

I SMP standard output formats

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I.1 Introduction

This appendix, and accompanying annexes, provides an overview of the typical structure of a final Shoreline Management plan.

- Annex I1 provides detail on the SMP content
- Annex I2 includes example mapping
- Annex I3 includes standard templates

I.2 Standard document contents

The Table below provides a recommended guide to the contents of both the main SMP document and the supporting appendices. It is essential that the main SMP document is easily read by a wide audience and as such it is recommended that this is kept as succinct as possible, whilst still including the important details. The accompanying Appendices should therefore be used to provide further supporting information and a greater level of detail.

Although the contents of the various chapters will be specific to each SMP, the adoption of this structure will ensure consistency between the SMP documents. Further details on the contents of each Chapter and Appendix is provided in the accompanying Annex I1, but is recommended that the pilot SMPs are referred to as an additional guide.

Main Document

Chapter 1: Introduction

- 1.1 The Shoreline Management Plan
- 1.2 Structure of the SMP
- 1.3 The Plan development process

Chapter 2: Strategic Environmental Assessment Compliance

Chapter 3: Basis for development of the plan

Chapter 4: The Preferred Plan

- 4.1 Plan for balanced sustainability
- 4.2 Predicted implications of the preferred Plan

Chapter 5: Policy Statements

Individual Policy Units, including mapping

Chapter 6: Action Plan

- 6.1 Coastal Defence Management Activities
- 6.2 Application of the SMP in Spatial planning
- 6.3 Further Actions to facilitate medium/long term policies
- 6.4 Management of SMP until next Review

SMP Supporting Documents (Appendices Volume)

Appendix A: SMP Development

Appendix B: Stakeholder Involvement

- Appendix C: Baseline Processes
- Appendix D: Thematic Reviews
- Appendix E: Issues & Objective Evaluation
- Appendix F: Shoreline Interactions & Response
- Appendix G: Preferred Policy Appraisal
- Appendix H Economics
- Appendix I: Metadata and Bibliographic database

To assist in the development and presentation of the SMP, Annex I3 includes a series of standard tables and formats that should be used. These formats should help ensure consistency between SMPs and should also improve clarity and transparency. It is recognised that the SMPs will differ due to local differences therefore the actual level of detail included in each table/ report is expected to vary. This annex therefore provides detail on the minimal requirements.

I.3 Mapping

For the dissemination of the SMP it will be important that appropriate mapping supports all reporting. No standard mapping for the theme reviews is promoted but it is essential that the base mapping, e.g. OS data, should be the latest available version, and the source and date identified. However, as a minimum, maps illustrating each of the following themes should be included in the SMP:

- Baseline no active intervention risk mapping
- Historic environment
- Landscape designations
- Nature conservation
- Coast and flood defence ownership and responsibilities

Maps also need to be produced to accompany the policy statements and although these maps need to be tailored to meet any local requirements, in order for there to be consistency between the SMPs, some minimal requirements should be met:

- base mapping, e.g. OS data, should be the latest available version (including any copyright information)
- environmental designations should be mapped (although it may be appropriate to merge data sets to improve map clarity)

- predictions of shoreline change (both erosion and flood risk areas) for the preferred Plan should be mapped for the three epochs
- boundaries of policy units should be marked
- the policies should be clearly identified either on the map or in a key below
- the legend should include a north arrow and scale bar

A number of examples are included in Annex I2.

I.4 Summary

In addition to the full SMP document and appendices, it will be important to produce a non-technical summary for consultation and dissemination purposes. The format/content of this will vary dependent upon the requirements/preferences of the Client Steering Group; however it is likely to include:

- overview of the coast;
- aims and objectives of SMPs;
- background to the SMP;
- summary of key major issue(s) for that coast;
- contact details for client group;
- summary of preferred policies (by Policy Unit); and
- map indicating Policy Unit locations.

An example summary leaflet, from the pilot SMPs, can be found on Defra's website.

