

Item Number	Date Matter raised	Theme	Document Reference (click arrow to select from list)	Table/Appendix and/or Sub Para number	Matters Identified by Members	Action Required	Action Type	Comment provided by:	Response from team	Section Amended (New para nos and Table nos used in this column)	Date
1	23-Apr-10	Q&P	Main Report	Ch.1 Introduction Para 1.1.4	We have been specific that these are policy options and not policy per se.	Can we ensure where we are referring to the 4 possible options, that we refer to "policy options".	Please amend as required	Jim Hutchison	"option" added throughout chapter 1 after the word policy. The Glossary already states that "In this context, "policy" refers to the generic shoreline management options"	throughout chapter 1	JD 05-08-10
2	25-Apr-10	Q&P	Main Report	Ch.1 Introduction Para 1.3.2	Could we make it a little clearer on which of the various plan partners will be approving the plan - I assume the Councils and the EA?	Can this section make it clear which of the partners will be taking the plan to cabinet/RFDC for approval?	Please add.	Jim Hutchison	Text added "• Approval of the SMP2 by the operating authorities and the Environment Agency on behalf of Defra."	1.3.2	JD 05-08-10
3	23-Apr-10	Q&P	Main Report	Ch.1 p.4 Objectives	6 <sup>th</sup> bullet – to support and allow diversification etc. Why "support and allow" for this objective?	If no good reason I suggest amending in line with others.	Amend text.	Steve Jenkinson	1.1.3 Objective - wording of • To support and allow diversification of tourism and recreational opportunities amended to remove "and allow".	1.1.3	JD 05-08-10
4	23-Apr-10	Q&P	Main Report	Ch.1 p1 last para.	Refers to previous SMPs.	Suggest identifying these by name for information.	Add text.	Steve Jenkinson	Text added which lists sub cell reference and frontage description	1.1	JD 05-08-10
5	23-Apr-10	Q&P	Main Report	Ch.1 p10 Main activities last bullet	Notes public consultation, but surely that is not part of development of this draft plan?	Suggest moving bullet.	Amend text.	Steve Jenkinson	Public consultation has now occurred and so this bullet point has left in. No amendment.	1.3.2	JD 05-08-10
6	23-Apr-10	Q&P	Main Report	Ch.1 p7 first line.	Notes that the plan is in seven parts. This is confusing given 6 chapters and a series of appendices.	Improve description.	Amend text.	Steve Jenkinson	Text amended to "The Plan is presented in seven across six chapters".	1.2.1	JD 05-08-10
7	23-Apr-10	Q&P	Main Report	Ch.1 p9 1st para. Last line	This sentence may be mis-interpreted as suggesting issues being deferred till later.	Suggest re-wording.	Amend text.	Steve Jenkinson	Last sentence removed and paragraph reworded as follows "One important feature of this information is the responses and issues that will be raised during the public consultation process. This data will have been recorded and will have been considered to be used in finalising policy options. A record of this information is in Appendix B and it will help those managing the coast in the future to identify issues at a local scale, ensuring that views can be readily identified during the actual implementation of the Plan. The degree of effort all consulted have put in to developing the Plan is fully appreciated. The storage of issues information should help ensure that people's concerns are recognised in the future".	1.2.3	JD 05-08-10
8	23-Apr-10	Q&P	Main Report	Ch.1 page 8	typo in relation to Appendix I. Should this not say 'supporting' instead of 'support'?	Review text and amend as appropriate	Amend document	A Frampton	typo amended to "supporting"	1.2.2	JD 05-08-10
9	23-Apr-10	Q&P	Main Report	Ch.3 p3 first para.	Notes coastal monitoring has recently started. Surely there has been monitoring in the past – does this refer to the Regional Monitoring?	This comment suggests no monitoring until recently – suggest re-wording to clarify, referencing the Regional Monitoring.	Amend text.	Steve Jenkinson	Text amended to "Coastal monitoring within the study area at specific locations as and when required has been ongoing for some time. More recently a Regional South West Coastal Monitoring programme has been established to undertake coastal monitoring on a more consistent and wide-ranging basis. Over time this will build up a valuable picture of change along the coast, however at this stage the data is too limited to draw trends and conclusions from to inform this SMP".	3.1.1	JD 05-08-10
