECG Chairman of his continued support for the group and the open invitation to attend future meetings as an observer along with the Chairmen of the Standing Conference of Problems with the Coastline (SCOPAC) and SCG. As a group we are disappointed that the input of the group was not made more formal but as the formation of the formal RFCC develops we will continue to improve what many of the group consider

to be poor coastal representation. Only one Defra appointed seat is specifically required to have any coastal expertise.

The Group will seek every opportunity for sustained liaison between the RFCC, the relevant LLFA's and the SECG.

4.0 National/Strategic Coastal Monitoring

The Group continues to adopt a strategic approach to its coastal monitoring requirements including topographical and bathymetric surveys and tide measurement together with aerial photography. The data aids and adds knowledge to how the group's coastline should be managed now and in the future and contributes significantly to SMP'2 and their continued monitoring. The current Southeast Strategic Coastal Regional Monitoring Programme is in its second 5 year tranche and is largely delivered by in-house teams within the EA and in Canterbury, Shepway, Adur and Worthing, Havant and New Forest Councils in partnership.

A £30 million national network for the continued delivery of the strategic regional approach has now been established and work is underway to deliver this for the other regions in the country with the SE region following next year at the end of its current 2nd 5 year phase in March 2012.

As one of the largest single programmes in the Flood and Coastal Erosion Risk Management (FCERM) medium term plan the group should be particularly proud of this achievement as the model adopted and delivered largely by our Local Authority in-house teams has made this such a success. As a special note from the chair I am particularly proud of this achievement and wish to extend my thanks for all those within the group that have helped develop and deliver it. Let us hope that I am successful in securing "ring fenced" funding for periods longer than the current 5 years so that the true value of the continuous data can be ensured and that we can plan to deliver it.

5.0 Business Planning

The Group has produced an Action Plan which is attached as the last part of Appendix 1 to this report and progress is monitored and reported as appropriate.

As with previous years we are now in the process of preparing and submitting our MTP submissions in consultation with the new Coastal Engineers and their associate Technical Specialists. With the new RFCC due to be in place by the Autumn these new programmes will be considered by them as part of the coalition government's Localism agenda. We will need to ensure as ever before that our proposals are clear and well thought through so that we can best argue the case we can for essential work.

6.0 Elected Member Involvement

The value of Elected Member involvement in coastal management is well understood and the constituent local authorities within Coastal Groups have embraced the need for democratic input in the work they do.

The manner in which Elected Members are directly involved in Coastal Groups has varied nationally ranging from no direct involvement to separate standing conferences such as SCOPAC. In the case of the former, the work of the Group(s) has been relayed to Elected Members by officers reporting back to their constituent councils as appropriate.

The creation by the Local Government Association of an Elected Member based Coastal Issues Special Interest Group (SIG) has allowed for a stronger democratic body to voice the national views of Coastal Groups (though not all coastal group councils are currently members of the SIG).

Over the years the particular strengths of Elected Member input has been understood as listed below, but now more than ever this input will be needed at County and Unitary levels as the District influence on future studies and schemes moves to the RFCC for funding where there is little or no District input:

- To provide a strong, well-informed voice for the coast
- To provide support for officers in their coastal risk management work within operating authorities
- By achieving an increased knowledge of coastal issues when debating local, regional and national issues
- To allow more open and democratic decision making on the management of the coastal risks
- By assisting in ensuring that political decisions relating to coastal risk management are based upon science and sustainability and that short-term expediency is avoided, so far as it is possible
- To raise awareness at a time of a significant changes in policy including the requirement for extensive public engagement (e.g. through Shoreline Management Plans and coastal defence strategy study processes, coastal erosion risk mapping, etc).
- By supporting research and studies along the coast

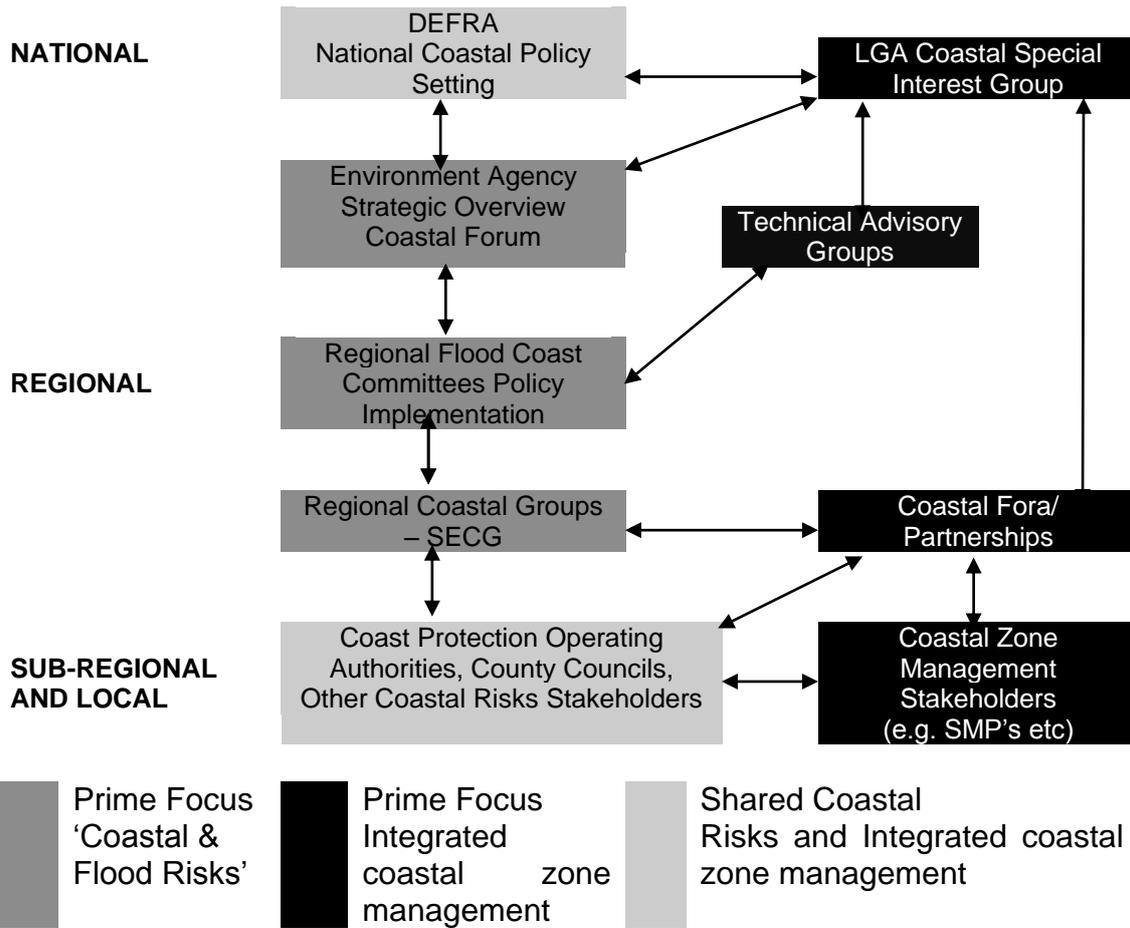
In addition to the values highlighted above, the following additional factors illustrate the important role that Elected Member input can achieve:

