

Draft Minutes of the Norfolk and Suffolk Coastal Network workshop

Held on the 23rd November, 9.30am - 1.00pm

ZICER Exhibition Space, Floor 2, ZICER Building, University of East Anglia

Present: [24] Giles Bloomfield (Water Management Alliance), Sue Brooks (Birbeck, University of London), Phil Camamile (Water Management Alliance), Mike Cowling (Crown Estate), Tony Dolphin (Cefas), Michael Ellis (British Geological Survey), Rob Goodliffe (North Norfolk District Councils), Julian Gregory (Eastern IFCA), Stephen Hallett (Cranfield University), Simon Hooton (Broads Authority), Hannah Jarratt (North Norfolk District Councils), Peter Jermany (Borough Council of King's Lynn & West Norfolk), Mark Johnson (Environment Agency), Martin Johnson (UEA/ MKEN), Simon Jude (Cranfield University), Irene Lorenzoni (UEA/ MKEN), Tim O'Riordan (UEA), Bill Parker (East Anglian District Councils), Richard Perkins (Suffolk Chamber of Commerce), Al Rumson (Cranfield University), Tom Spencer (University of Cambridge), Karen Thomas (Water Management Alliance), Trevor Tolhurst (UEA/ MKEN), and Andrew Watkinson (UEA).

With: [3] Lisa Johnson (MKEN), Jacqueline Zavala (UEA), Mary Symons (MKEN)

Apologies: [17] Julian Andrews (UEA), Stephen Baker (Suffolk and Waveney District Councils), Charles Beardall (Environment Agency), Jane Burch (Suffolk County Council), Arthur Charvonia (Waveney District Council), John Dugmore (Suffolk Chamber of Commerce), Angie Fitch-Tillett (North Norfolk District Council), Ray Harding (Borough Council of King's Lynn & West Norfolk), Phil Haslem (Eastern IFCA), Roger Mason (Marine Management Organisation), Andy Millar (Natural England), Keith Moore (Environment Agency), John Packman (Broads Authority), Sue Rees (Natural England), Tim Venes (Norfolk Coast Partnership), Jason Weeks (Cranfield University), and Rob Young (North Norfolk District Council).

1. Terms of reference

Considered:

The draft terms of reference

Resolved:

- a. Temporal and spatial remit should be long-term, and to include all aspects of the coastal zone.
- b. It should be clear that membership is open to any organisation considered relevant (this needs to be defined).
- c. There may be a requirement to raise funds to support the work of the group – this may include corporate membership.
- d. The Chair of the network should have a 3 year term, with the possibility of an extension if determined appropriate by members.
- e. A Vice-Chair(s) should be appointed, ideally from a different sector to support the work of the chair.

- f. The executive group should be representative of the diversity in organisations who are part of the network (including business representation).
- g. There should be regular reviews of the terms to account for the evolutionary nature of the current network proposed. Amended draft terms of reference (**see Annex A**) to be reconsidered at next meeting.
- h. The temporal remit of the group should be aligned to the Shoreline Management Plan (SMP) timescales i.e 100 years.
- i. The clause on membership should be retained. Whilst formal it enables the group to have some control over its membership as it evolves, noting that any organisation or member can request additions at any time. The intention is not to be exclusive, but to optimise membership for maximum productivity and collaboration at this stage.
- j. Determine mission statement of network.

2. GIS map

Received:

A demonstration of the online GIS tool available via the University of East Anglia – given by Trevor Tolhurst and Jackie Zavala.

Considered:

The applications of the tool for the purposes of the group.
UEA is willing to provide training videos/ sessions to help establish use of GIS tool.

Confirmed:

- a. This tool has great potential to be a valuable asset to both the members of the group, and to encourage corporate stakeholder investment.
- b. A task and finish group to be created, Chaired by Stephen Hallett and led by the University of East Anglia in partnership with Cranfield University.