10	23-Apr-10	Q&P	Main Report	Ch.3 p9 3.2.1	Comments that size of defences may need to increase, but no follow up to lead into the next comment regarding creating width.	I suggest a further brief comment to clarify issues associated with increasing size of defences – eg cost, land take, access, visual impact. Then on to explain why creating width might be a better option.	Amend text.	Steve Jenkinson	Text added and amended as follows: "Increasing the size of defences has a number of implications including: cost, land-take, visual and amenity impact and access to the shoreline. We therefore need to create width where this is possible in order to absorb the sea's energy. Shoreline width can be created, either through setting back defences or through modifying the approach we take"	3.2.1	JD 05-08-10
11	23-Apr-10	Q&P	Main Report	Ch.3 Sect 3.2.2	Good discussion of issues. Is there a comment missing at the start simply to explain majority of defence activities are publicly funded?	Consider additional comment.	Add text.	Steve Jenkinson	Text added "Most of the coastal and flood defences that exist have been funded by public money, both for their construction and their on-going maintenance requirements."	3.2.2	JD 05-08-10
12	23-Apr-10	Q&P	Main Report	Ch.3 Sect 3.4.2	4 <sup>th</sup> para – notes the three epochs.	Suggest changing the emphasis as these epochs are not fixed eg. "short term (yrs 0 to 20 approx.)".	Amend text.	Steve Jenkinson	Text amended "Policy for each unit is therefore defined over time; short term (0-20 years), medium term (20-50 years) and long term (50-100 years)."	3.4.2	JD 05-08-10
13	23-Apr-10	Q&P	Main Report	Ch.3 Sect 3.4.2	NAI and WPM abbreviations.	Suggest writing out in full for first use.	Amend text.	Steve Jenkinson	Actioned	3.4.2	JD 05-08-10

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14	23-Apr-10	Q&P	Main Report	Ch.4	Whilst we understand the rationale for having all of the information in a series of PDZ reports, much of the information in these should perhaps be in the Supporting Appendices. Indeed, in some cases information contained in the PDZ reports is not in the supporting appendices and it is not clear where it has been derived from (e.g. cliff recession data).	Consider linkages between PDZ reports and supporting appendices to ensure that it is clear from where information in Section 4 is being drawn.	Amend document	Andy Parsons	The general structure of the PDZ documents has been adapted from other completed Haskoning SMPs and was generally adapted to suit the requirements of this SMP. The CSG agreed the usefulness of having a discursive style approach to the development of policy and general discussion of rationale for the preferred plan. In this way some of the PDZ discussion is only found within the PDZ but the coastal processes, defences, historic environment info etc is taken from Appendix C, D and so forth. Links and cross-referencing with appendices will be checked during other general edits to each PDZ document in turn.	No change.	JR 09-10-08
15	23-Apr-10	Q&P	Main Report	Ch.4 & 5	The policy statement summaries in Section 5 appear to duplicate almost all the information contained in the last part of the PDZ reports in Section 4 (except in Section 5 they include implications tables and in section 4 economics). It would make sense to reduce the size of the document and to avoid confusion to remove this duplication and just have this information in either section 4 or section 5 only. [AP]  Ch.4 contains comprehensive summaries of data on a PDZ by PDZ basis, and sets out policy options for each Policy Unit. Ch.5 also sets out policy options for each Policy Unit, the main difference being the addition of the implications table. [SJ]	When finalising documents aim to remove duplication to reduce document size and avoid confusion. [AP]  Can the Project Team explain why these two chapters were not merged? [SJ]	Consider amending document.	Andy Parsons Steve Jenkinson	The team have discussed this issue with the CSG. CSG have stated how useful Section 5 is in setting out all policy in one section as an overview of whole SMP area however feel that it is also valuable to retain the policy statement summaries at the end of each PDZ document as this allows each PDZ to be self contained without needing to refer to separate section of the SMP. Therefore the team propose that the current format of Section 4 / 5 is retained.	No change.	JR 09-10-08
