

Seaton Beach Management Plan – Project Steering Group

Terms of Reference

The role of the Steering Group

The role of the Steering Group is to advise on the development and delivery of the Seaton Beach Management Plan project (*the Project*) by East Devon DC (*the Client*) and their consultants (*the Consultants*) to act as a 'critical friend' throughout the project.

Responsibilities

The Steering Group will be responsible for :-

- Commenting on the aims and the objectives of the Project.
- Providing advice and guidance as appropriate to the Client on developing, delivering and monitoring the Project to ensure that it is delivered in accordance with the contract, the project plan and budget.
- Provide community input to the project, including the identification of opportunities and constraints.
- Provide advise 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 across the different project stakeholders.
- Provide advise on key decisions about the project. Advise on project papers at different stages, as provided by the consultant.
- Provide communications and public relations support as appropriate.
- Recommending any further work required as part of the project.

Ways of working

- The Steering Group will meet a minimum of three times during the project
- Members of the Steering Group will receive the agenda and papers at least one week before each meeting. Members may ask for additional agenda items.
- Minutes of the Steering Group meeting will be taken and agreed by all members of the Group who attended the meeting.
- Actions will be clearly identified and progress monitored.
- The Steering Group will be chaired by the Portfolio Holder Coast, Country and Environment
- 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 Steering 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.
- From time to time individuals may be co-opted to provide specific advice and expertise as required.
- If a Steering Group Member is unable to attend a meeting he/she should make every effort to identify a substitute.

Membership

- The EDDC representation on the Steering Group will be: Two Cabinet members, two Assistant Portfolio Holders and three Seaton ward members.
- The Steering Group will have members drawn from each project partner plus members from the community and affected groups, including:
 - BCP (Bournemouth Christchurch Poole Council) in a project management function
 - Contractor (following appointment)
 - Seaton Town Council
 - Seaton Town Improvement Team
 - Chamber of Commerce
 - Axmouth Parish Council
 - Axe Yacht Club – Harbour Service
 - Sea Anglers
 - West Seaton Residents Association
 - East Devon Fisherman's Association
 - Seaton Beach Hut owners
 - Parkrun
 - Jurassic Coast
 - AONB
 - National Trust
- Membership of the Steering Group will last for the length of the Project.
- Members of the Steering Group are expected to be actively involved in meetings and decision-making.

Advisors

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