

Notes from Shoreline Management Committee
19th January 2026

- 1 Cllr Partridge was elected Chair**
- 2 No apologies received - present Cllrs Partridge, Fitch-Tillet, Newcombe, Stratton (ex-officio), R.West**
- 3 No declarations of interest or requests for dispensation**
- 4 No members of public attending**
- 5 Formation of Community Group**
 - 5.1 Consideration of draft ToR for the Community Group**
 - 5.2 Relationship between Parish Council and Community Group**

see notes below
read in conjunction with draft ToR

Within the Coastwise project it is proposed that a Community Group (Overstrand Coastal Transition Action Group (hereafter the Group)) be formed to oversee and carry forward the actions within the Overstrand Community Transition Plan (tba).

This Group will operate outside the remit of the Parish Council but clearly must integrate and align with the duties and responsibilities of the Parish Council, the Shoreline Management Committee and any legal constraints imposed by current, or future, national or local legislation including the Shoreline Management Plan, NNDC Local Development Plan and the emerging Overstrand Neighbourhood Plan. References to the “twin-track” approach does not infer any direct responsibility for the Parish Council in delivery of the Transition Plan.

Initially consideration was made as to whether, or not, this was the right approach but it is clear that the Parish Council does not have

the capacity to run this project alongside it's other duties and that the Coastwise project is specifically set up to be run on a volunteer basis but with support and guidance from external bodies, both local and national.

The specific elements of the draft ToR were then discussed:

1 Purpose and Context

Agreed - no comments

2 Objectives

Agreed - subject to following comments

2.4 Parish Council will not host funds on behalf of the Group (see later 7)

2.7 Shoreline Management Plan not Parish Council responsibility

2.9 Need to have their own insurance to cover any liabilities arising from their actions

3 Governance and Structure

Agreed - subject to following comments

3.1 It was felt that there should be a Parish Council representative and a specific Shoreline Management Committee representative

3.2 interested stakeholders should be restricted to those having a Identifiable interest in Overstrand parish

4 Relationship with Overstrand Parish Council

Agreed - subject to following comments

The Group to operate in close collaboration with the Parish Council rather than partnership

Ability to provide administrative support by the Parish Council will be limited by capacity

SMC does not consider that holding the Group's funds is a practical proposal (see later 7)

5 Meetings and frequency

Agreed - subject to following comments

**All meetings should be open for the public to attend
Agendas and supporting documentation should also be shared
Publicly**

The Group should consider having it's own notice boards

6 Decision making

Agreed - subject to following comments

**Decisions made by the Group cannot bind the Parish Council or
Shoreline Management Committee into any specific actions**

7 Financial and fund management

Agreed - subject to following comments

**Advice from the Responsible Financial Officer is that funds from
external organisations can only be held and utilised in
accordance with the Parish council Financial Standing Orders
The Shoreline Management Committee does not consider that
this will be a practicable option for the Group or that the Parish
Council has sufficient capacity to provide this function**

8 Maintaining the Action Plan

Agreed - subject to following comments

**Parish Council to have read-only access to Transition Plan Excel
File**

9 Measuring success and sustaining group legacy

Agreed - no comments -

10 Monitoring and reporting

Agreed - no comments

11 Group evolution

Agreed - no comments

12 Code of Conduct and values

Agreed - no comment

13 Review of Terms of Reference
Agreed - no comments

6 No other business reported

7 Date of next meeting to be arranged as necessary