<http://www.defra.gov.uk/environ/fcd/policy/smp.htm>

I.5 Media

The final delivery of the SMP may be as hard or digital copy, or both. There are a number of different options for digital production, e.g. via a CD or website, interactive or simply downloadable files (e.g. Portable Document Format (PDF) documents). No guidance is provided on these aspects; it will be up to the managing SMP Group to decide how far they wish to invest in an SMP website at this time. However, it is anticipated that all SMPs will be made accessible on the internet, most probably through the use of existing Coastal Group websites.

It is not necessary to prescribe an exact format for an SMP website, however it is anticipated that the web documentation will follow the recommended formats outlined in this Appendix, in order to maintain consistency and minimise the additional effort required. The costs and benefits of converting all outputs to 'html' format, against adoption of a simpler 'pdf' based system, should be considered by the individual Coastal Group, and other guidance followed as appropriate.

It is recommended that the websites of existing SMPs are first reviewed before an approach is decided upon. A single access point for all SMP websites is likely to be established through links from the Defra Flood Management website <http://www.defra.gov.uk/environ/fcd/policy/SMP.htm>

Due consideration will also need to be given to guidelines on the requirements for government websites, which should already be familiar to local authorities.

Annex I1: SMP content

There are 2 main parts to the final document:

- Shoreline Management Plan
- Supporting appendices

SHORELINE MANAGEMENT PLAN

CHAPTER 1: Introduction

1.1 The Shoreline Management Plan

This Section should include a statement defining what a Shoreline Management Plan is, i.e. identify its purpose, its status (i.e. non-statutory, high-level document that forms an important part of the Defra strategy for flood and coastal defence), and the principles that have shaped its development. It should be made clear that this is a revision of the first generation plan, with explanation why.

1.2 Structure of the SMP

This should provide a description of the structure and contents of the SMP, in particular this should include specific referencing to important sections of the appendices, for example, sections on flood and erosion risks, understanding of shoreline evolution, assessment of those options not adopted.

It should also be made clear that this document contains only information relating to the preferred Plan, not the alternatives (for which reference needs to be made to the appendices).

1.3 The Plan development process

This should be a brief overview of the process that has taken place to generate the SMP (further details should be included in Appendix A), and should broadly explain the activities that have been carried out and how decisions have been arrived at. This should include reference to the level of stakeholder involvement.

CHAPTER 2: Strategic Environmental Assessment Compliance

This section should identify how the SMP achieves the requirements of Directive 2001/42/EC of the European Parliament and of the Council, and the associated Environmental Assessment of Plans and Programmes Regulations 2004. The text should be sub-divided into sections representing the key requirements of the Regulations, and identifies the sections of the SMP documentation in which the relevant information is presented.

CHAPTER 3: Basis for development of the plan

This section could include any information or detail appropriate to support the plan. The content is discretionary, to reflect local issues and the messages that may need to be communicated to the local readership. For example, in the Pilot SMPs this describes the concepts of sustainable policy to provide an understanding of the constraints and limitations on adopting certain policies.

CHAPTER 4: The Preferred Plan

This section should provide an overview of the preferred plan for the whole SMP area. It is recommended that this section be kept succinct, i.e. not exceed 10 to 20 pages.

4.1 Plan for balanced sustainability

This first Section should summarise the preferred Plan and the rationale behind it; it should give a clear indication of the interdependencies of decisions rather than focus upon each individual policy unit.

4.2 Predicted implications of the preferred Plan

This should present an overview of the implications of the preferred policy scenario for the full SMP. It will probably include some information (or sub-sections) on the following:

- Implications for Property and Land-use
- Implications for Nature Conservation (including reference to compensatory habitat requirements of the preferred Policy scenario)
- Implications for Landscape
- Implications for the Historic Environment
- Implications for Amenity and recreational use

CHAPTER 5: Policy Statements

This section should include a series of statements presenting the preferred policy and implications for individual locations (Policy Units) (see template for policy unit statement structure, included in Annex I3).

These statements will provide local detail to support the SMP-wide plan presented in Chapter 4, and consider locally-specific issues and objectives (which should be included in the Annex); it should be highlighted in any introductory text that the statements must be read in conjunction with these.

Each Policy Statement should contain the following:

Location reference: This is the general name used for reference to each policy unit and a number identifier which is sequential clockwise along the shoreline.

