

Meeting of : Fairbourne Project Board	Date: 27/06/2014
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Present:	<p>Huw Williams (HW), Gwynedd Council (YGC) Huw Davies (HD), Gwynedd Council (YGC) Lisa Marshall (LM), Gwynedd Council (YGC) Nia Davies (ND), Gwynedd Council (Planning) Louise Hughes (LH) Gwynedd Council Councilor (GC) Peter Cole (PC), Fairbourne Facing Change (FFC) Sylvia Stevenson (SS), Fairbourne Facing Change (FFC) Kirsty Williams (KW), Fairbourne Facing Change (FFC) Greg Guthrie (GG), Royal HaskoningDHV (RHDHV) Rachel Smith (RS), Royal HaskoningDHV (RHDHV) Louise Pennington (LP), Natural Resource Wales (NRW) Keith Ivens (KI), Natural Resource Wales (NRW) Kerry Kierle (KK), Welsh Government (WG) Richard Williams (RW), Welsh Government (WG)</p>
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Apologies:	Julian Kirkham (JK), Arthog Community Council (ACC)
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ITEM NO	MINUTES	ACTION	TARGET DATE
1.0	Introductions		
1.1	HW welcomed all to the meeting and individuals introduced themselves.		
2.0	Minutes and Actions Arising From Last Meeting 21st March 2014		
2.1	The minutes of the meeting dated 21 st March 2014 were taken as being accurate. Many of the actions have been covered by the Task and Finish Groups, but below are the actions which were discussed from the previous meeting minutes.		
2.2	(Item 2.3) HD reported that communication with service providers is ongoing.	YGC/HD	Ongoing
2.3	(Item 2.9) Questions were asked about the flood insurance issue. KK stated that negotiations are ongoing with ABI, Defra and Welsh Government to ensure an agreement for flood insurance going into future. KK provide an update at the next Project Board Meeting.	KK	September 2014

2.4	<p>(Item 2.11)</p> <p>SS highlighted to the meeting that an insurance broker has recently tried to get a quote through the L38/48 postcode. Approximately £400 is the usual quote, however it was found that a £750 package is now the norm for a senior citizen package. SS asked about people's renewals and who do they discuss this with?</p> <p>LM offered to send a letter from Richard Western to insurance companies to explain the level of risk to properties.</p> <p>KI offered for NRW to provide a technical flood risk letter for tidal and river flood risk, however it will not cover surface water flood risk. LM suggested that this came through Communications (Comms) Task and Finish Group. This was agreed by all.</p> <p>GG asked if this issue of insurance was specific to Fairbourne flood zones or other flood zone. SS replied that there is a difference in people's quotes from being located along the frontage and located in the village centre – but all areas are within the same flood zone. SS has asked an insurance broker to test the theory on her property, as it is located near to a breach. Is it being tested uniformly and SS will report back on this.</p> <p>SS handed over personal information to HW as evidence of loss on sales for properties in Fairbourne. This information will be discussed in the Property Values, Insurance and Planning Policy Task and Finish Group.</p>	<p>NRW/ Comms Task and Finish Group</p> <p>SS</p>	<p>ASAP</p> <p>September 2014</p>
2.5	<p>(Item 2.12)</p> <p>KK stated that the report on WG's (Policy Development Department) Evidence Database is currently being finalised. This tool will help policy development and collection of data to understand communities in various areas. Once finalised it could feed into the information pool.</p>		

