C-SCOPE Task and Finish Coastal Explorer Planning Group
Thursday 3rd December 2009 at 1 pm - 4 pm
Borough Gardens Community Rooms, Borough Gardens, Dorchester

Present:	**Apologies:**
- Alan Frampton, Coastal Scientist, Halcrow - Rachel Waldock, Marine Scientist, Natural England Dorset - Tom Munro, Manager, AONB Dorset - Ken Buchan, Dorset Coast Forum Secretary & DCC Coastal Policy Manager, Dorset County Council - James Feaver, GIS Officer, Dorset Coast Forum - Ness Smith, Project Officer, Dorset Coast Forum - Andy Elliott, Senior GIS Developer, Dorset County Council - Malcolm Lewis, Principle Planning Officer, Dorset County Council - Sandie Wilson, Environment Manager, Portland Harbour Authority Ltd - Litian Paul, Local Authority Sales Manager, SeaZone Solutions - Dave Hornby, Mapping and Data Officer, Environment Agency - Rebecca Landman, Planning Officer, Planning & Regeneration Services, Borough of Poole - Matilda Bark, Dorset Coast Forum Policy Assistant	- Nigel Osborne, Emergency Planning Officer, Dorset County Council - Keith Cole, Director, Coast and Country Projects Ltd - Helen Mann, Property Manager West Dorset, National Trust - Jamie Moore, Data Manager, The Crown Estate

1.	**Introductions** KB welcomed all to the second meeting of the C-SCOPE Coastal Explorer Planning Group and read out apologies.
2.	**Minutes of Previous Meeting** The minutes were agreed and actions reviewed. Action 1: JM met with JF to look at Data layers Action 2: The policy list and data set list were distributed and responses gratefully received from the group. Action 3: A review of the positives and constraints of the tool will be looked at in the meeting today. Action 4: KB will hand out a revised Gantt chart later in the meeting Action 5: A pilot version of Dorset Coastal Explorer has been created and will be demonstrated.
3.	**Demonstration of Pilot Dorset Coastal Explorer – James Feaver** JF explained the background to the tool. JF role to adapt tool for marine and coastal environment. Over 400 datasets have been collected; this has recently been reviewed and edited. JF demonstrated the different functions of the tool and asked for comments. **Questions** **Q.** DH - Will the tool be able for public to view? **A.** KB - Maybe issues with licensing therefore will probably be restricted from general use and would therefore have to pay. Need to discuss this as a group at a later stage along with other issues associated with the long term sustainability of the project. **A.** LP - A public licence could be used for the website based on the number of hits on the website. Alternatively a restricted licence can be used, which would require a list of approved areas. We may want to have two separate licences, one for intranet and one for internet. **Q.** SW - Is this tool just for planners and managers or for the public as well? **A.** KB explained that the interactive tool would be more public facing, whilst the planning tool would be more specialist – we would discuss users later. KB mentioned that if the tool is paid for by users then we would need to ensure that the data is very accurate and reliable. SW suggested using a disclaimer "I agree" function for all or particular data sets. It was agreed that terms and conditions of use are very important. For example Archaeologists might prefer that the location of all wrecks are not in the public domain. A metadata record has been set up for each dataset that describes: - Age - Source - Quality - Licensing agreements