- At a time of a changing political agenda with the coalition Governments “Localism”, coinciding with a period when there has been possibly less of a focus on the coast as a result of a lack of major coastal storms, the role of Elected Members as a ‘voice’ for the coast is particularly important.
- Under proposed arrangements there is currently no place for full representation by coast protection operating authorities on Regional Flood Defence Committees.
- Elected Members can provide a regional voice at the national Local Government Association Coastal Special Interest Group.
- With increasing pressures on the coast arising from climate change impacts and the publication of more information on risk based approach (e.g. through SMP2 and Flood and Coastal Erosion Risk Management strategies), and the necessity to adapt to changing coastal conditions along some frontages, there is a need for Elected Member awareness-raising, involvement and support.

Officers of SECG are relied upon by their own organisations for reporting upon the work of the Group and any matters arising therefrom. It is recommended that the minutes of the meetings be copied to the respective Executive/Cabinet Member for information as a matter of course.

Elected Members from each of the SECG local authorities are invited to attend the Annual Members Forum Meeting and it was pleasing to see so many attend the February 2011 event.

Supplemented by Elected Members roles in the LGA Special Interest Group, Shoreline Management planning sub-groups and from the Officer reporting and responding to Consultations, the local democratic perspective is considered to be met without it becoming overly bureaucratic or ‘resource hungry’. The diagram below illustrates and summaries the complex web of linkages in place (Note links with the Professional Institution and emerging LGA Inland Flood Risk Group are excluded):



THE DELIVERY OF COASTAL MANAGEMENT IN ENGLAND

7.0 Research and development

To drive development of a better understanding of the coastline the Group needs to consider research and development which will benefit its work.

Where the identified research and development can be internally sourced this will be done. If external provision is required this will be reported upon as necessary and the necessary funding sources identified.

Good examples of the research underway or being considered are:

- South East Coast Beach Management Plan (BMP) Programme this is strategic approach to beach management planning being researched by members of both the SECG and the Southern Coastal Group (SEG) using the data obtained from the South East Strategic Coastal Regional Monitoring Programme (SSCRMP). The aim of the final project is to produce a set of co-ordinated BMP's that address the identified shortcomings and provided the basis for beach management funding applications. The work is to be undertaken in collaboration with in-house staff from the EA and partner Local Authorities with the appropriate skills. A newsletter to keep all parties informed of progress is planned to be produced bimonthly or possibly monthly when there is something significant to report.
- Improved run-up formula for shingle beaches in southeast England.

Where possible we should be liaising with the Southern Coastal Group to ensure consistency, efficiency and partnered working across the region.

8.0 Responding to Consultations and providing advice to Government, EA and other bodies

As briefly mentioned above in its strategic role the group is routinely asked to respond to both regional and nationally significant consultations on a wide range of strategic coastal matters. The Chairman usually works in conjunction with the following as the Chairman of the Coastal Group Chairmen to prepare co-ordinated responses to add as much weight as possible to these responses:

- Members of the group
- Local Government Association (LGA) Coastal Issues Special Interest Group
- Local Government Association (LGA) Inland Flood Risk Management Group
- Institution of Civil Engineers (ICE) Maritime Panel
- Chartered Institution of Water and Environmental Management (CIWEM) Rivers and Coastal Group
- Technical Advisors Group (TAG)
- Coastal Group Chairmen

In this reporting period the group has made responses to the following broad range of consultations:

- Draft Floods and Water Management Bill
- Environment Strategy for East Sussex
- Marine Bill and supplements
- Department of Communities and Local Government (CLG) Rate Support Grant Funding
- Defra draft Funding Review 10/11
- Defra Funding FCRM
- Marine Policy Statement
- EA National Strategy and supplements
- EA RFCCs
- Marine Management Organisation (MMO) Dredging Area 460 Hastings EIA

9.0 Partnership Working

Where possible we endeavour to work in partnership to assist the membership, other Groups and partners deliver their duties, obligations and works. A partnership approach to BMPs has already been mentioned above and the projects have already been developed in Kent and Sussex and these will be developed further where possible either mutually or jointly depending upon the needs of the group. The East Kent Partnership consists of 5 partner authorities and aims to progress full partnership working with regard to coastal engineering for the following: Canterbury CC, Dover DC, Shepway DC, Swale BC and Thanet DC.

Although the EA are planning to extend the use of its framework arrangements to Local Authorities the terms of this are not yet clear and many feel that the arrangements will not necessarily provide good value for money and hence the group are developing its own Select List of Contractors which all members of the Group can use. This work has been undertaken by Canterbury City Council on behalf of the group and will enable many of the smaller local Contractors not on the framework to be able to tender for works that they would be excluded from if the framework was the only list.

I suspect that prompted by the good work of the group in establishing a regional Local Authority Medium Term Plan (MTP) the Agency has seconded the Chairman to assist in the preparation of a National Programme. Working at both national and regional levels the proposal is to take the group's system a stage further and add the data to a Geographic Information System together with the Agency programme which as you are aware we were prevented from doing until after public publication of the MTP in April each year. This, as you are aware, was too late for any meaningful longer term planning and packaging of works. More detail will follow on this at future meetings as it is hoped that the group similar to the National Coastal Erosion Risk Mapping (NCERM) project will be a pilot area.

10.0 Skills and Capacity

One of the key functions of the group will be investigate and plan for any future skills and capacity shortfalls. We are very aware that many skilled personnel have already retired or left and we are committed to ensuring that we have adequate succession planning in place to meet our future needs.

Without adequate longer term plan certainty, it is unlikely that any single Council will be able to sustain a training programme for Graduates but collectively the group may be able to work together to ensure that new professionals are suitably trained for the future needs of the region.