Task and Finish Group to consider:

- i. Who is the intended audience of the information collated - should this be 'the place to go' for consultants, regulators and science advisors, to ensure consistent sources of data?
- ii. The tool could be used as a directory of the group to demonstrate who is working where, with which issues, using what research etc.
- iii. The future potential of creating apps – British Geological Survey have experience.

3. Presentations

Received:

- a. Presentation on the issues and common themes surrounding the Norfolk and Suffolk coast - given by Rob Goodliffe (North Norfolk District Council) and Bill Parker (East Suffolk District Councils).

- b. Presentation on past successful scenario's highlighting the importance of creating partnerships between key groups to solve coastal issues - given by Karen Thomas (Water Management Alliance).

4. Breakout sessions

Considered:

- Common issue themes organised by location, identifying challenges faced and the role this network could play in addressing these
- Other past scenario examples, how they relate to the cross-cutting themes and how the existence of the network could have changed the outcome.
- Mission statement

Output:

- a. The notes produced by each breakout group are included in **Annex B**

Proposed:

- a. To set up a series of Task and finish groups with the following suggested themes:
 - i. GIS + spatial data management (**initiated with Stephen Hallett nominated as Chair**)
 - ii. Case studies (**M-KEN to provide an online template to gather case study examples to feed into this group**)
 - iii. Communicating + engagement
 - iv. Mission Statement.

5. Name

Considered:

- Name of group

Result:

- a. To be confirmed at next meeting

6. Future meeting locations

Considered:

Where the most appropriate meeting locations would be.

Resolved:

Next meeting will be in North Norfolk by the coast. Rob Goodliffe agreed to book a village hall when the date is confirmed.

Actions:

Individual, Organisation	Action	Status
Lisa Johnson + Mary Symons, MKEN	Amend terms of reference	
	Upload presentations, minutes, terms of reference, and any other relevant resources to website www.marineknowledge.org.uk	
	Create case study framework and put out call for completion	
	Create call for date of next meeting and liaise with Rob Goodliffe to arrange a venue.	
	Create workshop feedback form	
Trevor Tolhurst + Jackie Zavala, UEA	Liaise with Stephen Hallett (Cranfield) to take GIS task and finish group forward	
Stephen Hallett, Cranfield	Liaise with Trevor Tolhurst (UEA) to take GIS task and finish group forward	
Rob Goodliffe, NNDC	To book a North Norfolk venue for the next meeting when requested by M-KEN.	
Everyone	Respond to call for research survey (on website www.marineknowledge.org.uk)	
	Respond to call for feedback on workshop (on website www.marineknowledge.org.uk)	
	Respond to call for next meeting date (on website www.marineknowledge.org.uk)	
	Consider amended terms of reference <u>in advance of the next meeting to expediate approval.</u>	
	Consider network name and bring suggestions to the next meeting.	

Annex:

A. Amended draft of terms of reference

B. Results of the breakout group sessions

Annex A

TERMS OF REFERENCE (Draft)

First considered 23rd November 2015

[NB: Words in italics throughout are defined at the end of the document. This document will be reviewed on an annual basis (or when requested by the group) to account for the evolving nature of the network]

Name of group: TO BE CONFIRMED

Purpose: The group will bring together cross-sectoral expertise from the agreed list of *relevant organisations*, and use evidence-based decision making to inform *long-term* coastal policy and strategic management decisions on a *regional* level.



Framework:

Membership: To consist of *relevant organisations* as agreed by the *executive group* of the network, and to be reviewed at the request of any group member with final membership confirmation remaining the responsibility of the *executive group*. *Relevant organisations* can request from the Chair attendance for a non-member at any meeting.

Governance: The Chair of the group will be nominated by at least three member organisations, and voted for by majority. The Chair will be re-elected every 3 years with no individual organisation holding the post for more than 6 consecutive years. Additionally, Vice-Chair(s) will be nominated by the

Group. The Vice-Chair(s) will ensure continuity during the transition period to a new Chair, and also Chair meetings in the absence of the Chair of the group.

