

COUNCIL REPRESENTATION ON THE RIVER CROUCH COASTAL COMMUNITY TEAM

1 PURPOSE OF REPORT

- 1.1 To appoint two elected members of the Council to the River Crouch Coastal Community Team Steering Group.

2 INTRODUCTION

- 2.1 On 16 July 2019, Council resolved to assume the secretariat role for the River Crouch Coastal Community Team (the “RCCCT”) and to be the Accountable Body for the Coastal Community Team Fund following the handover of both these functions from Maldon District Council.
- 2.2 The RCCCT is an outside body which does not require pro-rata Council representation.
- 2.3 The persons and organisations previously involved in the RCCCT met on 11 September 2019 to consider the aims, objectives and terms of reference of the refreshed RCCCT going forward. The minutes of that meeting are set out at Appendix 1. The RCCCT met again on 20th November 2019 to agree those aims, objectives and terms of reference. The minutes of that meeting are set out at Appendix 2.

3 Terms of Reference

- 3.1 The agreed terms of reference for the RCCCT are set out at Appendix 3. Amongst other things, the terms of reference require two elected Members of the Council to be part of the Steering Group – including one to act as Chairperson. There is no restriction on any other elected Member or indeed any other interested person being part of the wider RCCCT.

Appointment of Chairperson

- 3.2 The RCCCT resolved that, in view of her past experience and continuing commitment to the RCCCT and to maintain continuity during transition to the new arrangements Cllr Mrs June Lumley should be appointed the named Chairperson of the RCCCT. Accordingly it is recommended that one of the named persons appointed by the Council is Cllr Mrs June Lumley.
- 3.3 There is no provision within the terms of reference for the Chairperson to be represented by a substitute as the Vice-Chair would take up the role in the event of their absence.

Appointment of Second Council Representative

- 3.4 The aims and objectives of the RCCCT as set out in the terms of reference demonstrate a key focus on economic growth, tourism and coastal protection. In addition, the Council is the Accountable Body for the Coastal Community Team Fund and in that capacity has fiduciary duties to the Ministry of Housing, Communities and Local Government (“MHCLG”) relating to the proper management and governance of that fund. It is therefore recommended that Cllr Simon Wootton as the Portfolio Holder for Enterprise be named as the Council’s other representative on the RCCCT Steering Group as the RCCT aims and objectives fall within the remit of the Enterprise portfolio.
- 3.5 The terms of reference allow for a substitute to represent the Council in the event of absence. It is recommended that Cllr Arthur Williams as the Portfolio Holder for Environment be the substitute for the reasons set out in the paragraph above and because the Environment portfolio also aligns with the RCCCT aims and objectives in respect of coastal protection..

4 RISK IMPLICATIONS

- 4.1 Failure to nominate effective representation onto the RCCCT Steering Group will impact the effective operation of the outside body and frustrate its aim and objectives and impede its ability to operate effectively.

5 RESOURCE IMPLICATIONS

- 5.1 There are no resource implications directly arising from this report. RDC is now the Accountable Body for the RCCCT and there is c£1,500 remaining of the original £10,000 grant. Consideration will need to be given for potential avenues of future funding e.g. grant applications in order to fund any future works.

6 LEGAL IMPLICATIONS

There are none arising out of this report.

7 EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 An Equality Impact Assessment has been completed and found there to be no impacts (either positive or negative) on protected groups, as defined under the Equality Act 2010.

8 RECOMMENDATION

- 8.1 It is proposed that Council **RESOLVES**

That Cllr Mrs June Lumley and Cllr Simon Wootton (with Cllr Arthur Williams as his substitute) be appointed to be the Council’s representatives on the River Crouch Coastal Community Team Steering Group



Angela Hutchings

Strategic Director

Background Papers:-

None. None

For further information please contact Angela Hutchings on:-

Phone: 01702 318169

Email: Angela.hutchings@rochford.gov.uk

If you would like this report in large print, Braille or another language please contact 01702 318111.