11.0 Input into Strategic and National Projects

Members of the group are often called upon to attend or input into strategic or national projects of importance as follows:

- National Erosion Risk Mapping Project
- Southern Coastal Group
- Standing Conference on Problems Associated with the Coastline
- LGA Special Interest Group Coastal Issues
- LGA Inland Floods Risk Management Officer Group
- Technical Advisors Group
- EA Local Authority Responsibility map
- Defra Adaptation Erosion Issues
- RFCC
- EA FDGIA Budget setting and Long Term Investment Strategy
- EA Skills shortage study
- Coastal Forum
- Coastal Group Chairman of England and Wales
- ICE Maritime Panel
- ICE Lived Panels
- ICE Coastal Management 2011 Sub Group
- ICE Steering Group for the response to the Floods and Water Management Act Flood Risk Management: A Local Issue of National Importance.
- CIWEM Rivers and Coastal Group
- Defra Research FD2617
- National Coastal Monitoring Programme
- Regional Coastal Monitoring Annual Meeting
- Defra/LGA Marine Bill Workshop and consultation
- River Basin Management Plans
- Defra Adaption Workshops
- Defra FD2624 Briefing
- UK CP09 Briefing and feedback
- ICE Presidential Visits
- ICE Steering Group on the response to the Government on the Floods and Water Management Act –
- Defra/EA Stakeholder Forum
- EA FCRM10 and 11 Conference Steering Group
- Pilot for the NCERM Erosion Risk mapping release in conjunction with the North East Coastal Group
- Pilot for the Strategic Coastal Initiative
- Defra Pathfinder projects
- Creating Asset Management Capacity Project (CAMC)

12.0 Performance

Proof of performance is difficult to determine as we do have not, as yet, have indicators by which to judge ourselves. We can judge ourselves against the main objectives of the group's terms of reference which in themselves are quite wide ranging and do not really give a true representation of performance and ultimately its value. Value on the other hand can be demonstrated by the deliverables that the group achieves and the savings that it can generate for its members. The savings made to partners organisations through the coordination of efforts and sharing is clearly demonstrated in table 1 below.

Table 1 Annual value of coastal group activities to partner organisations

| Activity | Method of saving and technical benefits | Specific examples | Typical annual value of coastal group contribution to each partner organisation i.e. cost of doing work in isolation |
|--|--|---|--|
| <p>Consultations on strategic coastal issues and representation on regional and national groups</p> | <ul style="list-style-type: none"> • Avoidance of individual organisation effort • Coordinated regional approach | <ul style="list-style-type: none"> • Floods and Water Management Act • Environment Strategy for East Sussex • Marine Bill and various supplements • CLG Rate Support funding • DEFRA funding review 10/11 • Defra funding FCERM • Marine Policy Statement • EA National Strategy and supplements • Dredging Consultations • National Coastal Chairmen's meetings (Strategic EA cover) | <p>Say 10 man hours per Member at say £50/hour for each example. Therefore 23 (all Councils and the EA) x 11 consultations = £126,500</p> |

| | | | |
|--------------------------|--|--|---|
| | | <ul style="list-style-type: none"> • National Coastal Forum (Strategic EA cover) • Representation on RFDC and tRFCC (Strategic EA cover) • Representation at LGA SIG (Each LA attends) • Defra Pathfinder (Strategic EA cover) | |
| Research | <ul style="list-style-type: none"> • Focused National programme • Improved design and risk assessment • Raising political profile of regional issues | <ul style="list-style-type: none"> • EA/Defra R and D Advisory Group (Strategic EA cover) • National Erosion Risk Mapping Programme (NCERM) Pilot SMP area Beachy Head to Selsey Bill | NCERM only £5,000 |
| Political representation | <ul style="list-style-type: none"> • National and Regional input to assist in the effective delivery of new initiatives. • Maintaining Member understanding of coastal issues through officers of the CG | <ul style="list-style-type: none"> • Erosion Risk Mapping Project National Project Board and Regional delivery (validation) • LGA Coastal Issues SIG (Each LA covers) • EA LTIS | 17 LA's say 20 man hours each at £50/hour = £17,000 |

| Activity | Method of saving and technical benefits | Specific examples | Typical annual value of coastal group contribution to each partner organisation i.e. cost of doing work in isolation |
|---|---|---|--|
| Training | <ul style="list-style-type: none"> • Provision of expert advice • Courses and conferences • Sharing experiences • Sharing skills • Succession planning | <ul style="list-style-type: none"> • Regional Monitoring Annual review • MTP Workshop • Members Forum • CG and RTPI Coastal Change for Engineers and Planners seminar • Preparing a quality document workshop • 2 ICE Maritime Group meetings | <p style="text-align: right;">23 x 100 = £2,300</p> <p style="text-align: right;">23 x 100 = £2,300</p> <p style="text-align: right;">50 x 100 = £5,000</p> <p style="text-align: right;">30 x 100 = £3,000</p> <p style="text-align: right;">23 x 100 = £2,300</p> <p style="text-align: right;">2(10 x 10) = £200</p> |
| Sharing resources | <ul style="list-style-type: none"> • Development of a procurement framework • Collaborative working | <ul style="list-style-type: none"> • East Kent Partnership led contractor framework • CCC and A and W C led regional monitoring framework • Regional monitoring • EA | <p style="text-align: center;">Saving min £1,000 per LA £23,000</p> |
| Regional delivery of Coordinated programmes | <ul style="list-style-type: none"> • Regional coastal monitoring programme • SMP delivery of plans | <ul style="list-style-type: none"> • Staff time running regional programmes | <p style="text-align: right;">Monitoring SECG annual spend £500,000</p> |

| | | | |
|--|---|---|--|
| | <ul style="list-style-type: none"> • SMP coordination of action plans | | |
| Streamlining funding of capital programme | <ul style="list-style-type: none"> • Coordination of admin procedures | <ul style="list-style-type: none"> • Medium term plan | 17 LA's say 5 man hours each at £50/hour = £4,250 |
| Estimated total | | | £690,850 |

Estimates are based, where possible, on actual timesheet records, staff time costs and contracted activities for delivery of each activity on behalf of the coastal group. Where estimates are made they are explained and usually very conservative.

13.0 Shoreline Management Plans and Strategies

One of the key drivers for the creation of many of the coastal groups was the production of SMPs. It remains a key driver for the group and the performance of the production of the plans themselves and the ensuing Action plans that accompany them. All 4 SMPs listed below covered by the group were signed off by the deadline date of December 2010 meeting Defra's target:

- The Medway Estuary and Swale
- Isle of Grain to South Foreland
- South Foreland to Beachy Head
- Beachy Head to Selsey Bill

Work remains underway with each SMP lead and EA representatives to produce summary documents for use by the Local Authority Planning teams as part of the way we communicate with our professional partners. A short summary of a Shoreline Management Plan specifically written for local authority planners was piloted by the North East Coastal Group (NECG) and will be used as the model for this production. The project was run collaboratively with Scarborough Borough Council, both engineers and planners. Feedback on the pilot was very positive and we have been developing production of a similar tool with the EA for each of the SMP's above.