Summary of the preferred Plan recommendations and justification: This is a statement summarising the preferred Plan and describing the rationale behind it. This should focus upon the long-term Plan but also note any different short-term requirements. It should identify if there is more than one possible outcome by this point in time and the reasons for this uncertainty.

Preferred policies to implement the Plan: For each epoch these statements should identify the plan policy and management measures anticipated for each epoch. Any uncertainty in long-term policy/caveats that require resolution should be detailed on the policy statement. As far as possible, these statements will be designed to correspond with the national database.

Predicted implications of the preferred Plan for this location: This should summarise (in tabular form: see Annex I3, template I9) the consequences *at this location only* resulting from the preferred policies, for each epoch. These are categorised as “Property & Land Use”, “Nature Conservation”, “Landscape”, “Historic Environment” and “Amenity & Recreational Use”, and should correspond with information being entered into the national Access database. If more than one option is considered for an epoch, this table should be extended to define impacts of the alternatives policies.

These statements should be accompanied by maps, identifying the limits of each policy unit, the features of interest, future shoreline positions, and coastal defence responsibilities. These maps should either be included with each policy unit statement or placed at the rear of the document.

CHAPTER 6: Action Plan

6.1 Objectives

This section should outline the objective of the Action Plan, namely to:

- facilitate implementation of the SMP policies;
- identify and/or promote studies to further/improve understanding where this is required to resolve policy and/or implementation;
- promote use of the SMP recommendations in spatial planning;
- identify procedures for the management of the SMP until its next review; and
- establish a framework to monitor progress against the action plan and initiate future SMP review.

6.1 Coastal Defence Management Activities

For each Policy Unit this will tabulate and prioritise (see Annex I3, Template I10):

- the coastal defence strategy covering the unit;
- the nature of works required to implement the short term policy;
- whether the Strategy recommendations needs to be reviewed in order to facilitate the ‘short term’ works requirements;
- any specific requirements for review of monitoring data from the unit;
- whether studies are required to either clarify/refine the policies or facilitate the medium/long term policies; and
- the organisation who will be responsible for promoting the actions.

6.2 Application of the SMP in spatial planning

This sets out actions which aim to ensure that the SMP policies are appropriately reflected in the relevant Regional Plan and Local Development Frameworks, such that long term coastal erosion and flooding risks are a material consideration in the planning process (see Annex I3, Template I11).

6.3 Further Actions to facilitate medium/long term policies

In addition to the specific actions outlined in the proceeding sections, there is also a need for some activities to be progressed, which require consideration either beyond the scale of the SMP or over the whole SMP area (see Annex I3, Template I12).

6.3 Management of SMP until next Review

It is important that progress against the actions outlined above is monitored so that any developments which might affect policy, and hence works, are notified, and also so that the need for revision of the SMP can be monitored. This will include for reporting progress on the Action Plan.

SMP SUPPORTING DOCUMENTS (APPENDICES VOLUME)

Appendix A: SMP Development: This reports the history of development of the SMP, describing more fully the plan and policy decision-making process. The remaining documents effectively provide appendices to this report,

Appendix B: Stakeholder Involvement: Stakeholders have had an important role in shaping the plan and preferred policies. All communications from the stakeholder process are provided here, together with information arising from the consultation process.

Appendix C: Baseline Processes: Provides baseline coastal process assessments in terms of long term issues associated with undertaking a ‘no active intervention’ baseline.

Appendix D: Thematic Reviews: This report identifies and evaluates the environmental features (human, natural, historical and landscape) in terms of their significance and how these need to be accommodated by the SMP.

Appendix E: Issues & Objective Evaluation: Provides information on the issues and objectives identified as part of the plan development and their appraisal for a range of scenarios.

