

My Ref (XXXXX)
Your Ref (XXXXX)
Date dd/mmm/yyyy

Dear

Proposals for National strategic coastal monitoring network.

1 Introduction

Further to earlier consultations in connection with the design of the proposed National strategic coastal monitoring network please find enclosed details of proposals for the various programme elements. I should be grateful if you would read this letter, sign and return one copy to me to indicate your Authority's agreement to joining this initiative. I look forward to receiving a reply prior to 31 January 2010.

2 Background

The EA have indicated that the strategic regional monitoring proposals appear to have some considerable merit and may also have wider benefits given adoption on a national basis. The coastal groups of England plan to make a submission for grant to the EA to fund the cost of implementing the project. Given that sufficient benefits are reasonable in view of the costs all indications are that EA funding will be achieved.

3 Scope of this letter

This letter outlines the financial arrangements for the development of the <INSERT REGION> element of the National strategic monitoring network. The arrangements are based upon our understanding of the current EA grant-aid regime. Some flexibility may be required should further guidance be issued.

4 Appointment and role of lead authority

<INSERT> Council will act as the Lead Authority for the <INSERT> regional cell of the project. The lead authority will:

- (i) Act as Banker in respect of all payments to contractors (including in-house teams), participating local authorities, receipts of grant aid and recharges to participants.
- (ii) Coordinate all applications for grant aid from EA, and other agencies where appropriate.

(iii) Undertake the supervision and administration necessary to coordinate the project.

(iv) Co-ordinate procurement of all programme elements.

(v) Establish and host a regional data management centre to service the programme.

5 Categories of cost

The following categories of cost have been identified as associated with the project.

(i) Direct costs – committed scheme costs that are subject to EA grant-in-aid.

(ii) Indirect costs – costs of administering and supervising the project incurred by the lead authority and all participating authorities. Each authority, including the lead authority will incur certain indirect costs in relation to their own study area; these should normally be written off locally. All costs deemed to be ineligible by EA will be borne by each participating authority.

6 Applications for grant

The Lead Authority will make the application for grant aid to EA for the project and receive the whole of the grant-aid.

7 Programme details

The programme details are discussed within the accompanying annex.

8 Commitment to programme

Please let me know how much time will be required before you can formally sign up as a project partner. The programme is reliant upon full commitment from all operating authorities.

Yours Sincerely

Prof. Andrew Bradbury
Coastal Projects Manager

I agree*Council* agreement to joining this initiative.

Name

Signed.....

Date.....

On behalf of.....

Proposals for strategic regional coastal monitoring programme.

1 Programme design

The programme has been designed on the basis of a review of site exposure, management strategy, geomorphology and defence type. The information presented on the enclosed GIS maps has been analysed to provide a strategic assessment of monitoring requirements for each frontage. More data is needed for those areas that are actively managed or are highly vulnerable, than those where intervention is not expected; the proposed programme reflects this balance. This provides a consistent regional approach and information where it is needed.

If you have concerns about the content of the programme please contact me to discuss these. I hope that the programme reflects our earlier discussions during consultations.

The programme will necessarily be dynamic and its composition will be reviewed on a regular basis, to ensure that both real data requirements and best value are being satisfied. There will be opportunities to revise the programme in the future.

The schedule (Table 1) identifies the survey types to be used and the frequency of surveys. Proposed locations for surveys are shown on the attached maps. In addition to the regular surveys provision, has also been made for an average of one post storm topographic survey per year, assuming 50% coverage of the proposed risk based profiles.

Please check the maps for accuracy – most of the data has been extracted from SMPs. Please use your local knowledge to help us to ensure that we have detailed the characteristics of your coastline correctly.

This letter is accompanied by the following information relating to the frontage within your administrative boundary.

- (a) Maps identifying the management units, flood risk areas, structure type and geomorphology.
- (b) Maps identifying the proposed spacing of beach profile surveys, locations of wave and tidal measurement (if appropriate), locations for wave data, location of LIDAR surveys, Beach management plan zones.
- (c) A schedule identifying the type and frequency of surveys suggested for each coastal management unit within your administrative boundary.
- (d) Proposals for management and procurement of the survey programme.
- (e) An estimate of the total expected costs of monitoring costs over the first five years of the programme.

2 Programme management and procurement

<INSERT> Council will manage the monitoring programme for the <INSERT REGIONAL CELL (expand location)>; they will act as the lead authority for the purposes of making grant application and procurement.

Provision has been made for continued development and maintenance of the regional data management archive at the Channel Coastal Observatory; this is considered to be crucial to overall success of the programme. New Forest District Council will continue to host the Channel Coastal Observatory - a specialist regional data management and analysis team developed to service this programme; this will draw together all aspects of the programme and provide advice where required to all participants in connection with the programme. The Channel Coastal Observatory will develop data management standards and the analysis methodology, in partnership with other data management experts. This approach will provide the data to a regionally consistent format. The Channel Coastal Observatory will also integrate data from each of the regional programmes, for the purposes of producing strategic regional overviews.

A regional project steering group will comprise representatives of <INSERT> and the Environment Agency.

Some operating authorities have expressed an interest in conducting some of the survey work using their in-house teams. This approach will enable in-house expertise and experience to be maintained and provide continuity of existing programmes. If you have previously indicated that you wish to participate in data collection or analysis, provision has been made for this, subject to agreement to standards of programme delivery and data standards. This element of the programme will be dealt with contractually through a service level agreement.

A series of contracts will be let for most elements of the programme. These will be procured regionally by tender, following advertising, audit and technical review. Performance of in-house programmes will be reviewed by best value comparisons with tendered elements of the programme. Tender documents and specifications will be prepared for each element of the programme. Development of specifications and contracts will take place from now until March 2010.

3 Outputs

Provision has been made to ensure that each operating authority receives data in the form that they require. Outputs options available within the programme will include:

- (a) All data for the region will be stored on a central analytical database (SANDS) or GIS, and also within raw data files.
- (b) All data specific to your administrative boundary will be provided in electronic form, to your preferred format.
- (c) The Channel Coastal Observatory Internet meta-database will record details of all surveys and the quality of all data sets held. A search engine has been designed, which will provide information on all data collected for the programme.

- (d) All data collected for the programme that has been funded by this project will be made freely available and free to all users via the Channel Coastal Observatory website.
- (e) Access, support and training will be provided for appropriate data management software, if required.
- (f) Advice will be made available in connection with techniques developed within the programme and in application of data to strategic and operational management. Expert advice will be available on interpretation and use of the data.
- (g) Digital images of aerial surveys will be available. These will be directly accessible on the Internet and are likely to be updated at least once every five years.
- (i) Annual summary reports will be produced for all areas within the programme.
- (j) A project review board will meet regularly to review programme composition and performance.
- (i) Historical data sets will be added to the system, where copyright and ownership issues can be overcome.
- (j) Environmental data sets collected by other organisations will be loaded and made available where possible.
- (k) Links will be established with academic institutions to provide value added research to the data collection programme.
- (l) Links will be established with EA funded research programmes.

4 Programme

An application for EA funding is currently under preparation. This will be submitted to EA in March 2010, with a view to commencing the programme in April 2011. Your comments on programme-design, funding and your agreement to participate within this strategic programme are required urgently. If you are unable to confirm the agreement of your organisation to the programme, or envisage any difficulties in financial agreement please indicate when you will be in a position to do so.