

**Agenda for consultative meeting of the
Exmouth Beach Management Plan Steering
Group
Tuesday, 26th October, 2021, 2.00 pm**



Venue: online via zoom

Contact: Debbie Meakin Democratic Services
dmeakin@eastdevon.gov.uk

(or group number 01395 517546)
19 October 2021

East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ
DX 48808 HONITON
Tel: 01404 515616

www.eastdevon.gov.uk

**Important - this meeting will be conducted online and recorded by Zoom only.
Please do not attend Blackdown House.
Members are asked to follow the [Protocol for Remote Meetings](#)**

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at <https://www.youtube.com/channel/UCmNHQruge3LVl4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-public-meetings/#article-content>

Between 27th July 2021 to 17th January 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from this consultative meeting will be published on the webpage for this meeting in due course. All meetings held can be found via the [Browse Meetings](#) webpage.

- 1 **Welcome**
- 2 **Portfolio Holder for Coast, Country and Environment Introduction**
- 3 **Reminder of what a Beach Management Plan is, and what it covers**
- 4 **Nomination for Chair of the Exmouth Beach Management Plan Advisory Group**
- 5 **Scope and Aims of Project (Page 3)**
To agree on the scope and aims of the project.

/cont.

6 **Terms of Reference** (Pages 4 - 5)

To agree on the Terms of Reference, including the total number of voting Members from the Exmouth Wards.

The proposal is to have two Exmouth Ward Members as voting members of the Group, therefore:

Nominations are sought for two Exmouth Ward Members as voting members of the group.

Other Exmouth Ward Members are of course welcome to attend and take part in meetings of the Group as permitted by the Chair.

7 **Project Management proposal** (Pages 6 - 7)

8 **Beach Management Plan progress update**

9 **Update on general beach constructions works**

Update on works not related to the BMP.

10 **Q&A session**

[Decision making and equalities](#)

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

Exmouth BMP Aims and Scope (DRAFT)

Scope:

1. Physical project extents to be defined by Smeaton Wall to the West to Orcombe Point to the East. (Same as existing BMP)
2. Study extents to include physical project extent area as well the coastline both East and West of the physical project area and including the Exe Estuary.
3. BMP is to manage the long term physical nature of the beach, not the management of the day to day running of the beach.

Aims:

- A. Aim to look at reducing sand loss on the beach, and increasing if possible
- B. Maintain beach to protect sea wall
- C. Maintain/improve amenity of beach
- D. Carry out A,B,C in an integrated and sustainable way

Draft V2.

Exmouth Beach Management Scheme – Advisory Group

Terms of Reference

The role of the Advisory Group

The role of the Advisory Group is to advise East Devon District Council on the development and delivery of the Exmouth Beach Management Scheme and update the Beach Management Plan project (*the Project*) by East Devon District Council (*the Client*) and yet to be appointed consultants (*the Consultants*). The Group is to act as a 'critical friend' throughout the project.

Responsibilities

The Advisory Group will be responsible for :-

- Commenting on the aims and the objectives of the Project.
- Providing advice and guidance as appropriate to the Client (specifically the officers assigned to deliver the Scheme) on developing, delivering and monitoring the Project to assist facilitating that it is delivered in accordance with the contract, the project plan and budget. Officers will take into account that advice in the progression of the Project, and the preparation of reports to Cabinet as and when such reports are required by the Project.
- Provide community input to the Project, including the identification of opportunities and constraints.
- Provide advice on regulatory issues as appropriate.
- Provide appropriate documents and information to support the development and delivery of the Project.
- Providing a forum for discussion of issues and progress at high level including the different Project stakeholders.
- Provide advice on key decisions of the Project. Advise on Project papers at different stages, as provided by the consultant.
- Provide advice on communications and public relations support as appropriate.
- Recommending any further work required as part of the Project.