Appendix 1

River Crouch Coastal Community Team Meeting

Wednesday, 11 September 2019 at the Civic Suite, Rayleigh, SS6 8EB

Meeting Notes

Present:

Cllr June Lumley (JL)	Rochford District Council
Angela Hutchings (AH)	Rochford District Council
Paula Chapman (PC)	Rochford District Council
Cllr George Ioannou (IG)	Rochford District Council
Helen Quinnell (HQ)	Chelmsford City Council
Cllr Glen Dryhurst (GD)	Ashingdon Parish Council
Andrew St Joseph (ASJ)	Essex Coastal Owners
Michael Hoy (MH)	Resident
Ken Wickham (KW)	Crouch Harbour Authority
Angelina Marriott (AM)	Hullbridge Parish Council
Keith Powell (KP)	Independent
Jack Ellum (JE)	Maldon District Council
Rachel Fancy (RF)	RSPB

Apologies:

Cllr Keith Ager	Hullbridge Parish Council
Cllr Adrian Fluker	Maldon District Council
Cllr Elaine Bamford	Maldon District Council
Louise Best	Resident
Dave Smith	Crouch Yacht Club
Clerk	Canewdon Parish Council
Dominique Keogh	Essex County Council
Cllr Wendy Stamp	Burnham Town Council
Kate Barke	Essex Marina
Doug MacEwen	Crouch Area Yachting Federation Clubs
Phil Sturges	Natural England
Paul Wilkins	Azzurro Marketing
Beverly Davies	Essex RCC
Elizabeth Rose	Essex RCC
Diane Hoy	Resident

Welcome, Quorum & Introductions

1. The Vice-Chair welcomed members of the River Crouch Coastal Community Team (RCCCT) to the meeting advising of the change of the Accountable Body from Maldon District Council to Rochford District Council which was agreed in July.
2. It was noted that Mr Dave Smith of the Crouch Yacht Club has resigned from the River Crouch Coastal Community Team.

Update since last meeting (Paula Chapman)

3. PC has received information that Dean Border, current Chair of RCCCT is no longer working at Baltic Wharf which is our only means of contacting him. No other communication from him has been received and it was agreed that the group should agree new Chairmanship at this meeting.
4. The fixed term contract for the Maldon District Council resourced secretariat ended in June and post Maldon District Council's restructure they advised they could no longer be the Accountable Body for the group. Rochford District Council reported this to its Full Council in July where it was agreed they would take over this accountability which includes the balance of grant monies held by MDC.
5. There is approximately £1500 balance left of the original £10k grant. Money has been spent on items such as a cycle feasibility report from Rochford rail station to Wallasea and Maldon District Council produced leaflets, signposting and an Economic Report for Coastal Community Team detailing work to be undertaken. It is now for members of the group to decide to how to go forward.

Establishment of new Terms of Reference (TOR) and Review of Chairmanship

6. AH acknowledged that the RCCT is an important group that has great value and having a body means funding can be applied for going forward. It was agreed that a roundtable discussion should be held on what the refreshed group should be and set objectives.
7. AH outlined three potential headings: Rural business economy and diversity, sustainable rural communities and protection of the environment and heritage.
8. MH stated he had no objection to the headings and given that the overall idea of the team is to maintain employment queried what stats were available on rural businesses and if a survey had been undertaken with them. AH responded that the group's purpose is the preservation of rural business, employment and skills and linking into local people working locally and will continue to support businesses to accommodate this.
9. MH advised that coastal teams elsewhere link into tourism. It was agreed that Tourism would be added under the heritage section.
10. Managing coastal change (climate change, sea walls) shall be added to the objectives for the group as recommended by RF.
11. ASJ mentioned that the Planning department is a key link for farmers.
12. KW advised that businesses take one look at our infrastructure and are put off by our district. As a response to this AH added infrastructure to the objectives as it needs to be an enabler.

