

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**THE WASH EAST COASTAL MANAGEMENT STRATEGY –  
STAKEHOLDERS FORUM**

**Minutes of the Meeting of the above held on Thursday, 13th October, 2016  
at 10.00 am in the Valentine Road Council Offices Hunstanton**

**PRESENT:**

Councillor Brian Long (Chairman)-	Borough Council
Paul Bland	- Heacham South Beach
Councillor Richard Bird	- Borough Councillor
Paul Burrows	- Environment Agency
Councillor Ian Devereux	- Borough Council
County Councillor John Dobson	- Norfolk County Council
Maria Fountain	- Snettisham Parish Council
Peter Frew	- RFCC (EA)
Alan Gillings	- Borough Council
Andrew Murray	- Hunstanton and District Civic Society
David Norman	- Heacham North Beach
Mark Robinson	- CIC
Dave Robson	- Borough Council
Tim Venes	- Norfolk Coast Partnership
Michael Williamson	- Heacham Parish Council
Councillor Mrs Avril Wright	- Borough Council

		<b><u>ACTION</u></b>
<b>1</b>	<b><u>APOLOGIES</u></b>  Apologies for absence were received from:  Peter Jermany – Borough Council Mike McDonnell - CIC Andy Millar – Natural England	
<b>2</b>	<b><u>INTRODUCTIONS</u></b>  The Chairman, Councillor Long welcomed everyone to the meeting.  Those present introduced themselves.	
<b>3</b>	<b><u>MINUTES FROM THE STAKEHOLDERS MEETING HELD ON 10TH MARCH 2016</u></b>  The Minutes from the meeting held on 10 <sup>th</sup> March were agreed as a	

	correct record.	
4	<p><b><u>MATTERS ARISING</u></b> (Pages 7 - 11)</p> <p><u>(i) Norfolk County Council Involvement</u></p> <p>The Chairman explained that he had spoken to Tom McCabe and sent an email to him expressing disappointment that no officers from Norfolk County Council attended the meetings.</p> <p>County Councillor Dobson explained that he had met with Tom McCabe and Councillor Bird to discuss Norfolk County Council's involvement. He reminded those present that initially the Strategy had not been accepted by the County Council.</p> <p>County Councillor Dobson explained that he hoped that Norfolk County Council would reconsider the Strategy and he anticipated that it would be presented to the Combined Coastal and Inland Flooding Group and then to the ETD Committee. He hoped that Norfolk County Council would reconsider the Strategy and provide support.</p> <p><b>AGREED:</b> The Chairman to send a copy of the correspondence to County Councillor Dobson.</p> <p><u>(ii) Website Information</u></p> <p>Dave Robson informed those present that the Borough Council now had a new website. He explained that all information was still on the website, but the layout may have changed.</p> <p>If Members of the Stakeholders Forum had difficulty accessing the documents they could contact Dave Robson.</p> <p><b>AGREED:</b> (i) Dave Robson agreed to check that a copy of the Structure chart still appeared on the website and a copy is attached.  (ii) Paul Burrows agreed to look at the EA coastal observation data on the website and see if it required updating.</p>	
5	<p><b><u>UNIT A UPDATE (CLIFFS)</u></b></p> <p>An update on Unit A was provided and the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Funding had not been awarded for the Project Appraisal Report. A Beach Management Plan would now be created and presented to the RFCC in January as an application for Local Levy Funding.</li> <li>• A Drone survey had been undertaken and accurate measurements from the cliff edge to the kerb edge obtained. The measurements would then be monitored for erosion. A further survey would be</li> </ul>	

carried out at some point in the future so that comparisons could be made. The information from the Drone Survey had been overlaid onto the Borough Councils Mapping system. Work would be carried out to determine trigger points when intervention would be required.

- In response to a question it was confirmed that Resort Services monitored rock falls and the Environmental Health Team monitored erosion.
- A pilot project would be carried out around the Lighthouse Area to see how erosion levels could be decreased. The area would then be compared to areas where there had not been any intervention.
- Maria Fountain reported that some of the fencing along the Clifftop had been removed and people were sliding off the cliffs. Dave Robson agreed to pass these comments onto Resort Services.
- Reference was made to the Hunstanton Heritage Gardens HLF project and Stakeholders were informed that more information on the project was available on the Borough Council's website and plans were available to view at the Town Council Office.

**AGREED:** (i) Dave Robson and Alan Gillings to look at if the Drone data could be published on the Borough Council's website.  
(ii) Dave Robson to inform Resort Services of the fencing issues along the clifftop car park.

