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STANDING CONFERENCE ON PROBLEMS ASSOCIATED WITH THE COASTLINE (SCOPAC) AGENDA

Date: 16 January 2015
Time: 10.15 am
Venue: Hurstwood Room, Public Service Plaza, Civic Centre Road, Havant,
Hampshire PO9 2AX

The business to be transacted is set out below:

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1 Minutes	1 - 6
To confirm the minutes of the meeting held on 17 October 2014.	
2 Apologies	
3 SCOPAC Research Programme - Paper B	7 - 14
Report by Sam Cope	
a) Recommendations for minor research projects	
b) Update on the role of the Research Sub-group Chair	

Full Members

Bournemouth Borough Council
Chichester District Council
Christchurch Borough Council
Environment Agency
Fareham Borough Council
Gosport Borough Council
Hampshire County Council

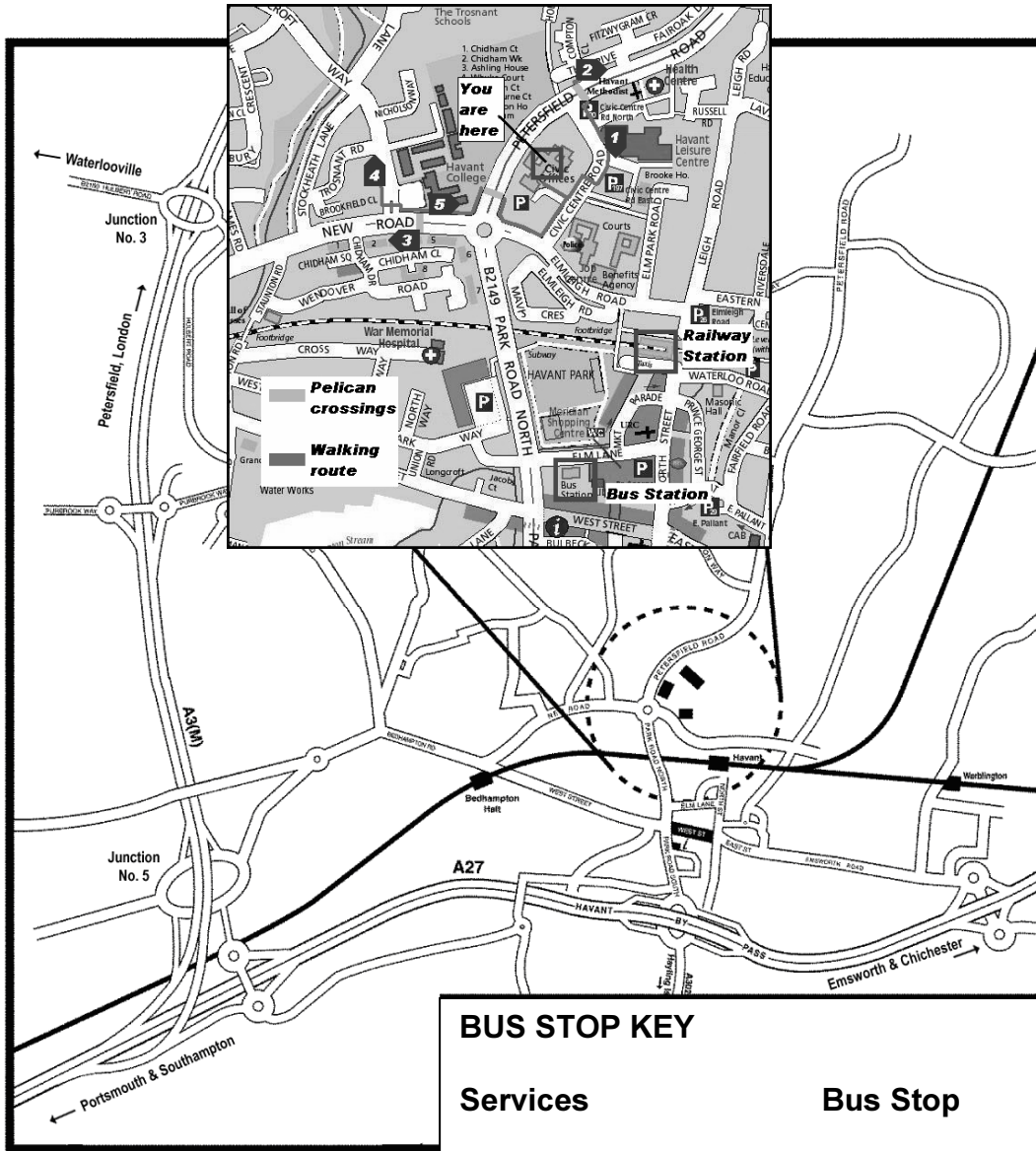
Havant Borough Council
Isle of Wight Council
New Forest District Council
Poole Borough Council
Portsmouth City Council
West Dorset District Council
Worthing Borough Council

Associate Members

Beaulieu Manor Estate
Chichester Harbour Conservancy
The Crown Estate
Dorset County Council
Eastleigh Borough Council
English Heritage
Isle of Wight AONB Partnership

Natural England
Purbeck District Council
Southampton City Council
Weymouth and Portland Borough
Yarmouth Harbour Commissioners

4	Mapping of the East Solent sea bed from bathymetry - Presentation	
5	Publication of the Medium Term investment programme for six years to 2021	
6	Coastal Monitoring update - Paper C	15 - 16
7	Update on the review of the constitution of the Southern Coastal group - Paper D	17 - 26
8	Discussion on the location and timing of the annual field visit	
9	Round table review of current projects & initiatives - Presentation	
10	Discussion on the Coastal Representation on Regional Flood & Coastal Committees	
11	AOB	
12	Dates of next meetings	



BUS STOP KEY

Services	Bus Stop
20, 21, 39, 63	1
20, 21, 36**, 39	2
23, 36**	3
23, 27**, 37	4
23, 27**, 36**, 37	5

** - also stops "hail and ride" opposite Stop 1 in Civic Centre Road



Havant
BOROUGH COUNCIL

Public Service Plaza
Civic Centre Road
Havant
Hampshire PO9 2AX

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Agenda Item 1

Minutes of the Standing Conference on Problems Associated with the Coastline (SCOPAC) held in Hurstwood Room, Public Service Plaza, Civic Centre Road, Havant, Hampshire PO9 2AX on 17 October 2014 commencing at 10.15 am

Present: A list of those present is appended to these minutes

1 Minutes from the last meeting of SCOPAC

RESOLVED that the minutes of the meeting held on Friday 11 April 2014 be approved subject to the following amendments:

- (1) Minute 10 to read '2013';
- (2) Minute 11 to read 'D Smith' and 'J Smith'; and
- (3) Minute 13 to read 'Clare Wilkinson'.

