

<b>Date</b>	21 <sup>st</sup> October 2019
<b>Location</b>	Broads Authority, Yare House, Thorpe Road, Norwich, NR1 1RY
<b>Time</b>	10:30am – 12:30pm
<b>Chair</b>	Marie-Pierre Tighe
<b>Attendees</b>	Marie-Pierre Tighe – Broads Authority Gavin Rumsey – Environment Agency Andy Millar – Natural England Rob Wise - National Farmers Union John Jones – Norfolk County Council Kellie Fisher – Environment Agency Peter Doktor – Environment Agency Jahangir Nawaz – Jacobs Consultants Phoenix Hayward – Jacobs Consultants Anna Collingbourne- Broads Authority (for item 4)
<b>Apologies</b>	Mark Johnson – Environment Agency Emma Dixon – IDB/WLMA Sharon Bleese - Coastal Partnership East Rob Leigh – Broads Authority Giles Bloomfield – IDB/WLMA Simon Curl- Suffolk County Council Philip Pearson - RSPB Karen Thomas – Coastal Partnership East
<b>Item</b>	<b>Notes &amp; any actions</b>
1. Apologies for absence and welcome -	MPT welcomed attendees, went through apologies and introduced Jacobs’s consultants, reconfirmed agenda for the meeting.
2. Consultant priorities – Peter Doktor and Jacobs representative	<p>JN introduced himself and his colleagues from Jacobs – presented on consultant priorities, their role within the project which was summarised as development of the technical products for stage 1 of BFI, identifying modelling and data deadlines throughout the next year. The overall plan consists of 6 stages. Emphasised democratic process is at the heart of the project and decision making will shape this going forwards in terms of options that will be put forward to the elected member’s forum. The aim is to agree a flood risk management strategy for the next 100 years.</p> <p>RW – asked is the data collection incorporating and building on the high level review 2016?</p> <p>PD &amp; JN – yes, it will be building on this and Jacobs are producing an evidence based approach to go out for stakeholders to consider. It will also consider the government 25 year Environment plan and UKCP18 projections.</p> <p>JN – Discussed challenges and identified the following:</p> <ul style="list-style-type: none"> <li>• Managing expectations</li> <li>• Competing objectives from stakeholders</li> <li>• Timescale/programme – wider engagement</li> <li>• Plan area boundaries</li> <li>• Data requirements</li> <li>• Hydraulic Modelling</li> </ul>

	<p>The initiative Project Team (IPT) discussed general logistics and practicalities associated with reviewing products and sharing/consulting with stakeholders.</p> <p>Identified estimated deadline for Jacobs’s contract of Phase 1 of the project as May 2021, which should not prevent from starting stage 2 in parallel. There are 13 deliverables to complete as part of stage 1.</p>
<p>3. Review of actions since last meeting - Report by Gavin Rumsey</p>	<p>GR presented on the following:</p> <ul style="list-style-type: none"> <li>• Comms and Engagement Plan update + activity log – GR to provide a streamlined version of plan to IPT members.</li> <li>• What should be our focus for engagement over the coming months and in 2020? GR discussed proposal re topic groups. Essentially, facilitate a series of workshops where particular sectors can explain and discuss their priorities and how BFI might affect them and their interests. For example, we could have a number of different groups that all feed in to the BFI, agricultural group, biodiversity group, young people and future generation group, angling group, navigation group. GR posed this to the IPT and the reception was positive in principle, subject to capacity to resource the work.</li> <li>• Brief discussion regarding potential viability for cost recover from organisations supporting engagement events however no conclusions were drawn.</li> <li>• GR emphasized topical groups could run in addition to the general community engagement events planned for summer 2020 with the specific aim of identifying the priorities of the different topic groups. It was proposed to set-up a comms IPT sub-group to develop this proposal, linking to the timings of deliverables to ensure these can be reviewed/consulted upon. IPT team acknowledged that BFI topics could be emotive, would require prolonged engagement and would need to present resource opportunities to help communities to adapt.</li> <li>• Engagement challenges – research section on key factors to be aware of with community engagement when it comes to flood risk and adaptation – this section covered place attachment, public readiness, building trust, politics, climate change and well-being.</li> <li>• FAQ development and sharing of survey data on the website – GR to develop this</li> <li>• Newsletter update – will continue to provide updates based on approx. schedule agreed. Will seek feedback around effectiveness of the newsletter around 3<sup>rd</sup> issue.</li> <li>• GR discussed privacy notice update required on webpage. Taken as action to discuss with BA comms team.</li> </ul>
<p>3.1. Newsletter - Report by Gavin Rumsey</p>	<p>Covered in 3.0</p>
<p>3.2. 18 October 2019 Anglian Eastern RFCC – Verbal by Marie-Pierre Tighe</p>	<ul style="list-style-type: none"> <li>• MPT provided feedback on RFCC presentation with MJ. This was a step towards engaging elected members. Overall went very well, feedback and questions were fielded from members around the financial support needed for the project and the need to cover</li> </ul>