2.6	<p>(Item 5.2) The feedback from the Fairbourne Community Meeting on 25th April 2014 was discussed. General feedback is that there was lots of information to pass on and people felt there was not enough time to ask/answer questions. Some of the scientific information might have been at too high a level for people to understand.</p> <p>Due to YGC's policy of the website being bilingual, the NRW and RHDHV (SMP) presentations did not get on YGC's website. This did not help with the heightened tension of people feeling things were being hidden from the community. FFC have now put all 4 presentations on their website.</p> <p>PC stated that overall the community feel that they are in a better place of being informed, but the meeting did not run smoothly.</p> <p>Q & A's need to be a major part of next meeting, with a reciprocal arrangement for the community to be given the chance to ask questions.</p> <p>HW emphasised that there will be repeat community meetings; this is not the end of the line. The Project Board acknowledged that mistakes were made and we will learn from this. The format of the next community meeting is being changed in line with this feedback. The Communication Task and Finish Group can also address this feedback.</p>		
3.0	Task and Finish Groups Chair Reports – future actions and recommendations		
3.1	<p><u>Communication Task and Finish Group – Lisa Marshall</u> LM was voted as Chair, 2 meetings have taken place for the Communications Group.</p> <ul style="list-style-type: none"> - Good feedback, people have been open and honest. - It was agreed by all that this Group would lead on producing a report on “distance travelled”, as the project progresses to show problems encountered and lessons learnt. Input from the Project Board Group was agreed by all. - The Group aims to ensure that the right messages go out to right people. Message should come through the Communications Group before being disseminated. <p><u>22nd May meeting</u> Tasks completed:</p> <ul style="list-style-type: none"> • Communication strategy has been produced • Stakeholder database been populated <p>Future aims:</p> <ul style="list-style-type: none"> • Produce a Communications Action Plan – to include a list of events and dates, Task and Finish/Project Board/Community meetings and contact details. All agreed to populate. • Develop a Fairbourne Project Website – no bilingual issues, will not be YGC or FFC based. It will be its <u>own</u> space. Minutes of Task and Finish Groups/Project Board will be posted here. <p>It was agreed that critical strategic documentation should be <u>signposted</u> on the website. There should be leads to key documents for subject areas. It was agreed that a site map for website should be produced.</p>	<p>Comms Task and Finish Group</p> <p>↓</p> <p>Comms Task and Finish Group</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>LM stated that there will be a link to STEAM on website.</p> <p>LM emphasised that funding is still available to support the FFC Newsletter. PC stated that this will be asked at the next Community Meeting, FFC take on board that the offer is still available and it is for the community to decide.</p> <p><u>11th June</u> FAQ's have been prepared, but there was a 2 week delay due to a delay in getting responses. FAQs have been sent in the post as requested by attendees. FAQ's will act as a good conduit to receive questions from the community, but LM not had any feedback yet.</p> <p>PC stated that the FFC Newsletter highlighted that there would be delay in producing the FAQ's. This promotion worked well in building trust and keeping up clear communications with the community. FFC agreed that YGC can use the FFC Newsletter in the future to inform the community of delays.</p> <p>Next Community Meeting will be 15th August. It was agreed by all that a "Surgery Style" meeting would be used running from 2pm-8:30pm. Posters will be displayed from each Task and Finish Group with the Chairperson present. Formal information packs of documents will be published for the day.</p> <p>GG asked how we record questions and responses from a surgery style meeting. It was agreed that this will be discussed by the Communications Task and Finish Group.</p>	<p>Comms Task and Finish Group</p> <p>FFC</p> <p>Comms Task and Finish Group</p>	<p>Ongoing</p> <p>Ongoing</p> <p>July-August 2014</p>
3.2	<p><u>Emergency Planning Task and Finish Group – Huw Davies</u> The first meeting took place on 23rd May with 10 attendees. Next meeting will be held on 29th July. It was highlighted that the Police and Fire Services need more representation.</p> <p>Issues were raised with Community Flood Plans being "controlled documents" and so they are not being communicated effectively. This will be further investigated by this Task and Finish Group.</p> <p>Flood Wardens are very important in the Community Flood Plan response. Task and Finish Group will meet with Flood Wardens and include them in process.</p> <p>The Flood Exercise was discussed. NRW is now organising a desk top exercise.</p> <p>SS stated that there needs to be a clear understanding of roles and responsibilities - common understanding of what the Emergency Plan is and the role of Flood Wardens. HD agreed that there is a disconnect with Flood Wardens and roles and responsibilities which will be discussed at the next Task and Finish Group meeting.</p> <p>At present there is some confusion over the "ownership" of the Emergency Plan. HD stated that the Task and Finish Group needs to</p>	<p>E.P. Task and Finish Group</p> <p>NRW</p> <p>E.P. Task and Finish Group</p> <p>E.P. Task</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>3. Pushing boundaries with this project – look to involve the Research and Academic Community.</p> <p>4. Identify examples around the world, for things that could be looked at for developing in future.</p> <p>GG highlighted that the project is currently focussing on the immediate issues. It also needs to be mindful of the 30-40 years’ timeframe and there is a need to look at medium-long term plan with an Adaptation Plan for Fairbourne. HW agreed that in 5 years’ time it should be natural to be thinking of the future as 40 plus years.</p> <p>Concern was raised that this Group was duplicating other Task and Finish Groups. Therefore it was decided that the Learning from Others Group will be a “Working Group / Research Group”. An important task will be to pull out important information from reports/documents/science research and produce an Executive Summary of such information.</p> <p>It was decided and agreed by all that the Project Board will identify the subject areas for the Learning from Others Group to research and provide information on. The Project Board decide on the Top 4 issues for the Learning from Others Group to look at:</p> <ol style="list-style-type: none"> 1. STEAM – get information from LM. 2. Flood Risk Management (FRM) Research and Development (R&D) programme. 3. How to Communicate Science in a user friendly manner. 4. Buy and lease back. <p>GG asked the Project Board what people thought of Welsh Academics being involved in a research group. It was decided that this would be a good idea to aim for in 2015, once we are be more informed about the project direction.</p> <p>It was agreed by all that the Learning from Others Task and Finish Group will meet less frequently, in order to focus on set subject areas as and when research was decided upon by the Project Board.</p> <p>LP highlighted the need for Project Management with <u>ALL</u> Task and Finish Groups. It was decided that a report should be produced to highlight what actions are currently being undertaken by each Task and Finish Group, stating end dates for tasks. The report should be circulated for each Project Board Group meeting to allow priorities to be looked at.</p>	<p>LfO Task and Finish Group</p> <p>LfO Task and Finish Group</p> <p>LfO Task and Finish Group</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
3.4	<p><u>Socio-Economic Consequences of Climate Change Task and Finish Group – Lisa Marshall</u></p> <p>The first meeting took place on 12th June, second meeting is planned for 11th July.</p> <p>The aim of this Group is to focus on what is happening <u>now</u>. Focus on the impact of the SMP and its misrepresentation in the media on the Community.</p> <p>The possibility of putting an article in a broadsheet newspaper about Fairbourne has been previously discussed at Project Board meetings, but not yet happened. This will be discussed more in this Task and Finish Group.</p>	<p>Socio-Economic Task and Finish</p>	<p>Ongoing</p>