2 Apologies

Apologies for absence were received from Councillors P Jordan, T Swain, I Roebuck, B Turner, X Dion, L Dedman, D Smith and L Brown, K Buchan, M Goater, M Cowling

3 Reflection on the life and work of Andy Bradbury

The Chairman paid tribute to the former Southern Coastal Group Chairman Professor Andy Bradbury who had sadly passed away on 6 August 2014. His knowledge, enthusiasm and guidance on coastal issues had inspired many and in honour of his memory the Group held a one minute silence.

4 Consideration of proposals for a suitable memorial

The Chairman commented on the importance of building on Andy Bradbury's legacy and the Group agreed to support the following two proposals:

- 1) Bradbury's Bursary – A £500 contribution towards the fees of a University of Southampton student's course on 'Engineering in the Coastal Environment'. The thesis would relate to the SCOPAC coastline with an opportunity for the student to present at a SCOPAC or SCG meeting.
- 2) Workshops – Future SCG Workshops would be renamed "Andy's Workshops – A Problem Shared – The Nuts and Bolts of....".

RESOLVED that the proposals for Andy Bradbury's memorial be accepted.

5 Research Programme - report from Sam Cope

The Group received a report from the Chairperson of the Research Sub-Group setting out progress made on the following current and proposed SCOPAC projects:

5.1 Evolution of Coastal Sediment Stores and Sinks Study

Members were interested to note that the project had been completed and was now available to download from the SCOPAC website.

5.2 SCOPAC Minor Projects Fund (2013/2014 and 2014/2015)

A brief update on the two projects each awarded £4,000 was provided.

5.3 Update of the SCOPAC Sediment Transport Study

Work continued on the analysis of the sediment budget, the literature review and the bathymetric analysis. Once this had concluded all the data would be interpreted and the maps updated. Options for dissemination of the information were currently being explored.

5.4 Reducing Regional Flood and Erosion Risk from Wave Action on the Channel Coast Project

The next steps of the project involved interpreting the data and writing up the report. The Chairman of the Southern Coastal remarked that the initial tests had been very encouraging and demonstrated the value of physical modelling. Thanks were expressed to the speakers at the recent event held at the test facility at HR Wallingford on 12 September 2014.

5.5 Southern Coastal Group Workshop

It was confirmed that the next workshop topic would be on 'Incident Management' due to be held in either January or February 2015.

Thanks were provided to the speakers at the recent SCOPAC field trip to Medmerry for their informative presentations. The presentations were now available to view on the SCOPAC website.

5.6 Monitoring of Poole Nearshore Replenishment Trials

The Group was informed that the trial was due to commence in January or February 2015. It was suggested that the £60,000 of Environment Agency funding provided for monitoring of the trials may have to be revised due to potential further costs involved in using tracers to monitor the sediment

5.7 Maintenance of Coastal Structures. Phase 1: Timber Groynes

The remainder of the work to be undertaken was currently in the process of being scoped. The Group recognised that it was an important piece of work and agreed that the cost of completing it should be funded by SCOPAC to a limit of £5,000.

RESOLVED that a maximum of £5,000 in SCOPAC funds be allocated to complete the Maintenance of Coastal Structures project.

6 Update on the Chairmanship of the Southern Coastal Group

The Group was interested to note that Neil Watson of the Environment Agency had been elected Chairman of the Southern Coastal Group for a period of one year. Over this period the new Chairman intended to assess the Group's future priorities, review the constitution and analyse the future role of the Vice Chairmen in order to make the Southern Coastal Group as robust as possible.

7 National and regional issues from Coastal Group Chairs

The Chairman of the Southern Coastal Group updated members on the following key issues:

National FCERM Report for England – The 2013-14 report was currently being developed

Flood Risk Regulations – Flood Risk Management Plans – Consultation on the plans had been delayed slightly and was now expected to start within approximately six months.

FCRM Investment Programme – It was confirmed that the six year investment programme was currently being constructed.

Updates to the National Coastal Erosion Maps – Members were reminded of the importance of the maps and informed that they would be available to view on the Environment Agency website. Concerns were expressed however over the transparency of the maps.

Managing Flood Assets – AIMS Update – It was proposed to place all Environment Agency asset data on the system. Members suggested that it was important for the system to also include information on all local authority assets.

Environment Agency Organisational Change – Details on the recent changes to the Environment Agency's business model were explained. It was also noted that the Environment Agency's website had now moved to Gov.uk. The Group held a detailed discussion over the reorganisation and stated that it was important for the Environment Agency to undertake a consistent approach to dealing with local authorities.

Capacity Building – The importance of ensuring local authorities were represented on the Local Authority Capacity Building Advisory Group was discussed. Lyall Cairns of the Eastern Solent Coastal Partnership offered to attend any future meetings on behalf of SCOPAC.

8 Invoicing for membership 2014/15

It was noted that the membership subscription fees for 2014-15 had not changed.

RESOLVED that the SCOPAC membership invoices for 2014-15 be circulated.

9 Overview of last winter's coastal flooding and erosion events - actions, lessons learned and implications

Representatives from each local authority provided a brief overview of the damages inflicted on the coastline from last winter's coastal flooding and erosion events including what repair works had been undertaken.

