

**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 Thursday, 1st June, 2017  
at 9.30 am in the Chief Executive's Office, King's Court, Chapel Street, King's  
Lynn, PE30 1EX**

**PRESENT:** Paul Burrows (Environment Agency), Guy Cooper (Environment Agency), Peter Jermamy (Borough Council), Dave Robson (Borough Council), Kerry Rhodes (Anglian Water), Emma Stainer (Environment Agency).

		<b><u>ACTION</u></b>
<b>1</b>	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies for absence were received from Ray Harding.</p>	
<b>2</b>	<p><b><u>MINUTES FROM THE PREVIOUS MEETING</u></b></p> <p>The minutes of the previous meeting were agreed as a correct record.</p>	
<b>3</b>	<p><b><u>MATTERS ARISING</u></b></p> <p>There was none.</p>	
<b>4</b>	<p><b><u>BUSINESS CASE UPDATE</u></b></p> <p>Paul Burrows reminded those present that the 15 year Business Case had now been approved.</p> <p><b>ACTION:</b> The item be removed from future agendas</p>	
<b>5</b>	<p><b><u>RECHARGE WORK UPDATE</u></b></p> <p>The legal agreements for the Recharge work would be drawn up now that the Annual Recycling work had been completed.</p>	
<b>6</b>	<p><b><u>FUNDING UPDATE</u></b></p> <p>Paul Burrows had circulated a spreadsheet to the Group which detailed income and expenditure. He asked the Group to confirm if the spreadsheet was useful. Members of the Group confirmed that it was a useful tool and should be used as a live working document</p>	

	<p>which could accompany the Legal Agreements.</p> <p>Paul Burrows explained that his Project Team would be looking at how the Project would be managed going forward and who would take responsibility for maintaining the Spreadsheet so that it could be used as a live document. Consideration would also be given to tracking milestones and when Funding Group meetings should be scheduled in the future.</p> <p>Emma Stainer informed those present that she was working with Anglian Water on a PR19 AMP7 project and would keep the Funding Group updated on progress. Peter Jermany and Dave Robson were also meeting with Anglian Water to discuss this project.</p> <p><b>ACTION:</b> (i) Paul Burrows to circulate the Spreadsheet for the Group to check and submit any outstanding figures. PB  (ii) Paul Burrows to confirm if the Spreadsheet could be made available to the public as it could assist with queries from members of the CIC. PB  (iii) Dave Robson explained that invoices had been received and had been paid. Paul Burrows agreed to check if the funds had been received. PB  (iv) Mike McDonnell requested more information on the Monitoring costs in the Spreadsheet and Emma Stainer agreed to provide a breakdown of costs. ES</p>	
7	<p><b><u>LEGAL AGREEMENTS</u></b></p> <p>Solicitors from the Borough Council and Environment Agency were working on the Legal Agreements. The Environment Agency had asked for some slight amendments to Appendix 2. Emma Stainer explained that it did not vary the agreements from what had previously been agreed, it just made it clearer.</p> <p>Dave Robson explained that once the Legal Agreements between the Borough Council and the Environment Agency were in place, agreements would be drawn up with the CIC and Anglian Water.</p> <p><b>ACTION:</b> Emma Stainer to circulate the revised Legal Agreements. ES</p>	
8	<p><b><u>COMMUNICATIONS UPDATE</u></b></p> <p>Dave Robson informed the Group that the newsletter was currently in draft and any comments/amendments should be forwarded to him. He agreed to circulate the draft newsletter and the deadline date for amendments. It was anticipated that the newsletter would be part of</p>	

	<p>the Flood Information leaflet drop which took place in July/August. The newsletter would also be made available to Parish Councils and the Stakeholder Forum.</p> <p><b>ACTION:</b> (i) Dave Robson to circulate the draft newsletter and deadline dates for amendments.  (ii) Consideration to be given as to if the information on the Sand Dunes be included in the newsletter or circulated as a separate piece of information.  (iii) Members of the Group to give consideration to other forms of communication and forward suggestions to Dave Robson.</p>	<p>DR</p> <p>All</p>
9	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><u>(i) Local Plan Review</u></p> <p>Peter Jermany explained that the Local Plan Review was currently in its early stages and members of the Public would be given the opportunity to comment on the Plan later on in the year. The Group was informed that a review of the Strategic Flood Risk Assessment would also be carried out shortly.</p> <p><u>(ii) Invoices</u></p> <p>Emma Stainer confirmed that invoices would be sent on in September. Mike McDonnell agreed to transfer CIC funds to the Borough Council in advance of this date.</p>	
10	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>To be confirmed.</p>	

**The meeting closed at Time Not Specified**