Strategy development arising from recommendations of the SMP action Plans are different stages of development or progress as follows:

- Swalecliffe Strategy – In progress
- Herne Bay Strategy – In progress
- Folkestone to Cliffe End – In progress
- Brighton Marina to River Adur – Seeking NRG approval to progress
- River Adur to River Adur Arun – Complete and signed off by all LA's and EA
- River Arun to Pagham Strategy – Complete

14.0 Regional Habitat Creation Programme

The Regional Habitat Creation Programme (RHCP) was established in 2008 to provide a strategic and proactive approach to meeting the legal habitat creation requirements resulting from flood and coastal risk management schemes in a structured and efficient way.

Habitat Requirements

With the completion of SMP2s in 2010, the RHCP has reviewed the habitat requirements arising from all of these plans to give an overview of the habitat requirements for the Region. Based on the indicative extents of realignments assumed in the SMPs, the table below shows the compensation requirements for Natura 2000 sites for the Region.

| SMP habitat grouping | Area (ha) | | | Total (ha) (cumulative) |
|---|-----------|---------|---------|----------------------------|
| | epoch 1 | epoch 2 | epoch 3 | |
| Thames Estuary (Isle of Grain to South Foreland, Medway Estuary & Swale SMPs & TE2100) | | | | |
| Saltmarsh (SPA/Ramsar) | 124 | 148 | 149 | 421 |
| Saltmarsh | 0 | 0 | 157 | 157 |
| Mudflat | 0 | 0 | 0 | 0 |
| Coastal grazing marsh | 547 | 751 | 709 | 2007 |
| South Kent (Beachy Head to South Foreland SMP) | | | | |
| Vegetated shingle | | | | |
| Annual drift line | 10.4km | | | 10.4km |
| Perennial | 10 | | | 10 |

It will be important to monitor the implementation of the SMP proposed managed realignments, as they are necessary to avoid an adverse effect on inter-tidal habitat in the SMP areas. The Thames CHaMP concluded there would be the following losses of inter-tidal habitat if no realignments took place:

| Thames Estuary | Area (ha) | | | Total (ha) (cumulative) |
|--------------------|------------|-----------|---------|----------------------------|
| | epoch 1 | epoch 2 | epoch 3 | |
| Overall intertidal | 120 | 60 | 970 | 1150 |
| Mudflat | 370 (gain) | 340 | 50 | 120 |
| Saltmarsh | 270 | 10 (gain) | 230 | 490 |

There may be scope to reduce the extent of some of the proposed realignments in the Thames Estuary to reduce the significant amount of compensatory coastal grazing marsh currently required. As coastal grazing marsh can take up to 20 years to be fully-functioning as compensatory habitat, it would be helpful to review the drivers and extents of the realignments planned for the first two epochs at the earliest opportunity.

Habitat Delivery

The RHCP has two sites in progress:

Great Bells Farm on the Isle of Sheppey was acquired in 2009. Following competitive tender, a 12 year contract was awarded to the RSPB to design, build and manage the site to create coastal grazing marsh. It is anticipated that 150ha of freshwater compensatory habitat for the Thames Estuary will be created on the 193ha site. A planning application has been submitted and works are due to commence on site this summer, with construction phased over three years.

Medmerry Managed Realignment scheme in West Sussex obtained planning permission in November 2010, with construction planned to start in autumn 2011 and the breach of the current defences in spring 2013. The scheme is a multi-objective scheme delivering flood risk management benefits as well as providing an estimated 183ha of compensatory inter-tidal habitat for losses on the Solent. The Environment Agency acquired three farms affected by the realignment in 2009. We are working with the RSPB, who intend to contribute their land which is affected by the scheme, in return for a long-term agreement to manage the whole site. Negotiations are continuing with one other landowner whose land is affected by the works.

The vegetated shingle requirements on the south Kent coast are being taken forward by the individual FCRM schemes. The TE2100 proposed managed realignment at St Mary's Marshes is currently being taken forward by the Agency's London Environment team, with advice from the RHCP team. A greater involvement is anticipated if the scheme proves viable. The RHCP is also investigating a potential freshwater compensation site for the Solent on the river Test in Hampshire.

Challenges for future delivery

The main challenges in delivering the Programme going forward are securing suitable sites and ensuring that habitat can be delivered at or below the national benchmark cost/ha for that type of habitat. In 2010-11 the Programme investigated two potential realignments which had to be abandoned on cost grounds. This is indicating that inter-tidal habitat creation through realignments are only likely to be viable in the current financial climate where they also deliver flood risk management benefits, such as at Medmerry, and works can be timed with the end of life of the existing assets.

In spring 2010 the RHCP jointly hosted a workshop to investigate potential habitat creation opportunities in Kent. This workshop was attended by several organisations including Natural England, Kent Wildlife Trust and the RSPB. The workshop resulted in the preliminary

design of the Kent Matrix. The matrix is an excel spreadsheet, which provides an initial assessment of each site's suitability for habitat creation. This tool delivers a scoring system allowing users to prioritise site investigations for habitat creation. The matrix has been shared with all of the partners who attended the workshop for future use. However, as our preferred method for acquiring land for habitat creation is by negotiation or through the open market, it still requires landowners to be willing in order to progress any of these sites. Coastal Group members can support the Programme by helping to identify suitable sites with willing landowners for habitat creation.

Local Authority support is also sought to protect suitable sites from damage from adjacent developments through safeguarding them in the Local Development Framework. Sites bought for the intention of habitat creation under The Conservation of Habitats and Species Regulations 2010 are not given protected status under planning law until a site is designated as a nature conservation site. This means that sites developed for the purpose of meeting the regulations are at risk of being impacted by future developments on adjacent land until they are fully-functioning and able to be designated, which could take a number of years.

15.0 Officers of the SECG September 2009 to March 2011

Chairman

Bryan Curtis - Adur and Worthing Borough Councils.