10 AOB and dates of next meetings

A guide on 'Coastal Management: A Guide to Using Archaeological, Palaeoenvironmental, Historical and Artistic Resources' was circulated.

The meeting commenced at 10.15 am and concluded at 11.55 am

STANDING CONFERENCE ON PROBLEMS ASSOCIATED WITH THE COASTLINE

17 OCTOBER 2014 – LIST OF REPRESENTATIVES ATTENDING

Penfold – Chairman of SCOPAC
– Chairman of Southern Coastal Group

Richard Austin, Chichester Harbour Conservancy
Mr Bryan Curtis, Worthing Borough Council
Mr Steve Woolard, Christchurch Borough Council
Mr James Addicott, Havant Borough Council
Councillor Tim Knight, Fareham Borough Council
Mr Matt Hosey, Portsmouth City Council
Mr Gordon Wilkinson, Eastleigh Borough Council
Dr Uwe Dornbusch, Environment Agency
Councillor J C P Connor, Chichester District Council
Dr David Harlow, Bournemouth Borough Council
Dr Samantha Cope, New Forest District Council
Mr Chris Lisher, Yarmouth Harbour Commissioners
Honorary Freeman Cllr John Lofts, Christchurch Borough Council
Mr David Lowsley, Chichester District Council
Mr Peter Marsden, Isle of Wight Council
Mr Ben Murray, West Dorset District Council
Mr Stevyn Ricketts, Gosport Borough Council
Mr David Robson, Poole Borough Council
Mr Neil Watson, Environment Agency
Mr Lyall Cairns, Havant Borough Council
Councillor Jackie Branson, Chichester Harbour Conservancy
Councillor Mrs Forder, Gosport Borough Council
Mr Tim Adams, Yarmouth Harbour Commissioners
Steven Cook, New Forest District Council
Councillor Warwick Payne, Southampton City Council
Councillor Graham Burgess, Hampshire County Council

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PAPER B

Purpose : For Discussion

Committee: **SCOPAC**

Date: **JANUARY 2015**

Title : **RESEARCH PROGRAMME**

REPORT OF THE CHAIRPERSON OF THE SCOPAC RESEARCH SUB-GROUP

1 CURRENT RESEARCH PROGRAMMES

1.1 SCOPAC MINOR PROJECTS FUND (2015/2016 AND 2016/2017)

Up to £4,000 for 2015/2016 and £4,000 for 2016/2017

Two project briefs have been submitted for the next round of the SCOPAC minor project fund (see Appendix 1):

Dr Uwe Dornbusch (Environment Agency) - Establishing shingle transport pathways from the sub-tidal to the beach: Church Norton Spit - £4,000

Dr Andy Pearce (ESCP) - Beach response in front of structures in open coast - £4,000

The project briefs will be discussed at the meeting.

Recommendation: For discussion

1.2 SCOPAC MINOR PROJECTS FUND (2013/2014 AND 2014/2015)

Following the Southern Coastal Group meeting in July 2013 it was agreed the following two Minor Projects would be funded for 2013/2014 and 2014/2015.

University of Southampton - Coastal sediment budget project

Minor contribution of £4,000

The University of Southampton was awarded £4,000 as a contribution towards a project which will quantify and analyse the relative contributions and movement of sediment within Poole and Christchurch Bays.

During October 2014, 60 sediment samples were collected from the Dolphin Bank and Dolphin Sand. These have all been analysed in the sediment lab, so grain size analysis has been completed. The next step is the grain trend modelling/analysis. This, along with analysis of Regional Coastal Monitoring data will identify sediment

transport directions and sources around Poole and Christchurch Bays which will inform the update of the Sediment Transport Study.

Recommendation: For information

Channel Coastal Observatory – Seabed mapping project

Minor contribution up to £4,000

The Channel Coastal Observatory was awarded £4,000 as a contribution towards seabed mapping a 40km² block of the 2013 East Solent swath bathymetry.

The 40km² block has now been mapped and shows a variety of sediment textures, from bedrock, thin veneer of sediment, significant sediment deposits and mobile bedforms. The outputs will feed directly into the update of the Sediment Transport Study.

The report and shapefiles have been emailed to the SCOPAC Research sub-group for comment.

Recommendation: For information

1.3 UPDATE OF THE SCOPAC SEDIMENT TRANSPORT STUDY

Channel Coastal Observatory £150,000 (2013-2016) – funded by the Environment Agency with contributions from SCOPAC

The SCOPAC Sediment Transport Study (2004) is being updated by the Channel Coastal Observatory (<http://www.scopac.org.uk/sediment-transport-update.html>). The last update was undertaken in 2004 by the original authors, Dr Malcolm Bray, Dave Carter and Prof Janet Hooke. Since 2004 a wealth of data has been collected by the South-east and South-west Regional Coastal Monitoring Programmes. This data, along with new literature is being incorporated into the update.

Progress to date:

- Literature review undertaken for the following units:
 - Start Point to Berry Head
 - Berry Head to Hope's Nose
 - Hope's Nose to Holcombe
 - Holcombe to Straight Point
 - Straight Point to Otterton Ledge
 - Beer Head to Lyme Regis
 - West Bay to Portland Bill
 - Isle of Portland to Weymouth Bay
 - Redcliff Point to Durlston Head
 - Durlston Head to Handfast Point
 - Handfast Point to South Haven Point
 - Christchurch Bay
 - North-west Isle of Wight
 - North-east Isle of Wight
 - West and south Isle of Wight
 - South and east Isle of Wight
 - Pagham Beach to Shoreham-by-sea
 - Shoreham-by-sea to Beachy Head

- Original maps reproduced in GIS
- Wave roses mapped

The project is currently:

- Literature reviewing the remainder of the units
- Applying the sediment budget analysis equation

Recommendation: For information

1.4 REDUCING REGIONAL FLOOD AND EROSION RISK FROM WAVE ACTION ON THE CHANNEL COAST PROJECT

Channel Coastal Observatory £250,000 (2014-2017) – funded by the Environment Agency with contributions from SCOPAC

A region-wide assessment to examine the impacts of combined swell and storm (bimodal) waves on the shingle beaches of the SCOPAC region is being undertaken by the Channel Coastal Observatory. The three year study is investigating improvements to definition of standards of service for coastal schemes, improved flood forecasting, and improved definition of design wave conditions.

