

# Meeting of the Management Group of the Norfolk and Suffolk Coastal Network

UEA, 18<sup>th</sup> April 2016

**Present:** Bill Parker (CPE), Mike Ellis (BGS), Andy Millar (Natural England), Simon Hooton (Broads Authority), Martin Johnson (UEA/M-KEN), Trevor Tolhurst (UEA/M-KEN), Sarah Watts (Blue Ltd/M-KEN), Sophie Day (UEA/M-KEN), Stephen Hallett (Cranfield), Anezka Stejskalova (Cranfield), Christopher Rushton (Cranfield), Tony Dolphin (CEFAS), Karen Thomas (Water Management Alliance), Stuart Rickards (Environment Agency), Steve Hayman (Environment Agency), Rob Goodliffe (CPE), Bernard Harris (CPE), Paul Mackie (CPE).

Note: CPE – Coastal Partnership East – a joint Coastal Management team from 4 councils – GYBC / NNDC / SCDC / WDC

Apologies: Lisa Johnson (M-KEN)

## Considered:

### 1) General network issues and terms of reference

#### Confirmed:

- a) This group will be named the 'Norfolk & Suffolk Coastal Network Management Group'
- b) The wider group will be named: the 'Norfolk & Suffolk Coastal Network'.
- c) To write an invitation letter to each organisation including the terms of reference (a general invitation, not requiring a signature).
- d) Bill Parker to chair the network for the next 12 months, with Trevor Tolhurst acting as vice chair. Simon Hooton available for support if required. To review this after the next few meetings with a view to electing a Chair and Vice-Chair.
- e) The management group to meet three times per year. Additional (topic) meeting can be organised as necessary.
- f) To approve the terms of reference, and add a clause to enable them to be reviewed periodically.
- g) The purpose of the network is to help exchange information, and raise the impact of research to deliver knowledge for mutual benefit by bringing together cross-sectoral expertise.
- h) To update the group membership (organisations represented in the group are also listed in the terms of reference) to include conservation NGO's including Wildlife Trusts, John Shelton (RSPB), John Hisket (Norfolk Wildlife Trust), Green Economy Partnership.

## **ACTIONS**

- **All members to forward suggestions of additional organisations to join the network to Bill Parker cc. mken@uea.ac.uk**
- **M-KEN to add a statement to the terms of reference indicating the need to periodically review.**
- **The Chair to draft a network invitation letter outlining the aims and objectives of the group. Invitees to confirm their support by e-mail reply.**

### 2) Draft Mission Statement (supplied by Tim O’Riordan)

#### **Confirmed:**

To consider this at the next meeting once the Chair has fully reviewed and considered it.

#### **ACTION:**

- **The Chair to review and consider the draft mission statement prior to the next meeting.**

### 3) Research Audit & Database

#### **Confirmed:**

Multiple changes discussed within themes and sub-categories. General agreement on most changes. To be presented at next network meeting.

#### **Considered:**

Presentation of the scoping document for the proposed research audit: a database to help the network have a better understanding of what research and studies have been done about the region’s coast. The aim is to maximise partnership working potential, use the most relevant and up to date referencing and produce high quality outputs.

Locations discussed – agreed that many important sites are missing (estuaries, Great Yarmouth) but that there is more time to address this issue and that key locations will self-select over time. Short term priority is to set up database.

#### **Resolved:**

Constructive input to enable Sarah to revise the scoping document containing the list of themes and sub-categories for the database and create a final draft for circulation ASAP for prompt comment and approval.

#### **ACTIONS:**

- Sarah Watts to consolidate comments, review document and circulate for final comment.
- After completion of phase 1, M-KEN to investigate how much would it cost to develop the database as an online resource and identify possible funding options (NB: this is outside the M-KEN support role for the network as defined in the terms of reference and will therefore be subject to identification of the necessary resource).
- M-KEN and Cranfield to investigate how much would it cost to link the database and GIS, and identify funding options (NB: this is outside the M-KEN support role for the network as defined in the terms of reference and will therefore be subject to identification of the necessary resource).

#### 4) Cranfield work on the NSCN GIS tool proposed by UEA

The Cranfield University team gave an overview of the GIS tool being developed. This tool is being developed by a multi-disciplinary team combining broader layers of information, such as socio-economic, infrastructure data using historic and current datasets. It is a live tool, with scope to include future studies or remove old datasets and knowledge improves and can be accessed in the field via a smartphone. The clear aim of the project is to develop and test a methodology, as opposed to being a definitive tool at this stage.

It was agreed that this will be a powerful tool that pulls-in data in a way that has never been done before, enabling users to identify links and synergies, find patterns, identify hotspots and add to the evidence base. It will also help identify knowledge gaps where further research could be required.