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### **UNIT B UPDATE (PROMENADE)**

An update on Unit B was provided and the following points were highlighted:

- A survey had been carried out on the Promenade to determine if there were any voids. The radar survey had picked up some voids, but upon further inspections these were infills of compressed materials.
- In response to a query as to why the recent funding bids had failed it was explained that as no voids were found along the Promenade, the bid was unsuccessful as work was unnecessary. There would be further opportunities to apply for funding in the future when work was required.
- Dave Robson informed those present that the Beach Management Plan would cover the Cliffs, Groyne and the Promenade. The Beach Management Plan could be used in the future to support funding bids.
- In response to a query regarding the RFCC boundaries, it was confirmed that the Northern facing part of the Wash came under the Northern RFCC and the rest of the coast came under RFCC Central. Funds available for RFCC areas were determined by the Council Tax areas.
- Dave Robson explained that approximately a couple of years ago, work had been carried out on the Groyne and minor repairs were carried out as required. The Beach Management Plan would look at

	<p>what was required in the future.</p> <ul style="list-style-type: none"> <li>• It was explained that the amenity of the area was not the main consideration when looking at coastal erosion and flood issues. The priority was to minimise drift and maintain beach material to act as a buffer and maintain sea defences. Levels were monitored along the promenade and in some areas there had been loss and in some areas materials had been gained.</li> </ul>	
7	<p><b><u>UNIT C UPDATE (SOUTH HUNSTANTON TO WOLFERTON CREEK)</u></b></p> <p>An update was provided on Unit C and the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Paul Burrows was now the lead from the Environment Agency for the area.</li> <li>• Funding Agreements were in advance stages and would soon be signed by the relevant parties.</li> <li>• The tender had now gone out for the Recycling Work and the work would take place in February 2017.</li> <li>• A Business Case would be available in December. The Business Case had been amended and would now be for 15 years, rather than 5 years. The benefit of this was that funding was secured over a longer period and the Grant in Aid contribution had increased. The Plan would still be monitored and reviewed after 5 years.</li> <li>• The 15 year Business Case worked on a worst case scenario that a mini-Recharge would be required in year six.</li> <li>• Costings had been looked at and there would be a budget shortfall. Ways to meet the shortfall were being investigated.</li> <li>• An update report would be presented to the Borough Council's Cabinet in December 2016.</li> </ul>	
8	<p><b><u>FUNDING GROUP UPDATE</u></b></p> <p>The Chairman, on behalf of the Stakeholders Forum thanked Mike McDonnell and the CIC for the significant amount of work which had been put in and the contributions which had been forthcoming.</p> <p>Those present were provided with information on how much had been raised by the CIC, Anglia Water, the Borough Council, Beach Hut owners and local contributions. Contributions of £203,130.97p had been forthcoming.</p> <p>County Councillor Dobson commented that it was important that Norfolk County Council were involved in the process, especially as there would be a funding shortfall.</p> <p>Those present discussed additional funding streams, for example Parish Council precepts and the possible impact of Devolution. Comments were made that Parish Councils could utilise the power of</p>	

	<p>Wellbeing if applicable. Mike McDonnell from the CIC had been lobbying Government regarding changes in legislation.</p>	
<b>9</b>	<p><b><u>COMMUNICATIONS/WEBSITE</u></b></p> <p>Dave Robson provided an update on the Engagement Programme, Drop in sessions had been held and information had been made available to users of the Beach.</p> <p>Dave Robson had also attended Parish Council meetings as required.</p> <p>A leaflet drop had taken place and information was available on the Borough Council's website.</p> <p>The next round of publicity would take place at the beginning of the Annual Recycling works.</p>	
<b>10</b>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><u>(i) Peter Frew</u></p> <p>Peter Frew from the RFCC explained that his term of office on the RFCC finished in January and if he was not reappointed this would be his last meeting of the Stakeholders Forum. The Chairman thanked Peter Frew for his valuable input and commitment over the years.</p> <p><u>(ii) Historical Documents</u></p> <p>Andrew Murray informed those present that he had acquired historical documents relating to the 1862 gale and resulting changes in coastline. If anyone was interested in viewing the documents they could contact Andrew Murray.</p> <p>Dave Robson explained that the Council would be digitising the documents and, where possible, overlaying them against existing maps to see how the coast line had changed.</p> <p><u>(iii) Britain from the Air</u></p> <p>Peter Frew referred to the above website and explained that it contained digitised archived materials which could be of interest.</p>	
<b>11</b>	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>Thursday 30<sup>th</sup> March 2017 at 10.00am at the Council Offices, Valentine Road, Hunstanton.</p>	

# Wash East Coastal Management

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## *Agreed ways of working for project delivery*

### **Background**

The Wash East Coastal Management Strategy (WECMS) is nearing completion and its official sign-off is anticipated summer 2015. This has followed a public consultation process and focused engagement through the WECMS Stakeholder Engagement Group.