13. AM queried how many businesses will be attending the newly formed team. It was stated that the group has the power to decide who to invite but specific reasons for this should be provided to keep the group as productive as possible. MH would like to see a business representation from Hullbridge on the team and GD would like to see representation from South Woodham Ferrers and Battlesbridge Town Councils.
14. JE commented that as a MDC representative they would like to see the group outcome focussed, it being a method to achieve grants for the objectives, a key stakeholder and consultative body representing the needs and wants of the coastal community.
15. KW suggested having a 'task and finish' group membership focussed around specific projects. It was agreed that resources would be reviewed once delivery stage is reached.
16. The group discussed membership and the following suggestions were made:
 - GD advised that DMacE would still like to be involved and could represent South Woodham Ferrers or the Sailing Clubs;
 - A representative from the Chambers of Trade;
 - Parishes – the group felt a single point of contact would work best and that perhaps Parish Clerks could attend or a representative from Rochford Hundred – although Burnham counterparts would need to be explored.
 - JA stated MDC Councillors would expect to be offered a position as they cover half the geographical area of the group and as a major coastal town Burnham on Crouch would also expect membership.
 - Representation from South Woodham Ferrers Town Council.
17. KP stated that the Management Group seemed to be voluntary – perhaps going forward a Managing Group could have a representative of the other groups with information filtered down by a Steering Group. This idea was agreed by the Team with an Annual General Meeting to be held once a year.

Action: Membership details to be composed and circulated for comment (AH)

Governance

18. It was agreed that the existing tor rules around quorum should be rolled forward.
19. It was suggested that an additional paragraph could be added to state that although the group is called River Crouch Coastal Community Team it is acknowledged that it includes all the contributories.
20. It was agreed the Steering Group would meet quarterly.
21. GI nominated JL as Chair of the RCCCT which was unanimously agreed.

22. The group agreed that the appointment to Vice-Chair should be made after the formation of the Steering Group and at the next meeting. The group agreed they would like to see a member of the business community appointed as Vice-Chair.

Suggestions for new business, including Coastal Community Plan

23. GD advised the group that he was involved in identifying a trail through Maldon and that Matt Wilson and Anglene have discussed a footway with Sustrans and investigations had been undertaken to identify land owners along sections of the old path. When funding for Anglene's post expired, she handed the map to GD who has walked the route which he advised would be good for tourism, health, leisure, horses, dogs, people and children and is a link between two historic communities; Woodham Ferrers and Maldon.
24. JE advised that he is working on a project to take all printed walk leaflets (roughly 23 of them) and make them a digital resource. This could also happen for the proposed new trail if the leaflet, map and photographs could be supplied within the next 2-3 months.
25. ASJ reminded the group that checks needed to be made prior to leaflet production that permission has been given to change the pathway into bridleway where required.
26. Wallasea Island work for 2020 is going on outside of the group due to Rochford District Council's partnership with RSPB.
27. PC updated the group with regard to a joint bid for £4.5m that ASELA submitted for ultrafast broadband. Rochford District Council identified 41 sites as hubs for connectivity ie docs surgery, local schools, where residents and businesses could connect to it. The project is ongoing and received funding and currently going through gateways to get the monies released. This will be beneficial for areas such as Canewdon and coastal areas that need fibre connection. Gigabit connection vouchers are available for businesses in those areas..
28. Both Rochford and Maldon District Councils are involved in commissioning a Economic Prospectus report for coastal areas that will be fed back to SELEP and central government. SELEP have noted the importance of coastal communities and will include a chapter on this in their Local Industrial Strategy. Rochford and Maldon have financially contributed to the prospectus so it will include detail specifically related to their areas. A draft is expected at the end of September which will be shared with the Group once received.
29. Essex County Council put in a bid to the Coastal Community Fund and were successful. PC provided a presentation from Nicky Spurr which was demonstrated at a recent Rochford District Council business breakfast (presentation below). The aim of Path to Prosperity is to promote the Essex coast and the coastal path that runs along it, as a high quality visitor destination with a diverse tourism offer thus achieving economic growth and the regeneration of Essex coastal communities through a wide range of

activities.

30. ASJ raised a concern about maintenance of the coastal path and the worry that we could promote something that is not properly maintained going forward and therefore incur liability, should conditions of any advertised paths deteriorate. AM advised that Natural England were happy to help and have had discussions with the parish. Crushed up shells have been put down but smaller parishes such as Rawreth do not have a high precept, so they do not have the money or resources to maintain the footpaths. It was noted that concerns could be raised to the Flood Forum via GI and JL who are both members on the group. Agreement was made that a letter be sent from the group to raise concerns on footpath usage affecting sea walls. The letter shall also include how effective land owners can be with regard to support and going forward.
31. ASJ raised the fact landowners are reluctant to allow laybys on their land due to fly tipping issues. In response to this, PC advised the bid had some funding for a bus hopper service to encourage sustainable transport and cycle routes are being investigated.
32. MH queried how measures of success will be monitored. PC advised the information would be listed in Essex County Council's bid and would be able to advise once information requested/researched.