- Meetings:** The group will meet three times during each calendar year. Additional, exceptional meetings may be called by the *executive group* with no less than one month's notice in the case of urgent issues requiring action and/or decision. Meeting dates will be canvassed 6 weeks in advance, confirmed 4 weeks in advance with agenda and accompanying documentation circulated no less than one week in advance of any meeting.
- Decision-Making:** Decisions will be taken by majority vote at the group meetings. In the case of no majority being reached, decisions will be referred to the *executive group* where they will be taken by majority vote. In the absence of majority vote at the *executive group* the Chair holds the deciding vote.
- Accountability:** Member organisations will be accountable for decisions reached during the meetings. Opportunities will be provided for input in absentia for meetings where important decisions must be taken.
- Secretariat:** M-KEN will provide agendas and minutes, including action lists from all meetings. M-KEN support is resource limited, and will be limited to facilitation of meetings, ensuring sufficient documentation and where appropriate publication of group activities via the M-KEN website. M-KEN will report group activities as required by its third-party funders as demonstration of support of activity relevant to the generation of research impact. Requests for additional support beyond this will be considered by the Chair of the group and the Board of Directors of M-KEN, and will be subject to the availability or provision by the group of the necessary resource.

Definitions:

Relevant Organisations (at 23rd November 2015)

Anglian Central RFCC
Anglian Water
Birbeck, Uni of London
Borough Council of King's Lynn & West Norfolk
British Geological Survey
Broads Authority
Cefas
Cranfield University
Crown Estate
Eastern IFCA
Environment Agency

Great Yarmouth Borough Council
Local Nature Partnership Wild Anglia
M-KEN
MMO
NALEP
Natural England
NCC
NNDC
Norfolk Coast Partnership
RFCC
Suffolk and Waveney District Councils
Suffolk Chamber of Commerce
Suffolk County Council
Sustainability East
UCS
UEA
University of Cambridge
University of Essex
Waveney District Council
WLMA

Long-term: Up to 100 years

Regional: Kings Lynn → Harwich, the coastal strip encompassing the offshore wind turbines to inland stretches affected by water resource quality.

Executive Group (at November 23rd 2015):

A pre-existing subgroup to help inform the strategic direction of the wider group with the ability for more efficient decision making when required. Membership of this group is fluid and any member of the network can request to join this group at any time (noting the requirement to attend additional meetings). Consultation with the wider group is expected prior to reaching any decision, except in the case of exceptional circumstances as determined by the Chair.

Membership:

Rob Young	North Norfolk District Council
Rob Goodliffe	North Norfolk District Council
Bernard Harris	Great Yarmouth Borough Council

Tony Dolphin	Cefas
Karen Thomas	WLMA (IDB)
Simon Hooton	Broads Authority
Mark Johnson	Environment Agency
Bill Parker (Chair)	East Suffolk District Councils
Keith Moore	Environment Agency
Andy Millar	Natural England
Trevor Tolhurst	UEA

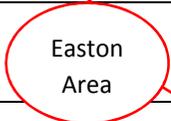
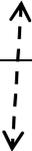
- Annex B

Results of the breakout group sessions

Group members: Michael Ellis (BGS), Julian Gregory (Eastern IFCA), Hannah Jarrett (NNDC), Simon Jude (Cranfield University), Karen Thomas (WMA)					
Theme	Location(s)	Local resource Issues/gaps	Challenges within existing structures	How can this network help overcome these challenges?	Ideas for more effective partnership working.
Policy and Legislation	-	-	-	-	-
Funding	Strategic	Lack of funds and people able to get funding	Not joined up	The partnership may be able to attract EU and other funding sources	-
Technical Expertise	Strategic	Research and practitioners disjoint	-	-	- Practitioners need research - Researchers need 'real' scenarios with communities - TWO WAY DIALOGUE
Stakeholder Engagement	Strategic	- Common manager - Shared expertise These could lead to ->	-> Better outcome for community -> Build resilience in experience -> Efficient -> Increased options?	-	Benefits to funding -> join up
Licencing/Consents	-	-	-	ENV research + research? [NERC]	
Environment	Saline invasion Sea Palling	Freshwater ecosystems quality	- Not within the SMP - Lack of SMP/CFMP and freshwater planning join up		- Need more links between <u>different</u> organisations - Understanding each other's drivers
Other issues - Marine zones	Marine fisheries Cromer	-	Need more join up on marine plans and terrestrial approach	- Strategic view direct resources to the issues - Communication of wider	- Power/___/representation at government level - Protection from 'political