It was noted that there are lots of multiple scales of subjective information – it is crucial that the caveats and subjectivity is clear when information is displayed, as in future as this could be used to make or justify important decisions. The precision of data varies (micro versus macro datasets) but there is scope to input more local data.

Research grant funding to be explored by UEA and Cranfield to widen the scope of this work, ideally to enable it to be scaled-up to cover Norfolk and Suffolk more broadly.

Validation is a key next step to assess quality of data. The tool should then be ready to share in July 2016. The app is available for committee members to try out but is not public – please email Steve for password access ([s.hallett@cranfield.ac.uk](mailto:s.hallett@cranfield.ac.uk)).

#### **ACTIONS:**

- Individuals to email Steve for password access to the GIS app ([s.hallett@cranfield.ac.uk](mailto:s.hallett@cranfield.ac.uk)).
- UEA and Cranfield to discuss possible grant applications.

5) Next wider network meeting and network event / launch

**Confirmed:**

- a) Wider network meeting to be scheduled for early July prior to the school holidays. This meeting needs to show progress on the research audit and GIS projects.
- b) Network conference / launch event to be planned for early 2017. Agreed that a larger event similar to a conference would be a good opportunity to focus effort and thinking, and to enable all organisations to showcase what is going on in the region, and to share research and knowledge. The Local Government Association for the East of England has already indicated they would be willing to help organise it. General agreement that early in 2017 would be a good time. Where, when and how it is going to be funded needs to be worked out. Agreed that a small attendance fee would be appropriate, and this could also generate some additional funds to sustain support for the network in 2017. Funding the network is an issue – see next item specifically.

**ACTIONS:**

- **The Chair and M-KEN to organise July network meeting. Agenda to include network conference/event; presentation of research audit by M-KEN; presentation of GIS by Cranfield; funding the network.**
- **The Chair to develop concept for network conference/event in early 2017 and think about potential structure**

**Tolhurst note: it has subsequently been pointed out that there are a lot of meetings scheduled for July, the date should be chosen to minimise clashes and it may be prudent to consider pushing this meeting back.**

6) M-KEN capacity and resources

**Confirmed:**

That a clear income strategy for the network needs to be developed to enable M-KEN to provide additional support beyond its current commitment to facilitate three meetings per year (with no additional support currently available between meetings as confirmed in the Terms of Reference).

**Considered:**

UEA are presently underwriting the cost of the current M-KEN support in limited meeting facilitation. There are currently funds to allow this work

to continue until December 2016. Financial arrangements urgently need to be made to allow M-KEN to expand existing support and to continue beyond December 2016 i.e. an income strategy specifically for the network's needs. There was agreement amongst the group that some financial support needs to be identified and the attendees were optimistic that their organisations would be prepared to contribute. More information is needed about the likely resource needs and costs, then we can identify ways of raising the appropriate amount of funding. A member fee? Contribution from organisations on the management group? Attendance fee at the network conference?

Initially agreed that the management group/committee should be responsible for contributing in order to give some certainty and drive things forward. Committee members will need a proposal and a specific amount to take back to their organisations. The Chair, Vice-Chair and M-KEN Project Manager to develop some possible resource models and associated costs for further consideration.

#### **ACTIONS:**

- **The Chair, Vice-Chair and M-KEN Project Manager to develop some possible resource models and associated costs for further consideration at the next meeting.**

#### 7) AOB

- Mike Ellis – new NERC project (4-5 years) BGS in collaboration with Cambridge, Southampton, Liverpool and Cardiff. Looking at coastal and sediment flux; physical and biological controls on coastal change in human timescales. Name of project? Action: Ideas for BGS work along the Suffolk and Norfolk coast to be forwarded to Mike.
- Steve Hallett – various PhD students doing relevant work including one with Tom Spencer. Exhibition day on 4<sup>th</sup> May if anyone is interested in attending (contact Steve).
- Tony Dolphin – bear in mind possibilities for further funding through European bids and other sources. Trevor also keeping an eye out for potential opportunities.
- Karen Thomas – also offering ongoing support to the network.
- Sophie Day – M-KEN are running a workshop in Sheringham on the 12<sup>th</sup> May looking at 100 year coastal futures for this region. An invitation was circulated to the M-KEN network, and more specifically to the members of the Coastal Network. Network members to note that correspondence from M-KEN will be received via [mken@uea.ac.uk](mailto:mken@uea.ac.uk) and to ensure this e-mail address is accepted in their inbox. Details of all M-KEN events (and others as appropriate) can also be found on the M-KEN website at [marineknowledge.org.uk](http://marineknowledge.org.uk).
- Sarah Watts – will circulate revised scoping document for comment and approval within one week.