Post meeting note: ECC has advised the following:

When we applied for CCF funding we were asked to describe the method/framework of how we would monitor and evaluate our project outcomes as a result of the activities and maps etc we are creating and hopefully encouraging more visitors to the Essex Coast. I also attach a background information document which you can freely share with your colleagues.

Here is a selection outlined to our funders and we are working on how to record it with our project delivery group partners:

- 1. Efficient and robust project management will ensure that milestones are set at the outset and adhered to. Regular meetings and engagement of members of the Project Delivery Team will ensure thorough understanding of the different workstreams and progress is updated regularly to seek to ensure milestones being met.*
- 2. Numbers of participants on all customer service courses will be recorded with each learner asked to undertake end of course evaluation upon completion of their courses capturing their outcomes and where appropriate where they progress on to.*
- 3. Five people counters will be installed along the coast path as early as possible in the project, and numbers of walkers will be recorded to demonstrate increased numbers of users of our coastal footpaths.*

4. *Numbers of participants in tourism events will be recorded (estimates where appropriate).*
5. *UGObus passenger numbers will be logged each time we run the service for our project and reported weekly. (We are working with the Passenger Transport Unit to ascertain how we will implement this.)*
6. *Surveys of UGObus customers will be undertaken to determine user feedback to help improve the service and to determine the level of charges that would be considered acceptable in the future.*

With regard to the maintenance of the Essex Coastal Path (ECP) Essex Highways Public Rights of Way Team advised:

Defra currently have an agreement to fund 75% of the maintenance costs of the Trail itself it if its 25% match funded by the local authority. As the trail in Essex is around 84% public rights of way already, Essex County Council have a statutory duty to maintain them anyway. So yes, the ECP will be maintained.

Any Other Business

33. RF provided an update with regard to a bid for the Heritage Horizons Awards. This is a national lottery fund for promoting heritage through the coast. It is for grants of £5m and above. Other partners have been involved, such as Essex Wildlife Trust, Anglian Water and Essex and Suffolk Water. The Vision is still being developed and it will be introduced to a wider audience next week at a brainstorming session prior to the expression of interest being submitted by noon on 11 October 2019. ASJ suggested mini wetlands on every sluice along the way and RF agreed to submit this idea to the meeting next week.
34. RF will check Matt Wilson is involved with the bid on Maldon's behalf.
35. JL thanked all attendees and PC and AH for facilitating the meeting.

Date of the next CCT meeting

36. Next meeting to be a special general meeting where the new team will be launched and Vice Chair selected. Meeting to be held in the Chamber, Rochford District Council, 2 Hockley Road, Rayleigh at 10:00 on Wednesday, 20 November 2019.

Appendix 2

River Crouch Coastal Community Team Meeting

Wednesday, 20 November 2019 in the Council Chamber, Civic Suite,
Rayleigh, SS6 8EB

Meeting Notes

Present:

Cllr June Lumley (JL)	Rochford District Council
Angela Hutchings (AH)	Rochford District Council
Paula Chapman (PC)	Rochford District Council
Cllr Simon Wootton (SW)	Rochford District Council
Cllr. George Ioannou (GI)	Rochford District Council
Cllr Paul White (PW)	Hullbridge Parish Council
Cllr Keith Ager (KA)	Hullbridge Parish Council
Doug MacEwen (DM)	Crouch Area Yachting Federation
Cllr Glen Dryhurst (GD)	Ashingdon Parish Council
Ken Wickham (KW)	Crouch Harbour Authority
Rachel Fancy (RF)	RSPB
Helen Quinnell (HQ)	Chelmsford City Council
Isabel Mansfield (IM)	Chelmsford City Council
Jack Ellum (JE)	Maldon District Council

Apologies:

Canewdon Parish Council	
Louise Best	Resident
Phil Sturges	Natural England
Cheryl Milton-White	Rochford District Council
Cllr Bryan Harker	Maldon District Council
Cllr Karl Jarvis	Maldon District Council
Cllr Adrian Fluker	Maldon District Council
Cllr. Elaine Bamford	Maldon District Council
Cllr Sue White	Maldon District Council
Keith Powell	Independent
Kim Hughes	Riverside Village Holiday Park
Beverley Davies	Essex RCC
Elizabeth Rose	Essex RCC
Cllr Wendy Stamp	Burnham-on-Crouch Town Council

Welcome & Introductions

1. JL welcomed members of the River Crouch Coastal Community Team (RCCCT) to the meeting and each member introduced themselves.