The Strategy has been extremely effective in starting the discussion on how the section of coast from Hunstanton to Wolferton Creek is managed in the future. It is now important that we continue the momentum through engagement with stakeholders in the transition between strategy sign-off and project start-up, as well as clarifying arrangements around project definitions, timescales and roles.

This paper sets out how projects in this location will be delivered.

### **Basic principles**

#### *Unit A and B projects*

All projects within Unit A (Hunstanton Cliffs) and Unit B (Hunstanton Town) will be led by the Borough Council of Kings Lynn and West Norfolk (BCKLWN).

#### *Unit C projects*

##### Project 1 – Wash East CMS Works Arising (shingle bank recycling<sup>1</sup>)

The first project for Unit C from the WECMS needs to address the situation after February 2016, when there is no further funding identified to replenish the shingle bank sea defences.

The short delivery timescale for this project means that the Environment Agency will manage the scheme, working in partnership with BCKLWN, who will be represented at Project Board level. The Environment Agency will coordinate and administer a Project Board and Project Team, and will procure consultants and contractors, as required. Appraisal and design work will need to start immediately after the WECMS is formally approved, anticipated summer 2015.

It is intended that the Environment Agency's operational teams will manage the delivery of the annual shingle bank recycling in the same way as is done currently, subject to a procurement review.

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<sup>1</sup> Some beach recharge is required at approximately 10 yearly intervals to replenish lost material. An element of recharge may be required as part of this project, and this would form part of the required capital maintenance works.

Some central government funding from the Flood and Coastal Risk Management Grant in Aid (FCRM GiA) funding will be available for the project (approximately 25% of costs), subject to the majority of the cost being provided through partnership funding. The scheme cannot proceed without the partnership funding being secured.

### Project 2 – Improve defences

This project is a potential additional step, if sufficient partnership funding is available and there is the local ambition to improve the standard of defence. The majority of funding for an ‘improve’ option would need to be sourced from partnership funding. If there is the appetite to progress an ‘improve’ scheme, this can be parallel tracked with the latter part of Project 1, with construction following on from the recycling works. If there are insufficient funds to carry out an ‘improve’ project, a continuation to Project 1 can be sought to continue maintenance of the shingle bank after the 5-year capital maintenance project is completed.

The management structure to deliver Project 2 would need to be discussed and agreed if this project moves forward.

### *Stakeholder Forum*

A Stakeholder Forum (SF) will be set up and led by BCKLWN, drawing on stakeholder representatives from the WECMS.

This group will provide a sounding board to aid delivery of projects and management of issues and risks within the area covered by the strategy (Units A, B and C), and will comprise similar membership to the current WECMS Stakeholder Engagement Group which has included local elected members, conservation groups and other statutory agencies such as Natural England.

The SF will meet biannually to receive an update on project progress and / or to provide comment on project consultations.

### *Funding Group*

Multiple funding sources will be required to progress projects to deliver the WECMS across Unit A, B and C. To this end, BCKLWN will set up and lead a Funding Group. This Group will comprise representatives of organisations that may provide funding for projects and will include as a minimum:

- Ray Harding – Chief Executive, BCKLWN
- Julie Foley – Area Manager, Environment Agency
- Tom McCabe – Director of Environment, Transport and Development, NCC
- Mike McDonnell - Community Interest Company (CIC)
- Kerry Rhodes - Anglian Water

The purpose of this group will be to:

