

**Joint Coastal Project Board**  
**Corton/Gunton/Pakefield/Thorpeness**  
**Terms of Reference**  
**(9<sup>th</sup> August 2021)**

**1. Introduction**

These terms of reference are for the Joint Coastal Project Board, covering projects in Corton, Gunton, Pakefield and Thorpeness. The Board are responsible for providing an oversight of the projects relating to the coast from Corton in the north to Thorpeness in the south, taking into consideration the Gorleston to Lowestoft Coastal Management Strategy and the relevant Shoreline Management Plan (SMP) policies (SMP7). Both the coastal strategy and the SMP have been endorsed by East Suffolk Council and formally signed off by the Environment Agency.

The role of the Board is in the context of a wider Governance Structure, which includes an officer-led Project Teams and community-led stakeholder groups. The projects are all partnership, encompassing a range of flood and coastal risk management issues that require the involvement of community and businesses locally.

Given the many elements involved in the project areas from Corton to Thorepness and the number of local parishes, communities and businesses involved it is important that there is a Joint Coastal Project Board who are able to provide strategic direction to enable recommendations to be taken to the relevant authorities such as the East Suffolk Council Cabinet or the Environment Agency, provide guidance to the officer led Project Team and act as a democratically representative group on behalf of all those affected by the flood and coastal erosion risk issues encompassed by the studies and other related work happening in this area.

**2. The Project Board is therefore required to:**

- Support the partnership approach.
- Support and steer the Project Team and assist with opportunities and challenges faced by them.
- Challenge and endorse recommendations of the Project Team regarding potential options for flood and coastal erosion risk management in the project areas from Corton to Thorpeness.
- Ensure local people and businesses have had opportunity for appropriate involvement in the project(s) through an agreed communications strategies for each project.
- Make recommendations on funding requirement/spend.

- Ensure cost beneficial strategic flood and coastal risk management options are developed where it is appropriate to do so.

This will be achieved by.

- Attending 4 Board Meetings per annum
- Collaborative working at the Board meetings.
- Seeking wider views of those you represent outside of Board meetings
- Facilitating discussions outside of Board meetings, where appropriate, regarding funding and facilitating options that bring a wide range of benefits

### **3. Group Responsibilities and Membership**

#### **The Project Board will:**

- Review tasks undertaken by the relevant Project Manager and Project Team and monitor progress at Board meetings and through updates.
- Have an understanding of the flood and coastal erosion risk issues and potential solutions (following presentations at Board meetings).
- Support the project team development of any FDGIA Business Cases, towards the delivery of flood and coastal erosion protection measures.
- Agree communications and public engagement strategies and action plans for each project.
- Support the project(s) with engagement opportunities, where appropriate and share feedback from stakeholders and partners.
- Identify any other relevant work that might need to be included in the project(s) or linked to other projects as part of the delivery of flood and coastal erosion risk management work in this area.
- Identify any opportunities that could be encompassed within the project(s).
- Identify other sources of funding and flag opportunities to the project team.
- Highlight any technical, social, economic or political risks to developing any of the projects or work in this area.

#### **Membership of the Project Board includes:**

- **Corton Parish Council**
- **Gunton Parish Council**
- **Lowestoft Town Council**
- **Pakefield Parish Council**
- **Thorpeness Parish Council**
- **Suffolk County Council (Highways, Lead authority for Rights of Way and Lead authority for Archaeology, Lead Local Flood Authority)**
- **East Suffolk Council (Lead Planning Authority/ Coast Protection Authority)**
- **Environment Agency**
- **Natural England**
- **Nominated District councillors**
- **Anglian Water**

#### **4. Governance.**

The Project Team will report to the Project Board with technical information, communication and funding activities and feedback and development of preferred solutions or next steps depending on the project involved. The Project Team will highlight project risks to the Board for their consideration. The Project Board will also receive feedback from the community steering groups following local engagement activities.

Key matters for Project Board Governance.

1. The Chairman of the Board will be chosen from its members and elected on an annual basis.
2. Each member appointed to the Board will be afforded a vote except that the Chairman of the Board will be afforded a casting vote in the event of a tied vote.
3. Where a member is not able to attend a meeting, substitute provision from the same organisation is encouraged.
4. The quorum for meetings will be 5 Board members
5. In attending Board Meetings, it is assumed that each member has the backing of their respective organisations and can speak on their behalf excepting that funding decisions may need to be referred back to the relevant organisation.
6. Board Meetings are not open to the public nor press to attend.