Notes of the Last Meeting Held on 11 September 2019

2. The notes were agreed subject to the following amendments:

- Page 1 – Present – Cllr George Ioannou's initials be changed to GI
- Page 3, item 16 – JA should read JE (Jack Ellum)

Update since last Meeting (Paula Chapman)

3. PC advised that the Economic Development Team had been working closely with the Path to Prosperity Project Team to identify key points along the coast. They had visited as far out as Great Wakering and then back to Hullbridge; this was a vast coastal area and very long.
4. It was noted that the Project Team had also been in contact with Maldon District Council and Chelmsford City Council.
5. The Economic Development Team had also recently spoken to Visit Essex who had commissioned a DNA study of the coast. The tourism focus was new for the Rochford District.
6. Site visits had taken place to identify where markers would be placed which would improve access from train stations/road networks to the coast. Discussions had also taken place regarding the hopper service within the Rochford District; ideally from the Rochford Train Station to Wallasea Island.
7. PC has highlighted the work we are doing with Discover 2020 and also mentioned some of the farms that have diversified, such as Apton Hall which now offers bed and breakfast accommodation.
8. HQ advised that potential locations for signage in South Woodham had also been sent to the Path to Prosperity Project Team. She had met with the Liaison Officer and showed her round some of the locations. Woodham was spread out in terms of the offer and would not qualify for a hopper service. Conversations were now taking place with the Town Council about feedback. Would also be visiting the new Sainsbury's store to discuss signage.
9. PC advised that Essex Highways had made contact and she was currently liaising with the Clerk of Hullbridge Parish Council about another counter post to be erected in Hullbridge; one had already been erected on Wallasea Island.
Action: PC agreed to contact members via email, between meetings, as the project progressed.
10. JE confirmed that he has also met with Essex County Council representatives last week and identified a number of locations for appropriate signage. There were also a couple of locations within Maldon District Council's area for hopper services. Hoping to add value to the project by complementing/enhancing existing signage, at the very least swapping maps at a later stage.

11. In response to a question, PC confirmed that Natural England did not have funding and were working with Essex County Council (ECC). Therefore, there would be no project overlap.
12. PC advised that we will be looking to utilise Parish Council noticeboards as much as possible and would be contacting the appropriate Clerks in due course.
13. PC confirmed that there would be some waymarkers along the coast, but the purpose of the tourist map was to highlight what facilities are near to the coast, i.e. public conveniences, car parking, etc.
14. There was a limit on signage and some routes had been discounted due to safety concerns, i.e. Fambridge Road and the Purdeys Industrial Estate. Now focussing on promoting routes that have good footpaths and are accessible from public transport. HQ advised that it had been useful having the Liaison Officers visit the specific areas because this had highlighted that not all areas were viable.
15. The initial scope was for ECC Officers to meet District Council representatives to carry out a desktop study and map out good locations based around the public transport network. ECC would then report back on suggested locations and the District Council would then provide further feedback. Once this process had been finalised, the information would be shared with the group and it was at this stage that local expertise would be invaluable. It was important to make sure that the most accessible routes were signposted.
16. PC confirmed that not every Parish was along the coast; therefore, in the first instance, she would be contacting Canewdon, Hullbridge and Great Wakering.

New Terms of Reference (TOR)

17. The draft Terms of Reference (TOR) were considered by the team and it was noted that the intention was to keep the TOR simple and flexible, which would enable an easy review from time to time.
18. The composition of the RCCCT was noted and AH reported that the intention was for the wider group to have a fluid membership and be easily accessible to new members. The Steering Group would consist of a core team which would direct the business and instigate task and finish groups.