Ways of working

- The Advisory Group will meet a minimum of three times during the Project
- The Advisory Group will meet in public session, to permit members of the public to view proceedings
- Public speaking will be permitted, with speakers required to register at least 24 hours in advance of the meeting start time (subject to any COVID restrictions in place at the time of the meeting)
- Officers request that any technical questions (from the Group or the public) are submitted seven days in advance, to allow time to prepare a full response.
- Members of the Advisory Group will receive the agenda by email at least one week before each meeting. Members may ask for additional agenda items for future meetings, but the final decision will be with the Chair of the group to include such additional items.

- Minutes of the Advisory Group meeting will be taken and agreed by members of the Group at the following meeting.
- Action points will be clearly identified in the minutes. Minutes are not verbatim.
- The Advisory Group will be chaired by a District Councillor as elected by the Group at their first meeting; the Chair will be agreed at Annual Council each year for subsequent years subject to the lifetime of the Project
- Meetings will keep to the pre-agreed agenda and allocated timings as far as possible.
- Appropriate time will be allocated to agenda items to allow debate by all relevant Advisory Group Members.
- Members may be contacted between meetings for advice should the need arise.
- From time to time sub-groups may be formed to work on specific time-limited issues as appropriate, as agreed by the Chair
- From time to time individuals may be co-opted to provide specific advice and expertise as required.
- No substitutes are required for non-attendance.

Membership

- The Advisory Group will have members drawn from each Project partner plus members from the community and affected groups.
- Membership of the Advisory Group will last for the length of the Project where possible, subject to changes agreed at Annual Council by East Devon District Council in regard to its own members .
- Members of the Advisory Group are expected to be actively involved in meetings and giving advice.
- Membership will consist of:
 - Chair (EDDC member)
 - Two EDDC Members who represent an Exmouth Ward
 - Two Exmouth Town Councillors
 - Devon County Council Councillor
 - Environment Agency representative
 - Devon County Council Flood and Coastal Risk Officer
 - Clerk to Exmouth Town Council
 - RNLI representatives(2; local and national)
 - Edge Watersports representative
 - Exmouth Watersports representative
 - Exmouth Beach Rescue Club representative
 - Exmouth Chamber of Commerce representative

Non-voting members

- Remaining EDDC Members who represent an Exmouth Ward
- EDDC Officers

Advisors

Advisors exist to support the work of the Advisory Group. Advisors can be drawn from organisations represented on the Advisory Group or from external experts with relevant knowledge of the issues surrounding the Project. Advisors can be called on by the Advisory group as and when required.

Draft Document for outlining the Project Board's roles and responsibilities.

Contents

1. Responsibilities
2. Roles (positions)
3. Appendices

1) Responsibility's

The project board should have the following responsibilities

- 1.1 Oversee the delivery project, in accordance to of the aims of the project
- 1.2 Manages the Projects Risk (see Appendix 3.1)
- 1.3 Sits below cabinet, and makes decisions it is permitted to under the delegated authority set out to the Strategic Lead - Housing & Environment, Housing, Health & Environment
- 1.4 Receives both formal and informal advice from the Advisory Group
- 1.5 Documents decisions made, and presents them back to the Advisory Group
- 1.6 Able to set up sub-groups to discuss technical matters. For example a commercial group during the tendering of contracts phase.

2) Roles (Positions)

The Project Board should have the following positions filled

- 2.1 Primary Client: EDDC member
- 2.2 Project Sponsor : Environment Agency
- 2.3 Project Secondary Sponsor: Single representative from other financial contributor
- 2.4 Project Manager: EDDC officer
- 2.5 Project Executive: EDDC officer (Strategic Lead Level)

Further positions can be added when required

- 2.6 (Engineering Council Contract) ECC project manager (administering contracts)
- 2.7 Principle Designer (Required by (Construction Design Management) CDM regulations to advise on safe construction/operation
- 2.8 Consultant once appointed
- 2.9 Contractor once appointed.
- 2.10 Environmental Lead if/when required

3) Appendices.

3.1 Project Risks

- Economic
- Technical
- Reputational (Exmouth Town) ... Exmouth's reputation as a sea side town
- Political
- Environmental. The social, built and natural environments