Elected in Caretaker role - 13th October 2008. Formally elected 22nd June 2009 Term Expires: 21st June 2012

Vice Chairman (North Kent SMP area)

Ted Edwards - Canterbury City Council

Elected in Caretaker role - 13th October 2008. Formally elected 22nd June 2009 Term Expires: 21st June 2012

Vice Chairman (South Foreland SMP area) and Treasurer

Colin Paine - Shepway District Council

Elected in Caretaker role - 13th October 2008. Formally elected 22nd June 2009 Term Expires: 21st June 2012

Vice Chairman (South Downs area) and Web Master

Roger Spencer - Arun District Council

Elected in Caretaker role: 13th October 2008. Formally elected 22nd June 2009 Term Expires: 21st June 2012
Resigned as Webmaster 9th December 2011

Vice Chairman (Medway SMP area).

Mark Douch - Area Flood Risk Manager. Environment Agency

Elected in Caretaker role: 13th October 2008. Resigned 21st June 2009.

Vice Chairman (Medway SMP area).
Clive Older - Area Coastal Engineer. Environment Agency
Elected: Elected 22nd June 2009. Resigned 18th August 2011

Vice Chairman (Medway SMP area) - Ian Nunn, Area Coastal Engineer
Environment Agency
Elected 19th August 2011 resigned March 2011)

Vice Chairman (Medway SMP area) - Post vacant for the North
Kent/Swale area

Secretary - Simon Herrington, Herrington Associates
Re-Elected 9th December 2010 Term Expires 8th December 2013

Webmaster - Ted Edwards Canterbury City Council
Acting from 9th December 2010 (Formal proposal and election required
Annual meeting 9th June 2011)

16.0 So Where to from here?

From cursory analysis it is clear to see that the SECG is delivering all of the original Defra objectives. Acknowledging the comments on performance above it is crucial that in the near future that we undertake a critical review of our performance and find some way of comparing ourselves with the other groups.

In the 2½ half years since the new Strategic group was formed we have consolidated our position and in many areas exceeded it by driving or participating in many new initiatives. We are the lead along with the NECG and SCG on being pilots for NCERM delivery and the delivery of the Strategic Coastal Initiative which was born from our early work in looking for partnership and package opportunities in the RFCC's MTP.

We have managed to maintain our membership although with the introduction of the new Floods and Water Management Act and the County and Unitary level Lead Local Flood Authorities we will need to establish how we interact with them and their role, in any coastal erosion works.

As can be seen in earlier text we have met at least 4 times a year and in some instances more with Elected Member Forums, Southeast Strategic Coastal Regional Monitoring Programme Annual meetings, workshops and training. We have actively been involved with the ICE and CIWEM at both regional and national levels assisting with conferences and government responses. It is without doubt that the SECG is being heard both regionally and national.

17.0 Challenges

Our success is clear but so to the challenges. The following are the first two that we will need to address as soon as possible:

Financial - There are very real financial restraints with the governments new payment for outcomes which is still before Parliament in its 40 day cool off period at the moment awaiting approval before the summer recess begins. It is clear that seeking external contributions for much of our work will need some new ways of thinking and addressing FCERM not least explaining and convincing the public at large!

Staffing and staff squeeze – For me this is one our most potentially destructive problems for local authorities. As more senior staff take early or flexible retirement the local authority resource with coastal expertise is evermore squeezed and the need and ability to recruit the appropriate staff is getting evermore difficult. Some very shrewd succession planning and/or partnership working will be the order of the day in the very near future. We already have examples of this good practice within the group so we can learn from these to respond and provide more for less.

SOUTH EAST COASTAL GROUP

DRAFT

June 2011

1.0 TERMS OF REFERENCE

1.1 Name

The Group shall be called the 'South East Coastal Group', hereafter referred to as 'SECG'.

1.2 Geographical Coverage

The SECG will cover the length of coastline from the Thames Barrier in the north to Selsey Bill in the south.

1.3 Aim

The overall aim of SECG is to provide sound advice on coastal issues and be a strong influencer in optimising strategic and sustainable policies, plans and programmes to best manage the risk from sea flooding and coastal erosion (including sea cliff instability). To be a natural and chosen forum for coastal practitioners to discuss issues, problems, solutions and to share best practice. To be efficient in operation and to provide best value for the public purse.

2.0 PRINCIPAL OBJECTIVES

2.1 As a technical group, principally comprising of coastal managers, planners and others with a knowledge of shoreline management and operating in a strategic context, to be a source of expertise on the coast and to advise and influence the relevant Regional Flood Defence Committees (RFDC) on matters relating to the coast.

2.2 To contribute to the Environment Agency's (EA) preparation and delivery of a long term investment strategy for the management of public coastal flood and erosion risks, including both long term plans and delivery of annual programmes of works and major planned maintenance to coastal flood and coastal defence assets.

3.0 SECONDARY OBJECTIVES

- 3.1 To recommend to the EA who is best placed to take the lead for Shoreline Management Plans and to work with others towards Integrated Coastal Zone Management (ICZM).
- 3.2 To identify, develop and disseminate best practice with regard to project management, procurement, delivery and general management associated with sea flooding and coastal erosion risk.
- 3.3 To encourage the development of a co-ordinated approach to the collection and storage of data relevant to the effective long term management of risks at the shoreline.
- 3.4 Through discussion with the Department for Environment, Food and Rural Affairs (Defra), Chairmen of RFDCs and the EA, to ensure the views of member organisations are considered and taken into account in the development and implementation of national policies and initiatives relating to the effective management of flood and erosion risks at the coastline.
- 3.5 To work closely with adjacent coastal groups and EA RFDCs in advising on any mutual matters of interest relating to managing sea flooding and erosion at the shoreline.
- 3.6 To advise upon research and development needs within the SECG region in respect of coastal and shoreline management, monitoring and coastal engineering.
- 3.7 To act as a principal forum for those charged with managing the coastline within maritime authorities, the EA and others within the SECG region.
- 3.8 To share expertise and examples of best practice between SECG members and, when mutually acceptable and advantageous, to share resources.
- 3.9 To develop and deliver a regional strategic coastal monitoring programme and to work with the EA towards a coordinated and integrated national strategic monitoring programme.