Steering Group Membership and Appointment of Vice-Chair

19. With regard to the membership of the Steering Group, AH advised that there was an error on the TOR document; an Elected Councillor from Ashingdon Parish Council should be included within the Public Sector Section.

Action: TOR document to be amended accordingly. (AH)

20. GI requested that an Elected Councillor from Stambidge Parish Council be included on the Steering Group, but it was agreed that the purpose of the Steering Group was to have a limited membership and not every single Parish would be represented.
21. JE suggested that Parish representatives on the Maldon side could feed back to other Parish Councils via the Parish Council Forum and JL confirmed the same could happen via the Rochford Hundred. It was agreed that the group did not want to be dominated by elected representatives to the exclusion of business representation.
22. DM advised that Battlesbridge (via Roy Hart who sits on Rettendon Parish Council) had applied to join the group, but had not received a response. It appeared that this request had been made to Maldon District Council. It was agreed that Battlesbridge should be included within the Public Sector section.

Action: TOR document to be amended accordingly. (AH)

It was noted that previously Cllr Bob Massey had represented both South Woodham Parish Council and Chelmsford City Council.

23. JE suggested that if the Steering Group continued to grow, there would be a need to look at membership again. There was a concern that if it were to become overly public-bodied, then business representatives would fall away.
24. PC asked whether Paglesham Parish Council had expressed an interest in taking part during the engagement process. AH confirmed that she had received no further feedback. It was agreed to remove Paglesham Parish Council from the TOR document.
Action: Remove Paglesham Parish Council from the TOR document. (AH)
25. In response to a question from PW concerning planning permissions that had been granted several years ago, PC advised that there was only so much that officers could do within the National Planning Framework. AH agreed that the aim of this forum was to try and build business confidence, provide funding opportunities and encourage businesses to feel that this was the right time to invest. A couple of key businesses had been identified and also hoping to encourage emerging companies.
26. PC advised that the Economic Development Team were fighting on a weekly basis to stop pub closures. This was an ongoing battle and a nationwide problem.
27. JE advised that Maldon District Council would be considering the TOR at a Council meeting in December. It was like that a single representative would be appointed and a substitute would be identified as well. Other Members may well express an interest in joining the wider group.

Action: Amend TOR document to allow for the provision of substitutes.
(AH)

28. AH confirmed that the amended TOR document would be considered by RDC's Full Council on 17 December 2019. SW confirmed that RDC's representative would also be agreed at this meeting.
29. JE pointed out that the vast majority of Parish representation was from south of the River Crouch, with four or five Parishes on the north of the River not being offered a position on the Steering Group. This could become an issue when making larger funding applications. AH advised that when larger funding applications were made, the stakeholders would be identified at an early stage and if the TOR needed to be amended to reflect additional parties then the document allowed for this flexibility.
30. In response to a query, it was agreed that as the Crouch Harbour Authority was a statutory body, it should stand alone and be kept separate within the maritime sector.
31. GD suggested the possibility of merging the RCCCT (Rivers Crouch and Roach) with the Blackwater Community Team (BCT), but it was agreed that merging would not resolve the representation issue. PC advised that the BCT was moving in a different direction and was looking to become a community interest group. If a specific project required it, then the two teams could consult.
32. It was noted that the RSPB had been included within the business community sector for Steering Group purposes as it was considered that their drive/interests were the same as a commercial organisation.
33. GI reported that the three Chambers of Trade within the Rochford District had formed a group known as the 3 Chambers, which should have a place on the Steering Group. It was agreed that there should be one representative from the 3 Chambers and one from the Burnham Chamber of Commerce on the Steering Group. **Action:** JE agreed to contact the Burnham Chamber of Commerce for a representative
34. The Team agreed to approach the new Port Manager at Baltic Wharf Distribution to discuss nominating a representative to attend the Steering Group.
Action: PC to contact the Port Manager at Baltic Wharf. (PB)
35. It was agreed that it would be useful to have a have a business representative from Battlesbridge. HQ agreed to look at possible contacts arising from the Path to Prosperity information and report back in due course. She also agreed to contact Roy Hart (see point 18 above), but it was agreed that there would need to be clarity on whether he was representing local authority or business interests.