16	23-Apr-10	Q&P	Main Report	Ch.4 MA maps	Not sure why Scheduled Monuments alone are included on these maps, are they not shown on maps elsewhere?	Consider the need to include on these maps.	Please clarify.	Steve Jenkinson	SMS removed from mapping	Ch 4 MA maps	IW 12-08-10
17	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 1	Reads Pencarrow Head to Gribbin Head, rather than Rame Head to Pencarrow Head. [NH] Incorrect heading "Pencarrow Head to Gribbins Head" below photograph. [AP]	To be corrected.	Amend document.	Nikki Hiorns Andy Parsons	Ammended	Ch.4 PDZ 1	JR 09-10-08
18	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 1 Erosion rates	The table quotes recession rates etc, but I could see nothing on time periods eg. annual.	Need to clarify.	Amend text.	Steve Jenkinson	Have clarified in Table that historic rates are m/100yrs	Ch.4 PDZ 1 Erosion rates	JR 09-10-08
19	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 11 p17	SEA summary - Cligga Head SSSI not in MA29	To be corrected.	Amend document.	Nikki Hiorns	Ammended	Ch.4 PDZ 11 p17	JR 09-10-08
20	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 14 p13	Discussion suggests Camel Estuary is designated as an SAC (2nd and 7th para). The Camel Estuary is not SAC, River Camel beyond Wadebridge is SAC. This is not clear in the discussion text.	Rephrase text for clarity	Amend document.	Nikki Hiorns	Ammended	Ch.4 PDZ 14 p13	JR 09-10-08
21	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 14 p21	Rock Dunes - Rock Dunes SSSI has biological interests as well as geological.	Amend text to include biological	Amend document.	Nikki Hiorns	Ammended	Ch.4 PDZ 14 p21	JR 09-10-08
22	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 14 p25-26	SEA and HRA summaries - further text would add clarity on why policies will not result in adverse effect on integrity to the River Camel SAC.	Additional text in SEA/HRA summaries as per text in HRA appendix.	Amend document.	Nikki Hiorns	Text has been ammended / expanded, based on the text in the HRA appendix.	Ch4, PDZ14, pp21-25	JR 09-10-08
23	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 14 p27 & 29	Polzeath HTL/MR - suggest further statement on impact to Pentire Penninsular SSSI in discussion and SEA summary.	Additional text on impacts to Pentire Penninsular SSSI.	Amend document.	Nikki Hiorns	Additional explanation has been provided in discussion and SEA summary	Ch4, PDZ14, pp27 & 30	JR 09-10-08
24	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 18	Suggest that the HRA and SEA summaries for IoS are tailored to reflect conclusions for individual islands and designated sites present on each island. E.g. HRA summary for St Marys includes reference to impacts to SPA/Ramsar site on St Agnes.	Consider re-working summaries.	Amend document.	Nikki Hiorns	Have taken updated text from HRA and split out into the separate Island management areas, so each HRA summary is only directly referring to that specific island.	Ch4, PDZ18, pp30,34,42,48,54	JR 09-10-08
25	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 18	Page numbering wrong.	Please correct.	Amend document.	Nikki Hiorns	Ammended	PDZ18 - whole document	JR 09-10-08

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26	23-Apr-10	Q&P	Main Report	Ch.4 PDZ 5	HRA summary is for the Upper Fal, not Pendennis Point to Rosemullion Head.	To be corrected.	Amend document.	Nikki Hiorns	Corrected.	PDZ5, p.33	JR 09-10-08
27	23-Apr-10	Q&P	Main Report	Ch.5 Mapping	The lines indicating policy on the maps in this chapter are not always clear, especially where they overlay the background mapping.	Consider changing the background mapping to black and white so that the coloured policy lines stand out more.	Amend mapping	A Frampton	Changed mapping to display with 30% transparency. This makes the policy bands more clearly visible.	Ch 5 mapping	IW 12-08-10
28	23-Apr-10	Q&P	Main Report	Ch.5 Mapping	Add policy unit boundary lines in addition to the Management Area boundaries already shown on these maps to aid understanding of where policy units sit within the larger MA's.	Add Policy Units to maps.	Amend mapping	A Frampton	Added policy unit boundaries	Ch 5 mapping	IW 12-08-10
29	23-Apr-10	Q&P	Main Report	Ch.5 Mapping	On some maps, the policy lines shown are not clear and do not match the underlying mapping. For example in the estuaries (e.g. Management Area 3).	Review lines and improve quality.	Amend mapping	A Frampton	changed mapping to display with 30% transparency. This makes the policy bands more clearly visible. Adjusted bands in MA3 to match mapping coast	Ch 5 mapping	IW 12-08-10
