

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**  
**THE WASH EAST COASTAL MANAGEMENT STRATEGY FUNDING GROUP**

**Minutes of the Meeting of the above held on Friday, 29th January, 2016  
at 11.00 am in the King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**

**PRESENT:** Ray Harding (Borough Council), Julie Foley (EA) – via teleconference, Peter Jermayn (Borough Council), Mike McDonnell (CIC), Mark Ogden (NCC), Dave Robson (Borough Council), Kerry Rhodes (Anglian Water) – via teleconference.

		<b><u>ACTION</u></b>
<b>1</b>	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>There was none.</p>	
<b>2</b>	<p><b><u>MINUTES FROM THE PREVIOUS MEETING</u></b></p> <p>The minutes from the meeting held on 4 December 2015 were agreed as a correct record.</p>	
<b>3</b>	<p><b><u>MATTERS ARISING</u></b></p> <p><u>(i) Timescale of work</u></p> <p>Julie Foley explained that a timescale of works would be contained in the outline Business Case, a draft version of which would be available at the beginning of April.</p> <p><u>(ii) Recharge Work</u></p> <p>It was confirmed that the outline Business Case was for the five year recycling work and a separate case would be required for recharge works. The Environment Agency, through monitoring and surveys, would know when it was likely that recharge work would be required.</p> <p><b>AGREED:</b> Recharge Work to be added as an agenda item for the next meeting.</p> <p><u>(iii) Coastal Protocol</u></p> <p><b>AGREED:</b> Julie Foley to arrange for officers from the Environment Agency to contact Dave Robson regarding an update and refresh of the Coastal Protocol so that reference to the Wash East Coast Management Strategy could be incorporated.</p> <p><u>(iv) Process Map</u></p> <p>Julie Foley confirmed that the Business Case would contain five year</p>	JF

	<p>approval for funding arrangements in terms of GIA funding and what Environmental Monitoring would be required.</p> <p>Advice from Natural England would be required on ongoing monitoring costs.</p>	
<p><b>4</b></p>	<p><b><u>BUSINESS CASE AND TIMESCALE OF WORKS</u></b></p> <p>It was reported that the Outline Business Case was being worked on and a draft version would be shared with the Funding Group at the beginning of April.</p> <p>Julie Foley explained that she needed to know what funds had been raised so that it could be included in the Business Plan and the GIA contribution could be calculated.</p> <p>Discussions were ongoing with Natural England regarding reducing the environmental monitoring costs and it was anticipated that monitoring work would cost approximately £130,000.</p> <p>Julie Foley confirmed a breakdown of project costs and an overview of the tender exercise would be contained in the Outline Business Case.</p> <p>Julie Foley explained that 2016 recycling works would commence in March, following a couple of predicted high tides. This would be the last year of the funded work.</p> <p>It was confirmed that the Outline Business Case would be presented to the Environment Agency Scrutiny Panel for consideration and GIA contribution award.</p> <p><b>AGREED:</b> (i) The draft Outline Business Case to be circulated to the Group as soon as available (beginning of April).  (ii) Details of the GIA contribution to be circulated to the Group when available (mid-February).</p>	<p>JF</p> <p>JF</p>
<p><b>5</b></p>	<p><b><u>COMMUNICATIONS STRATEGY</u></b></p> <p>A draft leaflet and poster had been forwarded to the Funding Group in advance of the meeting. The following comments were made on the documents:</p> <ul style="list-style-type: none"> <li>• Mike McDonnell made reference to the £130,000 figure included in the leaflet. He asked if it should be a higher cost. Julie Foley commented that it was important to be transparent. It was agreed that the reference to the annual recycling be removed from the leaflet and instead it be made clear that as well as raising funds for</li> </ul>	

annual recycling, it was important to achieve a surplus for recharge work.

- More information be included on the recharge process and cost.
- Mike McDonnell commented that he had been asking beachfront properties for a contribution of £100. This was to be amended in the leaflet.
- Wolferton Creek to South Hunstanton to be used instead of Heacham to Snettisham.
- Map of the area to be included in the leaflet.
- More information on partnership arrangements to be included and an explanation of the CIC.
- A picture of the floods to be included in the poster.
- Remove reference to 'changes to Government Funding' from the poster.
- Clearer picture of the Earth Bank to be included in the leaflet.