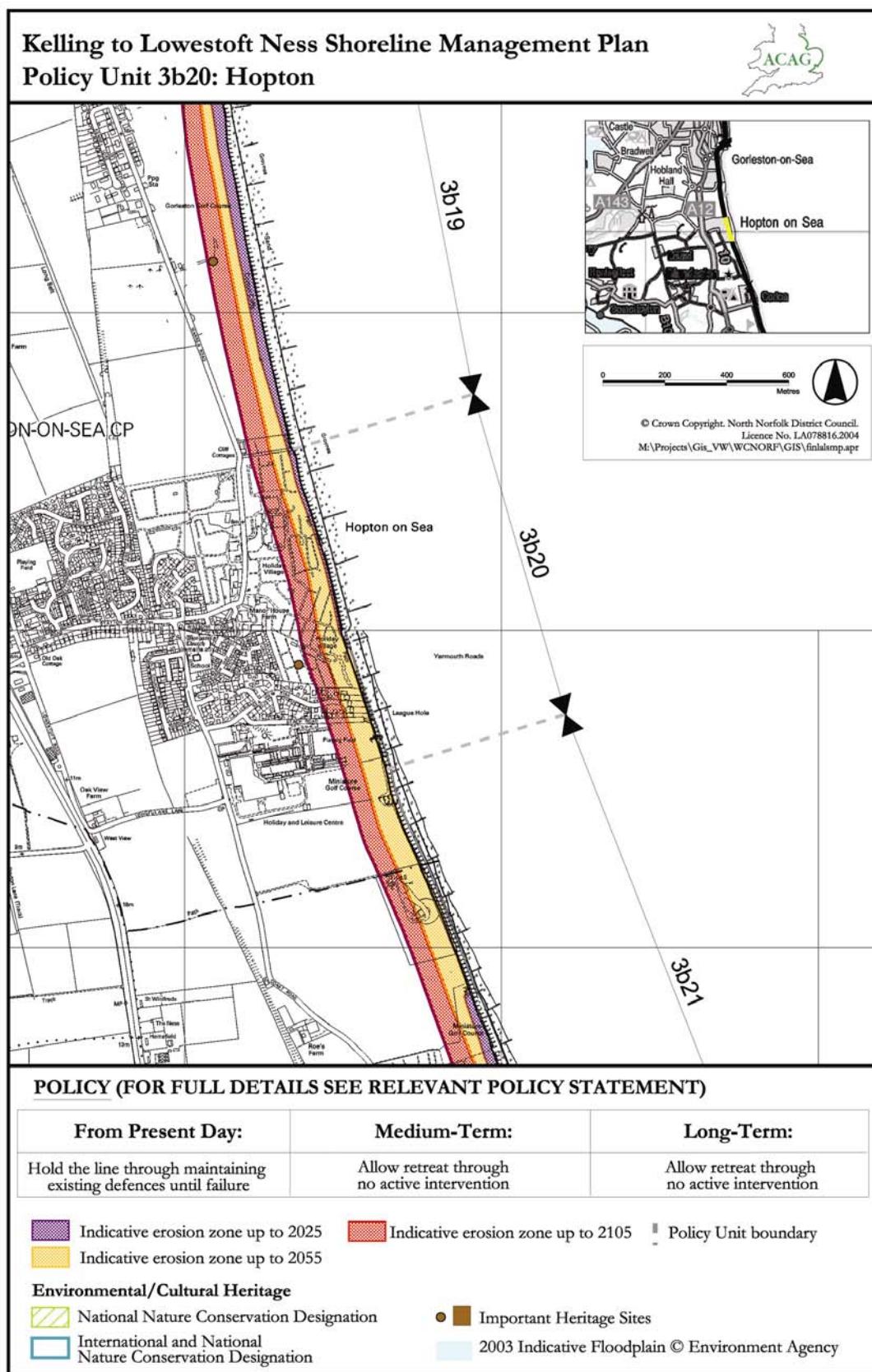
Appendix F Shoreline Interactions & Response: The impacts of a range of policy scenarios upon shoreline evolution have been tested. These have formed a key part of determining sustainability of various options. The results of these tests are provided here together with background information on the processes taking place along this coast. Also included with this is information on existing defences.

Appendix G: Preferred Policy Appraisal: A summary of the preferred policies based on details in appendices E and F.

Appendix H: Economics: This report provides a high-level assessment of the economic justification of the preferred policy in terms of justified, not justified and marginal.

Appendix I: Metadatabase and Bibliographic database: All supporting information used to develop the SMP is referenced for future examination and retrieval.