CONSTITUTION

1.0 MEMBERSHIP

1.1 Full Members

Full membership of the Group shall be extended to appropriate officers representing the following:

- (a) All Maritime District Councils between the Thames Barrier and Selsey Bill:

Thurrock
Medway Council
Swale
Adur District Council
Arun District Council
Bexley Heath and Crayford
Brighton and Hove City Council
Canterbury City Council
Chichester District Council (Link with Southern Coastal Group)
Dartford
Dover District Council
Eastbourne Borough Council
Gravesham
Hastings Borough Council
Lewes District Council
Rother District Council
Shepway District Council
Thanet District Council
Wealden District Council
Worthing Borough Council

- (b) All County and Unitary Councils between the Thames Barrier and Selsey Bill:

East Sussex County Council
Kent County Council
West Sussex County Council

- (c) Environment Agency:

Southern Region
Solent and South Downs Area
East Sussex and Kent Area

1.2 **Associate Members**

- (a) English Heritage
- (b) Sussex Sea Fisheries and Kent
- (c) National Union of Farmers
- (d) Dover Harbour Board
- (e) Medway Ports Authority
- (f) Port of London
- (g) Newhaven
- (h) Port of Ramsgate
- (i) Sovereign Harbour
- (j) Shoreham Port Authority
- (k) Littlehampton Harbour Board
- (l) Brighton Marina Co
- (m) Natural England
- (n) Network Rail
- (o) Ministry of Defence
- (p) National Trust
- (q) RSPB
- (r) South Downs Joint Committee

1.3 **Observers**

Observers shall comprise officers representing:

- (a) A standing invitation will be provided to the Chairman of the RFCC's (Southern, Thames and East Anglia) and the Chairman of adjacent Coastal Group or nominated representative.
- (b) Thames Gateway/2100 Project
- (c) Wind Generating companies or Consortiums planning work in the immediate offshore areas. (Ad Hoc invitations)
- (d) East Channel Association
- (e) Appropriate Dredging Companies or Consortium on an Ad Hoc basis by invitation

1.4 **Voting**

- 1.4.1 Each Full Member Authority shall be entitled to nominate one voting member. The Chairman and Vice Chairman have only one vote each.

1.5 **Co-option of Members**

- 1.5.1 The Group may co-opt any other specialist officer (e.g. Planning Officer) as they from time to time decide. An annual meeting will be convened inviting all appropriate specialist officers.

1.6 Election of Officers

1.6.1 The Group will elect officers at an annual meeting to fill posts of Chairman, Vice Chairmen, Treasurer and Webmaster. The officer appointments will be for a period not exceeding three years from the time of election. It will be a matter for the Group to decide if the Members and officers should be re-elected to serve a further term. Caretaker posts will be required to establish the Group up until the first full election at the first Annual meeting in the summer of 2009.

1.7 Chairman

1.7.1 The Chairman shall lead the meetings of the Group and represent the Group at external bodies such as the Regional Coastal Group Chairman, the National Coastal Forum, National Coastal Monitoring Programme Board and the Regional Flood Defence Committees.

1.8 Vice Chairmen

1.8.1 Due to the size of the Group in terms of its geography, 4 Vice Chairmen are to be elected to act as chairmen of SMP sub groups.

1.8.2 In the event of the Chairman being unavailable for a particular meeting, one of the Vice Chairmen shall endeavour to deputise.

1.9 Treasurer

1.9.1 The Treasurer shall maintain a record of accounts for the Group which are to be audited and agreed annually. The Treasurer will arrange for the issue of invoices and receipts, making of payments and each year make a report on the accounts to the annual meeting.

1.10 Secretary

1.10.1 The Secretary shall prepare the minutes of each meeting of the Group, preparation of the agenda and distribution of documentation and make arrangements for holding the meetings of the Group in collaboration with the Chairman.

1.11 Webmaster

1.11.1 The webmaster will be responsible for creating and maintaining the Group's website, keeping it up-to-date and for advising the Group on any developments thereon.

1.12 Other Nominations

1.12.1 The Chairman's authority may from time to time be given for other members to represent the Group on other outside Bodies/Groups/Steering Groups/Project Boards. It is envisaged that when the

Groups resources are determined that all costs and reimbursement of officer time will be made for those attending and contributing to assistance with any outside Bodies/Groups/Steering Groups/Project Boards.

1.13 Reporting

1.13.1 Members of the Group will be responsible to their own organisations for reporting upon the work of the Group and any matters arising.

1.14 Meetings

1.14.1 The Group will meet at least 3 times a year at dates and a venue to be agreed and an annual meeting which will be held at a date and venue to be agreed each year. This annual meeting will be open to Elected Members from each of the SECG local authorities and will 'travel' around the SECG area as agreed by the Group. It will be hosted by one of the local authorities who will receive costs from the Group towards expenses incurred. Sub Groups will be convened as appropriate to deal with specific projects and issues.

2.0 FUNDING

2.1 Membership Fee

2.1.1 Full members of SECG shall pay fees to cover the administration, technical management and any research programme. Associate members shall pay for and receive copies of agendas and minutes. The fees will be set annually and shall be considered at the annual meeting for approval or amendment. It is proposed that the interim measures until the first full meeting that fees from both the existing SECG and SDCG be amalgamated.

2.1.2 Discussions with Defra and the Environment Agency are ongoing with respect to central financial support for Coastal Groups. When this issue is resolved, the Constitution may be amended accordingly.

2.2 Expenses

2.2.1 All members of the Group shall bear their own costs in terms of travel and subsistence save for when they are specifically requested to attend meetings to represent the Group and not specifically their own organisation, whereupon they shall submit to the Treasurer all receipts as verification of expenditure incurred. The Treasurer shall then draw from the Group's funds to recompense the member.

SOUTH EAST COASTAL GROUP ACTION PLAN 2008/12

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|----------|---|--|---|----------------|-------|---|---|
| 1 | Agree membership and principal officers (Chairman, Vice Chairmen, Secretary, Webmaster and Treasurer) | To establish new Group's principal officers and confirm membership | SECG/Chairman to liaise with EA, Defra and Anglian CG and non schedule 4 contacts | H | 10.08 | 06.09 | Important regarding representation and development of Group activities. Ref CO Email above. |
| 2 | Propose, approve and adopt terms of reference for Group | To provide basis of Group's work | SECG | H | 10.08 | 10.08 | Establish scope of Group's activities Review these at the annual meeting |
| 3 | Propose, approve and adopt the Constitution of the Group | To establish operational guidance | SECG | H | 10.08 | 10.08 | Review these at the annual meeting |
| 4 | Establish with EA membership fee setting taking into account any national funding | To provide a budget for Group's activities | SECG | H | 10.08 | Next meeting in 2009 This matter needs to be postponed as it depends upon the central funding issue which is still being resolved. | EA to establish any central funding and members to agree subscriptions |
| 5 | Review and establish Group membership including associates | To create the key partners in the Group | SECG | H | 10.08 | 06.11 | Invitations to new LA's listed to be sent for next meeting |
| 6 | Establish interim Website arrangements and arrange for mutual | To disseminate timely and effective information | SECG Secretary and Webmaster | H | 10.08 | Next meeting in 2011 Interim arrangements in place by using the | Need to agree Website arrangements and effectively |