Action: HQ to provide Battlesbridge business contacts and make contact with Roy Hart. (HQ)

36. It was noted that the Steering Group would require the right input of skills/expertise in order to function at the correct level.
37. When discussing the voting rights for business representatives, the Team noted that there were currently 13 votes, taking the amendments discussed above into account. It was therefore agreed that that all 5 business community representatives should have a vote, bringing the total number of votes to 18. It was felt that this provided a good balance between private and public sector.
38. The draft TOR stated that the Vice-Chair should be appointed from the business or maritime community.
39. DM nominated Keith Powell (KP) (Independent) as Vice-Chair and this was seconded by GI. AH advised that this would reduce the number of seats around the table, but the TOR could be amended to allow KP to stand as Vice-Chair.
40. PC advised that KP had sent his apologies for this meeting, but had indicated that he did want to be involved with the Steering Group.
41. The Team agreed that KP would be an asset to the Steering Group and it was agreed that he should become Vice-Chair.
Action: TOR to be amended accordingly. (AH)

Any Other Business

42. DM requested that the annual joint meeting with the Blackwater Community Team be continued.
43. KA provided paperwork which gave an update on the following two projects:
 - Damage to embankment at Brandy Hole
 - Completion of footpath works either side of Hullbridge**Action:** Incorporate paperwork into the minutes for circulation.
44. GD, PW and KA were currently walking along/around the Brandy Hole area to identify possible routes.

Date of Steering Group Meeting and Close

45. AH suggested quarterly meetings for the Steering Group and it was agreed that the first of these meetings should be held in January. Possible dates would be circulated in due course.
Action: Circulate possible dates for January 2020 meeting. (JJ)

46. JE suggested that rebuilding projects/ideas should come forward from Members in advance of the January meeting. AH agreed that there should be a prioritised forward plan of business, whilst retaining the need to be flexible as and when opportunities arose.
47. Meeting commenced at 10:00 and finished at 11:20.



Terms of Reference

The River Crouch Coastal Community Team

20th November 2019

Background

1. The River Crouch Coastal Community Team (RCCCT) was set up in June 2015 as a result of a successful funding bid by Maldon District Council (MDC) in partnership with Rochford District Council (RDC) to Government's Coastal Community Team Fund. With MDC as the body accountable to Government for the use of the monies, the RCCCT delivered a number of projects pursuant to that funding bid to improve the local economy of the River Crouch area and was supported by MDC providing a secretariat function.
2. In June 2019 MDC resigned its role as accountable body and secretariat and on 16th July 2019, RDC agreed to take on both roles in order that the RCCCT could continue. The residue of the funding monies is held by RDC for the purposes of the RCCCT.
3. On 11th September 2019, a meeting of the management group agreed that the Terms of Reference previously agreed by RCCCT (September 2015) should be refreshed.

Aims and objectives

4. The focus of the RCCCT centres around three key aims for rural and coastal communities along the River Crouch:
 - Improvement of business diversity and economic growth, including infrastructure, employment and skills;
 - Creation of sustainable communities and place shaping, including heritage and green tourism; and
 - Protection and conservation of the coastal and river environment – including addressing the effects of coastal climate change.
5. The objectives of the RCCCT are as follows:

- To be a consultative stakeholder body for local and national issues relating to the RCCCT's key aims;
- To identify and apply for funding sources intended to achieve tangible, evidence-based outcomes which support those aims; and
- To facilitate projects which will deliver those outcomes.

Composition of RCCCT

6. The RCCCT will comprise representatives of the public sector, private sector and community and voluntary sectors ensuring that membership represents a broad range of interest across the geographical area.
7. The RCCCT shall have an open membership and any interested party may attend with the consent of the Chairperson, including but not limited to those listed in Appendix 1.
8. The RCCCT will be led by a Steering Group, the membership of which is agreed by the RCCCT and reviewed annually. The Steering Group is accountable to and reports back to the wider RCCCT. The Steering Group will lead the RCCCT's activities to achieve the aims and objectives of the RCCCT.
9. Projects identified by the Steering Group will be undertaken by specially convened Task and Finish Groups, which will report to the Steering Group and operate under terms of reference agreed by the Steering Group.
10. The Steering Group shall have a fixed membership, as set out below.

