

**MINUTES OF DURLSTON HEAD TO HURST SPIT SMP2  
INCEPTION MEETING  
BOURNEMOUTH TOWN HALL ANNEXE  
THURSDAY 16<sup>TH</sup> OCTOBER 2008, 11:00.**

<b>Present:</b>	Geoff Turnbull (GT)	Bournemouth Borough Council (Chair)
	Dave Harlow (DH)	Bournemouth Borough Council
	Hamish Hall (HH)	Royal Haskoning
	Tara-Leigh Eggiman (TE)	Royal Haskoning
	Justin Ridgewell (JR)	Royal Haskoning

Item No.		Action
1.	<b><u>Commencement Date</u></b>	
1.1	A letter was issued on 15 <sup>th</sup> October 2008 accepting the Tender by Royal Haskoning.	
1.2	It was agreed that the commencement date would be Monday 20 <sup>th</sup> October 2008.	
1.3	Royal Haskoning submitted insurance details with the prequalification document. Updated copies are now required.	HH
2	<b><u>Strategic Environmental Assessment (Provisional Item)</u></b>	
2.1	It was agreed that the decision as to whether the provisional SEA is ordered would be made within 2 weeks. It was also agreed that a decision as to whether it is to be a stand-alone document, or an integral part of the SMP2, would also be made.	DH
3	<b><u>Appropriate Assessment (Provisional Item)</u></b>	
3.1	It was agreed that the decision as to whether the provisional SEA is ordered would be made within 2 weeks.	DH
4	<b><u>Programme of Works</u></b>	
4.1	A comprehensive Programme will be issued ASAP to replace that in the Technical Proposal.	TE
4.2	Justin will be on annual leave for 4 weeks. Tara will start to collect information for action on his return. Tara will contact all members of the CSG to arrange initial meetings within the next 2 weeks.	TE
4.3	The Scoping Document is to be updated with all available contacts, and delivered to Royal Haskoning on 24 Nov 2008	DH

5	<p><b><u>Schedule of CSG/EMG meetings</u></b></p> <p>5.1 The following Schedule of CSG meetings was agreed. CSG meetings are at approximately 5-week intervals in order to ensure momentum is maintained. CSG members are requested to ensure that they make every effort to attend all meetings. Meetings will start at 1300, at venues to be determined - probably Bournemouth.</p> <p>24 Nov 2008: CSG at 1300, plus EMG at 1800  5 Jan 2009  9 Feb 2009 - Seminar  16 Mar 2009  20 Apr 2009  18 May 2009  22 Jun 2009  20 Jul 2009  24 Aug 2009  28 Sep 2009  2 Nov 2009  7 Dec 2009  11 Jan 2010</p> <p>5.2 It is proposed that the first EMG meeting takes place on 24 Nov 2008 at 1800, after the CSG meeting which takes place at 1300. This ensures that Elected Members are involved in the SMP process at the earliest possible opportunity. Would all CSG officers please invite their respective members, and give their contact details to DH.</p> <p>5.3 Royal Haskoning propose to arrange a Seminar, with CSG involvement, covering 3 main topics:</p> <ul style="list-style-type: none"> <li>• Surf Reef</li> <li>• Novel &amp; futuristic sea defences</li> <li>• This SMP review</li> </ul> <p>It will be open to all stakeholders, to demonstrate that the SMP process is wide-ranging, all embracing and is thinking "out of the box". The suggested date is 9 Feb 2009, set now in order to book speakers. Suggestions for a venue to accommodate about 100 people, and able to provide lunch, to DH please.</p>	CSG
6	<p><b><u>Schedule of Payments</u></b></p>	
6.1	<p>DH requested a breakdown of the charges likely to be made by Royal Haskoning, so that returns could be made to the EA on the likely drawdown of Grant Aid.</p>	TE
7	<p><b><u>Feedback on Tender Process</u></b></p>	
7.1	<p>There was discussion about the Tender process, with feedback given to Royal Haskoning about their performance. Royal Haskoning also provided useful feedback on the tender documents and tendering process ( further details to be added)</p>	DH
8	<p><b><u>Other Business</u></b></p>	
8.1	<p>Dan Leggett (CV included in Technical Proposal) has now left Royal Haskoning.</p>	
8.2	<p>Dr Mike Walkden has joined Royal Haskoning and will provide soft cliffs expertise.</p>	
8.3	<p>The meeting closed at 1400.</p>	