Annex I2: Example mapping



Annex I3: Standard templates

The following templates should be used in the development of the SMP and reference is made to the Tasks they relate to (as defined in Volume 2).

The templates included are:

Template I1	Database of Bibliographic and Reference Materials
Template I2	Defence Appraisal
Template I3	Assessment of Shoreline Dynamics
Template I4	Assessment of shoreline response
Template I5	Issues and objectives table
Template I6	Objective Evaluation
Template I7	Objective Achievement (Option a)
Template I8	Objective Achievement (Option b)
Template I9	Policy Statement
Template I10	Action Plan: Coastal Defence Management Activities
Template I11	Action Plan: Actions for Spatial Planning
Template I12	Action Plan: Further actions to facilitate medium/long term policies

DATA COLLATION (TASK 1.4)

Template I1. Database of Bibliographic and Reference Materials

Ref No.	Theme	Author	Title (and Publication)	Year	Document Holder	Optional Comment
<i>Include a number <u>only</u> for those quoted as reference</i>	<i>Identify theme/s to which information relates.</i>				<i>Where this can be obtained from e.g. EA, EN, LA.</i>	<i>Any additional information.</i>

BASELINE UNDERSTANDING OF COASTAL BEHAVIOUR AND DYNAMICS (TASK 2.1)

Template I2. Defence Appraisal

Location	Defence History	Present Defences and Residual Life (under do-nothing)	Natural Features
<i>Specific to information presented (not necessarily Policy Unit). Could include NG co-ordinates.</i>	<i>Any information on history of defence, which helps understanding of the influences upon past evolution.</i>	<i>Brief description of the type of defence present. Residual Life: Broad estimate of the residual life of the defences present, based upon condition. (Also see Appendix D).</i>	<i>Brief description of the natural features present, considering backshore, foreshore and shoreface.</i>
<i>Location 2 etc.</i>	<i>[As above]</i>	<i>[As above]</i>	<i>[As above]</i>

Template I3. Assessment of Shoreline Dynamics

SMP OVERVIEW

Text describing characteristics of SMP as a whole and discussion of any strong sediment linkages along the SMP coast. There should also be identification of key controls on coastal behaviour. As a first reference Futurecoast (2002) should be used.

LARGE SCALE**Location:** *Location name identifying stretch of coast discussed***Interactions:**

Text describing key large-scale sediment pathways, inputs and losses, and controls on these. Any time controls on these linkages should be noted. The size of sediment being discussed should be clearly identified.

Movement:

Text describing any large-scale, historical changes in the shoreline position or morphology. Where available, rates should be included, but any limitations should be noted. Changes to the foreshore, shoreface and offshore should be considered. Any longshore positional movements such as spit elongation, ness movements etc. should also be discussed. If human intervention has affected the natural movement of the shoreline, this should be noted.

LOCAL SCALE**Location 1 Name** (*not necessarily a Policy Unit*)**Interactions:**

As for above, but focussing at a local level, including more detail, if available.

Movement:

As for above, but focussing at a local level, including more detail, if available.

Predictions of shoreline evolution:

Text describing any existing predictions of future shoreline evolution, but noting any assumptions or limitations relating to these predictions. In many cases Futurecoast (2002) may provide one estimate. The type of any coastal change may also be discussed, e.g. type of likely cliff failure.

Location 2 Name (*not necessarily a Policy Unit*) etc.

[As above]

The scales to be used are not prescribed, but will be dependent upon the information to be conveyed and the SMP shoreline characteristics. All sources of information should be referenced and any gaps in knowledge or understanding should also be acknowledged.