30	23-Apr-10	Q&P	Main Report	Ch.5 Policy mapping	Visually I think the policy lines work well. Couple of comments: - it may be worth putting the health warning that these lines do not represent the coastline position on each of the maps - it is not clear which line represents which epoch - there is a dramatic change of scale in some cases – do the really large scale maps need to be at the large scale given what they are showing? The smaller scale maps work better.	Consider changes.	Amend mapping.	Steve Jenkinson	Introduction text of Chapter 5 does explain that lines are not the position of the coast. Additional text added to describe the positioning of the coloured policy bands in terms of epochs. CSG agreement to display policy mapping at MA scale so scale of maps not changed.	Ch 5 mapping and introduction	IW 12-08-10
31	23-Apr-10	Q&P	Main Report	Ch.5 Policy Maps	PDZ 7 - Management Area 17 - Baulk Head to Trewavas - map does not reflect MR policy for Loe Bar. PDZ 11 - Management Area 30 - St Agnes Head to Pentire Point West - map does not reflect HTL/MR policy at Trevouance Cove. PDZ 14 - Management Area 35 - Camel Estuary - policies on map wrong at Rock and Rock Dunes. PDZ 15 - Management Area 38 - map does not reflect HTL/MR policy at Crackington Haven.	Team to amend maps and check for other discrepancies.	Amend maps.	Nikki Hiorns	Cross-check of all policy maps and policies undertaken with policy display shapefile corrected, and mapping updated.	ch 5 mapping	IW 12-08-10
32	23-Apr-10	Q&P	HRA	General	Amended report to reflect recent changes to the Habitats Regulations (e.g. Reg 48 is now Reg 61)	Please correct.	Amend document.	Nikki Hiorns	Document amended throughout - updating all references to old/new regs. Corrected MH 100811	n/a - throughout	MH 12-08-10
33	23-Apr-10	Q&P	HRA	Sect 3.1.1	Refers to the Poole and Christchurch Bays SMP2 rather than Cornwall and the Isles of Scilly SMP2.	Please correct.	Amend document.	Nikki Hiorns	Corrected. MH 100811		MH 12-08-10
34	23-Apr-10	Q&P	HRA	Sect 3.2.23	Discusses IoS SPA rather than IoS SAC. Boundary of SAC (and SPA) are unclear in Figure 3.6.	Please correct.	Amend document.	Nikki Hiorns	Both points addressed. Maps redrawn and text amended. MH 100811		MH 12-08-10
35	23-Apr-10	Q&P	HRA	Sect 5.3.11	Add shore dock impact and mitigation discussed in Appendix C here.	Suggest additional text.	Amend document.	Nikki Hiorns	Sections restructured wrt NAEI and mitigation measures. Should clarify this point and align the assessment better with the formal HRA assessment procedures. MH 100811		MH 12-08-10
36	23-Apr-10	Q&P	General	Blank pages.	There are a number of blank pages separating chapters and appendices.	Could these potentially be reduced as it's adding up to a lot of waste paper!?	Amend layout of documents.	Karen Thomas	This will be reviewed for the final SMP.		
37	23-Apr-10	Q&P	Main Report	General	The main report is well written and is easy to read. The early chapters tackle the issues of challenges we face in defending everywhere forever and reference to the need for adaptation is made throughout the first few chapters.	None.	N/A.	Karen Thomas	Thank you		
38	23-Apr-10	Q&P	General	Tables & diagrams	Throughout the report and appendices tables and diagrams seem to have been inserted that are not in focus and therefore hard to read.	Could the original digital versions be merged into the report?	Improve clarity.	Karen Thomas	A number of tables / mapping have been improved eg map 'snatches' throughout chapter 4 PDZs which makes these more consistent.		IW 12-08-10
39	23-Apr-10	Q&P	Appendix A	Page 1	In the list of appendices, some of the appendix titles are not in bold.	Make appendix titles all bold (i.e. Appendix D and Appendix J).	Amend document	A Frampton	Have checked and within list on page A1 all appendix titles are bold. Please clarify action required.	No change.	
40	23-Apr-10	Q&P	Appendix A	Section A3 p7	It would be useful to indicate where more information on consultation can be found in support of those items shown in bold in the flow chart on this page.	Add reference to consultation information.	Amend document	Andy Parsons	Appendix / Chapter locations added into this flow chart where appropriate.	Appendix A, Section A3, pg 7	JD 05-08-10
41	23-Apr-10	Q&P	Appendix B	p.5	It would be useful to indicate where more information on consultation can be found in support of those items shown in bold in the flow chart on this page.	Add table.	Amend document.	Steve Jenkinson	PLEASE clarify flow chart that is being referred to.	No change.	