Membership of the Steering Group

11. The Steering Group shall comprise of one (1) representative of each of the organisations listed in the table below (unless otherwise indicated). Such representatives may send a substitute if they are unable to attend. Substitutes shall have the same voting rights as the individuals for whom they are substituting:

Role/sector	Representative	Voting rights
Chairperson	Elected councillor from RDC (named individual to be appointed by the RCCCT)	Yes (plus casting vote)
Vice Chairperson	The business or maritime community or independent (named individual to be appointed by the RCCCT)	Yes (plus casting vote when acting as chair)
Accountable body	Elected councillor RDC	Yes
	Economic development officer RDC	No

Role/sector	Representative	Voting rights
Public sector	Elected councillor from MDC	Yes
	Economic development officer MDC	No
	Economic development officer Chelmsford City Council	No
	Elected councillor Hullbridge Parish Council	Yes
	Elected councillor Canewdon Parish Council	Yes
	Elected councillor Ashingdon Parish Council	Yes
	Elected councillor Rettendon Parish Council (to represent Battlesbridge)	
	Elected councillor Burnham Town Council	Yes
	Elected councillor South Woodham Ferrers Town Council	Yes
Maritime sector	Crouch Harbour Authority	Yes
	Representative from the boating community	Yes
	Natural England	No
	Environment Agency	No
The business community	One representative from each of the following: <ul style="list-style-type: none"> • RSPB • 3 Chambers Hockley Rayleigh Rochford • Burnham Chamber of Commerce • Baltic Wharf • [a Battlesbridge business to be confirmed] 	Yes (one vote per organisation)

12. The Chairperson may invite other representatives from the wider RCCCT where the agenda items are relevant to those representatives. Such representatives shall not be entitled to vote.

13. Members of the wider RCCCT may attend as observers with the permission of the Chairperson.

Meeting frequency

14. The RCCCT shall meet annually unless the Chairperson calls a special meeting (on no less than fourteen (14) days prior written notice).

15. The Steering Group shall meet quarterly unless the Chairperson calls a special meeting (on no less than fourteen (14) days prior written notice).

16. Meetings will be diarised on a rolling annual basis.

17. The RCCCT shall aim to meet with its counterpart for the river Blackwater at least annually.

Decision making

18. Decisions of the RCCCT and the Steering Group will be made by a majority of those present by a show of hands. The Chairperson (or the Vice Chairperson in their absence) has a casting vote.
19. Meetings of the RCCCT will be quorate if one-third of members is present.
20. Meetings of the Steering Group will be quorate if one-third of members is present.

Conflicts of interest

21. RCCCT and Steering Group members have a duty to be aware for the potential for there to be a conflict of interest (actual or perceived) in the work which they undertake in their private or professional lives and the work undertaken by the RCCCT and the Steering Group.
22. Any member who is involved in or has an interest in any project, issue or matter discussed at any meeting shall disclose their interest (wherever possible at the commencement of the meeting) and will not participate in any discussion or action relating to the project, issue or matter.
23. All members and in particular elected councillors should have regard to any disclosure requirements of their respective organisations.

Secretariat

24. The administrative arrangements for RCCCT will be undertaken by RDC. Agendas and papers for meetings will be circulated seven (7) days before each meeting (where practicable). Minutes will be taken and decisions recorded.
25. Any member wishing to table items for an agenda must notify the secretariat (angela.hutchings@rochford.gov.uk) no later than seven (7) days before each meeting unless the Chairperson in their absolute discretion agrees otherwise.

Variations to Terms of Reference

26. These Terms of Reference may be reviewed and amended by the RCCCT annually.

Appendix 1

- 3 Chambers Hockley Rayleigh Rochford
- Ashingdon Parish Council
- Baltic Wharf
- Bradwell Legacy Partnership

- Burnham on Crouch Town Council
- Burnham Chamber of Commerce
- Canewdon Parish Council
- Chelmsford City Council
- Crouch Harbour Authority
- Environment Agency
- Essex County Council
- Essex Marina
- Hullbridge Parish Council
- MDC
- Natural England
- North Fambridge Parish Council
- Paglesham Parish Council
- RDC
- RSPB
- Rawreth Parish Council
- Rettenden Parish Council
- Rochford and Rayleigh Association of Voluntary Services
- Rural Community Council for Essex