SCENARIO ASSESSMENT (TASKS 2.2 AND 3.2a)

Template I4. Assessment of shoreline response

SCENARIO REF: Name of scenario discussed, e.g. 'Baseline scenario 1 – no active intervention'			
Location	Predicted Change for:		
	Years 0 – 20 (2025)	Years 20 – 50 (2055)	Years 50 – 100 (2105)
Name of location, which will be the Policy Unit for Task 3.2	Description of the coastal management practice assumed.	Description of the coastal management practice assumed.	Description of the coastal management practice assumed.
	*Text describing the expected response of the shoreline during this period.	*Text describing the expected response of the shoreline during this period.	*Text describing the expected response of the shoreline during this period.
Location 2	Description of the coastal management practice assumed.	Description of the coastal management practice assumed.	Description of the coastal management practice assumed.
	[as above]	[as above]	[as above]

*The text describing the expected response of the shoreline should consider:

- What will the shoreline look like? [E.g. the cliffs will be held in position by the seawall. The beach will be narrower.]
- Where will the shoreline be? [E.g. retreated or advanced x metres, but this statement should be specific to a feature (e.g. the cliffline, shingle barrier etc.)]
- What are the potential impacts of this scenario on sediment supply or control on wider evolution, i.e. downdrift effects/impact on the adjacent shoreline? [In general, it is only necessary to discuss influence upon the adjacent coastline (i.e. control or sediment transport), although more wide-scale impacts need to be considered. The specific response to this influence should be included within text for that section.]
- Why is the coast responding in this way? [Focus on where this is a direct consequence of the scenario, as opposed to natural behavioural tendency, which should be included in the Baseline Understanding of Coastal Behaviour.]

Further guidance on the recommended methodology and techniques available for scenario assessment are discussed in Appendix D.

IDENTIFICATION OF ISSUES AND OBJECTIVES (TASKS 2.3 AND 2.4)

In order to clearly define and appraise all the benefits associated with any one feature and associated issue, a table format has been developed, which formalises the process for assessment, and ensures improved consistency of information along the coast. Further guidance is provided in Volume 2 and Appendix G.

Template I5. Issues and objectives table

Location	<i>Name of location, which need not be the Policy Unit</i>					
Feature	Issues associated with feature	Flooding or erosion Issue?	Affect Policy?	Why is the feature important?	Who benefits?	Objectives
<i>Text specifying something tangible that provides a benefit or service to society.</i>	<i>Text describing any issues identified with the feature.</i>	<i>Yes/ No response on whether it has direct relevance to flood and coastal defence management.</i>	<i>Yes/ No response on whether it will directly affect the choice of policy.</i>	<i>Text defining actual tangible benefits of the feature.</i>	<i>Text defining the key beneficiaries.</i>	<i>Text defining the objective against which the policy will be appraised.</i>
Feature 2	[As above]	[As above]	[As above]	[As above]	[As above]	[As above]

ASSESSMENT OF OBJECTIVES (Task 2.6)

The Table below will form an extension to I5 (further guidance is provided in Appendix G).

Template I6. Objective Evaluation

Location	<i>As for I5</i>				
Feature	At what scale is the benefit important?	Importance of the benefit	Is there enough of the benefit?	Can the benefit be substituted?	Class
As for I5	<i>Text defining scale.</i>	<i>Text defining importance (high/ medium/ low).</i>	<i>Yes/ No response (with supporting text if required).</i>	<i>Yes/ No response (with supporting text if required).</i>	<i>[Optional column] Code defining rank/ class.</i>
As for I5	[As above]	[As above]	[As above]	[As above]	[As above]

ASSESSMENT OF OBJECTIVE ACHIEVEMENT (Task 3.2b)

The table below will form an extension to I5 and I6, although some columns could be omitted for clarity.

Template I7. Objective Achievement (Option a)

Location	As for I5													
Feature	Up to 2025		Up to 2055		Up to 2105		Up to 2025		Up to 2055		Up to 2105		Policy Option 2 etc.	
	NAI			Policy option 1										
	Description of the coastal management practice assumed.		Description of the coastal management practice assumed.		Description of the coastal management practice assumed.		Description of the coastal management practice assumed.		Description of the coastal management practice assumed.		Description of the coastal management practice assumed.			
As for I5	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N		
As for I5	[As above]		[As above]		[As above]		[As above]		[As above]		[As above]			

Template I8. Objective Achievement (Option b)

As a slight variation of I7, an alternative is to arrange the columns by epoch:

Location	As for I5									
Feature	Up to 2025			Up to 2055			Up to 2105			
	Policy Option 1		Policy Option 2 etc.	Policy Option 1		Policy Option 2 etc.	Policy Option 1		Policy Option 2 etc.	
	Description of the coastal management practice assumed.		Description of the coastal management practice assumed.	Description of the coastal management practice assumed.		Description of the coastal management practice assumed.	Description of the coastal management practice assumed.		Description of the coastal management practice assumed.	
As for I5	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N	Text describing impact of policy.	Y/N
As for I5	[As above]		[As above]		[As above]		[As above]		[As above]	

In the document for consultation it is proposed that only the No Active Intervention (NAI) and Preferred Plan are presented.