	<p>natural capital. A Councillor agreed that BFI outcomes would need political support.</p> <ul style="list-style-type: none"> <li>• MPT fed back that the climate change presentations from Irene Lorenzoni at UEA was really informative– MP shared contact details with GR to make initial contact with her.</li> </ul>
3.3. Engagement with different groups - Update by all	<ul style="list-style-type: none"> <li>• Update from the presentations completed recently by members of IPT. Delivered so far: Norfolk Biodiversity Group, Broadland Catchment Partnership, Upper Thurne Working Group, RFCC, Coastal Futures, and upcoming North Norfolk coastal forum.</li> <li>• Point raised by JJ around considering liaising with Extinction Rebellion. KF mentioned she had exchanged contact details with an Extinction Rebellion representative at Coastal Futures.</li> </ul>
4. Community engagement – Presentation by Anna Collingbourne, WMM Officer	<ul style="list-style-type: none"> <li>• Anna Collingbourne shared a presentation on some of the engagement work she had been previously involved in and some of the learning taken from this. Things to look out for and consider going forwards. Covered practical elements such as resources, timing, and target geographical areas.</li> <li>• Shared information from previous projects around consultation lead times, pre delivery phase, delivery of public consultation, feedback on the contributions made at events and review.</li> <li>• Identified different types of stakeholders and options to engage with them (schools, colleges, support services, businesses, NUA, etc).</li> <li>• Importance of defining desired outcome prior to advertising and arranging public engagement work, important to consider early on what do you want from the public and how will the public be able to contribute?</li> </ul>
5. Next steps -	<ul style="list-style-type: none"> <li>• GR to circulate revised engagement plan to IPT</li> <li>• Ulysse Pasquier to present potentially at Feb Meeting to share PhD work.</li> <li>• EA and Jacobs to continue development of initial products as part of stage 1 to share with IPT once drafted.</li> </ul>
5.1. Website review	GR to work with Tom W to refresh webpage, develop FAQ, privacy notice update, and materials available.
6. Any other business	<ul style="list-style-type: none"> <li>• MPT mentioned she attended the October WRE Directors Board, and raised an item as AOB about BFI, inviting Water companies to attend IPT.</li> <li>• KF shared specific feedback from UTWG: <ul style="list-style-type: none"> <li>○ The need to establish the true picture regarding the functional floodplain. KF has shared this point with Jacobs and any new flood modelling will seek to create flood extents for the functional floodplain.</li> <li>○ The need for up to date and accurate land levels especially between the Broads and the Coast. KF has shared this point with Jacobs and the latest digital elevation model will be utilised as a data source.</li> <li>○ That future Initiative Project Team's meetings be open to the public and minutes be kept and made available to the</li> </ul> </li> </ul>

	public. The IPT remains a technical officer meeting, however, minutes will be published and the elected member's forum will be open to the public.
7. Next Meeting	16 <sup>th</sup> December 2019
Close	

**Action Summary:**

- GR to circulate refined engagement plan and activity log
- GR to liaise with Tom W of BA comms re website refresh, privacy notice, development of FAQ sheet
- All to send any suggested or received FAQs to GR
- GR to circulate minutes to IPT to review/add if necessary and then publicise on BFI webpage
- GR to initiate contact with Irene Lorenzoni from UEA
- MPT to liaise with Guy Cooper from EA re presentation on 12<sup>th</sup> November to Norfolk Coastal Forum
- Jacobs to provide copy of presentation delivered to IPT members via Peter Doktor
- PD and KF to discuss likely product delivery dates with Jacobs to provide the IPT with sufficient review time and consider whether future IPT meeting dates should change to better align with product delivery.
- PD to speak with Ulysse Pasquier re future presentation and utilising his work