The test facility at HR Wallingford was used to undertake the modelling. Initial tests on a standard beach profile demonstrated a correlation between an increase in the storm berm elevation and landward migration of the storm berm, with increasing swell. Site specific modelling was undertaken for Hurst Spit, Chesil Beach and Hayling Island, whereby actual storm events were tested on a measured profile. Analysis of the results are currently underway.

Recommendation: For information

1.5 SOUTHERN COASTAL GROUP WORKSHOP

The next workshop topic in the series, “A problem Shared” will be on *Incident Management* and will be held at the National Oceanography Centre on the 9th January 2015.

The aim of the workshop series is to share best practice and to assist operating authorities with basic skills development. The following aspects of management of the incident will form the focus of the workshop:

- What is classed as an incident and how is it categorised as major, minor etc?
- What triggers a major incident?
- Who formally makes it a major incident?
- What are the protocols to follow?
- What happens in reality?
- Who is involved in incident management?

Outline programme

- Introduction to the workshop from Neil Watson (SCG chairman)
- Incident management protocols from Sarah Comely (Environment Agency)
- Chesil beach case study from Grant Armfield (West Dorset and Weymouth Council)
- Examples of incident management by the Environment Agency
- Examples of incident management by the Eastern Solent Coastal Partnership
- Examples of incident management by Peter Ferguson (NFDC)

If you haven't registered and would like to attend, please email a photograph and question related to Incident Management to: samantha.cope@noc.soton.ac.uk by 19th December 2014.

Recommendation: For information

1.6 MONITORING OF POOLE NEARSHORE REPLENISHMENT TRIALS

Channel Coastal Observatory £15,000 from SCOPAC and £60,000 from EA R+D fund

SCOPAC are contributing £15,000 towards the monitoring of a trial which aims to place sand on the seabed and allow natural processes to push it onshore to replenish the beaches in Poole Bay.

Poole Harbour Commissioners will provide the sand from maintenance dredging of Poole Harbour entrance, thereby recycling the sand back into the system, rather than dumping it offshore.

The Sand Motor (or Sand Engine) concept has been widely used in the Netherlands since the 1990's given that it is cheaper and less intrusive compared with traditional beach renourishment approaches. The works at Poole Bay will be of national importance given the Sand Motor concept has never been trialled on beaches in the United Kingdom.

The project is likely to commence in February or March 2015 and will involve the Borough of Poole working in partnership with Poole Harbour Commissioners, the Environment Agency, University of Southampton and the Channel Coastal Observatory. The monitoring specification has now been approved by the EA and SCOPAC and the Acoustic Doppler Current Profiler (ADCP) has been deployed. This measures the speed and direction and turbidity of water currents using sound waves.

Once the MMO approval has been received, the trial can proceed.

Funding will be provided by:

- Environment Agency: £130,000 for the placing of sand on the seabed
- Environment Agency Research & Development Fund: £60,000 for monitoring
- SCOPAC: a further £15,000 towards monitoring costs

Recommendation: For information

2. SUMMARY OF POTENTIAL NEW RESEARCH

The following programme of work was extracted from the Southern Coastal Group Business Plan (2009) as a reminder of the priorities for research approved by SCOPAC at its meeting on 15th February 2008, Item 28 (ii). The list of prioritised work was formalised following a 'Research Review' and is dependent on available funding.

Completion of the following projects will be dependent on future funding availability.

2.1 NEW RESEARCH

- Saltmarsh evolution study: CCO - £15,000 (**Year 1**), £10,000 (**Year 2**).
- Validation of new Met office wave data: CCO/Southampton University £15,000 (**Year 1**), £10,000 (**Year 2**).
- Climate change local scenarios study: External consultants £35,000 (**Year 1**), £35,000 (**Year 2**).
- Design guidance for mixed beaches - £30,000 (**Year 1**), £30,000 (**Year 2**).

Contact: **Dr Samantha Cope** (Chairperson of the Research Sub-Group), Channel Coastal Observatory, Samantha.cope@noc.soton.ac.uk, tel 02380 598469

APPENDIX 1: SCOPAC MINOR PROJECT BIDS

Establishing shingle transport pathways from the sub-tidal to the beach: Church Norton Spit

Proposed by Uwe Dornbusch with support from David Lowsley and Roger Spencer.

The Problem:

Church Norton spit has been growing over the last 10 years. The material for this growth must come from the sub-tidal as there is no other input from land or alongshore. Some of the material may move as an integral part of bedforms (green circled in figure below) but some may move using bedforms as a transport path ('finger' in the red circle). This latter transport route, although postulated by Julian Orford in a few papers in the 1990s, remains a general hypothesis that has not been tested anywhere.