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|----------|--|--|------------------------------|----------------|-------|---|---|
| | exchange of minutes | | | | | SDCG site until more permanent solution can be made. | disseminate information. Linked with 30. |
| 7 | Update and maintain Group member details | To help in communications | SECG Secretary and Webmaster | H | 10.08 | 06.09 | Contact details established invitations to next meeting to be sent. |
| 8 | Draft and agree communication strategy | To allow effective communications | Secretary | H | 10.08 | Agreed at Feb 09 Meeting | Complete |
| 9 | Establish protocols for SECG consultation | To ensure SECG's views are given in a timely fashion | Secretary | H | 10.08 | Interim arrangements agreed. The Ch will decide if any responses are contentious and take the necessary actions. Formal agreement to longer term. arrangements to be decided at the annual meeting. | Complete |
| 10 | Agree protocol for submission of papers and presentations to Group | To ensure effective management of Group | Secretary | H | 10.08 | 02.09 | Complete |
| 11 | Annual meeting of Chair/Vice Chairs and RFDC Chairman. | To allow constructive dialogue | Chairman/Vice Chairmen | L | 10.08 | Keep open Postpone to next meeting as this needs to be considered by the RFDC CH to | The priority of this can be reduced or even removed as their good dialogue between the CG and the RFCC is |

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|----------|--|---|---------------------------|----------------|-------|---|---|
| | | | | | | prepare a paper for both meetings Outstanding | good. |
| 12 | To agree and review long term investment strategy annually | To ensure SECG investment is included | SECG | H | 10.08 | Annual preparation required June each year for next years plan. | Each LA to input as necessary. The EA do not require a CG response on this so suggest delete this task. |
| 13 | Monitor annually national performance indicators (188/189) relevant to Group | To ensure compliance | SECG | H | 10.08 | Ongoing? | The status of monitoring performance to this is no longer required so suggest delete this task |
| 14 | Aggregate SMP action plans to inform financial plans | To allow for long term financial planning | Secretary | H | 10.08 | Ongoing | This work is well underway and it is hoped will be completed for reporting at the next meeting. |
| 15 | Agree and monitor medium term financial plan and programme | To ensure SECG projects are registered | SECG | H | 10.08 | Ongoing workshop are run as necessary by the EA to assist | Although an aspirational target of the group to do this with so many EA staff now employed to monitored costs this is no longer a valid |

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|----------|---|--|---------------------------|----------------|-------|---|--|
| | | | | | | | target for the group and should be deleted. |
| 16 | Establish arrangements for disseminating minutes and reports from Regional and National Forums to the Group | To keep SECG members fully acquainted | SECG Secretary | H | 10.08 | Next meeting in 2009 Interim measures – Publication on the SDCG website. | Need to agree which links should be included, e.g. LGA SIG on Coastal Issues, Defra, EA Forums It was anticipated that a new Coastal Group Chairman's website would meet this need but lack of funds has not made it possible. A trial using an LGA site was started but regrettably a site like this needs a lot of work which is really over and above the capabilities of the Chairman. Suggest that the SECG website is used. |
| 17 | Agree and publish rolling programme of dates and venues of any SECG meetings (linked to other key | To allow SECG to link in and contribute to other forum | SECG Secretary/ Chairman | H | 10.08 | On going but next years dates will be fixed at the next meeting in 2011 | Important to synchronise to provide added value to Group Coastal Forum and RFCC meetings fixed. |

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|----------|--|--|---------------------------|----------------|-------|---|---|
| | meetings, e.g. Regional Coastal Group Chairmen, National Forum, RFCC | | | | | | |
| 18 | Agree format of reporting from the Regional monitoring programme | To ensure good delivery and ensure continued links. | Lead Authorities | H | 10.08 | 10.08 | Complete under item 13 Minutes of meeting 13 th October 2008. |
| 19 | Consider links with RFCCs, any new Marine Management Organisation (MMO) and RDAs | To maintain strategic links with key organisations | SECG | M | 10.08 | Awaiting the set up of the MMO. Transitional RFCC now in place and membership of CG chairs is by invitation as an observer. | |
| 20 | Establish any standing sub-groups and associated arrangements | To ensure synergy with SECG | SECG | M | 10.08 | 05.09 | To ensure inclusivity Sub Groups to be arranged as needed |
| 21 | Agree reporting mechanisms of sub-groups to SECG | To ensure synergy with SECG | SECG sub-groups | M | 10.08 | 05.09 | All sub-groups to advise Secretary |
| 22 | Agree observers | Non voting rights but with key interest in work of Group | SECG/RFCD | M | 10.08 | 10.08 | Standing invitation to Chairmen of RFCD's and adjacent Coastal Groups. Review list at each Annual meeting |
| 23 | Establish timetable for submission of items/papers for | To allow papers to be produced and distributed in | SECG Secretary | M | 10.08 | 05.06 | Authors of papers to work with Secretary |

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|----------|--|--|---------------------------|----------------|-------|---------------------------|---|
| | agendas | advance of meeting | | | | | |
| 24 | Agree reports format | To agree a common approach | SECG Secretary | M | 10.08 | 06.09 | Complete Format on website |
| 25 | Agree annual/ regional meetings to which the Chairman/ nominee will attend as a matter of course | To ensure SECG are represented at key meetings | SECG | M | 10.08 | Ongoing | Coastal Forum National EA/Defra Conference RFDC LGA SIG and SOG TAG CG's Chairmen Group ICE Maritime Panel CIWEM Rivers and Coastal Group LGA Inland Flood Risk Group |
| 26 | Prepare summary leaflet/CD covering purpose, membership, responsibilities and activities of SECG | To help publicise and engage with stakeholders and general public | SECG | M | 10.08 | Late 2011 | Chairman/Secretary to produce draft for consideration |
| 27 | Review and monitor SMPs | To ensure delivery of action planning linked to financial planning | SMP Steering Groups | M | 10.08 | Ongoing | Regular reporting to SECG Review at each meeting as a standard item on the agenda |
| 28 | List and review all coastal defence strategies | To ensure delivery of action planning linked to financial | LA/EA | M | 10.08 | Ongoing | Complete but needs to be continually reviewed. |