	ML spoke about the difficulty we may encounter in keeping the tool up to date. The better the tool initially, the more people will be willing to pay to use it and therefore the more money to ensure that the data in the tool will be maintained.
4.	**Discussion: tool objectives, purpose of the system and potential users** KB read out the original objective of the tool from the application and asked if the group felt this was a reasonable objective to have. The group agreed and had nothing to add to this. KB then asked the group to consider who would use the tool. The following were identified: • MMO • Academia • AONB would use to respond to consultations and in planning projects • Promoters and developers • Portland Harbour Authority would use the tool in a decision making capacity and in development and management planning • Emergency Planning in DCC • Halcrow could see the tool being used by Environmental Scientists, strategic planning, SMPs, beach management planning and with some elements of the Water Framework Directive. • Minerals (transportation and exploration) • Fisheries management • Renewables • Consultants SW suggested using overarching categories and then build up detailed lists beneath each category. The overarching categories heading suggested were: • Promoters and Developers • Consultees (statutory and non statutory) (groups and individuals) • Decision makers (MMO or DCC) • Strategic Planning and Policy The group acknowledged that there might be some overlap with some organisations such as EA who are some times decision makers and sometimes statutory consultees. **Action: NS** to create list with overall categories send off to group to review and try and fill in any gaps.
5.	**Breakout session: Dealing with policy – scenario development** KB explained that they would like to hold a workshop for delegates to consider consenting and licensing procedures for certain scenarios. The aim of the workshop is to help us narrow down the policy library by identifying essential policies used during the planning and consenting process. The group split into 3 to come up with imaginative but feasible onshore and offshore development scenarios to use at the workshop. **Action: NS** to collate the scenarios created in the workshop and send out to the group to review
6.	**Discussion: Workshop for Coastal Explorer Planning** KB asked the group to consider where the workshop should be and who will come? Who: • Environment Agency • Natural England • Dorset Association of Town and Parish Councils • Minerals (**Action: NS** to consult Maxine Bodell on who would be appropriate –John Bennet?) • MFA – Andy Perry – Does he still do consulting? • Poole Harbour Commissioners – Sally Porter • Weymouth Harbour Master –Peter Mole • Emergency Planner – Donna George • Dean and Reddyhoff • AF Colleague in Exeter (**Action: AF** to contact) • Cefas • MCA – Mark Rodaway • BP – **Action: NS** to contact Donna George or Maxine Bodell to give contacts for consultant on Portland Gas pipeline. • Simon Williams • Regen South West • The Crown Estate (licensing rather than data) • Sea Fisheries • Tourism

	• Countryside and Land Owners Association • Development Control Officers • Academics • Contractor (**Action: SW** to contact Dean and Dyball) • DEC • Defra • Van Oord • Engineers in Halcrow • Keith Cole It was decided that the workshop should take place on **3rd February 2010**. SW offered help to facilitate during the workshop.
7.	**Discussion: Functionality of the Coastal Explorer system** KB explained the "landing page" in the pilot version of the tool where it is possible to look at consenting pages or use the tool. JF demonstrated the proposed consenting pages, which will include a flow chart and timeline with links out to policy. SW mentioned that the Infrastructure Planning Commission (IPC) have come up with flow charts on their website. **Action: JF** to look into the flow charts on IPC website to prevent duplication of work. AF offered some flowcharts that ask similar sorts of questions, might be a bit out of date now but still useful. **Action: AF** to send NS and JF his consenting flow charts. Opinions: Layers will be collapsible - AF suggested looking at Magic, which uses tabs by type. TM suggested looking at Kent Landscape website for their structure Need to signify which are statutory. SW questioned whether over-wintering birds are statutory or not. **Action: SW** to look into this. RL would find a search tool to find a specific layer or all layers relating to one area useful. AE thought that this would be easy to do with a metadata search. The group discussed whether metadata should be displayed as horizontal or vertical. AE stated that it could be possible for the users to decide whether the metadata is viewed horizontally or vertically. AE also mentioned that the metadata can be dumped into an excel table at the click of a button. **Action: KB and AE** to set up a temporary address for the pilot Coastal Explorer and send out to group. **Action: All** to access and play with the Coastal Explorer tool and give feedback to NS. SW thought it would be useful to show geographically the statutory and non statutory consultees, not names and addresses, just names of organisations. Could be possible to use MFA diagram. AF suggested that this could sit along consenting flow chart.
8.	**Discussion: Timeframe for the production of Explorer Planning** KB went though the revised Gantt chart. Since NS and JF came on board the workload has been very intense therefore the team had a project planning week where they took a step back to look at the project. The Gantt chart states that the planning tool will be completed by Feb 2011.
9.	**Next steps** The next steps will be the arrangement of the workshop to take place on 3rd February 2010. It was agreed that the dates of the next two or three meetings will be doodled by MB. These will take place in March, June and Sept. Due to the technical problems experienced in this meeting with displaying the tool, it was suggested that the next meeting could take place in an IT suite. **Action: MB** to arrange.
10.	**AOB** Membership of the DCF was discussed. Group happy for MB to add those members who are not yet on DCF mailing list to database. **Action: AF** to send latest formal SMP Policy details to JF