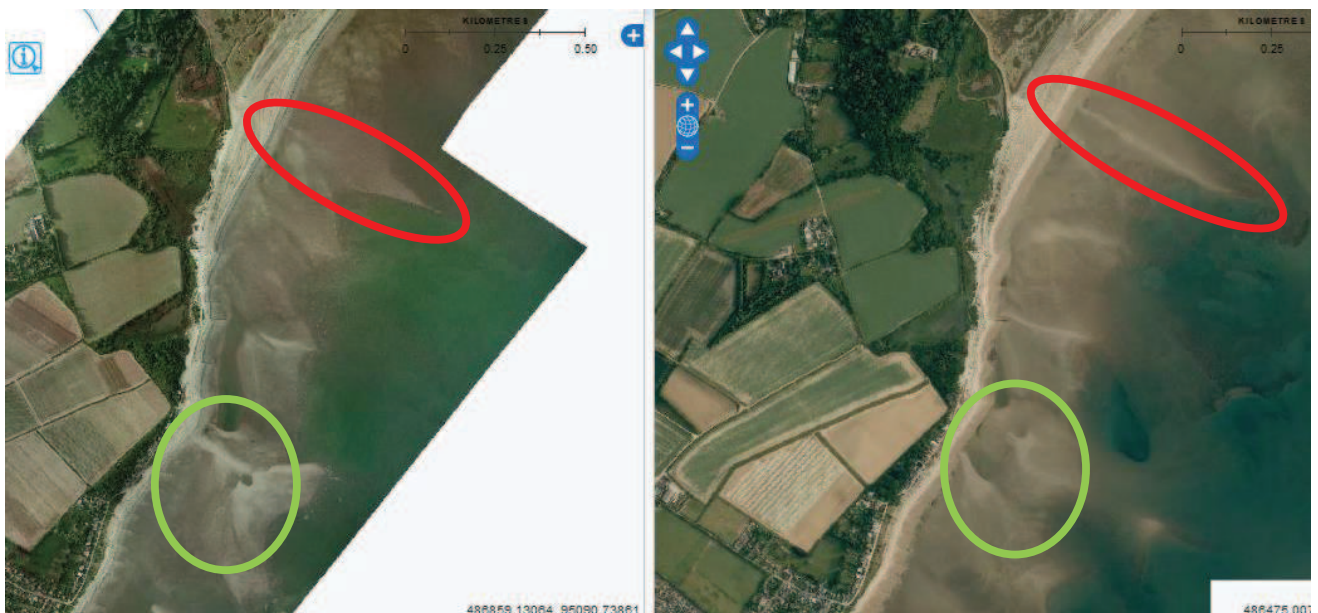
The Project:

The project will test the hypothesis that these shore perpendicular landforms act as sediment transport corridors and if they do, what the rate of transport will be. This will be achieved using two approaches: 1) a desktop GIS approach to capture changes over the last 10 to 15 years (LIDAR, ground surveys and aerial photography), 2) sediment tracing using the methods developed by the SCOPAC Minor funds project on Sediment tracing 2011-2013.

The project will be carried out by students from the University of Sussex, under direction of Cherith Moses, and University of Southampton, under the direction of David Sear, both of whom work closely with Havant BC supervising a NERC-Case PhD using PIT tag technology to investigate mixed sediment beach dynamics. Both provide high level expertise in sediment tracing and beach dynamics and much of the equipment required. Tracing equipment, acquired by the Selsey Pathfinder project, has recently been transferred free of charge to Havant BC to assist with research and this will be used by the project.

Benefit to SCOPAC:

The research will benefit understanding of coastal processes in the eastern part of the SCOPAC area, in particular in an area where coastal decision making is severely restricted by a lack of knowledge about sediment transport pathways and rates of sediment movement from subtidal areas to the beach. It also has the potential to provide international journal exposure due to this hypothesis not having been tested before. It will also contribute to the SCOPAC sediment transport study. The time and labour intensive nature of the project and a lack of funding in the this geographic area would mean that this research would not go ahead without SCOPAC funding.



2001

2013

ESCP SCOPAC Minor Contribution Proposal: Beach response in front of structures in open coast

Introduction

Lowering of beaches in front of coastal structures is widely accepted as a leading cause of failure. Beach lowering and toe scour is difficult to detect as the receding tide and storm waves tend to bury this evidence and any damage to structure foundations. Measurements of this process are limited to mostly physical model studies and a small number of field studies (Pearce et al 2006).

The SCOPAC region includes numerous beach structures at risk of scour, with foundations of poorly known depth and condition. Improved understanding of the scour risk at these structures will help SCOPAC members to better manage the scour risk and to design scour resistant replacements.

Proposed approach

The ESCP propose to undertake a scoping study to develop a cost effective method to determine maximum scour depth in front of coastal structures during a storm event. The first stage of the project would be to conduct a test deployment at the ESCP's own risk to confirm the most effective method for installing scour monitoring equipment into a beach. Subject to a successful test, the ESCP would apply the SCOPAC funding to undertake a deployment at a seawall structure in Winter 2015/16 to measure changes in storm beach levels and maximum scour depth.

It is proposed to install scour chain instruments which comprise a length of steel chain and anchor contained in a tube (Figure 1). The equipment is installed by a mini-digger and at the target depth the steel tube is recovered. Under storm wave conditions the beach level would be expected to fall, causing the chain to deform to suit the storm beach profile. After the storm the beach material would be excavated at the instrument location to reveal the length of deformed chain and allow the maximum scour depth to be measured. At the end of the storm season, all of the equipment would be recovered.

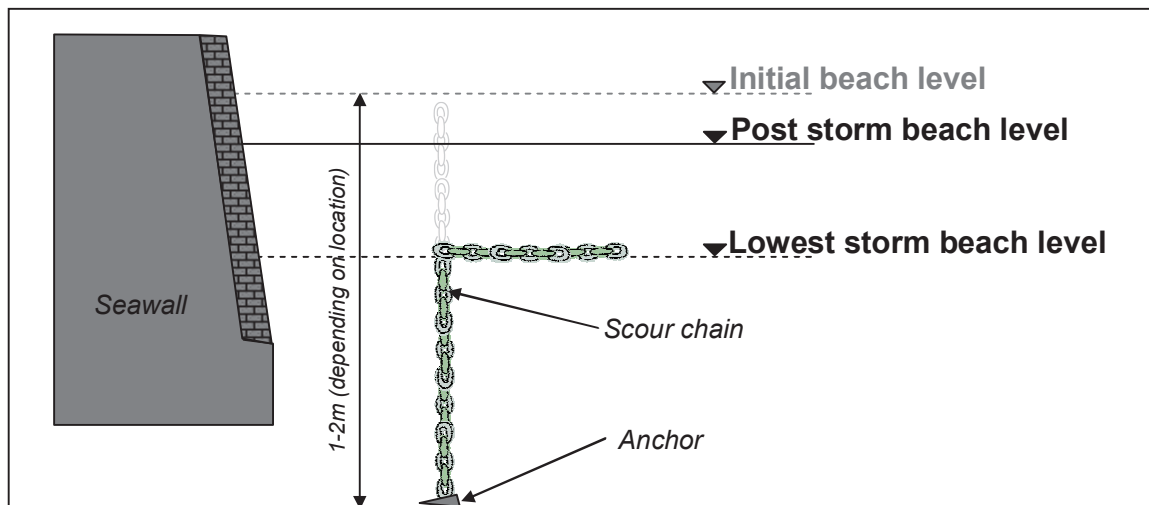


Figure 1: Indicative cross section of scour chain instrument deployment.