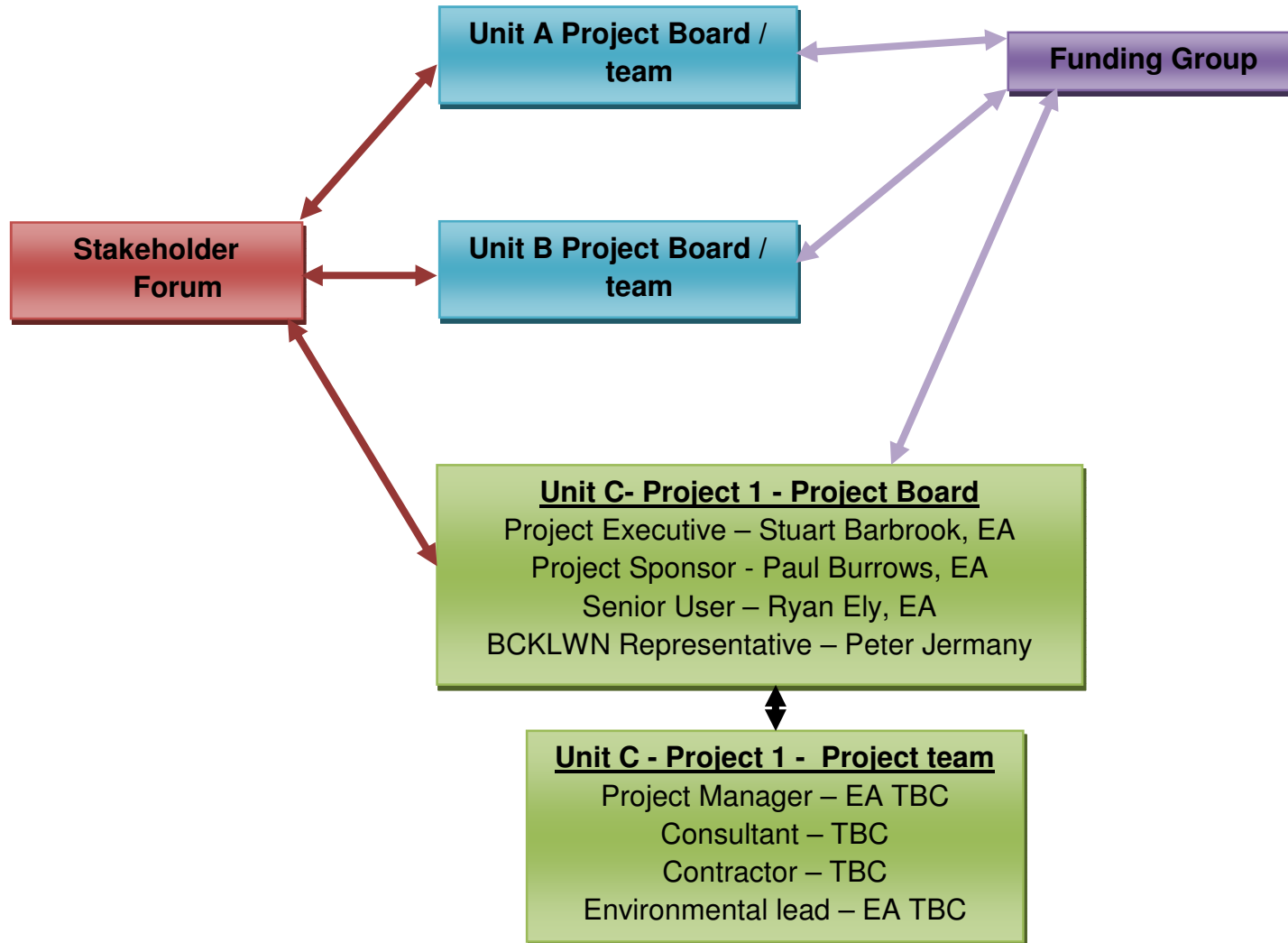
- Develop and maintain a funding strategy for all projects following on from the WECMS
- Manage risks and opportunities
- Discuss funding routes, values and availability
- Investigate and coordinate bids for other potential sources of funding e.g. European (LEP) funding

The Funding Group will meet biannually and by correspondence as appropriate.

### *Interaction between groups*

The Funding Group and Stakeholder Forum will operate strategically. Outputs from both groups will feed in to projects at Board level through the BCKLWN representative on the Project Board(s).





### ***Working with the CIC***

The CIC is being set up by local businesses and organisations benefitting from the existing flood defences to fund the shortfall in project costs in Unit C. The CIC will operate as a private funder, providing a funding contribution to the flood risk management works in Unit C.

The Environment Agency will remain separate from the CIC's business of seeking funds from local stakeholders and would not form part of the CIC's board.

The Environment Agency will provide technical flood risk management advice (associated with the delivery of the strategy and associated projects) to the CIC, when requested, but will be unable to provide the CIC with financial, business or legal advice.

The single point of Environment Agency contact for the CIC will be Claire Jouvray.

Nigel Woonton will continue to provide Environment Agency lead for the WECMS through to its approval. Nigel will provide continuity and advice to the Unit C Project Team. Nigel will also help BCKLWN establish the Stakeholder Forum and Funding Group and support them with advice as appropriate.

### **Actions going forward**

The Environment Agency and BCKLWN will meet with the CIC to confirm how the three organisations work together.

BCKLWN will set up the Funding Group and the Stakeholder Engagement Group before June 2015.

The Environment Agency will establish a Project Board and Project Team for Project 1, Unit C before June 2015.