	<p>Tree needs to be extended to include the Friog end of Fairbourne on the map that was drawn up.</p> <p>The question was posed: would demolition and new build be allowed under the planning policy for flood risk category. It was discussed that if it was a like for like replacement then that would be allowed.</p> <p>PC stated that Guidance is key issue for this Task and Finish Group. Guidance needed for Fairbourne - what is possible and not possible for development, extensions, and refurbishments for the future. People are reluctant to invest.</p> <p>Cancellation of conservatory/extensions has now been provided in evidential documentation, provided by SS.</p> <p>KW further added that young people are being put off investing in Fairbourne. People are holding on to their money.</p> <p>Questions were asked again about the SMP. KK stated that the SMP is an agreed document by operating authorities that will inform future funding opportunities.</p> <p>GG reinforced that the Minister has to sign off the SMP for the Habitats Directive/IROPE. It is purely recognised as a guide document for Flood Risk Management purposes. KK stated that the Minister aims to sign off documentation this summer.</p> <p>PC stated that he had corresponded via email with Minister. The Minister has not said sign off of the SMP is specifically related to IROPE/Habitats Directive.</p>		2014
4.0	Report from Arthog Community Council (ACC)		
4.1	<p>Disappointment was raised again at there being no Community Council representative from Arthog attending this Project Board Group meeting.</p> <p>FFC invited Arthog Community Council to FFC's meetings. One representative attended the first meeting, but no one attended second meeting. PC felt that FFC should not need to exist. No representation at this Project Board Group meeting highlights PC's concerns of them not being fully involved in the community and their statutory responsibilities.</p> <p>HW highlighted that it was good that was a proactive member of Arthog Community Council attending the Communications Task and Finish Group meeting.</p> <p>HW reiterated that there is nothing to enforce Arthog Community Council to attend the Project Board Group meetings. So unfortunately YGC are therefore limited in what they can do to work with the ACC.</p>		
5.0	Report from Fairbourne Facing Change Action Group (FFC) – Peter Cole		