Programme and funding

The overall project cost is estimated at £7,000 which exceeds our available funding; however the ESCP would be prepared to fund the initial test deployment stage of the project. Following a successful test, the SCOPAC contribution of £4,000 would be utilised to fund a winter deployment and then report and present the study results.

There would then be an opportunity to consider development of a larger scale experiment to deploy similar instruments across the SCOPAC region, for a range of beach types and structures (seawalls, revetments, groynes and soft cliffs for example).

Dr Andy Pearce (Project lead)
Coastal Project Engineer
Eastern Solent Coastal Partnership
andew.pearce@havant.gov.uk

Tel: 02392 446217 / Mobile: 07974 078769

SCOPAC 8th January 2015

NATIONAL & SOUTHEAST COASTAL MONITORING PROGRAMME UPDATE

SOUTHEAST PROGRAMME

2013/14 LiDAR for the whole of the SE coast has been flown and data captured. However, due to quality control issues to be corrected by Geomatics the data has not been signed off. Should any Authority require the data urgently then they should contact their respective lead Local Authority. This should be at their own risk though as the data will not have been quality controlled.

2014/15 LiDAR – only Hurst to Sowley and Hayling to Pagham is due to be flown. To date 3 of 21 polygons have been captured, with data due to be delivered late January 2015

No post storm topographic surveys undertaken to date.

There is the potential to undertake a further aerial flight in the summer of 2015 through the programme. Tenders may be sought early 2015 but this depend on the allocations for 2015/16 and 2016/17.

Due to tender for swath bathymetry to be undertaken summer 2015 to cover the frontage from Newhaven to Shoreham, with the possibility of extending west if budgets allow.

We have been advised that when the allocations for 2015/16 and 2016/17 are made available in January that there will be a further reduction in our approved costs. The extent of this is unknown, but it is likely to impact on programme delivery.

NATIONAL PROGRAMME PHASE 2

The programme and allocations for each regional programme for phase II have been proposed and accepted by each regional programme at a recent Project Board and Steering Group meeting. Estimated budgets for each region are:

Southeast	£10m
Southwest	£4.7m
Northwest	£3.8m
Northeast	£3.1m
East Riding	£0.7m
Anglian	£5.2m
Total	£27.5m

Discussions have been taking place with the EA and regions to develop the procurement strategy. This will commence in advance of StAR approval in order to suit the timeframes required through EU procurement. NFDC will lead on this.

Technical specifications are being finalised through the CCO.

Each region is now progressing through their democratic process. NFDC have now completed this and received Cabinet approval to continue to act as the lead authority for the Southeast region and lead for the national programme. For the Southeast Regional Programme – letters will be sent out to all LA partners for:

Approval for them to continue to be a partner to the Southeast programme

Approval for NFDC to continue to act as Lead Authority for the Southeast programme
Approval for NFDC to continue to act as Lead coordinating authority for the national network of regional coastal monitoring programmes

StAR submission is being prepared for submission in February 2015 (provisional date). This would go forward to LPRG April 2015.

Northeast, East Riding, Anglia, Southwest and Northwest Regional programmes commences 2016/17, Southeast programme commences 2017/18

Southern Coastal Group

Constitution

PART I

Adoption of the Constitution

1. The Southern Coastal Group will be administered and managed in accordance with the provisions in Part I and II of this constitution.
2. Part I outlines the purpose of the Southern Coastal Group and how it will conduct its affairs. Part II sets out the administrative provisions including membership, roles and operation.
3. Parts I and II may be amended by the Southern Coastal Group from time to time as may be required.

Name

4. The name of the organisation is the Southern Coastal Group.

Terms of Reference

5. Key policy aims

To give sound advice on coastal issues and be a strong influencer in optimising strategic and sustainable policies, plans and programmes to best manage the risks from flood and coastal erosion. To be a natural and chosen forum for coastal practitioners to discuss coastal management problems and share best practice. To be efficient in operation and secure best value for the public purse.

6. Primary objectives

- a. As a technical group principally comprising coastal managers, planners and others with a knowledge of shoreline management, who operate in a strategic framework, to be a source of expertise on the coast and to advise and influence the Regional Flood and Coastal Committee(s) and other stakeholders on matters relating to the coast. To attend the RFCC and work closely with officers and members.
- b. To contribute to the Environment Agency's preparation and implementation of a long-term investment strategy for the management of flood and coastal erosion risks including both long-term plans and delivery of annual programmes of works and maintenance.

7. Secondary objectives

- a. To prepare a Business Plan and Annual Report for the group and to present them to the Environment Agency national and SCOPAC members
- b. To monitor and coordinate the Shoreline Management Plans.

- c. Through discussion with Defra, SCOPAC, RFCC Chairmen and the Environment Agency, to ensure the views of member organisations are considered in the development and implementation of national policies and initiatives relating to coastal risk management.
- d. To work closely with adjacent coastal groups and the Environment Agency's Regional Flood and Coastal Committees in advising on managing flood and coastal erosion risks at the shoreline.
- e. To advise upon research and development needs within the sediment cell in relation to issues of coastal engineering, shoreline management, coastal zone management and monitoring.
- f. Through close working with SCOPAC assist the successful delivery of SCOPAC's Research programme.
- g. To act as a forum for coastal managers within the maritime authorities, the Environment Agency, port managers and others within the region.
- h. To share expertise and examples of best practice between group members and to share resources between member organisations when mutually acceptable and advantageous.
- i. To identify, develop and share best practice with regard to procurement.
- j. To encourage the development of a co-ordinated approach to the collection, storage and dissemination of data relevant to the effective management of risks at the shoreline.
- k. To support the national network of strategic coastal monitoring programs.
- l. To encourage agile and flexible working given the future challenges to the provision of public services having regard for succession planning, shared services, partnership working and social enterprising.