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|----------|---|--|---------------------------|----------------|-------|---------|--|
| | | planning | | | | | |
| 29 | Liaison with NRG and PAB | To provide input and feedback to Group | Chairman | M | 10.08 | Ongoing | To allow constructive dialogue between SECG and LPRG Ch last attended an NRG in May 2010 and reported that significant improvements had been made and the process was considerably streamlined and transparent. |
| 30 | Confirm agreements to create and manage SECG website, linked to the Coastal Group Chairman's, Defra, EA and the monitoring programmes websites. | To facilitate dissemination of information | Webmaster | M | 10.08 | Ongoing | Linked with 6. |
| 31 | Place all agendas and minutes on SECG website, including national information | To facilitate dissemination of information | Webmaster | M | 10.08 | Ongoing | Now a matter of routine |
| 32 | Develop a programme of training events for officers and elected | To ensure SECG are able to best understand the | Chairman/Secretary | M | 10.08 | Ongoing | Matter to be considered in detail at the annual meeting |

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|----------|---|---|---------------------------|----------------|-------|----------------|--|
| | members | issues | | | | | |
| 33 | Develop a programme of site visits associated with annual meeting | To allow SECG a better appreciation of problems and solutions | Host Authority/ SECG | M | 10.08 | Ongoing | Consider possibilities for the afternoon of the annual meeting? |
| 34 | Place bibliography database on website | To facilitate dissemination of information | Webmaster | L | 10.08 | Ongoing | Matter to be considered in detail at future annual meeting when database is complete |
| 35 | Create database of all studies/ strategies relevant to Group | To establish a greater knowledge base | Secretary | L | 10.08 | 05.09 | Complete but needs continual review at each meeting. |
| 36 | Examine opportunities for joint procurement of work/studies | To allow best value to be obtained | Chairman/ Secretary | L | 10.08 | Ongoing | To start this off we need both the LA and EA MTP's. We only have the LA's at the moment. Refer ET email call for Champions |
| 37 | Audit skills and capacities, including consultants | To gauge resources | SECG | L | 10.08 | Ongoing | This is a matter of concern and a report on this will be made to the September 2011 meeting. |
| 38 | Investigate and determine options for improved democratic Member input and reporting. | To involve and inform Elected Members | Chairman | H | 10.08 | 06.11 Complete | The Elected Member Forum is considered to meet this target together with options to include a joint |

| Ref. No. | Proposed Action | Reason for Action | Responsibility for Action | Priority H/M/L | Start | Finish | Comments |
|-----------------|------------------------|--------------------------|----------------------------------|-----------------------|--------------|---------------|--|
| | | | | | | | RFCC and attend the SSCRMP Annual meeting. |

Working in partnership
South East Coastal Group
Communication Strategy
October 2008

Strategy

The strategy is ***to ensure that free, effective communication to and from all partners and interested parties is achieved.***

Communication needs to be:

- As free as possible;
- effective at all levels;
- two way and
- continually reviewed

It is acknowledged that the arrangements between all members is dependant upon everyone involved having a good understanding of the aims and objectives of the Group and thus good communication will be the lynchpin of its success.

Objectives

To ensure that all those involved with the Group know what it is and what it is striving to achieve and secondly that as many people and organisations that may have an interest in it are also made aware of it. The essence of this consists of the following:

- What it will and will not do;
- What it is striving to achieve;
- How it works and who is involved;
- How much it costs and who is paying for it;
- What its targets are and are they being achieved;
- Progress to date and
- What its added value are to all parties.

Delivery

The method of delivery will consist of the regular communication routes as follows:

Routine:

- Quarterly meeting with one Annual meeting to review the Terms of Reference, Constitution, Annual Costs and Business Plan

External:

- Promotion to external partners (LGA, Government Organisations, and other Local Councils), media and other interested individuals/organisations as the opportunities arise.

Format

The options for the format or tools for the delivery of information are limitless but for the Group we have consciously chosen to opt for “one to one” and digital modes to ensure maximum participation, speed and ease of reproduction.

Members of the Group are kept informed by written and verbal reports at appropriate meetings on matters, which affect them.

Where possible each Contact Officers or their representatives act as single points of contact through which all information should be channelled to others as appropriate. These points of contact would be promoted as each Council’s representative for specific areas of work, scheme or project.

A website will be developed and be promoted as the hub of the arrangement for both obtaining and depositing information of mutual interest. All minutes, background reports, publications, presentations and raw data would be held here or linked to other websites for viewing or downloading.

Where possible all those involved will be kept informed by direct involvement, meeting or cascade through the respective Contact Officers.

Due to the diversity and complexity of the Group’s work it will be important to choose the right media and vocabulary appropriate. Prescriptive direction on this matter will not be given and it will be left to individuals to choose how to best achieve this.

Some guidance on this is, however, given as follows:

- Documents produced should be readily available and not too costly to reproduce;
- Targeted carefully;
- Use clear, but not patronising style;
- Avoid the use of jargon and define all terms
- Be in accordance with each Councils style and Communications Strategy

Promotion

Promotion of the arrangement both within each Councils organisation and to a wider audience is essential. It will be assumed that all involved take an active role in this.

Where possibly every opportunity to promote the arrangement to Key Groups and Professional Partner Organisations should be taken.

Ref: Comm Strat

Appendix 3

| 2010/2011 (As of 4 th March 2011) | | | | |
|--|------------|---|--|-----------------------------|
| Income for year | | Expenditure | | Balance |
| | | | | B/fwd: £4,178.47 |
| Membership fees | £10,750 | CCC fees | -£1,160 | |
| Arun District Council transfer of balance from old South Downs Coastal Group | £22,944.57 | Development and Coastal change workshop held on 5 th July 2010 | -£210 | |
| | | Kent Conference Sponsorship 13 th July 2010 | -£400 | |
| | | Refreshments & general expenses | -£77 | |
| | | JBA Consulting training course on "Extreme Sea Level Analysis" on 3&4 th March 2010 at CCC | -£3,028 | |
| | | Sovereign Harbour Yacht Club Ltd day conference on 9 th December 2010 | -£352.50 | |
| | | Costs associated with the 2010 Strategic Regional Coastal Monitoring Annual Review Meeting on 21 st October 2010 | -£1,332.88 | |
| | | Secretarial duties from July 2009 to December 2010 | -£2,320.80 | |
| | | All costs associated with the Coastal Group elected members' forum | -£1,680 | |
| | | Lunchtime buffet and refreshments for SECG workshop held on 24 th February 2011 | -£118.33 | |
| | | Commitments | | |
| | | SECG meeting at Leas Cliff Hall on 10 th March Includes venue hire and refreshments | -£370 | |
| | | Website set up costs (CCC) - Approx | -£3,000 | |
| | | Webmaster costs (CCC) - Approx | -£3,000 | |
| Total | £33,694.57 | Total | -£17,049.51 | £16,645.06 |
| | | | Balance as of 4th March 2011 | £20,823.53 |