5.1	<p>The FFC Action Plan will be shared with community so they can agree/ amend/ disagree with it.</p> <p>Feedback from the community shows the following priorities have been raised:</p> <ol style="list-style-type: none"> 1. Ensure Friog repairs are undertaken. This is an immediate concern ahead of winter storms. 2. To take part in the Project Board Group now with speaking and listening rights or full formal rights. <p>FFC will be building funding for the following tasks;</p> <ul style="list-style-type: none"> • To challenge the environmental basis of the SMP, with the aim to work with academic institutions. • To raise awareness of Fairbourne at a Welsh Government/ European/ Westminster level. • To undertake water table and drainage monitoring work. <p>Ahead of the 18th July Community Meeting the FFC have asked the community to collate information for Questions and Answers, with the aim to gather this in a FAQ's document, similar to last time (41 questions).</p> <p>The FFC are looking at ways to promote Fairbourne as a vibrant community moving forward.</p> <p>GG highlighted that FFC should be careful in using provocative or misleading language in the FFC newsletter. Particular reference was made to the use of the word "infamous" with reference to the FAQs and to the use of "the most startling information" with respect to climate change. GG highlighted that the reported estimates of sea level rise were actually discussed in the SMP. PC recognised this but said the difficulty is in trying to strike a balance between being representative of the community and working with YGC.</p>		
6.0	Public Meeting Dates and Format of Meetings		
6.1	<p>The next Public Meeting will be held on 15th August 2014 in a Surgery-Style session running from 2pm-8:30pm.</p> <p>SS requested to have experts at the meeting for the whole day. Pictorial/visual aids would be very useful for the community.</p> <p>LM suggested having ushers on the door to direct people to the right experts based on who want to talk to. Signposting/direction and enough bodies on the day will be important. It was agreed that the Communications Task and Finish Group will identify who <u>needs</u> to be there.</p> <p>Ideas for the Public Meeting included:</p> <ul style="list-style-type: none"> • Continuous rolling drop in sessions, or attendance organised by the N/S geographic split same as the last meeting. • Small discussion groups rather than 1 to 1 sessions. • Timed mini workshops so that the same messages are repeated throughout the day. 	Comms Task and Finish Group	15 th August 2014
7.0	Funding		

7.1	<p>HD stated that YGC has not yet made any applications to Welsh Government for funding, but KK agreed that there have been enquiries.</p> <p>HD stated that the groundwater monitoring has made progress with a scoping study being undertaken by a hydrogeologist. A report has now been produced on this and will be shared with the Project Board group. HD has an application to submit on this next week.</p> <p>PC will pass on details for groundwater monitoring to Huw Harrison, who has shown interest in this.</p> <p>HD has a fully comprehensive monitoring programme for Fairbourne, but HW highlighted that there is a need for research. Funding is needed for this.</p> <p>KK stated that the grant scheme is designed to deal with investing in flood options and building things to resolve options. The requirements for Fairbourne are different to the usual funding.</p> <p>SS asked if there was an eligibility criteria for allocating funding. KK explained that if coastal defences are needed, the SMP would be used for allocating funding. This would normally be achieved by undertaking a Project Appraisal Report (PAR). Allocation is dependent on the availability of funding. It is not competitive; rather prioritise a programme of schemes. The Welsh Government/Local Authority have a mixed pot of funding. NRW develop its own schemes funded by Welsh Government (ERDF) when funding comes in Welsh Government match fund it.</p> <p>KK explained that research and softer skills do not necessarily fit in with the current grant scheme. The Welsh Government Scheme will need to develop and be creative with allocations of funding in the future.</p> <p>The Times Article from 23.2.2014 was passed around the meeting. KK will provide clarification from Welsh Government for next meeting on the statements within this article.</p>	HD	Ongoing
8.0	Any Other Business		
8.1	<p>KI stated that NRW have consultants on board for Phase 2 and they will start in 2 weeks' time. LP clarified that the funding available is for a consultant to appraise the options, not to develop the chosen option.</p> <p>KI to circulate the Draft Report to Project Board Group.</p> <p>NRW are confident that what is at the Friog Wall, now in terms of defences, will be sufficient for this winter.</p> <p>PC asked if NRW could issue a statement about the timeline of Phase 2, Gareth Evans to provide a Communications Brief. LP suggested that reassurance about Friog Wall could go in the FFC Newsletter as a good news story.</p>	KI	Ongoing
		NRW (GR and LP)	Ongoing

8.2	<p>PC asked for clarification about the FAQ's Question 6. What does HTL mean for the Railway. The default setting is HTL, which gives the railway provider option for protecting their asset.</p> <p>Has the rail operator made the decision to HTL? If not, the SMP is open to misinterpretation.</p> <p>HW stated that we would like the Railway provider (Network Rail) to be involved in this Project Board Group.</p> <p>GG highlighted that the railway is at risk of flooding from the Dyfi estuary, including at the other areas of Tywyn/Fairbourne/Ilanaber – Criccieth, Pwllheli.</p> <p>Network Rails maintain existing assets on a 5 year programme, no specific responsibility to look beyond 5 years, although clearly they recognise the need in managing existing assets. Funding comes from Welsh Government. This is a long term political problem – the SMP highlights the risk to the railway is a combined problem that needs to be considered, this issue needs to be taken up by Local Authorities/Network Rail/Welsh Government. West Coast mainline is at high risk and this is therefore a combined problem.</p>		
9.0	Date of Next Meetings		
9.1	<ul style="list-style-type: none"> • 25th September 2014, 10:30 AM at Gwynedd Council Offices, Dolgellau • 26th November 2014, 10:30 AM at Gwynedd Council Offices, Dolgellau 		