Geographical Extent

- 8. For the purposes of the Southern Coastal Group the geographical area comprises the coastline between County Rock, Lime Regis and Selsey Bill in West Sussex together with the whole of the coastline of the Isle of Wight (comprising Coastal Sediment Cell 5).

Application of Income and Property

- 9. Income will be generated from membership subscriptions which shall be collected jointly with those of SCOPAC, Full Members contribute to the administrative costs together with a separate budget for SCOPAC's research programme. Associate Members pay a reduced level of contribution which contributes only to membership and not to research. Corresponding members may only receive copies of agendas and minutes.
- 10. The level of fees shall be fixed before the end of each calendar year for implementation from the following April. The income accrued shall be applied solely to the promotion of

its objectives.

11. Income will be applied in order to fulfil the Southern Coastal Group's primary and secondary objectives. Funds will be expended on providing the necessary levels of administration including administrative and financial support, audit services, technical officer support, management of the website, chairman's expenses, professional indemnity insurance, fees for membership of key related organisations and domain fees. Any additional income generated will be expended as directed by the Southern Coastal Group but may include professional events (e.g. conferences and technical field meetings).
12. The Host Organisation(s) will be paid by the Southern Coastal Group to ensure proper financial control (auditing, etc.).
13. An annual Business Plan and Work Programme for the Southern Coastal Group will provide the basis for determination of the allocation of funding from the budget for the following year. The Chairman will be responsible for day to day financial control of the budget.
14. None of the income of the Southern Coastal Group may be paid or transferred directly or indirectly by way of dividend or otherwise by way of profit to any member of the Southern Coastal Group. However, this does not prevent:
 - an officer from receiving reasonable and proper remuneration for any goods or services supplied to the Group;
 - a member or officer from buying goods or services from the Group.
15. The Southern Coastal Group membership shall not be liable to indemnify the Host Organisation in respect of any losses, costs or expenses as set out above where such loss, cost or expense arises as a consequence of unlawful or negligent act of an employee working for the Host Organisation. Each of the Funding Partners will ensure that its employer's liability insurance fully covers its involvement in the Southern Coastal Group.
16. Administration and Procurement will be in accordance with the SCG financial protocol

Dissolution

17. If the Southern Coastal Group resolves to dissolve the Group, the Chairman, subject to availability of resources, will remain in office and be responsible for winding up the affairs of the Group.
18. The Southern Coastal Group must amass income of the Group and must pay or make provision for all the liabilities/commitments of the Group.
19. The members may pass a resolution before, or at any time as, the resolution to dissolve the group, specifying the manner in which the Group is to apply its remaining assets.
20. The Group must apply any remaining funds:
 - directly for its objectives; or,
 - as directed by its members, by transferring to some other charitable organisation having similar objectives to the Southern Coastal Group and which prohibits the distribution of income (either directly or indirectly), and property to its members.

Amendments

21. Any provisions contained in Part I of this constitution may be amended, provided that:

- No amendment may be made to alter the Objects if the changes would not be within the reasonable contemplation of the members;

- t is passed by not less than the majority of members of the Southern Coastal Group. |

21. Any provision contained in Part II of this constitution (below) may be amended, provided that any such amendment is passed by not less than a majority of its membership.

22. A copy of any amendments of this constitution must be sent to all members and posted on the website within 21 days of it being passed.

PART II

Membership

1. Membership of the Southern Coastal Group shall be open to any body corporate or unincorporated association (such as local government, harbour authorities, key user groups, associations and NGOs) which is interested in furthering the objectives of the Group (any such body being called in this constitution a “member organisation” or “member”).
2. Admission is at the discretion of the Southern Coastal Group which shall take into consideration in deciding whether to accept the application of any organisation to membership that organisation’s contribution or potential contribution to the principal objectives of the Group. Acceptance of an application to become a member may be subject to any conditions (including charges) as the Group may stipulate.
3. The Southern Coastal Group may create different classes of membership and make rules concerning administrative fees.
4. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Group; each organisation may be represented by both an officer and a Councillor, the officer being the Councillor who attends meetings of the Standing Conference on Problems Associated with the Coastline (SCOPAC) with the officer.
5. The Southern Coastal Group must keep a register of names and contact details of every member organisation and appointed representatives which must be made available to any member organisation upon request.
6. Membership is terminated if:
 - the member organisation ceases to exist;
 - the member organisation resigns by submitting written notice;
 - the Group resolves that it is in its best interests that the membership is terminated.
7. A resolution to remove a member from membership may only be passed if:
 - a) the member has been given at least 21 days’ notice in writing of the meeting of the Group at which the resolution will be proposed and the reasons why it is to be proposed;
 - b) the member organisation’s representative has been allowed to make representations to the meeting.

Role of Appointed Representatives

8. The responsibilities of the Southern Coastal Group members are as follows:
 - a) To represent the views of the Group;
 - b) To be accountable to both their member organisation and to the Group;
 - c) To act as information gatekeepers/bridging personnel between their member organisation and the Group;
 - d) To provide experience, comment and advice on individual areas of interest;
 - e) To actively participate in the processes (for example consultation) of the Group;

- f) To attend meetings where member organisations are requested to actively take part;
- g) To contribute towards the actions to deliver the key aims and supporting aims and objectives;
- h) To inform the Group when alternative consultative processes are required.