PREPARATION OF DRAFT SMP DOCUMENT (Task 3.5)

Template I9. Policy Statement

Location reference:	Name of the Policy Unit
Policy Unit reference:	Reference number of the Policy Unit (numbers should run clockwise)

SUMMARY OF PREFERRED PLAN RECOMMENDATIONS AND JUSTIFICATION

Plan: A statement summarising the preferred Plan and describing the rationale behind it. It should identify if there are more than one possible outcome by this point in time and the reasons for this uncertainty.

Preferred policies to implement Plan:

From present day: Description of the preferred policy/ policies for this period, with explanation of the assumed implementation (at a broad level) and implications in terms of shoreline response. The timescale is not definitive, but should roughly cover the next 20 years. There should also be confirmation that these policies are not detrimental to the long-term aims. If they are, then it should make clear the reasons for this and propose actions that will need to be taken to resolve this problem.

Medium-term: Description of the policy proposed immediately following the immediate term, which in many cases may be to bridge between immediate needs and long-term aims. Again there should be an explanation of the assumed implementation (at a broad level) and implications in terms of shoreline response. If measures are required to reach the long-term aspiration, these should be identified.

Long-term: A summary of the long-term aim for this Policy Unit for the 50 to 100 year period. This text should discuss the aspirations and the reasons for this approach. If this practice is likely to become unsustainable in the longer term (i.e. beyond 100 years), this should be identified.

PREDICTED IMPLICATIONS OF THE PREFERRED PLAN FOR THIS LOCATION

Time Period	Management Activities	Property & Land Use	Nature Conservation	Landscape	Historic Environment	Amenity & Recreational Use
By 2025	Description of assumed management activities					
By 2055	Description of assumed management activities		Description of the implications of the policies, for each theme, at each time step. This should be based on the Objective Evaluation table (I7/8).			
By 2105	Description of assumed management activities		Where available, quantification could be included, e.g. property loss.			

DEVELOP ACTION PLAN: COASTAL DEFENCE MANAGEMENT ACTIVITIES (Task 5.2)

Template I10. Action Plan: Coastal Defence Management Activities

Policy Unit		Coast Defence Strategy	Works for Short Term Policy	Strategy Review Required?	Priority	Specific Monitoring Requirements		Priority	Specific Study Requirements	Priority	Responsibility
No.	Name	Name and status of Strategy	Works to implement in immediate future	Do these works/policy require a revision of the existing strategy?	H	Specific aspects of Policy Unit frontage that should be considered when establishing/reviewing monitoring.	M	Defines study requirements to clarify/refine policy, or to facilitate future policy implementation.	L	Organisation charged with promoting these actions	
				As above							
				As above							

Priority identified as: H (high), M (medium) or L (low).

DEVELOP ACTION PLAN: COASTAL DEFENCE MANAGEMENT ACTIVITIES (Task 5.2)

Template I11. Action Plan: Actions for Spatial Planning

Action	Priority	Responsibility
<i>Description of actions to ensure adequate uptake of SMP by planning.</i>	H	<i>Organisation charged with promoting this action.</i>
As above	M	
As above	L	

Priority identified as: H (high), M (medium) or L (low).

Template I11. Action Plan: Further actions to facilitate medium/long term policies

Action	Priority	Responsibility
<i>Description of actions to primarily aimed at medium and longer term policy issues, affecting the whole SMP area, or wider.</i>	H	<i>Organisation charged with promoting this action.</i>
As above	M	
As above	L	

Priority identified as: H (high), M (medium) or L (low).