				impacts	whim' (Go EAST)
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Group members: Sue Brooks (Birbeck), Phil Camamile (WMA), Stephen Hallett (Cranfield), Simon Hooton (Broads Authority), Martin Johnson (UEA), Tom Spencer (Cambridge)

Prioritising these issues? How do we do it?	Themes	Location(s)	Local resource Issues/gaps	Challenges within existing structures	How can this network help overcome these challenges?	Ideas for more effective partnership working.
	Policy and Legislation	Brograve Levels	Landowners constrained by management issues around protected sites	- Management realignment projects - How to reassure stakeholders with untested approaches? E.g. Waldringfield a good case study	-	-
	Funding	Easton Area 	-	-	-	-
	Technical Expertise		Kessingland to Southwold – not mentioned in presentation	-	Innovative solutions	-
	Stakeholder Engagement		-	-	-	Communicating issues coherently to stakeholders 
	Licensing/Consents		-	-	-	Connecting licensing bodies to facilitate novel projects
	Environment		-	-	-	-
	Other issues		-	-	-	-
	Task + Finish groups	<u>Mapping forums and groups</u> - to avoid duplication	<u>Mission statement</u>	<u>GIS + spatial data management</u>	<u>Case studies</u> - Waldringfield etc. (how did it work?) - Case study template	<u>Communicating + engagement</u> - dynamic nature it consist – space + time

Group members: Peter Jermany (Borough Council of King's Lynn & West Norfolk), Al Rumson (Cranfield), Andrew Watkinson (UEA)					
Theme	Location(s)	Local resource Issues/gaps	Challenges within existing structures	How can this network help overcome these challenges?	Ideas for more effective partnership working.
Policy and Legislation	-	-	-	-	-
Funding	Wash East coast – South, Hunstanton – Wolferton creek	Public funding in 2016. Private needs to takeover 75% of total needed	Was reliant on public funding, voluntary contributions / no way of enforcing	Exploring applicability to other situations	Communication if effective partnership working
Technical Expertise	Hunstanton cliffs	Monitoring data	-	Address data avail/accessibility	-
Stakeholder Engagement	Wash SMP/ WECMS	-	Engaging rather than telling (stakeholders used to being told)	Sharing best practise	-
Licencing/Consents	-	-	-	-	-
Environment	Norfolk/ England coastal path	Risk of loss through erosion – economic value	How is this taken into account?	Applying/using data that exists	-
Other issues	Norfolk/ Suffolk what happens on The Wash - lincs bdy, x border	Linkage between LAS	-	-	-

Group Members: Giles Bloomfield (WMA), Rob Goodliffe (NNDC), Mark Johnson (Environment Agency), Irene Lorenzoni (UEA), Tim O’Riordan (UEA)

Mission Statement

- Threat to coast and coastal zones: hot spots of strategic importance
- Reticence of economic investment (tourism, property, local communities) due to uncertainty – need to identify these
- Strategic research: e.g. implications of hold the line (societal + funding implications, significant impacts on others), salt water intrusion and effect on farmland + Broads in long term (transformation of function or use?) gradual and short term impact of salt water intrusion following sudden event (highly economic but do not meet Defra priorities); willing adaptation areas; areas whose self-protection enacted (implications for short and medium term expectations)
- Strategic funding: EDF, offshore industry (e.g. access for renewables offshore (wells/drudging) - Deben Estuary partnership)
- Action plan for the network ‘target certain areas of key investment, corporate input’

Other notes:

- Coastal zone focus
- Creative processes of tax incentives