Southern Coastal Group Meetings

- 9. The Group shall meet at least two times each year and at other times as may be deemed necessary. Meetings will be held principally at the Public Service Plaza, Havant. No more than eight months shall elapse between successive meetings. The meeting will be known as the Southern Coastal Group meeting.
- 10. The main purpose of the meetings will be to:
 - a) report to the wider membership progress of the implementation of the Group's key aims and objectives as set out in Part I above;
 - b) to inform members of national, regional or local issues relating to coastal risk management;
 - c) to allow Group members to raise, discuss and, where possible, resolve issues relating to coastal risk management;
 - d) to allow Group members to make recommendations for further actions to be implemented by the Chairman.
- 11. The meeting is for officers from the Southern Coastal Group and items on the agenda will be agreed by the Chairman. Any member organisation, subject to due notice, may let the Chairman know of any particular item that it wishes to see on the agenda. A minimum of twenty eight days notice is required in order that the necessary reports may be prepared.

Office Bearers

- 12. The Group may appoint a Chairman and Vice-Chairmen who will be elected for a three year term.
- 13. The Chairman will co-ordinate the day to day activities of the Group and prepare agendas, ensure minutes are properly recorded, liaise with the host organisation over administrative and financial matters, and present reports to SCOPAC of key items of interest. The Chairman will liaise with SCOPAC in order to ensure sensible co-ordination in terms of report preparation and information exchange.

Role of the Chairman/Vice-Chairmen

- 14. The responsibilities of the Chairman are as follows:
 - a) To preside at meetings, and any other Group gatherings, where appropriate, at which and during the time for which he or she is present;
 - b) To actively promote the Group's role to a wide range of organisations at a senior level and to raise its profile locally, nationally and internationally;
 - c) To attend key meetings including the Coastal Forum, Regional Flood and Coastal Committees, the Local Government Association Coastal Special Interests Group and meetings of coastal fora and any other meeting as may be required from time to time;

15. In the absence of the Chairman for any reason, the responsibilities of the Chairman shall be discharged by the Vice-Chairmen or delegated as appropriate.
16. If the Chairman or Vice-Chairmen are not present or unwilling to preside, a member of the Group shall perform this duty on that occasion.

Role of Southern Coastal Group members

17. The responsibilities for members of the Group are as follows:
 - d) to be committed to and act as a champion, for the achievement of the Group's aims and objectives;
 - e) to be a good ambassador for the Group at its meetings and within its associated organisations;
 - f) to attend Group meetings, vote on items of business and make a positive contribution to achieving the key aims and objectives;
 - g) to act as an advocate for the Group in seeking approval of their organisation's commitment to the Group;
 - h) to consider and react to issues raised at meetings;
 - i) to attend meetings of the Standing Conference on Problems Associated with the Coastline with their elected members;
 - j) to consult with member organisation representatives individually and/or collectively on matters affecting their interest;

Roles of the host organisation

18. The responsibilities of the host organisation are as follows:
 - k) the host organisation shall be a legal entity (e.g. County Council or Borough/District Council/Unitary Authority) or another suitable CPOA body which shall provide administrative and financial services for the Group supported by the host organisation's legal and administrative framework.

Administration

19. The host organisation shall receive reports from the Chairman a minimum of ten days before each meeting. It shall compile agendas as directed by the Chairman for each of four meetings a year and shall arrange for agendas to be sent to members either electronically or as hard copies (by request).
20. A representative of the host organisation shall attend a minimum of two meetings per annum (all held at the Public Service Plaza, Havant) and take minutes (average time of each meeting maximum three hours); produce draft minutes within one week for review by the Chairman and compile final minutes and distribute within two weeks.
21. The host organisation shall set up a database for correspondence, letter heads, passing correspondence to relevant officers and allow for costs for postage and telephone calls.

Accountancy Services

22. The host organisation shall provide the following accountancy services:
 - l) Attend two meetings annually to arrange for fee setting and report on annual audit of accounts.

- send fees invoices to members allowing for follow up payment chasing as may be required.
 - produce a monthly tabulation of expenditure against projected costs.
 - arrange payment of invoices on instruction from the Chairman (maximum twenty invoices per annum)
 - Arrange an annual internal audit of accounts.
23. The host organisation shall be paid to undertake these services; a budget for the services shall be agreed in advance and shall be subject to annual review.
24. The Group shall comply with the Standing Orders of the host organisation with respect to administrative, procurement and any other processes required unless otherwise agreed by the Southern Coastal Group.

Minutes

25. The Chairman shall be responsible for ensuring the proper preparation and confirmation of minutes of each meeting.
26. The minutes for each of the meetings shall be made available on the website at least twenty one days after the meeting and to any member organisation as a hard copy on request.

Notices

27. Any notice may be given by the Group to any member, either personally or by sending it by post to their registered address or to an e-mail address supplied by him or her for the giving of notice. Where a notice is sent by post, service of the notice shall be deemed to be effective by proper addressing, pre-paying and posting a letter containing the notice.
28. Notice of the next Group meeting will be given at the end of the previous meeting, in minutes of that meeting or on the website, at least twenty one days prior to the next meeting with the agenda.

Annual Statement

29. An annual Business Plan will be prepared each year in order that any necessary adjustments may be made to the budget and work programme for the following year. The financial programme for the Group, including its budget and audit, will be subject to an annual review including a presentation by the appropriate financial officer from the host organisation. The Chairman shall be responsible for monitoring budget reports received from the financial department of the host organisation and shall report to the Group on progress with the budget and obtain approval as may be required for any variations.

Southern Coastal Group Code of Conduct

30. Southern Coastal Group members will:
- m) Use their influence and ensure that they behave to the best of their ability to maintain a sustainable environment in their undertaking of the Group's activities;
 - promote the concept of sustainable development and integrated coastal zone management through their activities;

- . embrace the needs of the Southern Coastal Group and give the highest possible standard of service;
- serve the Group as a whole. They should always remember their responsibilities to the Group and ensure courteous, efficient and impartial delivery to all members;
- advise pressure groups, when required, but must do so in ways which must not compromise their or the group's political neutrality;
- n) use their knowledge in serving the profession and stakeholders and constantly strive to learn more;
- o) not to use any information obtained in the course of their membership of the Group for personal gain or benefit, nor should they pass it on to others who might use it in such a way;
- p) never to engage in corrupt practice and maintain a high standard of behaviour which will serve as an example to others.

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