**AGREED:** Dave Robson and Peter Jermay agreed to make the required changes to the poster and leaflet and circulate to the group for comments, before publication in March.

DR/PJ

Dave Robson referred to the Engagement Plan which had been circulated to the Funding Group prior to the meeting. He highlighted the following points:

- Leaflets and posters to be circulated in March. Parish Councils and local businesses would be provided with information to display.
- Website would be updated with more information and the ability to make a contribution online.
- QR codes would be published on the leaflet and poster which would enable people to contribute via mobile devices.
- Beachfront Drop in sessions in June would be utilised to raise awareness.
- Each July the Borough Council did a leaflet drop on flood information. The Group's leaflet would be included in the leaflet drop.
- Information would be made available at the Beach Safety Drop in sessions which would be held during the summer, date and place to be confirmed.
- Any other flood awareness visits/roadshows would include Information on the project.
- A press release in September could provide information on how much had been raised to date.

**AGREED:** (i) Publicity to commence in March to coincide with the annual recycling work. Any suggestions for publicity to be forwarded to Dave Robson.

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(ii) Kerry Rhodes to provide a statement from Anglian Water to be used in publicity material.

KR

(iii) Dave Robson to liaise with the Graphics section at the Council regarding a design for window stickers which could be given to those who had contributed, showing their support.

DR

JF

	<p>(iv) Julie Foley to engage local MPs as appropriate in publicity and arrange possible photo opportunity.</p>	
<p><b>6</b></p>	<p><b><u>LEGAL AGREEMENTS</u></b></p> <p>Julie Foley confirmed that legal agreements would be available following production of the Business Case. A back to back agreement would be required between the Borough Council and the CIC, and the Borough Council and Anglian Water.</p> <p>It was confirmed that Anglian Water and the CIC would forward funds to the Borough Council, where they would be held in a ring-fenced Bank Account and then paid to the Environment Agency.</p>	
<p><b>7</b></p>	<p><b><u>FUNDING UPDATE</u></b></p> <p>£110,450 was in the CIC Bank account. Mike McDonnell explained that he was still awaiting a contribution from Searles. Park Resorts Heacham and Manor Park Heacham had not yet provided a contribution and it was unknown if contributions would be made this year, or would commence the following year.</p> <p>Mike McDonnell informed those present that the Internal Drainage Board were considering adding £2.50 per acre onto their charges which, on the basis of 10,000 acres, could lever in an additional £25,000 worth of funding.</p> <p>Anglian Water was contributing £20,000 for 2016/2017 and £80,000 for 2017/2018.</p> <p>Mike McDonnell explained that he would also be approaching Heacham and Snettisham Parish Councils and owners of beachfront properties.</p> <p>It was confirmed that there would be sufficient funds available to carry out the 2017/2018 recycling works and a surplus would be available to be carried over to the next year.</p> <p>Dave Robson confirmed that £15 would be added to the rent of Beach Huts.</p> <p>Peter Jermay explained that he had contacted the main utility providers (National Grid – Transco – gas; UK Power Networks – electricity; BT Open Reach – telecoms) and the RSPB to see if funding contributions would be available. To date one response from UK Power Networks had been received and unfortunately no funding was available, but staff volunteers could be made available.</p> <p><b>AGREED:</b> (i) Mike McDonnell to update the group if the amount of</p>	<p>MM</p>

	<p>funding received to the CIC increased.  (ii) Julie Foley to pass on contact details of the local RSPB Manager.</p>	JF
<b>8</b>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><u>(i) Article in the Press</u></p> <p>Dave Robson referred to an EDP article regarding the recent Downham Market Flood Forum and the possibility of a local tax to contribute to flood defence works. He explained that a scheme was being worked on in Somerset to fund flood defences.</p> <p>Julie Foley explained that the proposals for Somerset would be a long process as it would require changes to legislation.</p> <p>Mark Odgen informed those present that Norfolk County Council had established a Working Group to look at the Somerset model and agreed to keep the Funding Group updated on progress.</p> <p><u>(ii) Norfolk County Council</u></p> <p>Those present were reminded that Norfolk County Council had not adopted the Wash East Coast Management Strategy.</p> <p>It was suggested that contact be made with Norfolk County Council once the Business Plan was available.</p>	<p>MO</p> <p>DR/RH</p>
<b>9</b>	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>May 2016 – date to be confirmed.</p>	

**The meeting closed at 12.15 pm**