42	23-Apr-10	Q&P	Appendix B	Table B3.7	Summarises comments from stakeholders, but text clarity not good.	Please improve clarity.	Amend document.	Steve Jenkinson	Note accept that footer etc formatting of appendix B needs improving and will be done for final SMP once track changes can be removed.	Table B3.7	JD 05-08-10

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43	23-Apr-10	Q&P	Appendix C	Coastal Processes report	Figure 3.2 (on page 18) - the legend overlaps the figure title.	Amend layout so figure title is clear.	Amend document	A Frampton	Moved legend away from figure title	Figure 3.2 (on page 18)	IW 12-08-10
44	23-Apr-10	Q&P	Appendix C	Estuaries report, Section 1, pg 1, first para, last sentence	Does the text need to be amended to reflect the fact the Cornwall is now a unitary and Caradon District Council no longer exists?	Amend text.	Amend document	Andy Parsons	At the time of report production this was correct.	No change.	
45	23-Apr-10	Q&P	Appendix C	NAI/WPM Assessment	We question the use of the term 'Coastal Development' in the context of the NAI and WPM assessments. This is confusing as the text is describing 'Coastal Evolution' - use of 'Coastal Development' evokes images of construction of new communities/facilities etc.	Change terminology to be 'coastal evolution' (or similar throughout the NAI/WPM Assessment).	Amend document	Andy Parsons	coastal development replaced with coastal evolution	through early part of the NAI/WPM assessment document	JD 05-08-10
46	23-Apr-10	Q&P	Appendix C Introduction	p.1	Notes 3 parts, but there are 4 parts. Also helpful to clarify whether Part 1 includes all defences (open coast and estuaries).	Amend text to clarify.	Amend document.	Steve Jenkinson	Four parts confirmed. Text amended to state "Part 1: Defences Assessment: this summarises the coast protection and sea defence structures in the study area (including estuaries)." to make this clearer.	Appendix C Introduction	JD 05-08-10
47	23-Apr-10	Q&P	Appendix D	Page 25 to 27	The footer (bottom left) needs to be correct as it currently shows an error message.	Edit footer to remove error message.	Amend document	A Frampton	Error messages in footers removed	Throughout App D	JD 05-08-10
48	23-Apr-10	Q&P	Appendix D	Title page	The title page of Appendix D calls this Appendix 'Theme Review'. Elsewhere in the documents this is referred to as 'Appendix D - Natural and Built Environment Baseline (Thematic Review)."	Amend title page to be consistent to how it is referred to in the rest of the documents.	Amend document	A Frampton	Title amended to Appendix D - Natural and Built Environment Baseline (Thematic Review)."	title page App D	JD 05-08-10
49	23-Apr-10	Q&P	Appendix F Environmental Report,	Annex 1.	What is the key to colour coding in Annex 1? Although orange appears to represent negative impacts, many orange cells record positive impacts, particularly towards the end of the tables. Some examples are PDZ 15. PU 38.1; PDZ15 PU 37.1, 37.5; PDZ15 PU 37.3; PDZ1 PU 3.1, 3.6.	Please provide notation, check entries and amend colour coding as necessary.	Review of Draft	Liz Galloway	A review of the Annex I assessment tables has taken place. There are examples of incorrect colour coding. Further discussion with CSG and Environment Agency required as to presentation of revised Annex I assessment table.	No change at present.	JD 05-08-10
50	23-Apr-10	Q&P	Appendix F. SEA Report	para. 2.2.7.	Should not the descriptor 'moderate' be added to the text in 2.2.7?	Please review wording.	Review of Draft	Liz Galloway	?		
51	23-Apr-10	Q&P	Appendix H	p3	£2500 is stated as the removal costs for defences.	This needs a unit of measure e.g. per m?	Amend document	Karen Thomas	Document amended to show it is per metre.	Section H3.	JD 05-08-10
52	23-Apr-10	Q&P	Appendix J	2.1 & 3.1.2	Report states that landward freshwater bodies were identified using Environment Agency Tidal Flood Zone 2 maps (2.1) and Flood Zone 3 maps (3.1.2). Not clear which is correct.	Please clarify which maps were used to identify freshwater bodies and ensure the report is consistent.	Amend document	Karl Fuller	Report now updated to consistently refer to Flood Zone 2 used to identify features.	Section 2.1 and 3.1.2	JP 11-08-10
53	23-Apr-10	Q&P	Appendix J (WFD)	4.0 Conclusions	Page numbering is not the same as the Contents. Conclusions is said to start on p. 14 but in reality starts on p.12.	Review page numbering	Amend document	Liz Galloway	Page numbering amended.	Contents updated.	JP 11-08-10